Date: September 19, 2016  
Time: 1:00 pm – 2:00 pm  
Location: EDB 7512  
Chair: Panos Pappas

Attendees: Panos Pappas, Victor Song, Natalia Gajdamaschko, Shivanand Balram, Laurie Goldsmith, Tony Williams, Tatum Miller, Michael Chua, Chris Groeneboer, Nancy Johnston

Regrets: Diana Cuikerman, Julian Christians, Ker Wells

Guest: Gwen Bird, Donna McGee (on behalf of Elaine Fairey)

Scribe: Denise Buck

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<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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| Approval of Agenda | • Approved  
**MOTION** Moved: Tony; Seconded: Natalia | |
| Approval of Previous Minutes | • Approved  
**MOTION** Moved: Natalia; Seconded: Michael | |
| Business Arising | • n/a | |
| Digital Learning Resource Platform Selection (Gwen Bird) | • Reviewed memo outlining proposal *attached  
• SCUTL to consider involvement with DLRN proposal after hearing from Mark McLaughlin, Mikhail Dzuba and Andrew Gemino (October) and Peter Keller (November) | |
| Chair’s Report | • Panos and Natalia had a productive one-hour meeting with Peter Keller, VPA, who is receptive to come to a SCUTL meeting  
• Peter Keller will be invited to a meeting with SCUTL; however, due to the VPA’s schedule a meeting in addition to the regularly scheduled SCUTL meeting may be required  
• As discussed at previous meetings, Natalia and Tony are involved in the Chair’s duties as a form of job shadowing as they are considering being nominated for the Chair’s position in future | |
| Electronic Student Course Evaluation Process | • Discussed concerns regarding results not being released if 5 or fewer students complete the evaluation  
• Clarified that this is current practice, not policy, and the decision was made based on different perspectives, statistical information as well as maintaining confidentiality; however, SETC is open to further discussion  
• Kiran Bisra, SETC Manager, will attend the October SCUTL meeting to propose bringing SETC items to SCUTL for input | |
| Faculty Teaching Fellows | • Discussed SCUTL working with FTFs as conduits for teaching and learning as well as networking within the university  
• Decided to host a luncheon | CG/DB |

Action Item:  
• TLC to organize FTF and SCUTL luncheon

Roundtable | • n/a |

Meeting adjourned at 2:00 pm.
## MEETINGS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time/Location</th>
<th>Notes</th>
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<tbody>
<tr>
<td>October 24</td>
<td>1:00 pm – 2:00 pm, EDB 7512</td>
<td>Guests: Kiran Bisra (SETC), Mark McLaughlin, Mikhail Dzuba, Andrew Gemino (DLRN)</td>
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<tr>
<td>November 21</td>
<td>1:00 pm – 2:00 pm, EDB 7512</td>
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<tr>
<td>December 19</td>
<td>1:00 pm – 2:00 pm, EDB 7512</td>
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