## Senate Committee on University Teaching and Learning (SCUTL) Meeting Minutes

**Date:** March 24, 2017  
**Time:** 2:00 – 3:00 pm  
**Location:** EDB 7512  
**Chair:** Natalia Gajdamaschko

**Attendees:** Michael Chua, Natalia Gajdamaschko, Dai Heide, Laurie Goldsmith, Brad Johnson, Nancy Johnston, Ker Wells, Tony Williams, Elaine Fairey, Diana Cuikerman (via Skype)

**Regrets:** Victor Song, Panos Pappas, Shivanand Balram, Julian Christians, Keith Fong, Cheryl Amundsen

**Guest:** Chris Groeneboer

**Scribe:** Denise Buck

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<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>1. Welcome and introductions</td>
<td>Welcome to new SCUTL member Brad Johnson</td>
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<td>2. Approval of Agenda</td>
<td>Approved</td>
<td>MOTION Moved: Tony; Seconded: Ker</td>
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<td>3. Approval of Previous Minutes</td>
<td>Approved</td>
<td>MOTION Moved: Ker; Seconded: Tony</td>
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| 4. Business Arising | A meeting with Peter Keller, VPA, is scheduled April 6, 11:00 am – 12:00 pm  
Brad Johnson will be Acting Chair  
- This follow up to the November meeting with the VPA is to clarify the VPA’s priorities for SCUTL regarding SETC, Educational Goals and DLRN  
- This date was selected as the majority were available | |
| 5. Chair’s Report | The SCUTL Canvas shell has been reorganized with summaries and documents added under Pinned Documents regarding the three priorities 1) SETC, 2) DLRN, 3) Educational Goals  
Reminder the ITS Stakeholder Survey is a pinned discussion and will be open for comments up to April 14th  
Due to the availability of committee members during the spring term, two different meeting times were required, online discussions via Canvas are a useful option in general and particularly when the entire committee cannot meet  
SETC Advisory Committee (SAC)  
- Natalia is a committee member  
- Terms of reference are being developed and will include SETC bringing items to SCUTL as required for input from both the faculty and student perspective and forwarding to Senate  
- VPA will have ownership of the institutional set of questions  
- Confirmed SCUTL discussed SETC questions  
- SAC minutes and decisions will be posted and open for feedback for one month to ensure transparency | |
Discussed concerns regarding usage of data in evaluations, lack of context and comments
Confirmed in courses with less than 5 respondents, instructors will receive the result but, in order to protect the privacy of students, will not inform the instructor of how many responded

Action Item:
- Principles regarding use of SETC data to be agenda item

6. Educational Goals
- Discussed the memo submitted to Senate by Jon Driver, VPA, April 25, 2013, regarding evaluation of educational goals:
  - #4. SCUTL will oversee these processes, and will report annually to Senate on their implementation and impact
  - The finalized External Review process did not require SCUTL to oversee or report as outlined in the memo
- At the April 6th meeting with the VPA, the scope and tasks of SCUTL around Educational Goals can be clarified
- Discussed the need to assess the assessment/data of educational goals, referred to Educational Goals timeline:
  - http://educationalgoals.tlc.sfu.ca/overview/
- Discussed possible scope to include assessing the process, alignment of metrics with assessment piece, the success of Educational Goals as well as developing a process to assess goals

7. Annual Report to Senate
- Annual report to Senate is due April 30th, document can be updated after the April 6th meeting with Peter Keller, VPA
- Feedback welcome
- Suggestion made to provide annual report to all new members
- Final document will be approved by the committee through an online vote

Action Item:
- Confirm the date the Health Promotion team (Martin Mroz, Tara Black, etc) attended SCUTL as guests and if it should be included in the 2016/2017 annual report

8. Roundtable
- Discussed Canvas pinned Discussion “ITS Stakeholder Satisfaction Survey” and comments, encouraged further discussion
- Discussed other topics for discussion including teaching and learning alignment with SFU priorities e.g. Aboriginal Reconciliation Committee (ARC)
- Invite guests representing SFU’s priorities: 1) Indigenizing the curriculum, 2) Student experience, 3) Big Data
- The Faculty Teaching Fellow (FTF) and SCUTL meeting will be scheduled for the end of May
- FTF process is undergoing changes
- Effective September, Natalia will be the Director, Undergraduate Programs, Faculty of Education, and will be stepping down from the FTF position

Meeting adjourned at 3:00 pm.

MEETINGS

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<tr>
<th>Date</th>
<th>Time/Location</th>
<th>Notes</th>
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<tr>
<td>Thursday, April 6</td>
<td>11:00 am – 12:00 pm, EDB 7512</td>
<td>Guest: Peter Keller, VPA</td>
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<td>Friday, April 21</td>
<td>11:00 am – 12:00 pm, EDB 7512</td>
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