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

**Date:** May 24, 2017  
**Time:** 11:00 am – 12:00 pm  
**Location:** EDB 7512  
**Chair:** Natalia Gajdamaschko

**Attendees:** Cheryl Amundsen, Elaine Fairey, Natalia Gajdamschko, Diana Cuikerman, Brad Johnson, Julian Christians, Dai Heide, Michael Chua, Nancy Johnston

**Regrets:** Victor Song, Panos Pappas, Shivanand Balram, Ker Wells, Tony Williams

**Scribe:** Denise Buck

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 1. Announcements | • Thank you to Brad for chairing the last meeting on behalf of Natalia  
• Thank you to Elaine for her contributions to SCUTL and best wishes for her retirement. A reminder the party for Elaine is on June 15<sup>th</sup>  
• Thank you to Michael for his service and we hope to see him again in June dependent on Senate | |
| 2. Approval of Agenda | • Approved  
**MOTION** Moved: Nancy; Seconded: Cheryl | |
| 3. Approval of Previous Minutes | • Approved with revisions.  
**MOTION** Moved: Julian; Seconded: Elaine | |
| 4. Business Arising | | |
| 5. Chair’s Report | • SCUTL’s annual report has been accepted and approved by Senate  
• Diana (June 22) and Cheryl (July 27) volunteered to attend [SFU Student Evaluation of Teaching and Courses](#) meetings on behalf of Natalia  
• The Faculty Teaching Fellow (FTF) and SCUTL luncheon will be delayed to October or November due to availability  
• Kevin O’Neill will be replacing Natalia as the Education FTF | |
| 6. Review April 6 SCUTL meeting with VPA | • Confirmed the AVPA Teaching and Learning has been approved by the Board of Governors; AVPA T&L will be an internal appointment and then posted for an international search  
• Discussed the Learning Outcomes/Educational Goals Working Group formed by Peter Keller, VPA; will consider inviting working group to a SCUTL meeting as well as the possibility of SCUTL informing the working group | |
| 7. Inventory of Teaching and Learning at SFU | • Discussed VPA’s office providing funding to hire a research assistant or graduate student to conduct the inventory  
• Referred to the TFFE recommendations  
• Suggestion to clarify with VPA the purpose  
• SCUTL agreed to form a sub-committee which will:  
  o draft a high-level proposal (i.e., articulate the purpose of the inventory and describe the information to be included, and how it might be collected)  
  o get feedback from SCUTL online (i.e., not wait until the next meeting)  
  o Email proposal to Peter Keller, VPA, to ensure that we are on the same page | |
Draft a more detailed proposal, e.g., requesting funds for a research assistant if appropriate

Action Item:
- Email SCUTL members for volunteers to serve on the sub-committee regarding an inventory of teaching and learning at SFU

### 8. Roundtable

**Elaine**
- The recruitment process for Elaine’s position is wrapping up and a successor is expected to be in place by August/September; in the interim, a designate will attend the SCUTL meetings
- The hiring committee for the Maker Space position declared it a failed search; Elaine’s successor will be conducting the next search

**Cheryl**
- Cheryl is retiring as the ISTLD Director at the end of August 2017, the job posting closes June 7th
- ISTLD is busy with part-time staff moving to full-time
- Big Data has dedicated permanent space to ISTLD

**Dai**
- As the FASS FTF, Dai has been working on launching a pilot in September which will help to acclimate students with a set of seminars taught by FASS
- The seminars which target domestic students will focus on core academic skills and facilitating the faculty in having a bigger mentorship role
- Dai will email the information to SCUTL

---

**Meeting adjourned at 12:05 pm.**

### MEETINGS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time/Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 21</td>
<td>11:00 am – 12:00 pm, EDB 7512</td>
<td></td>
</tr>
<tr>
<td>July 19</td>
<td>11:00 am – 12:00 pm, EDB 7512</td>
<td></td>
</tr>
<tr>
<td>August 16</td>
<td>11:00 am – 12:00 pm, EDB 7512</td>
<td></td>
</tr>
</tbody>
</table>