Date: November 21, 2017  
Time: 1:00 – 2:30 pm  
Location: EDB 7512  
Chair: Natalia Gajdamaschko

**Attendees:** Natalia Gajdamschko, Julian Christians (1:20 – 2:30), Erin Hogg, Joseph Ssendikaddiwa, Brad Johnson, Sheri Fabian, Tony Williams, Keith Fong, Diana Cuikerman, Karen Munro

**Regrets:** Daniel Ahadi, Dai Heide, Nancy Johnston, Victor Song, Ker Wells, Rochelle Tucker, Shivinand Balram

**Scribe:** Denise Buck

**Guest:** Elizabeth Elle (1:15 – 1:45)

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<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
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<tbody>
<tr>
<td>1. Welcome and Introductions</td>
<td>Welcome to Karen Munro</td>
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| 2. Approval of Agenda | Approved  
**MOTION** Moved: Tony; Seconded: Keith | |
| 3. Approval of Previous Minutes | Approved  
**MOTION** Moved: Tony; Seconded: Erin | |
| 4. Business Arising | A reminder of the December 8th teaching and learning roundtable luncheon  
Decision made to cancel December 18th SCUTL meeting  
Spring term 2018 meetings will be scheduled monthly, Tuesday’s, 10:30 am – 12:00 pm, ending early when possible  
**Action Item:**  
**Cancel December 18th SCUTL meeting Connect invite**  
**Send Connect invites for 2018 spring term meetings** | DB  
DB |
| 5. Chair’s Report | n/a | |
| 6. Educational Goals Learning Outcomes Working Group Terms of Reference | Elizabeth Elle, EGLO Chair, provided background on the working group and welcomed feedback, questions and comments from SCUTL  
Brad, Natalia and Sheri are members of the working group  
The VPA, Peter Keller, has requested changes to the terms of reference and a position document will be developed to capture the background and benefits  
The first terms of reference draft were created prior to Elizabeth chairing the working group  
Clarified the terms of reference timeline and link to the external review cycle with the course level linked to the accreditation, the timeline as stated in the terms of reference will be adjusted  
The working group will be providing support such as workshops, documents with examples, considering website options, ensuring user-friendly and helpful  
Confirmed the terms of reference were brought to SCUTL for consultation and discussion with final approval by Senate | |
- Confirmed the working group has student representation
- Discussed potential SFUFA perspective

**Action Item:**
- Confirm if SETC questions regarding Learning Outcomes are at the institutional level or optional departmental question

**7. Teaching Assessment Working Group Terms of Reference (Brad)**
- Brad is representing the TAWG Chair, Barbara Frisken
- The terms of reference are presented to SCUTL for feedback and consultation at the recommendation of the VPA, Peter Keller
- The working group is looking at how SFU assesses teaching practice with the goal of providing options, in addition to SETC, and making suggestions for evaluations to the Tenure and Promotion Committee’s (TPC’s) that will be helpful and effective, as well as how to reward, promote and highlight excellent teaching
- Diana, Natalia and Brad are TAWG members
- The working group membership was reviewed; noting Diana, Brad and Natalia are members and there is representation from teaching, research and SFUFA, etc.
- Discussed terms of reference #5, suggestion to move to #1 and use excellence as a rationale for competencies; teaching vs. research culture/value
- Recommendations included defining the scope of teaching, e.g., classroom/online/other; quantify “service”, preamble was recognized as excellent and capturing the need for data to recognize teaching
- Confirmed a TCEP report shared with TAWG in order to assist with their work was created by the TCEP working group which was a sub-committee of SCUTL and the report is expected to be finalized in December

**8. Roundtable**
- n/a

*Meeting adjourned at 2:30 pm.*

### MEETINGS

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tuesday, January 30, 2018</td>
<td>10:30 am – 12:00 pm, EDB 7512</td>
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<tr>
<td>Tuesday, February 27</td>
<td>10:30 am – 12:00 pm, EDB 7512</td>
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<tr>
<td>Tuesday, March 27</td>
<td>10:30 am – 12:00 pm, EDB 7512</td>
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<tr>
<td>Tuesday, April 17</td>
<td>10:30 am – 12:00 pm, EDB 7512</td>
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