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

**Date:** April 17, 2018  
**Time:** 10:30 am – 12:00 pm  
**Location:** EDB 7512  
**Acting Chair:** Brad Johnson

### Present:
Brad Johnson, Rochelle Tucker, Keith Fong, Julian Christians, Sheri Fabian, Panos Pappas, Diana Cukierman

### Regrets:
Joseph Ssendikaddiwa, Shivanand Balram, Victor Song, Karen Munro, Tony Williams, Natalia Gajdamschko, Daniel Ahadi, Erin Hogg, Nancy Johnston

### Guest:
Anna Chemielweski, Project Manager, ITS

### Recorder:
Denise Buck

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<td>1. Welcome and Introductions</td>
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| 2. Lecture Capture Project (Anna Chemielweski) | • Reviewed Digital Asset Management (DAM) Solution Discovery Lecture Capture Stream Powerpoint *attached  
• DAM is a project suggested by the Education Systems Stewardship Committee (ESSC) with the mandate to optimize the current and long term lecture capture and digital assets at SFU  
• SCUTL was asked to provide feedback on where lecture capture needs to be from an educational standpoint with the options of 1) Audio and presentation capabilities (slides/Powerpoint); 2) Audio only; 3) Filmed; including the additional options to roll out all at once or in phases  
• ITS preference is to install audio and presentation lecture capture with the audio synced to the presentation  
• Discussed the past implementation of Mediasite, the current disjointed and ad-hoc approach of each lecture room being different  
• SCUTL raised concerns regarding the length of time they would require to provide a thoughtful and researched decision; other concerns included the impact of technology in trying to capture an engaged and interactive learning experience and flipped classrooms, impact to relationships with students and attendance if recordings were available, reduced engagement, time involved to edit filmed lectures  
• SCUTL would like to see options where student laptops were interactive tools  
• The committee was asked if SCUTL would be the right venue to ask for guidance or if DAM should continue to be brought to ESSC and the decision was left with Anna to decide if she would like to have SCUTL as an advisory group and/or to form a working group  
• Recommendation made for Anna to consult the Student Experience Initiatives | |
| 3. Approval of Agenda | • Approved |
4. Approval of Previous Minutes
   - Approved

5. Business Arising
   - Call for nominations for SCUTL Chair with a one-week deadline and online websurvey vote to follow
   - The SCUTL Annual Report to Senate is on the SCUTL Canvas shell for review

6. Acting Chair’s Report
   - n/a

7. SETC Working Group Report
   - Natalia and Panos met with Peter Keller, VPA, to discuss next steps for the Student Evaluation of Teaching and Courses (SETC) Working Group Report
   - The VPA read the Executive Summary and appreciated the thorough and thoughtful work and felt it should be presented to Senate
   - The decision was made to officially pass the report over to the Teaching Assessment Working Group (TAWG) to continue the work
   - SCUTL agreed the report should be disseminated to Faculty Teaching Fellows, SFUFA, TAWG as well as included in the Teaching and Learning Centre (TLC) newsletter

   Action Items:
   - Present SETC Working Group report to Senate – date to be determined by Peter Keller
   - Disseminate SETC Working Group report to Faculty Teaching Fellows, SFUFA, TAWG, include in TLC newsletter  

8. Roundtable
   - Effective September, Rochelle will be on a study leave

*Meeting adjourned at 11:50 am.*

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**MEETINGS**

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