<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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</table>
| 1. Approval of Agenda | • Approved  
*MOTION* Moved: Kevin; Seconded: Sheri |
| 2. Approval of Previous Meeting Minutes | • Approved  
*MOTION* Moved: Julian; Seconded: Sheri |
| 3. Welcome and Introductions | • Welcome to new committee members: John Stockie, Muriel Klemetski, Susan Luu, Kevin Luu |
| 4. Business Arising | • Julian confirmed he completed the action item of speaking to SFUFA regarding the analyzing of SETC data from a labour perspective for promotion |
| 5. Chair’s Report | • Barbara Frisken, Chair, TAWG (Teaching Assessment Working Group), has requested a SCUTL representative; due to short-term scheduling challenges for Panos, Diana will attend the October 2nd meeting and Sheri the October 16th meeting on behalf of Panos and will follow up regarding any action items  
• Panos met with Elizabeth Elle, VPA LT, and discussed the SETCWG report and steps towards presenting the report to Senate |
| 6. SETC Presentation (Brad Johnson, Kiran Bisra, Lana Newton) | • Reviewed presentation slides  
• This presentation will be provided to various departments, focus groups and meetings across SFU to create awareness  
• Discussed the delayed roll out which is due to technical issues impacting capacity as well as the 4-8 months required for each department to be set up in SETC  
• Comments included:  
  • The need to review the questions in consultation with administrators and students  
  • The lower response rate (approximately 40%) with the online SETC tool and how to maximize responses, e.g. incentives, best practices |
| 7. Student Evaluations: The Ryerson Arbitration | • Discussed the Ryerson Arbitration document  
• Recommended to listen to Philip Stark presentation regarding SETC issues |
8. Reinventing the Classroom Through Technology

- Discussed SFU plans for lecture capture (DAM – Digital Assessment Management) and the need to examine the consequences of lecture capture and the benefit to students

9. Roundtable

- Tabled

10. Next Meeting

- Bring topics and ideas for SCUTL to focus on in the coming year

Meeting adjourned at 2:30 pm.

### MEETINGS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time/Location</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Thursday, November 22</td>
<td>1:30 – 2:30, tbc</td>
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<tr>
<td>Thursday, December 12</td>
<td>1:30 – 2:30, tbc</td>
<td>Guest: Elizabeth Elle, AVP LT</td>
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