SFU

MEMORANDUM

ATTENTION	Members of Senate	**DATE**	April 30, 2015
FROM	Stephanie T. L. Chu Acting Chair/Secretary & Director, Teaching and Learning Centre		
RE:	SCUTL Annual Report 2014/15		

In accordance with policy, I am pleased to submit on behalf of the Senate Committee on University Teaching and Learning (SCUTL), the Annual Report to Senate.

Sincerely,

Stephanie T. L. Chu
Acting Chair/Secretary & Director, Teaching and Learning Centre

SFU

Senate Committee on University Teaching and Learning (SCUTL)
Report to Senate (May 2014 – April 2015)

Submitted by:
Stephanie T.L. Chu, Acting Chair/Secretary & Director, Teaching and Learning Centre
Panayiotis A. Pappas, Chair & Associate Professor, Department of Linguistics

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Membership and Terms of Reference

SCUTL is a standing committee of Senate. Its Membership and Terms of Reference are given in Appendix I which is also available at http://www.sfu.ca/senate/senate-committees/scutl.html

Meetings

SCUTL met 10 times between May 2014 and April 2015:

- May 8, 2014
- July 7, 2014
- September 16, 2014
- October 28, 2014
- November 25, 2014
- December 9, 2014
- January 12, 2015
- February 23, 2015
- March 23, 2015
- April 13, 2015

Guests

The following individuals met with SCUTL during this period:

Guest	Meeting Date	Topic
Jon Driver	May 8, 2014	Teaching and Course Evaluation Working Group
Corinne Pitre-Hayes	October 28, 2014 – April 13, 2015	Teaching and Course Evaluation Working Group
David Paterson	December 9, 2014	Centre for English Language Learning, Teaching and Research (CELLTR)
Brad Burfield	March 23, 2015	Interim CIO, IT strategic directions
Chardaye Bueckert	April 13, 2015	President, Simon Fraser Student Society

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Highlights of Completed Activities

This year, SCUTL members provided advice and feedback to a variety of individuals and groups in addition to performing specific committee functions. These are listed below:

1. Voted on whether to accept the draft institutional-level questions for the teaching and course evaluation form as proposed by the Teaching and Course Evaluation working group. Nine of 10 voting members approved, with one rejection. The proposal was passed on March 30, 2015, and the working group is proceeding with summer pilot planning.

2. Provided feedback and recommendations on the implementation of the Teaching and Course Evaluation Program Charter in addition to engaging in working groups. The final implementation project charter was approved by SCUTL on February 23, 2015.

3. Revised Terms of Reference, approved by Senate February 2, 2015.

4. Forwarded the recommendation to Jo Hinchliffe, Academic Integrity, to disallow watches during exams due to technology advances.

5. Involved in STLHE planning, promotion and conference participation.
   ➢ SCUTL members involved in the STLHE (Society in Teaching and Learning in Higher Education) 2015 national conference promoting the event and encouraging SFU faculty and instructors to share their expertise and experiences. The conference is co-hosted by SFU and UBC.

Activities to be Undertaken in the Coming Year (2015-16)

1. Compile effective practices and principles for evaluating teaching at SFU.
   ➢ With the anticipated implementation of online software and the new teaching and course evaluation form over the next academic year, SCUTL will continue to lead a project to determine principles and examples of effective practices. These resources may then be used by departments as they consider evaluating teaching more broadly and beyond the Teaching and Course Evaluation form. The project entails collaboration between SCUTL, academic and administrative units.

2. Continued active participation and input into the Task Force on Flexible Education's activities and its recommended future directions.
   ➢ The Task Force's work is anticipated to have a broad impact on teaching and learning at SFU by identifying priorities, strategic directions and actions related to enhancing the SFU students' experience. SCUTL participation may include consulting on the implementation plan, forming and/or participating implementation groups to enact specific recommendations.

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> ➤ Digital Learning Resource Management: an emergent action from the TFFE's activities appears to revolve around digital learning resources. Specifically, the potential and implications of Open Educational Resources and fee-based publisher materials and tools. SCUTL may provide encourage faculty participation, provide feedback on pilot projects and input on SFU directions pending pilot results.

3. Continued involvement in STLHE planning, promotion and conference participation.
   > ➤ SCUTL members will continue to be involved in the STLHE (Society in Teaching and Learning in Higher Education) 2015 national conference by promoting the event, encouraging SFU faculty and instructors to share their expertise and experiences and participating in the conference where possible. The conference is being co-hosted by SFU and UBC. Contributions to this conference would showcase SFU's talent and also enable networking and professional development with other faculty and instructors from across the nation.

4. Elect a new Chair.

Note: Stephanie T.L. Chu, Acting Chair, January 2015 – April 2015
Panayiotis A. Pappas, Chair, Elected October 30, 2013

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APPENDIX I

Senate Committee on University Teaching and Learning

Standing committee (Reporting Category "B")
Last updated March 19, 2015

Members	Conditions	Term	Expiry Date	Name
Faculty Member of SCUTL	Chair. Elected by members of SCUTL	2 years	May 31, 2015	Panayiotis Pappas
Faculty Member (Applied Sciences)		3 years	May 31, 2016	Diana Cukierman
Faculty Member (Arts and Social Sciences)		3 years	May 31, 2017	Panayiotis Pappas
Faculty Member (Business Admin)		3 years	May 31, 2016	Michael Johnson
Faculty Member (Communication, Art & Technology)		3 years	May 31, 2015	
Faculty Member (Education)	Elected by Senate	3 years	May 31, 2015	Kevin O'Neill
Faculty Member (Environment)		3 years	May 31, 2015	Bob Muir
Faculty Member (Health Sciences)		3 years	May 31, 2015	Nienke Van Houten
Faculty Member (Science)		3 years	May 31, 2017	Julian Christians
Faculty Senator	Elected by and from Senate	3 years	May 31, 2018	
Undergraduate Student	Elected by Senate	1 year	May 31, 2015	
Graduate Student	Elected by Senate	1 year	May 31, 2015	Rebecca Whitmore
Director, Teaching and Learning Centre (or designate)	Secretary, Ex-officio (voting)			Stephanie Chu
Associate University Librarian Learning & Research Services (or designate)	Ex-officio (voting)			Donna McGee-Thompson (until May 2015)
Senior Director Learning and Retention (or designate)	Ex-officio (voting)			Nancy Johnston
Recording Secretary (tlcdir@sfu.ca)	Ex-officio (non-voting)			Denise Buck

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Terms of Reference

Purpose

1. To provide institutional oversight on matters related to teaching and learning. These include but are not limited to educational goals, curriculum development and assessment, teaching and course evaluation processes, instructional development needs, and evolving teaching practices.
2. To provide advice, guidance, and support to relevant University bodies and stakeholders on matters related to teaching and learning.
3. To consider such matters, related to teaching and learning, referred to the Committee by Senate and its committees.

Operation

1. The Committee quorum shall be five members.
2. The Committee may establish sub-committees to gather information, develop expertise, conduct pilot projects or perform other tasks as assigned.
3. Committee meetings shall be open.
4. Committee meetings will be held monthly at times established before the beginning of each semester.
5. The Committee shall report to Senate in May of each year.
6. The Committee shall regularly solicit and review teaching and learning related surveys such as the annual SFU Undergraduate Survey, as well as reports of various units including but not limited to the Teaching and Learning Centre (TLC), the Centre for Online and Distance Education (CODE) and the Student Learning Commons (SLC).
7. The Committee shall regularly communicate with related committees such as the Learning & Teaching Coordinating Committee and the Academic Integrity Committee.

*Reports to Senate annually in May.