

Senate Committee on University Teaching and Learning (SCUTL)

MEETING MINUTES

Wednesday May 10 2023

2:30–4:00 pm

Bennet Library 7200

Attendees: Kathleen Burke (Beedie), Nanda Dimitrov (CEE), Elizabeth Elle (Chair), Sheri Fabian (TILT), Sarah Johnson (FAS), John Stockie (Senate), Susan Clements (FCAT), Parsa Rajabi (grad alternate), Scott Harrison (FENV), Abhishek Parmar (Ugrad), Mike Stanger (IT), Tracey Mason (VPSI), Annette Santos (VPSI), Julia Denholm (LLL), Suzanne Smythe (EDUC),

Regrets: Sonia Orlu (Grad), Ebony Magnus (LIB), Amanda Watson (FASS),

Absent: Diana Cukierman (FAS), Judit Nagy (Ugrad),

Recorder: Courtney Brown

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1. Approval of agenda & previous minutes (April 2023)
 - x Today's agenda and April 2023 minutes were approved.
 2. Chairs Report
 - x Congrat r

personclasses.

- x It was brought up that if a modality isn't working for a particular instructor then the modality, not the instructor, is blamed
- x CEE is currently on the fifth cohort that is teaching blended courses
- x Scheduling classrooms for blended courses
 - o Match making within facility is ideal.
 - o We need to use space effectively
 - o Rules around room bookings are relaxed after 4:30pm and Friday afternoons. We also have more flexibility during intersession.

Action Item: A memo on the issue of Blended Courses and Scheduling was passed at SCUS. E. Elle to distribute. The document will be brought to Senate in June.

- x Issues with Scheduling
 - o People are being denied room usage even within faculties if they only require the room part-time.
 - o Classes 6.4 (i) | pae

Action Item: E. Elle to recommend to Tom Nath that something is setup to allow instructors that would like to share a classroom to find each other.

4. Online and Blended Quality Standards

- x This document is to encourage reflections by students and instructors.
- x CEE is currently working on a part 2 with guiding questions to see if a course is ready to go online. We don't want the modality to be blamed if problems arise. This is a reflective piece that instructors can use.
- x CEE is also currently working on an example of a good blended course that instructors will be able to use to help them build courses. A blueprint example was requested along with an example that includes student's responses.
- x Privacy issues are raised when considering a real course that includes students work.
- x An inquiry was made looking for ideas for an alternative to typing responses to questions when teaching an online or blended course. Could we use audio or video feedback? Voice to text doesn't always work because you need to edit out the um's anyway.
- x When the group was asked if the seven headers of the document are the correct ones, the group responded that they had hit on all the important things and it is a straight forward easy to use checklist. It was agreed that it would be helpful when building an online and a blended course. It was also brought up that with a few small adjustments this document might be helpful to be used with in person courses as well.
- x It was suggested that you could include call outs and examples on here on what each point should look like.
- x For some points, they will have a tip sheet on the webpage and they are going to include notes to the document, but they need to make sure the document still resonates with colleagues. We don't want people to become angry or frustrated with too much detail.
- x We should package this information with another meeting. Linking it with teaching assessment might not be the best idea because we don't want people to see it as a punishment, but as a helpful tool.
- x Could it be used with training documents given to new staff?
- x An idea is to place it with a unit's governance or curriculum decisions. Audience would be UCC and GCC could be used as a data point with curriculum reviews or external reviews.

of the academic plan

Action Item: E. Elle will bring Online and Blended Quality Standards to department chairs to circulate the information

ACTION ITEMS

May Action Items	Owner	Updates
A memo on the issue of Blended Courses and Scheduling was passed at E. Elle to distribute. The document will be brought to Senate in June.	E. Elle	
E. Elle to recommend to Tom Natta that something is setup to allow instructors that would like to share a classroom to find each other.	E. Elle	
E. Elle will bring Online and Blended Quality Standards to department chairs to circulate the information	E. Elle	

Meeting adjourned at 3:30 PM.