MEMO

ATTENTION Members of Senate

FROM Natalia Gajdamaschko, SCUTL Chair & Teaching Professor, Faculty of Education

RE SCUTL 2017 – 2018 Annual Report

DATE May 2, 2018

On behalf of the Senate Committee on University Teaching and Learning (SCUTL), I am pleased to submit to Senate the 2017-2018 SCUTL Annual Report.

Sincerely,

Natalia Gajdamaschko
SCUTL Chair & Teaching Professor, Faculty of Education
SFU

Senate Committee on University Teaching and Learning (SCUTL)
Report to Senate (May 2017 – April 2018)

Submitted by:
Natalia Gajdamaschko, Chair 2016-2018 & Teaching Professor, Faculty of Education
Panayiotis Pappas, Chair 2018 – 2019 & Associate Professor, Department of Linguistics

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-committees/scutl.html

Meetings

SCUTL met 9 times between May 2017 and April 2018:

1. May 24, 2017
2. June 21, 2017
3. July 19, 2017
4. September 11, 2017
5. November 21, 2017
6. January 30, 2018
7. February 27, 2018
8. March 27, 2018
9. April 17, 2018
Guests

The following individuals met with SCUTL during this period:

<table>
<thead>
<tr>
<th>Guest</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Vanchu-Orosco, Manager, Assessment and Course Evaluation</td>
<td>September 11, 2017</td>
<td>Student Evaluating of Teaching and Courses (SETC)</td>
</tr>
<tr>
<td>Chris Groeneboer, Manager, Student Experience Initiative</td>
<td>September 11, 2017</td>
<td>Student Experience Initiative</td>
</tr>
<tr>
<td>Elizabeth Elle, Chair, Educational Goals / Learning Outcomes Working Group</td>
<td>November 21, 2017</td>
<td>Educational Goals / Learning Outcomes</td>
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<tr>
<td>Barbara Frisken, Chair, Teaching Assessment Working Group</td>
<td>January 30, 2018</td>
<td>Teaching Assessment Working Group</td>
</tr>
<tr>
<td>Barbara Frisken, Chair, Teaching Assessment Working Group</td>
<td>February 27, 2018</td>
<td>Teaching Assessment Working Group</td>
</tr>
<tr>
<td>Panayiotis Pappas</td>
<td>February 27, 2018</td>
<td>Student Evaluation of Teaching and Courses (SETC) Working Group Report</td>
</tr>
<tr>
<td>Barbara Frisken, Chair, Teaching Assessment Working Group</td>
<td>March 27, 2018</td>
<td>Teaching Assessment Working Group and Student Evaluation of Teaching and Courses (SETC) Working Group Report</td>
</tr>
<tr>
<td>Chris Groeneboer, Manager, Student Experience Initiative</td>
<td>March 27, 2018</td>
<td>Student Experience Initiative</td>
</tr>
<tr>
<td>Fiona Li, Student</td>
<td>March 27, 2018</td>
<td>Student Experience Initiative</td>
</tr>
<tr>
<td>Anna Chmielewski, Project Manager, IT Services</td>
<td>April 17, 2018</td>
<td>DAM Solution Discovery Project, Lecture Capture Stream</td>
</tr>
</tbody>
</table>
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. Representation on the Teaching Assessment Working Group (TAWG).
2. Representation on the Educational Systems Stewardship Committee (ESSC).
3. Representation on the Advisory Committee for SETC (ACE).
5. Representation on the Learning Space Design Committee (LSDC).
6. Participated in the Vice-Provost and Associate Vice-President, Learning and Teaching search by the Chair meeting with the candidates and providing feedback.
7. The SCUTL sub-committee, Student Evaluation of Teaching and Courses Working Group (SETCWG), finalized the report “Developing a Teaching Assessment Framework for SFU” which provides a detailed overview of the relevant academic literature, and related SFU policies, as well as the results of interviews with SFU TPC chairs, teaching fellows, and teaching award recipients, and administrators from other Canadian universities. The report offers an assessment of limitations and recommendations for continued work.
8. The Student Evaluation of Teaching and Courses Working Group shared the report “Developing a Teaching Assessment Framework for SFU” with the Teaching Assessment Working Group (TAWG) to inform and support their work.
9. Provided feedback to the Educational Goals / Learning Outcomes Working Group regarding the terms of reference.
10. Provided feedback to the Teaching Assessment Working Group (TAWG) regarding the terms of reference.
11. Provided feedback regarding the Student Experience Initiative signature events.
12. Continued to act as a conduit for questions regarding the Student Evaluation of Teaching and Courses.
13. Continued active support of teaching and learning within the SFU community through regular dialogue and connections with Faculty Teaching Fellows.
14. Provided feedback to IT Services as well as considering the request to be a working committee regarding the Digital Asset Management (DAM) Solution Discovery, Lecture Capture Stream.
Activities to be Undertaken in the Coming Year (2018-19)

1. Vice-Provost and Associate Vice-President, Learning and Teaching
   - SCUTL anticipates providing support for the initiatives of the new Vice-Provost and Associate Vice-President, Learning and Teaching

2. Student Evaluation of Teaching and Courses (SETC)
   - Continue to support effective practices and principles for evaluating teaching at SFU
   - Present the SCUTL sub-committee Student Evaluation of Teaching and Courses Working Group (SETCWG) report “Developing a Teaching Assessment Framework for SFU” to Senate and disseminate to the broader SFU community
   - With the implementation of online software and the Student Evaluation of Teaching and Course (SETC) tool, SCUTL will continue to collaborate with academic and administrative units as well as the Advisory Committee for SETC (ACE).

3. Task Force on Flexible Education (TFFE)
   - 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.

4. Educational Goals / Learning Outcomes
   - SCUTL will provide support as requested in areas such as compiling effective practices and principles for program and course level assessment planning, analyzing, summarizing, sharing and using results.

5. Teaching Assessment
   - Continue to provide feedback and useful recommendations to the Teaching Assessment Working Group

6. SCUTL will continue to explore ways to contribute to the SFU community by attending to teaching and learning issues and engaging in activities that are appropriate to its mandate.
APPENDIX I

Senate Committee on University Teaching and Learning
Standing committee [Reporting Category "B"]

Last updated April 17, 2018

<table>
<thead>
<tr>
<th>Members</th>
<th>Conditions</th>
<th>Term</th>
<th>Expiry Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Member of SCUTL Chair</td>
<td>Elected by members of SCUTL</td>
<td>2 years</td>
<td>May 31, 2019</td>
<td>Natalia Gajdamaschko</td>
</tr>
<tr>
<td>Faculty Member (Applied Sciences)</td>
<td></td>
<td>3 years</td>
<td>May 31, 2019</td>
<td>Diana Cukiemian</td>
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<tr>
<td>Faculty Member (Arts and Social Sciences)</td>
<td></td>
<td>3 years</td>
<td>May 31, 2020</td>
<td>Panayiotis Pappas</td>
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<tr>
<td>Faculty Member (Business Admin)</td>
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<td>3 years</td>
<td>May 31, 2019</td>
<td>Victor Song</td>
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<tr>
<td>Faculty Member (Communication, Art &amp; Technology)</td>
<td>Elected by Senate</td>
<td>3 years</td>
<td>May 31, 2018</td>
<td>Daniel Ahadi</td>
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<tr>
<td>Faculty Member (Education)</td>
<td></td>
<td>3 years</td>
<td>May 31, 2018</td>
<td>Natalia Gajdamaschko</td>
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<tr>
<td>Faculty Member (Environment)</td>
<td></td>
<td>3 years</td>
<td>May 31, 2018</td>
<td>Shanmukha Balram</td>
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<tr>
<td>Faculty Member (Health Sciences)</td>
<td></td>
<td>3 years</td>
<td>May 31, 2018</td>
<td>Rochelle Tucker</td>
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<tr>
<td>Faculty Member (Science)</td>
<td></td>
<td>3 years</td>
<td>May 31, 2020</td>
<td>Julian Christians</td>
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<tr>
<td>Faculty Senator</td>
<td>Elected by and from Senate</td>
<td>3 years</td>
<td>May 31, 2018</td>
<td>Tony Williams</td>
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<tr>
<td>Undergraduate Student</td>
<td>Elected by Senate</td>
<td>1 year</td>
<td>May 31, 2018</td>
<td>Joseph Ssendikaddova</td>
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<tr>
<td>Graduate Student</td>
<td>Elected by Senate</td>
<td>1 year</td>
<td>May 31, 2018</td>
<td>Erin Hogg</td>
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<tr>
<td>Director, Teaching and Learning Centre (or designate) Secretary, Ex-officio (voting)</td>
<td></td>
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<td>Brad Johnson</td>
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<tr>
<td>Associate Dean of Libraries, Learning and Research Services (or designate) Ex-officio (voting)</td>
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<td>Karen Munro</td>
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<tr>
<td>Executive Director, Student Affairs (or designate) Ex-officio (voting)</td>
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<td>Nancy Johnston</td>
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<td>Director, Institute for the Study of Teaching and Learning in the Disciplines (or designate) Ex-officio (voting)</td>
<td></td>
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<td>Sheri Fabian</td>
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<tr>
<td>Associate Director, Application Services, ITS (or designate) Ex-officio (voting)</td>
<td></td>
<td></td>
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<td>Keith Fong</td>
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<tr>
<td>Recording Secretary (<a href="mailto:tcdir@sfu.ca">tcdir@sfu.ca</a>) Ex-officio (non-voting)</td>
<td></td>
<td></td>
<td></td>
<td>Denise Buck</td>
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Senate Committee on University Teaching and Learning (SCUTL)
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Submitted by:
Natalia Gajdamaschko, Chair 2016-2018 & Teaching Professor, Faculty of Education
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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 Education Systems Stewardship Committee and the Academic Integrity Committee.