

SIMON FRASER UNIVERSITY

DEPARTMENT OF BIOLOGICAL SCIENCES  
<http://www.sfu.ca/biology/>



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25/04/05

Alison Watt  
University Secretariat  
Office of the President  
SFU

Dear Alison,

Please find attached, a copy of the SCUTL Annual Report for 2004-5. I can attend the May Senate meeting to answer questions regarding the report if that is necessary.

Sincerely,

A handwritten signature in cursive script that reads "Bernie".

Bernard D. Roitberg  
Professor  
Chair, SCUTL



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**Senate Committee on University Teaching and Learning (SCUTL)**  
**Report to Senate (August 2004-April 2005)**

Submitted by

Dr. Bernard Roitberg, Chair & Professor, Biology Department & Dr. David Kaufman, Director, LIDC

### **Membership and Terms of Reference**

SCUTL is a standing committee of Senate. Its Membership and Terms of Reference are given in Appendix I, which also is available at: <http://www.reg.sfu.ca/Senate/SenateComms/SCUTL.html>.

### **Meetings**

SCUTL met seven times on a monthly basis between August, 2004-April, 2005

### **Guests**

The following individuals met with SCUTL during this period:

<b>Visitor</b>	<b>Date</b>	<b>Topic</b>
Bill Krane, Associate, VP Academic	Aug.18, 2004	Learning Technologies Coordinating Committee (LTCC) Report Consultation
Christine Kurbis, John Moore, LIDC	Jan. 17, 2005	Consultation re: Symposium on Innovative Teaching
Jon Driver, Dean, Graduate Studies	Feb. 21, 2005	Discussion on graduate student supervision
Amrit Mundy, MA Candidate & Coop Grad Student, LIDC	Mar. 14, 2005	Discussion on evaluation of teaching forms

### **Highlights of Activities Completed (2004-05)**

This was a busy year for SCUTL, providing advice and feedback to a variety of individuals and groups. These are listed below:

1. Provided initial consultation followed by written feedback on the Learning Technologies Coordinating Committee (LTCC) report.
2. Revised the SCUTL Terms of Reference; Chair met with Vice-President Academic; and submitted to Senate for approval.
3. Reviewed policy for course outlines and submitted a generic course outline; the outline was subsequently submitted to SCUS.
4. Participated in a demonstration of the course redesign workshop given by Cheryl Amundsen (SCUTL member), and provided feedback.
5. Did further analysis on Faculty Survey in collaboration with Academic Relations.
6. Provided feedback to the LIDC Annual Report.
7. Analyzed and provided a written response to the Student Learning Support Services Task Force on their report.

8. Initiated survey of grading policy to Departmental Chairs and School Directors.
9. Discussed issues related to graduate student supervision, including: research supervision, teaching assistant training, and evaluation of graduate courses.
10. Provided consultation on the theme of the SFU 2005 Annual Symposium on Innovative Teaching. Helped define the theme of "Rethinking Teaching and Curriculum".
11. Several committee members attended curriculum initiative workshops and reported back to SCUTL.
12. Initiated development of new Teaching Evaluation protocols including review of existing standardized forms. Dr. Carl Schwarz, Chair of Statistics and Actuarial Science has joined this initiative.
13. Provided feedback on the LIDC/eLINC merger and subsequent strategic plan.
14. Reviewed the 2004 Draft Academic Resources Year End Report.

### **Activities to be Undertaken (2005-06)**

Based on its discussions during the past academic year, SCUTL will engage in the following activities in the 2005-06 academic year:

1. Create a standardized (and flexible) teaching evaluation questionnaire and process.
2. Interpret the results from the SFU Faculty Survey and provide recommendations for action.
3. Provide continuing consultation on the Curriculum Implementation process.
4. Provide input into the design of the 2006 Symposium on Innovative Teaching.
5. Develop a proactive approach to nominating faculty and assisting them to prepare their teaching file for submission, e.g., Excellence in Teaching Award at SFU, 3M Award in Canada.
6. Provide input on the final draft of the LIDC Strategic Plan.
7. Prepare a report of the survey of Chairs/Directors on grading policies.
8. Look into and publicize what teaching resources are available to faculty.

## APPENDIX I

### **Senate Committee on University Teaching and Learning (SCUTL)**

#### **Standing (Reporting Category B)**

Membership in 2004-05

<b>Members</b>	<b>Conditions</b>	<b>Term</b>	<b>Expiry Date</b>	<b>Name</b>
Faculty Member of SCUTL	Chair. Elected by members of SCUTL	2 years	May 31, 2005	Bernard Roitberg
Faculty Member (Applied Sciences)	Elected by Senate	3 years	May 31, 2007	Ted Kirkpatrick
Faculty Member (Arts)		3 years	May 31, 2005	Nicole (Nicky) Didicher
Faculty Member (Business Admin)		3 years	May 31, 2007	Anne MacDonald
Faculty Member (Education)		3 years	May 31, 2006	Cheryl Amundsen
Faculty Member (Health Sciences)		3 years	May 31, 2005	Charmaine Dean
Faculty Member (Science)		3 years	May 31, 2005	Bernard Roitberg
Undergraduate Student	Elected by Senate	1 year	May 31, 2005	Titus Gregory
Graduate Student		1 year	May 31, 2005	Marie Krbavac
Director, Learning and Instructional Development Centre	Secretary, Ex-officio (voting)			David Kaufman
Acting Director, Student Academic Resources	Ex-officio (voting)			Tim Rahilly

## **Terms of Reference:**

1. To provide advice on matters pertaining to Learning Outcomes and Prior Learning Assessment.
2. To review periodically, and provide advice on, grading practices and standards in the Faculties.
3. To provide advice and guidance on development and upgrading of teaching evaluation instruments in use in the University.
4. To review periodically, and to provide advice on, the instructional development needs of faculty, laboratory and sessional instructors and teaching assistants including teaching enhancement initiatives and professional development.
5. To review and recommend learning support services for instructional staff including graduate teaching and graduate training evaluation, as well as receive and comment on the annual reports of various groups including: the Learning and Instructional Development Centre, the Centre for Online and Distance Education, Academic Computing Services, and Student Academic Resources. Also to review annual undergraduate surveys.
6. To provide advice on the efficacy of various teaching strategies in relation to changing teaching and learning environments.
7. To consider such matters, related to teaching and learning, referred to the Committee by Senate and its committees.

## **Quorum - 5 members**

Reports to Senate annually in May.