



SENATE STANDING COMMITTEE ON TEACHING AND LEARNING

Thursday March 7th, 2019

2:00 p.m. - 4:00 p.m.

Surrey, Cedar Board Room 2110

AGENDA

1. Call to Order.....David Burns
2. Confirmation of Agenda.....
3. Approval of Minutes, Feb 7th, 2019.....
4. Chair's Report.....David Burns
5. Vice Provost Teaching and Learning Report.....Stephanie Chu
6. Items for Discussion.....
 - 6.1 Definitions for Quality Teaching and Learning Environments.....David Burns
 - 6.2 Proposed Committee Composition.....David Burns
 - 6.3 Failure Rates: How high is too high, and what do we do?.....David Burns
7. Adjournment.....

NEXT MEETING: April 4th 2019 2pm Surrey Cedar Boardroom



SENATE STANDING COMMITTEE ON TEACHING AND LEARNING

MINUTES OF REGULAR MEETING

Wednesday, Feb 7th, 2019

2:00 p.m. – 4:00 p.m.

Surrey Campus Boardroom, Cedar 2110

Present: Quorum 6 members		Non-voting Members
Lee Boudier Stephanie Chu Heather Clark Farhad Dastur Carolyn Robertson Louis Saumier Demers	David Florkowski Melody Geddert Robert Ironside Christina Page	David Burns (Chair) Deepak Gupta Carole St. Laurent
Regrets:	Senate Office	Guests:
Nancy Norman Reza Khakbaznejad	Sarah Dunn, Administrative Coordinator	Fabin Jospy (Student ANTH 3190) Karly Morgan (Student ANTH 3190)

1. Call to Order

The Chair called the meeting to order at **2:03** p.m.

2. Approval of Agenda

The agenda be confirmed as circulated. Motion by Carolyn Robertson. Second Louis Saumier Demers

The motion carried.

3. Approval of Minutes as presented January 10, 2019.

Carolyn Robertson moved the minutes be accepted as circulated. Second David Florkowski.

The motion carried.

4. Chair's Report

The Chair presented his report.

Action item: The chair to follow up with IAP for data on general failure rates.

5. Vice Provost, Teaching and Learning Report

The Vice Provost, Teaching and Learning provided a verbal report and highlighted the upcoming Teaching, Learning, Scholarship and Research Symposium Apr 23-25th. She also encouraged KPU educators to submit proposals by the deadline Feb 25th.

6. New Business

6.1. Definitions for Quality Teaching and Learning Environments

David Florkowski moved that the Senate endorse the working definitions of quality teaching and quality learning environments as presented. Seconded by Melody Geddert

Carolyn Robertson moved to amend the first sentence of the definition to “accessible and flexible for educators and learners” Seconded by Christina Page.

Amendment motion carried

The full amended definition to read as follows:

Quality learning environments are accessible and flexible for learners and educators. They are both physically and intellectually safe. Engaging and diverse experiences should be accessible to a wide range of learners, and learners of all kinds should learn about their identity in relation to their various communities. At their best, quality learning environments are inspiring and transformational.

New amended definition motion carried

7. Items for discussion

No items for discussion.

8. Adjournment

The meeting adjourned at **2:34** p.m.



Vice Provost Teaching & Learning: Report V2

S. Chu

February 29, 2019

NEW PROGRAMS & OPPORTUNITIES

To register, see our [event calendar](#)

FOUNDATIONS OF INSTRUCTIONAL SKILLS

This workshop has been designed to support faculty who do not have a background in education. This instructive, interactive and engaging two-day session provides an overview of basic course design, instructional principles and an introduction to Moodle! In addition, meet and interact with other faculty, and colleagues in the Commons and other service units available to support your teaching. Feb. 26 & Mar. 12. Contact: [Gina Buchanan](#) or [Leeann Waddington](#).

IS CITATION A CHALLENGE FOR YOUR STUDENTS?

Struggling to find ways to help your international students understand citation and its significance? Come to the intercultural perspectives on citation workshop and discover different approaches to introducing the importance of citation and facilitating students understanding of how to cite! Contact: [Lesley McCannell](#)

GETTING TO KNOW YOUR INTERNATIONAL STUDENTS (LUNCH & LEARN ONLINE)

As we support international students and new Canadians in our faculty and staff roles, we often want to know more about their backgrounds to facilitate their transition to KPU. Knowing our students' prior experience enables us to communicate in a way that connects and to create a bridge to the academic skills needed for success.

Contact: [Christina Page](#).

DESIGNING INTERACTIVE CONTENT WITH H5P

H5P tools have been integrated into KPU Moodle systems, making it much easier for instructors to create and share interactive learning content. To learn more about how to design interactive content to enhance learning experiences, register for [H5P workshops](#). For examples and resources, visit the [H5P Website](#). For support or consultation, contact [Junsong Zhang](#), Teaching and Learning Technology Strategist.

WEB CONFERENCING THROUGH BIG BLUE BUTTON PILOT

BigBlueButton is a web conferencing system designed for online learning which is integrated through the KPU Moodle environment as a pilot till April 2019. BigBlueButton provides real-time sharing of audio, video, slides, chat, and screen where students are engaged through sharing of emoji icons, polling, and breakout rooms. To learn more, visit the BigBlueButton [website](#). To participate in the pilot contact: [Mustafa Mohammed](#), Learning Technology Support Analyst.

WORDPRESS PILOT

The Teaching and Learning Technology team is hosting a WordPress pilot. Wordpress can be used for blogging, e-portfolios or collaborative assignments that give back to the global community. Contact [Robin Leung](#), Educational Media Specialist if you're interested in being a part of the pilot. And check out the [blog](#).

HIGHLIGHTED OPPORTUNITIES

FUNDING IS AVAILABLE: for you try something new & reflect on your experience! [Scholarly Inquiry Grants](#) (SIGs) up to \$2,000 are available! *No application deadlines anymore (ongoing)*. Interested in decolonizing your course, trying a new approach for your culturally diverse class? Want some project ideas for your discipline? See some example [projects](#) (SFU past project site --- hopefully, we'll have one at KPU in the future). For more info or assistance



with your proposal, contact [Stephanie Chu](#)

INTERCULTURAL TEACHING WORKSHOP: for KPU Faculty Members (Apr. 8, May 1 & 2).

This workshop provides a foundation for KPU faculty members to plan the creation of a culture of inclusion by reflecting on our intercultural capacities, reviewing intercultural theories, reconsidering inclusive pedagogies for the changing student demographics and revising learning outcomes to support intercultural capacity development for all students. Facilitators: K. Garson & E. Bourassa (TRU). [Details & registration](#). Note: Seats are limited by Faculty. Questions about the workshop, contact [Lesley McCannell](#)

KPU "FACULTY CLUB" (SHARE-A-THON) (monthly event ~last Friday of each month)

This event is for educators to come together and share a few teaching ideas, build connections, and socialize with faculty from across KPU. At the start of the Share-a-thon, a few faculty members will provide a short (3-5 min) demonstration of an innovative/engaging teaching strategy that they use in their classes. *Interested in giving a demonstration* -- contact [Nancy Norman](#). All - come socialize and connect with faculty from across KPU.

PLANNING DEPARTMENTAL PD? Interested in Department or Discipline-specific sessions? Members of the Teaching & Learning Commons would be pleased to tailor existing sessions for your department or discipline and/or work with you on developing new ones to meet your needs. Possible topics include intercultural teaching, course (re)design, assessments, learning technologies, scholarly inquiry, emergent teaching issues, etc. Please contact a [specific team member](#) or tlcommons@kpu.ca

SELECT MARCH SESSIONS

See [our events calendar](#) in the new year for current info & registration. Also, check back regularly for MORE.

Instructional Skills Workshop (ISW)

Every Friday for 4 weeks, starting March 1, 9:00 - 5:00 (Cloverdale)

Educational Technology Champions Group

Mar. 8, 9:00 - 10:30 (Surrey)

Blended Learning Discussion

Mar. 8, 10:30 - 12:00 (Surrey)

Wordpress for Student Blogging

Mar. 11, 10:30 - 12:00 (Surrey)
Mar. 13, 10:30 - 12:00 (Langley)
Mar. 25, 10:30 - 12:00 (Richmond)

Moodle Quizzes

Mar. 13, 10:30 - 12:00 (Surrey)
Mar. 13, 1:00 - 2:30 (Langley)
Mar. 14, 3:00 - 4:00 (Richmond)

Conversations about Technology & Learning

Mar. 14, 9:00 - 10:00 (Richmond)
Mar. 14, 12:00 - 1:00 (Surrey)
Mar. 14, 3:00 - 4:00 (Langley)

Group Work in Moodle

Mar. 19, 10:30 - 12:00 (Surrey)
Mar. 20, 1:00 - 2:30 (Langley)
Mar. 21, 3:00 - 4:30 (Richmond)

**Conversations about the Redesigned K-12 Curriculum:
What Can KPU Faculty Expect?**

Mar. 19, 12:00 - 1:00 (Langley)
Mar. 25, 12:00 - 1:00 (Richmond)
Mar. 26, 12:00 - 1:00 (Surrey)

**Faculty Boot Camp, Group Work 101:
Techniques, Tools, & Tips**

Mar. 19, 1:00 - 2:30 (Surrey)
Mar. 20, 3:00 - 4:30 (Langley)

KPU "Faculty Club" Share-a-thon (last Friday of each month)

Mar. 29, 2:30 - 4:00 (Grassroots Cafe, Surrey)
Apr. TBD

Intercultural Teaching Workshop (Apr. 8, May 1 & 2).
[Details & registration](#).



SELECT ACTIVITIES

EXTERNAL

- **Community Campus Engage Canada (CCEC)**, Interim Steering Committee (formerly Carleton's CFICE) Conference Call on February 11, 2019, as KPU rep. (L. Petrillo).
- **Educational Developers Caucus**, online conference, Feb. 19 – 22 (C. Page, K. Dukewich, A. Vincent & S. Chu)
- **STLHE 2019** Proposal Reviewer (6) (G. Buchanan)
- **BC Teaching & Learning Council (BCTLC)** networking event, KPU Representative (G. Buchanan)
- **Canada's Collaboration for Online Higher Education Research (COHERE)**: Joined as Director, in place of Dr. Davis (L. Waddington, S. Chu already a Director)
- **Digital Credentials Summit**, Feb. 4-6 in Tempe, AZ (S. Chu)
- **Review of a Canadian Teaching & Learning Centre**. Report submitted with two co-reviewers (S. Chu)
- **KPU Big Bikers**, Heart & Stroke Foundation. Co-captain and launched the team site. Fundraising and recruitment <http://support.heartandstroke.ca/goto/kpu> (S. Chu)
- **Half-day workshop on K-12 changes** at South Delta Secondary School, on Feb. 20: Collaboration with the Delta School District, (N=16) (N. Norman)

INSTITUTIONAL/CAMPUS-LEVEL

- **Acetate Transitioning**: Overhead projectors will be removed from KPU classrooms from April 18 onwards. About 80 faculty have self-identified as users. Outreach, support and options such as document cameras (installed in select classrooms & portable for semester loan), iPads for semester loan, and more whiteboards will be made available. Collaboration with IT, Library & Facilities (S. Chu & L. Waddington)
- **Micro-credentials**: With bi-weekly meetings, the working group has made progress in establishing the approval process with non-credit micro-credentials as the first phase. The form and website will be operational in the near future. Collaboration with AVPA (S. Chu, R. Leung & L. Waddington)
- **Carnegie Canadian Pilot: Community Engagement Classification**: Attended the pilot cohort Feb. 26 – 28 with M. Graziano to leave about the framework and determine next steps for KPU <https://www.sfu.ca/carnegie.html> (L. Petrillo & S. Chu)
- **Provost Search Advisory Committee**: Member (S. Chu)
- **IP Policy**: Consultation (S. Chu)
- **Canada Research Chair (CRC)**: Advisory committee member (S. Chu)
- **Faculty Performance Review Committee**: Member (S. Chu)
- **Senate Standing Committees**: Curriculum; Teaching & Learning; Research; Academic Priorities & Planning (S. Chu)
- **T&L Software/Equipment budget requests**: Establishing a process and approval process with IT (S. Chu & L. Waddington)
- **University Space Committee**: Invited by T. Chanyungo and joined this group (S. Chu)
- **Evaluating Accommodations in Science Labs** SoTL Project in collaboration with Seanna Takacs in Accessibility Services: REB Application (REB deemed the project program evaluation) (K. Dukewich)
- **3Civic Plaza Support**: Outreach to all instructors at 3Civic offering support, training and consultations on learning technologies (L. Waddington, J. Zhang, R. Leung, M. Mohammed)
- **Educational Consultants** posting for 2019/20 (G. Buchanan)
- **.6 PD Fund Adjudication**: committee member (S. Chu)

RESOURCE DEVELOPMENT

- **Learning Styles; Universal Design for Learning & 2-day session: Foundations of Instruction** (A. Vincent)



- **Getting to Know Your International Students**, Completed student videos and ePortfolio <https://eportfolios.kpu.ca/view/view.php?t=c0OyNf7m15MqigpAGzI8> (C. Page)
- **Intercultural Teaching Competencies** faculty resource, continued development (C. Page)
- **Blog post:** Getting to Know Your International Students (C. Page)
- **Blog post:** Writing effective multiple-choice questions (K. Dukewich)
- **Launching a Podcast series:** builds community and highlight KPU community members who are trying new things and utilizing technology in their classrooms to improve student learning.
- **Checklist Development:** Developing a checklist that will help faculty evaluate e-learning tools (functionality, accessibility, technical aspects, security/privacy & usability) (K. Kozlowski)

PRESENTATIONS/EVENTS/WORKSHOPS

- **Eportfolio Event** with Melissa Pirate Cross on Feb. 20. Those who missed it can request the videos as they cannot be posted them online (L. Waddington)
- **Getting to Know Your International Students** session – February 22/27 (C. Page)
- **Assessments 101 Workshop:** More than just multiple choice; Feb 14 in Richmond, 1.5 hrs, N=3 (K. Dukewich)
- **Symposium Proposals Submitted** (3, C. Page), (2, K. Dukewich), (2, G. Buchanan)
- **Presentation to PDEC** (G. Buchanan)
- **Conversation about K-12 Changes**, Feb. 22. (N. Norman)
- **Learning Technology Stats**, Feb. 1 to Feb. 21 (L. Waddington, J. Zhang, R. Leung, M. Mohammed)

Tickets	61
Consultations	5
Workshops Conducted	7
Workshop Registrants	28

FACULTY/DEPARTMENT/PROGRAM-LEVEL

- **School of Business Workshop:** Group work, diversity and assessment. 70 participants. 2h workshop. (D. Burns)
- **Lab Instructors PD:** Accommodating Students with Diverse Abilities Workshop; Feb 7 in Surrey, 2.5 hrs, N=13 (3 online) (K. Dukewich)
- **Competency System** for Health Foundations development (D. Burns)
- **Indigenous Services** consultation (G. Buchanan)
- **Program Review Self Study Guide** consultation (G. Buchanan, S. Chu)
- **Meeting** with Peter Tulumello, Township of Langley, and several members of Seyem' Qwantlen (Kwantlen First Nation) (L. Petrillo).
- **Faculty of Health PD Day Workshops:** Building lessons for all: Exploring learning styles, learning preferences and UDL February 22 (C. Page & A. Vincent); Variety of Educational Technology sessions (L. Waddington, J. Zhang, R. Leung, M. Mohammed, & K. Kozlowski)
- **AAPD Workshop:** Introduction to Universal Design for Learning, ½ day session (G. Buchanan & A. Vincent)
- **School of Design Workshop:** Assessment, faculty, ½ day session (G. Buchanan)
- **Administrative Coordinator & Communications and Events Specialist:** Revised JDs & postings (S. Chu)

COURSE/INDIVIDUAL-LEVEL

- **Foundations of Instruction:** Developed 1 of 2 sessions (G. Buchanan & L. Waddington)
- **Consultations with Faculty of Arts & School of Design** faculty members (G. Buchanan)



SENATE STANDING COMMITTEE ON TEACHING AND LEARNING

Agenda Item: 6.1
Meeting Date: March 7, 2019
Presenter: David Burns

Agenda Item: Definitions for Quality Teaching and Learning Environments

Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	
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Senate Standing Committee Report:

On February 7, 2019 the Senate Standing Committee on Teaching and Learning recommended that Senate endorse the working definitions of quality teaching, and quality learning environments.

On February 25, 2019, Senate returned the definitions to the Senate Standing Committee on Teaching and Learning for more fulsome definitions.

Context & Background:

In the Fall of 2018 and the early Spring of 2019, the SSC Teaching and Learning discussed working definitions for two concepts: teaching; and learning environments. It is hoped that these definitions will form the core of the SSC TL's ongoing living document and will serve as a point of reference for the University in discussions of teaching and learning.

Key Messages:

1. Quality learning environments are accessible and flexible for learners and educators. They are both physically and intellectually safe. Engaging and diverse experiences should be accessible to a wide range of learners, and learners of all kinds should learn about their identity in relation to their various communities. At their best, quality learning environments are inspiring and transformational.
2. Quality teaching includes the practical and realistic preparation of learners for open futures by ensuring that they have knowledge, skills and attitudes for success, resiliency, and creativity. Quality teaching includes the provision and recognition of unplanned and incidental learning opportunities, as well as encouraging learner independence to engage themselves (and others) inside the classroom, outside the classroom, and beyond KPU.

Submitted by: David Burns, Chair, Senate Standing Committee on Teaching and Learning

Date submitted: February 19, 2019



SENATE STANDING COMMITTEE ON TEACHING AND LEARNING

Agenda Item: 6.2
Meeting Date: March 7, 2019
Presenter: David Burns

Agenda Item: Proposed Committee Compositions and Senate Nominations Protocol

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution: **THAT the Senate Standing Committee on Teaching and Learning recommend the Senate Governance and Nominating Committee recommend that Senate approve the changes in the attached *Proposed Committee Compositions and Clarification of Senate Nominations Protocol*.**

Senate Standing Committee Report: On February 4, 2019, the Senate Governance and Nominating recommended the attached Proposed Committee Compositions and Clarification of Senate Nominations Protocol be sent out for consultation to all standing committees.

Context & Background: Over time standing committee appointment procedures, and membership compositions, sometimes become ambiguous, vague, or inconsistent. The Senate Office notes these issues, and brings forward the following proposals to address them.

The SGNC has the mandate to review at least once every three years the configuration of standing committees of Senate, their membership, terms of reference, and their consultation and reporting relationships, and propose to Senate any recommendations for change.

Key Messages:

1. SGNC reviewed the attached documents and recommended review by standing committees.
2. Once feedback is collected, revised documents will be brought to SGNC, and then Senate, for approval.

Completed consultations:

1. Senate Governance and Nominating Committee, February 4, 2019
2. SSC Curriculum, February 13, 2019
3. Senate Executive Committee, February 19, 2019
4. SSC Policy Review, March 6, 2019
5. SSC Teaching and Learning, March 7, 2019

Consultations:

Scheduled consultations:

6. SSC Research, March 14, 2019
7. SSC Program Review, March 20, 2019
8. SSC Tributes, April 9, 2019
9. SSC Library, May 8, 2019
10. Senate Governance and Nominating Committee, June 17, 2019
11. Senate, June 24, 2019

Attachments:

1. Appendix A – Clarification of Senate Nominations Protocol
2. Appendix B – Proposed Committee Compositions

Submitted by:

David Burns, Vice-Chair of Senate

Date submitted:

February 21, 2019

CLARIFICATIONS OF SENATE NOMINATIONS PROTOCOL

EX SENATUS

The role of Senator is the primary role in the Senate. For this reason, seats should be filled by Senators whenever possible, and the role of Senator supersedes the role of Representative.

1. The standing committee appointments of any Senator will normally be to the end of that Senator's current term on Senate.
2. If a Senator resigns from Senate, all seats on standing committees will be resigned unless otherwise agreed by the Chair of Senate (or Vice-Chair, as delegated).
3. If a Senator's seat is resigned and the candidate with the second most votes is seated, that person shall automatically fill the standing committee seats of their predecessor for the remaining term of that predecessor's appointment.
4. If a Representative on a standing committee becomes a Senator that Representative's appointments will end.
5. A Senator can be concurrently appointed to a standing committee as a Senator (*ex senatus*) and, should Senate so wish, as the Representative of a particular stakeholder group.
6. If a Senator becomes available for a seat on a standing committee, that Senator may, at the discretion of Senate, replace a Representative.

EX POPULUS

While Senators and Representatives do not represent the parochial interests of particular stakeholder groups, broad representation from those groups is important. For this reason, standing committees include the requirement that certain Representatives be chosen from these groups within the University community (*ex populus*). If a Senator cannot be appointed *ex populus* a Representative can be selected from that group until such a time that a Senator can be appointed. Since these groups are differently constituted, specific protocols for appointments and nominations are required.

1. Deans and Associate Deans: Any position on a standing committee that refers to Deans or Associate Deans is appointed directly by the Provost. These appointments are brought to Senate for information and are effective immediately after written notice is submitted to the Senate office.
2. Students: Like other seats, student seats should be filled by Student Senators. Any seats not filled by Student Senators shall be posted publicly.
3. Professional Support Staff: Like other seats, support staff seats are first filled by Support Staff Senators. Any seats not filled by Support Staff Senators shall be posted publicly.

4. Faculty of Educational Support and Development [FESD]: Any seats referring to representation drawn from faculty members in the Library, Learning Centres, Counselling, and Accessibility Services will first be filled by Senators from the given group. Seats not filled in this way will be filled by nomination from the Faculty Council of FESD to SGNC.
5. All seats not otherwise specified will be posted publicly to the group in question.

SENATE STANDING COMMITTEE ON TEACHING AND LEARNING

Common Features for all Senate Committees

The Chancellor, President and Vice-Chancellor are recognized as Voting Members of all committees.

However, it is understood that they are unlikely to be able to attend most meetings and their presence or absence shall not count towards quorum.

- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Standing committee seats will be filled, whenever possible, by a Senator from the given stakeholder group. If no Senator is available, a representative from that stakeholder group can be appointed until a Senator can be found.
- Each Senate committee is chaired by a Senator
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee
- Committee membership will be reviewed annually. Members are eligible for reappointment.
- A Senator may be appointed to more than one role on a committee.
- Each standing committee, with the exceptions of Senate Governance and Nominations and Senate Executive, shall require 2 Senators as members.

Chair: Elected by the committee.

Normally the chair will be elected in April from among the current membership for a two year term to commence the following September. This information will be included in the report to Senate.

Voting Members

- Chancellor
- President
- One faculty member from each Faculty (8)
- Vice-Provost, Teaching and Learning

- One student Senator
- Two Deans or Associate Deans

Ex Officio Non-Voting Members

- Chief Information Officer, or designate
- Vice-Chair of Senate
- One Teaching Fellow (to be selected by the Senate Nominating Committee in conjunction with the Vice-Provost, Teaching and Learning)
- Associate Vice-President, Research, or designate
- Associate Vice-President, International, or designate

Terms of Office

- Faculty members: three-year term with one-third of these members to be selected each year
- Deans and Associate Deans: reviewed regularly in conjunction with the Provost
- Student: one-year term
- Senators: three-year term

The chair will inform the committee if a member's absences exceed three meetings in an academic year. The committee will discuss the situation and the position may be declared vacant by the chair in conjunction with the committee.



SENATE STANDING COMMITTEE ON TEACHING AND LEARNING

Agenda Item: [6.3]
Meeting Date: March 7th, 2019
Presenter: David Burns

Agenda Item: [Failure Rates: How high is too high, and what do we do?]

Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information
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Recommended Resolution:	
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Senate Standing
Committee Report:

Context &
Background: For Discussion

Key Messages:

Resource
Requirements:

Implications / Risks:

Consultations:

Attachments:

Submitted by: *David Burns, Chair Senate Standing Committee on Teaching and Learning*
Date submitted: *Feb 27, 2019*