



**Brock University Senate**

MINUTES OF MEETING #1 (2011-12)

**SENATE TEACHING AND LEARNING POLICY COMMITTEE**

THURSDAY, SEPTEMBER 22, 2011, 11:00 AM

13<sup>TH</sup> FLOOR BOARD ROOM, SCHMON TOWER

PRESENT: Professor Roberto Nickel (Chair), Professor Kelly Lockwood (Vice-Chair), Dean Fiona Blaikie, Professor Charles Conteh, Dr. Greg Finn, Ms. Margaret Grove, Professor Calvin Hayes, Professor Barry Joe, Professor Bozidar Mitrovic, Dean Michael Plyley, Professor Susan Sydor, Mr. Joe Thejo, Mr. Chris Ventura, Dr. Philip Wright, Ms. Margaret Thompson (Administrative Support)

ALSO

PRESENT: Dr. Jill Grose

**1. Welcome and Introductions**

Professor Nickel welcomed members to the inaugural meeting of the 2011-12 Teaching and Learning Policy Committee and called the meeting to order. Self-introductions were made.

**2. Terms of Reference**

[The Committee's Terms of Reference, as outlined in Faculty Handbook II: 9.8, had been posted with the meeting materials.]

Professor Nickel provided a brief overview of the Committee's Term of Reference as outlined in FHB II: 9.8. He drew members' attention to the Committee's responsibility to develop/create policy for the consideration of Senate.

**3. 2010-11 Annual Report**

[The Committee's 2010-11 Annual Report to Senate had been posted with the meeting materials.]

Professor Nickel noted that the Committee's 2010-11 Annual Report to Senate had been posted with the meeting materials in an effort to provide new members with an overview of the past issues discussed and those that may continue to be discussed this year.

**4. Approval of Minutes**

[The minutes of Meeting #9 (2010-11) held on May 17, 2011 had been distributed with the meeting materials.]

**MOVED** (Lockwood/Ventura)

**THAT the minutes of Meeting #9 (2010-11) held on May 17, 2011 be approved.**

**CARRIED**

5. **Business Arising from the Minutes** - None
6. **Report of the Chair** - None
7. **Considerations for Students Who Miss Academic Deadlines/Work – Review of Previous Work by Committee and Next Steps**

[A Report containing background information regarding the development of a Best Practices for Accommodating Students Who Require Accommodation with Academic Work or Deadlines dated September 22, 2011 had been circulated with the meeting materials.]

Professor Nickel referred members to the Report which contained background information regarding the development of a Best Practices for Accommodating Students Who Require Accommodation with Academic Work or Deadlines. He noted that while the 2010-11 Teaching and Learning Policy Committee had suggested the matter was worth pursuing during the 2011-12 academic year, the Student Appeals Board had related to the past Chair of the Committee that such a document would not be supported by the Appeals Board.

Professor Nickel opened the floor for discussion regarding next steps. During discussion, members offered varying views on whether such a document was required to deal with non-medical exemptions, for example for students representing the University at an academic conference or volunteering to work at the Olympics. It was questioned if it was under the purview of the Teaching and Learning Policy Committee to advise on University-wide best practices as opposed to the development of an academic policy.

Further discussion ensued during which members offered advice regarding potential ways to proceed which included the following:

- Many departments deal with these exemptions on a case-by-case basis with students taking responsibility in advance;
- May need to use different wording as accommodation is mostly used for disability issues and the term “best practices” may appear to be too lenient;
- May be value in bringing the suggestion to develop a policy back to the floor of Senate this year for discussion and advice;
- University needs to encourage full development of students, especially when the students are representing the University which, in turn, enhances the reputation of the academy;

Following a comprehensive discussion, the Committee concurred by a show of hands that the development of a “policy” be pursued as opposed to best practices. It was suggested that the Student Appeals Board provide information to the Committee regarding their rationale against the development of such a document.

**MOVED** (Ventura/Hayes)

**That the Senate Student Appeals Board be invited to a meeting of the Teaching and Learning Policy Committee to discuss the issue regarding the development of a policy document to accommodate students who may need to miss academic work or deadlines; should no common meeting date be set, the Chair of the Teaching and Learning Committee will meet with the Chair of the Student Appeals Board.**

**CARRIED**

**8. English Literacy Testing for Incoming Students – Review of Memorandum and Next Steps**

[A memorandum from Professor Richard Welland had been posted with the meeting materials.]

In the interest of time, Professor Nickel suggested that Professor Welland be invited to a future meeting of the Committee to expand on his suggestions as outlined in the memorandum. The Committee noted that additional information would be required regarding the pervasiveness of the problem and associated cost to implement the suggested solutions.

**9. Standing Reports**

**9.1 Centre for Teaching, Learning and Educational Technologies**

Professor Joe provided an oral update on the activities within the Centre for Teaching, Learning and Educational Technologies during which he responded to questions from members. Detailed information regarding various activities within the CTLET can be viewed at <http://www.brocku.ca/ctlet>.

Professor Nickel suggested, and members concurred, that the meeting be extended for five additional minutes.

**9.2 Library**

Ms. Grove provided an update on some of the upgrades to the Learning Commons made during the summer. She described the new, dedicated study and meeting spaces for graduate students on the 6<sup>th</sup> floor of the Library. In connection with copyright, Ms. Grove indicated that the Copyright web site, including the FAQ section is being updated on an ongoing basis and can be viewed at <http://www.brocku.ca/library/campus-copyright-information>. She also reported that the Library will be launching a terms of use database shortly that will specify details such as whether copies of journal articles and other licensed materials can be posted in a course management system or included in a course pack.

**9.3 Information Technology Services**

Dr. Wright provided an oral update. He indicated that, in future, he would be requesting input and assistance from the Committee with respect to the development of several information technology related policies and guidelines and the numerous projects pending and under

review. He encouraged members to view the listings of projects at <http://www.brocku.ca/information-technology/projects>

**10. Other Business** - None

**11. Adjournment**

The meeting adjourned at 12:05 p.m.