



General Faculties Council
University Teaching Awards Committee
Approved Minutes

Friday, June 17, 2011
3-15, UHALL
1:00 pm – 3:00 pm

ATTENDEES:

Elisabeth Le - Chair, Susan Gibson, Brenda Cameron, Erendira Cervantes-Altamirano, Minhao Zeng, Janis Sasaki, Garry Bodnar (Coordinator and Scribe)

PRESENTERS AND GUESTS:

Elisabeth Le, Chair, GFC University Teaching Awards Committee (UTAC)

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Gibson/Cervantes-Altamirano

THAT the GFC University Teaching Awards Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of April 8, 2011

Materials before members are contained in the official meeting file.

Motion: Cervantes-Altamirano/Gibson

THAT the GFC University Teaching Awards Committee approve the Open Session Minutes of April 8, 2011.

CARRIED

3. Comments from the Chair

There were no comments from the Chair.

DISCUSSION ITEMS

4. Review of GFC UTAC Awards Procedures and Pre-Adjudication/Adjudication Processes

Materials before members are contained in the official meeting file.

Presenter: Elisabeth Le, Chair, GFC University Teaching Awards Committee (UTAC)

Purpose of the Proposal: To engage in a formal follow-up to the annual adjudication of the University Teaching Awards within the purview of the GFC University Teaching Awards Committee (UTAC) (with reference to the relevant pre-adjudication/nomination/adjudication procedures and processes) and determine if any changes to these procedures and processes are warranted based upon the experiences over the past academic year of the Committee and of staff in the Academic Awards and Ceremonies Office (AACO) (Office of the Registrar and Student Awards).

Discussion:

Professor Le began the discussion by encouraging members to provide the suggestions they may have to improve upon the procedures associated with the four teaching excellence awards for which GFC UTAC has adjudicative responsibility (ie, the Rutherford and William Hardy Alexander Awards for Excellence in Undergraduate Teaching, the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching, and the Teaching Unit Award) and the processes followed leading up to and during the course of the Committee's annual adjudication meeting. She also referred to correspondence provided by Ms Bobbi Schiestel, Faculty Awards Facilitator, AACO, Office of the Registrar and Students, in which Ms Schiestel recommended a number of changes to the aforementioned awards procedures based upon her review of the award nomination packages submitted by Faculties this year.

During the ensuing discussion, members' comments and questions included, but were not limited to, the following: Universal Student Ratings of Instruction (USRI) results should be included as a criterion for the Teaching Unit Award; each nomination package should include a short executive summary; and back-to-back copying of the documents included within the packages should be encouraged.

A member suggested that the Committee should discuss at some point whether or not, in the future, a standard on-line form or series of forms for e-nominations for the teaching awards adjudicated by GFC UTAC should be deployed. Members provided the following additional suggestions on process and procedure: the possible use of a standard rating scale upon which members could rank awards nominees; a standard checklist against which the nominations could be compared as members review them; providing greater clarity to members prior to the annual adjudication meeting on how 'public knowledge' of nominees can come to bear on determining their worthiness as a possible award recipient and how members should respond to and address potential conflicts of interest; the possibility of instituting a formal orientation prior to the annual meeting at which GFC UTAC adjudicates; whether or not feedback should be provided to unsuccessful nominees/nominators; the means by which AACO releases information to the wider University community on the nature of the packages put together for nominees who are successful in receiving an award; the balance nominators can strike in their submissions between the strict criteria called for within the awards procedures (set out in UAPPOL) and demonstrations of creativity that serve to clearly exhibit the personality of their nominees.

Members then reviewed in detail the suggested changes to existing procedures submitted by Ms Schiestel prior to this meeting. There was some reflection on the gap between coordinated and non-coordinated courses, as set out in the procedure for the Teaching Unit Award, and on what this award was actually meant to address.

Upon the conclusion of the discussion, members agreed to a series of editorial revisions to the procedures associated with all four awards adjudicated by GFC UTAC. The Committee charged the Incoming Chair of the Committee to incorporate their suggested changes into the existing awards procedures and to bring these amendments forward to GFC UTAC as an omnibus proposal for its Fall, 2011 meeting.

5. Election of a Chair and Vice-Chair:

There were no documents.

Presenter: Elisabeth Le, Chair, GFC University Teaching Awards Committee (UTAC)

Purpose of the Proposal: To confirm a new Chair for the GFC University Teaching Awards Committee (UTAC), for a term beginning July 1, 2011 and ending June 30, 2012.

Discussion:

Professor Le introduced the item by noting that her term as Chair of GFC UTAC would end on June 30, 2011, concurrent with the end of her three-year term on the Committee. She indicated that, with her imminent departure from the Committee, only one faculty member—Professor Brenda Cameron—would continue to serve on GFC UTAC into the 2011-2012 Academic Year. Professor Le suggested that, in the interests of continuity, it would be important for the Committee to have Professor Cameron as its Chair—members concurred, and Professor Cameron was acclaimed, thus, as the new Chair of GFC UTAC, for a term beginning July 1, 2011 and concluding June 30, 2012.

Professor Le concluded the discussion by noting that it would be important in the new academic year to select a Vice-Chair for this committee.

6. Question Period

There were no questions.

INFORMATION ITEMS

7. Items Approved by the Committee by E-Mail Ballots

There were no items to date.

8. Information Items Forwarded to Committee Members Between Meetings

GFC UTAC - A Quick Note and Request (E-Mailed to Members on April 8, 2011)

CLOSING SESSION

9. Adjournment

The Chair adjourned the meeting at 2:35 pm.