

## **GFC Committee on the Learning Environment (CLE)**

### Approved Motions

The following Motions and attendant Final Documents were approved by the GFC Committee on the Learning Environment at the meeting of October 5, 2011:

#### Agenda Title: **Access to Universal Student Ratings of Instruction**

**Motion:** THAT the GFC Committee on the Learning Environment recommend to the GFC Executive Committee proposed revisions to Section 111.3 (*Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction*) of the GFC Policy Manual, as set forth in Attachment 1, to be effective upon final approval.

Final Recommended Document: [Item 4](#)

#### Agenda Title: **GFC Committee on the Learning Environment (CLE) Subcommittee on Attributes and Competencies Terms of Reference and Membership**

**Motion:** THAT the GFC Committee on the Learning Environment approve, under delegated authority from General Faculties Council, the proposed Terms of Reference and Membership for the GFC CLE Subcommittee on Attributes and Competencies, as set forth in Attachment 1, to take effect upon final approval.

Final Document: [Item 5](#)

**OUTLINE OF ISSUE**

Agenda Title: **Access to Universal Student Ratings of Instruction**

**Motion:** THAT the GFC Committee on the Learning Environment recommend to the GFC Executive Committee proposed revisions to Section 111.3 (*Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction*) of the GFC Policy Manual, as set forth in Attachment 1, to be effective upon final approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Colleen Skidmore, Vice-Provost and Associate Vice-President (Academic); and Kathleen Brough, Portfolio Initiative Manager, Office of the Provost and Vice-President (Academic)
Subject	Access to On-line University Student Ratings of Instruction (USRI) and Proposed Changes to Section 111.3 of the GFC Policy Manual

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To clarify which members of the University community have access to the paper summaries of USRI data and the on-line summaries of USRI data.
The Impact of the Proposal is	Limited to those non-students who may have made a practice of accessing USRI data online in the past and who will now no longer have access to that information.
Replaces/Revises (eg, policies, resolutions)	GFC Policy Manual Section 111.3.h.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>The <i>Post-Secondary Learning Act (PSLA)</i></b>, Section 26(1), gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs.” GFC has thus established a Committee on the Learning Environment (CLE).</p> <p>2. <b>GFC Committee on the Learning Environment (CLE) Terms of Reference:</b> Section 3 (<i>Mandate of the Committee</i>): “The Committee on the Learning Environment is a standing committee of the General Faculties Council that promotes an optimal learning environment in alignment with guiding documents of the University of Alberta.</p> <p>The Committee on the Learning Environment is responsible for making recommendations concerning policy matters and action matters with respect to the following: [...]</p>

	<p>b) To review and, as necessary, recommend to the GFC Academic Planning Committee and GFC Executive Committee as relates to the development and implementation of policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University Academic Plan.</p> <p>c) To develop policies that promote ongoing assessment of teaching and learning through all Faculties and units.</p> <p>d) To nurture the development of innovative and creative teaching practices.</p> <p>e) To encourage the sharing and discussion of evidence about effective teaching and learning. [...]</p> <p>h) To consider any matter deemed by the GFC Committee on the Learning Environment to be within the purview of its general responsibility.</p> <p>Notwithstanding anything to the contrary in the terms of reference above, the General Faculties Council has delegated to the Committee on the Learning Environment the following powers and authority:</p> <p>To recommend to the GFC Academic Planning Committee and to the GFC Executive Committee broad policy directions for excellence in teaching and learning.”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	USRI Subcommittee of the GFC Committee on the Learning Environment; Harry Davis, Information and Privacy Officer; Academic Information and Communication Technology (AICT); Vice-Provosts' Meeting
Approval Route (Governance) (including meeting dates)	GFC Committee on the Learning Environment (October 5, 2011) – for recommendation; GFC Executive (November 7, 2011) – for final approval
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>)

- Attachment 1 (pages 1 – 2): Proposed Changes to GFC Policy Manual Section 111.3 (*Teaching and Learning and Teaching Evaluation/Universal Student Ratings of Instruction*)

Prepared by: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic) ([kathleen.brough@ualberta.ca](mailto:kathleen.brough@ualberta.ca))

GFC Policy Manual Section 111.3 (University Student Ratings of Instruction)  
 Proposed Changes  
 September 27, 2011

<p>H.                  Parties having access to numerical summaries of the ten Universal Student Ratings of Instruction questions and student comments shall be the instructor the Chair, Director or Dean; members of Tenure Committees; and members of Faculty Evaluation Committees:</p> <p>For questions selected by an instructor, only the instructor shall receive the results. For questions initiated or mandated by a department or Faculty, the results will be reported to the instructor and the Chair, Director or Dean.</p> <p>Normally, instructors shall receive the results from the student ratings of instruction within twenty working days after the course is complete and the grade sheet has been signed by the Chair, Director or Dean.</p>	<p><i>No change until...</i></p> <p>H.  <u>i. Access to Printed USRI Data:</u> Parties having access to <u>printed</u> numerical summaries of the ten University Student Ratings of Instruction questions and student comments shall be the instructor; the Chair, Director or Dean <u>of the unit offering the course</u>; members of Tenure Committees; and members of Faculty Evaluation Committees, <u>including the secretary to the FEC.</u></p> <p>For questions selected by an instructor, only the instructor shall receive the results. For questions initiated or mandated by a department or Faculty, the results will be reported to the instructor and the Chair, Director or Dean.</p> <p>Normally, instructors shall receive the <u>printed</u> results from the student ratings of instruction within twenty working days after the course is complete and the grade sheet has been signed by the Chair, Director or Dean.</p> <p><u>ii. Access to Online USRI Data:</u> <u>Online access to the numerical summaries for the ten Universal Student Ratings of Instruction questions scores for all courses shall be provided to undergraduate and graduate students. Instructors shall have online access to USRI scores for their own courses. Chairs shall have online access to USRI scores for instructors in their departments and Deans shall have online access to USRI scores for instructors in their Faculties. Deans and Chairs may also request access for a designated assistant.</u></p> <p><u>The results will not be released online for at</u></p>
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~~Numerical summaries for the ten Universal Student Ratings of Instruction questions shall be given to the Students' Union and the Graduate Students' Association. Results of additional selected questions and student comments shall not be made available to the Students' Union or the Graduate Students' Association.~~

~~The Students' Union and Graduate Students' Association acknowledge that the Universal Student Ratings of Instruction are intended only for use by University of Alberta students and shall not be made available to other parties. Neither the Students' Union nor the Graduate Students' Association shall undertake further analysis of the data. The results will be made available to students in paper and/or electronic form. The results will not be released in electronic form for at least ten days following the provision of the results to the instructor.~~

least ten days following the provision of the results to the instructor.

Access to online USRI data is provided to students only for the purpose of assisting with the selection of courses.

Neither the Students' Union nor the Graduate Students' Association shall undertake analysis of USRI data available to members of those organizations.

**OUTLINE OF ISSUE**

Agenda Title: **GFC Committee on the Learning Environment (CLE) Subcommittee on Attributes and Competencies Terms of Reference and Membership**

**Motion:** THAT the GFC Committee on the Learning Environment approve, under delegated authority from General Faculties Council, the proposed Terms of Reference and Membership for the GFC CLE Subcommittee on Attributes and Competencies, as set forth in Attachment 1, to take effect upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Emerson Csorba, Member, GFC Committee on the Learning Environment (CLE) and Vice-President (Academic), Students' Union; Nima Yousefi Moghaddam, Member, GFC Committee on the Learning Environment (CLE) and Vice-President (Academic), Graduate Students' Association; and Steven Dew, Member, Teaching, Learning and Technology (TLAT) Council and Associate-Dean (Research), Faculty of Engineering
Presenters	Emerson Csorba, Member, GFC Committee on the Learning Environment (CLE) and Vice-President (Academic), Students' Union; Nima Yousefi Moghaddam, Member, GFC Committee on the Learning Environment (CLE) and Vice-President (Academic), Graduate Students' Association; and Steven Dew, Member, Teaching, Learning and Technology (TLAT) Council and Associate-Dean (Research), Faculty of Engineering
Subject	Proposed Terms of Reference and Membership for the GFC Committee on the Learning Environment (CLE) Subcommittee on Attributes and Competencies

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To update GFC CLE on the GFC CLE Subcommittee on Attributes and Competencies' progress over the month of September, 2011, and to seek the Committee's approval of the Subcommittee's revised (proposed) Terms of Reference and Membership.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover Values (1-4):</i> 1. Excellence in teaching that promotes learning, outstanding research and creative activity that fuel discovery and advance knowledge, and enlightened service that builds citizenship; 2. The centrality of our students and our responsibility to provide an intellectually superior educational environment; 3. Integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom,
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	<p>open inquiry, and the pursuit of truth; 4. A diverse, yet inclusive, dynamic collegial community that welcomes change and seizes opportunity with passion and creativity.</p> <p><i>Dare to Deliver, 2011-2015: "Attributes and Competencies Upon Graduation: Articulating and supporting the development of core sets of skills, attributes and values to be incorporated into graduate and undergraduate programs, while recognizing that each Faculty will best decide how to move in this direction, which could include reviewing and updating the curriculum."</i></p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. <b>The <i>Post-Secondary Learning Act (PSLA)</i></b>, Section 26(1), gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs." GFC has thus established a Committee on the Learning Environment (CLE).</p> <p>2. <b>GFC Committee on the Learning Environment (CLE) Terms of Reference:</b> Section 3 (<i>Mandate of the Committee</i>): "The Committee on the Learning Environment is a standing committee of the General Faculties Council that promotes an optimal learning environment in alignment with guiding documents of the University of Alberta.</p> <p>The Committee on the Learning Environment is responsible for making recommendations concerning policy matters and action matters with respect to the following:</p> <ul style="list-style-type: none"> <li>a) To review and monitor the implementation of the University Academic Plan with regard to teaching and learning.</li> <li>b) To review and, as necessary, recommend to the GFC Academic Planning Committee and GFC Executive Committee as relates to the development and implementation of policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University Academic Plan.</li> <li>[...]</li> <li>d) To nurture the development of innovative and creative teaching practices.</li> <li>e) To encourage the sharing and discussion of evidence about effective teaching and learning.</li> <li>f) To promote critical reflection on the impact of broad societal changes in teaching and learning.</li> <li>g) To promote projects with relevant internal and external bodies that offer unique teaching and learning opportunities that would benefit the university community.</li> <li>h) To consider any matter deemed by the GFC Committee on the Learning Environment to be within the purview of its general responsibility.</li> </ul> <p>Notwithstanding anything to the contrary in the terms of reference above, the General Faculties Council has delegated to the Committee on the Learning Environment the following powers and authority:</p> <p>To recommend to the GFC Academic Planning Committee and to the GFC Executive Committee broad policy directions for excellence in teaching and learning."</p>

**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Colleen Skidmore, Vice-Provost and Associate Vice-President (Academic) (discussion) – August 11, 2011; GFC Committee on the Learning Environment (discussion) – September 7, 2011; Heather Kanuka, Centre for Teaching and Learning (discussion) – September 15, 2011
Approval Route (Governance) (including meeting dates)	GFC Committee on the Learning Environment (October 5, 2011) – for final approval
Final Approver	GFC Committee on the Learning Environment

Attachments (each to be numbered 1 - &lt;&gt;)

1. Attachment 1 (pages 1 – 2): GFC Committee on the Learning Environment (CLE) Subcommittee on  
Attributes and Competencies Terms of Reference (Including Membership)

*Prepared by:* Emerson Csorba, Vice-President (Academic), Students' Union (and Member, GFC Committee  
on the Learning Environment (CLE))



**University of Alberta**  
**GFC Committee on the Learning Environment**  
**Subcommittee on Attributes and Competencies**  
**TERMS OF REFERENCE**

1. Committee Mandate:

Following the approval of the University of Alberta's 2011-2015 Academic Plan entitled *Dare to Deliver*, student attributes have become a subject of thoughtful discussion across campus. On April 7 2011, the GFC Committee on the Learning Environment Subcommittee on Attributes and Competencies was struck at a joint CLE-TLAT meeting. The committee will work in accordance to the statement pertaining to student attributes in the Academic Plan:

*"Attributes and Competencies Upon Graduation: Articulating and supporting the development of core sets of skills, attributes and values to be incorporated into graduate and undergraduate programs, while recognizing that each Faculty will best decide how to move in this direction, which could include reviewing and updating the curriculum."*

2. Committee Roles:

The subcommittee will play numerous roles:

- Engage in a review of student attribute literature
- Provide definitions to key terminology in the student attributes process in order to clarify committee discussions and consultations
- Consult widely across campus in order to learn about the characters and dispositions of University of Alberta students
- Select several themes that are common to the student attributes described by members of the university community
- Develop a model for the implementation and assessment of student attributes at the University of Alberta

Subcommittee members, in considering the above-noted roles of this entity, are challenged to consider those issues, competencies, attributes, *et cetera*, to which

we, as an institution, aspire rather than to simply maintaining the *status quo*.

### 3. Committee Membership:

The committee membership shall consist of a diverse group of representatives from across the Academy.

- Vice-President Academic, Students' Union – Co-chair: Emerson Csorba
- Vice-President Academic, Graduate Students' Association – Co-chair: Nima Yousefi Moghaddam
- Academic Staff representative – Co-chair: Dr. Steven Dew
- One (1) undergraduate student at-large representative: Dustin Chelen
- One (1) graduate student at-large representative: Ashlyn Bernier
- One (1) CLE graduate student representative: Anne McIntosh
- One (1) CLE undergraduate student representative: Erendira Cervantes-Altamirano
- One (1) representative from the Faculty of Arts: Dr. Daphne Read
- One (1) representative from the Faculty of Science: Dr. Arturo Sanchez
- One (1) representative from the Campus Saint-Jean: Dr. Donald Ipperciel
- One (1) representative from the Augustana Campus: Dr. Paula Marentette
- One (1) representative from the Faculty of Medicine and Dentistry: Dr. Fraser Brenneis
- One (1) representative from the Faculty of Education: Dr. Genevieve Gauthier
- One (1) representative from the Faculty of Graduate Studies and Research: Dr. Renee Polziehn

In addition to the members serving on the committee, numerous university stakeholders will be invited to committee meetings so that a wide range of perspectives are heard and considered throughout the committee's proceedings.

### 4. Committee Meetings:

The committee will meet on a monthly basis, with thorough stakeholder consultations taking place in between meetings when necessary.