



General Faculties Council
University Teaching Awards Committee
Approved Open Session Minutes

Friday, June 13, 2014
2-31 South Academic Building (SAB)
1:00 PM - 3:00 PM

ATTENDEES:

Voting Members:

Elisabeth Le	Chair, Academic Staff
Victor Do	Member, Undergraduate Student-at-large
Leanne Garon	Member, U of A Alumni Association Representative
Uwe Hacke	Member, Academic Staff
Melissa Hartley	Member, Academic Staff
Lorenz Sigurdson	Member, Academic Staff

Presenter(s):

Elisabeth Le	Professor, Modern Languages and Cultural Studies, Arts, University of Alberta, Chair, GFC UTAC
Curtis Champagne	Strategic Initiatives Manager, Centre for Teaching and Learning, University of Alberta
Andrea Patrick	Assistant Secretary to GFC, University Governance, University of Alberta

Staff:

Andrea Patrick, Coordinator, GFC University Teaching Awards Committee

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter: Elisabeth Le

Motion: Sigurdson/Garon

THAT the GFC University Teaching Awards Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of April 11, 2014

Materials before members are contained in the official meeting file.

Presenter: Elisabeth Le

Motion: Sigurdson/Garon

THAT the GFC University Teaching Awards Committee approve the Minutes of April 11, 2014.

CARRIED

3. Comments from the Chair

The Chair commented on a number of relevant items to members. She welcomed new members and invited members to introduce themselves.

ACTION ITEMS

4. Proposed Revisions to the Awards for Teaching Excellence Procedures (in UAPPOL)

Materials before members are contained in the official meeting file.

Presenter(s): Elisabeth Le; Andrea Patrick

Purpose of the Proposal: To address concerns and issues raised with the administration of the Procedures for the Awards for Teaching Excellence, based on Committee member feedback, as well as on the adjudication of these awards in the spring of 2014, and by the Committee Coordinator of GFC UTAC.

Discussion:

Dr Le reviewed the proposed revisions to the Awards for Teaching Excellence procedures, noting that they related to changes to clarify the number of extra awards available each year; updates to staff categories; and revisions to the eligibility criteria in the Teaching Unit Award.

Members provided a number of comments and questions during the ensuing discussion, including, but not limited to: clarification surrounding the definitions of 'coordinated courses' and 'team teaching'; support for the amendments to the Teaching Unit procedure; clarification regarding the process of automatically holding over applications for the Teaching Unit award; clarification about the Teaching Unit Award recipient this year; suggestions for revisions to punctuation within the proposal; that the procedures do not mention a cash award for each award; clarification surrounding the endowment for these awards.

Motion: Hacke/Sigurdson

THAT the GFC University Teaching Awards Committee (UTAC) recommend to the Provost and Vice-President (Academic) proposed changes (submitted by the Committee) to the Rutherford Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 1); the William Hardy Alexander Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 2); the Provost's Awards for Early Achievement (Procedure) (set forth in Attachment 3); the Teaching Unit Award (Procedure) (set forth in Attachment 4); and the Award for Excellence in Graduate Teaching (Procedure) (set forth in Appendix 5), as amended, all for implementation upon the Provost's final approval.

CARRIED

DISCUSSION ITEMS

5. Review of the University of Alberta Awards for Teaching Excellence Application Checklists

Materials before members are contained in the official meeting file.

Presenter(s): Elisabeth Le; Curtis Champagne

Purpose of the Proposal: To review and discuss the application process and checklists utilized by the Strategic Initiatives Manager, Centre for Teaching and Learning, during the submission period for the Awards for Teaching Excellence, and to better clarify the eligibility screening process, pre-adjudication.

Discussion:

Mr Champagne provided a brief outline of the pre-adjudication application checklists utilized in his role as Strategic Initiatives Manager, Centre for Teaching and Learning (CTL), when accepting applications for the annual University of Alberta Awards for Teaching Excellence.

During the discussion surrounding this item, members expressed a number of comments and questions, including, but not limited to: issues surrounding the presentation of the USRI table within the applications; support for the continued utilization of the checklists; various suggestions for revisions to the checklists; that currently, not many Teaching Unit Award applications are received; that the Chair of GFC UTAC should be notified if there are any problems with the checklists; that Faculty award personnel should be made aware of the application requirements.

6. Question Period

A member enquired about the overall number of contract instructors as collected within the data provided by Human Resource Services to Dr Le.

Dr Sigurdson thanked members for his time on the Committee and advised that he would be resigning. He thanked the Chair and the Committee Coordinator for their efforts and stated that it was an enjoyable and well organized Committee.

Dr Le thanked Dr Sigurdson for his service to the University of Alberta.

INFORMATION REPORTS

7. Items Approved by the Committee by E-Mail Ballots (non-debatable)

There were no items.

8. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

9. Adjournment

The Chair adjourned the meeting at 1:55 p.m.