



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
University Teaching Awards Committee
Approved Open Session Minutes

Friday, March 04, 2016
2-31 South Academic Building (SAB)
1:00 PM - 3:00 PM

ATTENDEES:

Voting Members:

Uwe Hacke	Chair, Academic Staff (Categories A1.1, A1.5 or A1.6)
Leanne Garon	Member, U of A Alumni Association Representative
Ines Zuna	Member, Graduate Student-at-large
Pierre Lemelin	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)
Aleksandra Tymczak	Member, Undergraduate Student-at-large
Paula Marentette	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)
Helen Vallianatos	Member, Academic Staff (Categories A1.1, A1.5 or A1.6)

Presenter(s):

Uwe Hacke Professor, Faculty of Agricultural, Life and Environmental Sciences and
Chair, GFC UTAC

Staff:

Meg Brolley, GFC Secretary and Manager, GFC Services
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: Uwe Hacke, Professor, Faculty of Agricultural, Life and Environmental Sciences and Chair, GFC UTAC

Motion: Lemelin/Garon

THAT the GFC University Teaching Awards Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of June 12, 2015

Materials before members are contained in the official meeting file.

Presenter: Uwe Hacke, Professor, Faculty of Agricultural, Life and Environmental Sciences and Chair, GFC UTAC

Motion: Garon/Lemelin

THAT the GFC University Teaching Awards Committee approve the Minutes of June 12, 2015.

CARRIED

3. Comments from the Chair

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

DISCUSSION ITEMS

4. Proposed GFC University Teaching Awards Committee (UTAC) Adjudication Guidelines

Materials before members are contained in the official meeting file.

Presenter: Uwe Hacke, Professor, Faculty of Agricultural, Life and Environmental Sciences and Chair, GFC UTAC

Purpose of the Proposal: If members agree, these suggested guidelines could be used for the processes associated with the adjudication of this year's (ie, the 2016) teaching awards.

Discussion:

The Chair invited members to review the proposed adjudication guidelines. He pointed out that the work of the Committee is extremely rewarding, as it relates to the recognition of the teaching excellence within the academy.

Mr Curtis Champagne, Strategic Initiatives Manager, Centre for Teaching and Learning (CTL), was invited to the table by the Chair to speak to the application screening process. He reported that this years' nominations have increased over past years, and that he paid particular attention during the pre-screening process.

A member expressed concern that some Universal Student Rating of Instruction (USRIs) might be missing from nomination packages, which poses difficulties during the adjudication process.

In response, the Chair noted that each package should be considered within the rankings, and that if supporting materials are indeed missing, this would be addressed at the meeting.

Following this brief discussion, members discussed the adjudication guidelines.

A member expressed her support for the utilization of the guidelines, adding that the process is extremely efficient. On this point, the Chair noted that if ranking disagreements arise, further discussions will be initiated at the adjudication meeting.

Members discussed the definition of "conflict of interest", as well as ways previous members handled them, by either not participating in the discussion or in one case, leaving the room altogether. The Chair reminded members that they would not be able to rank members of their Department or Faculty, or family members. He added, in addition, that if members perceive a conflict of interest, that they should indicate this at the onset of the discussion. Members agreed that there should be a clearer definition of conflict of interest within the Committee's Terms of Reference.

Ms Patrick reminded members that the nomination packages are confidential, as well as transitory in nature. She stated that the packages should be returned to the next Committee meeting so that they can be shredded afterward. She also reminded members that at the start of the adjudication meeting, a light lunch would be provided.

5. Question Period

There were no questions.

INFORMATION REPORTS

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

There were no items.

7. Information Items Forwarded to Committee Members Between Meetings

- GFC University Teaching Awards Committee (UTAC): Cancellation of the September Meeting [Emailed to members on September 8, 2015]

- GFC University Teaching Awards Committee (UTAC): Date/Time For the GFC UTAC Reception, Spring, 2016 ****Please Note**** [Emailed to members on October 14, 2015]

CLOSING SESSION

8. Adjournment

The Chair adjourned the meeting at 1:45 p.m.