



## MEMORANDUM

**To:** Executive Committee of Faculty Council

**From:** Lisa Romkey  
Chair, Teaching Methods and Resources Committee

**Date:** October 25, 2012 for November 29, 2012 Faculty Council Meeting

**Re:** **Teaching Methods and Resources Committee Goals for 2012-13**

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## REPORT CLASSIFICATION

This is a routine matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

## COMMITTEE GOALS

In addition to routine issues, such as managing the teaching award process, the committee has identified the following priorities for 2012-13:

### 1. Course Evaluation Framework

As noted in the minutes, the teaching evaluation framework, which includes a set of eight core institutional questions, and a set of Faculty teaching and learning priorities, was approved at the Faculty Council Meeting on April 26, 2012. During the fall semester, CTSI (Centre for Teaching Support and Innovation) will develop a set of reliable and valid questions to reflect the Faculty's teaching and learning priorities. These will be reviewed by the Teaching Methods and Resources Committee, and will come forward for Faculty Council approval in February 2013.

The new course evaluation system will roll out in the Faculty of Applied Science and Engineering for the fall 2013 semester.

Further discussion also needs to take place around the evaluation of our teaching assistants within the framework. This is an issue that CTSI is currently working through university-wide, and we will use their guidance to move forward in this regard.

## **2. Committee Procedures Manual Review**

The committee will review and update the Committee Procedures Manual, which has not been updated in over ten years. Some of these updates will reflect current practices, but will also propose the addition of a member from the Engineering Communication Program.

## **3. Sustained Excellence in Teaching Award**

The committee will bring forward a new “Sustained Excellence in Teaching” award, which will reward long-term (15+ years) excellence in teaching within the Faculty of Applied Science and Engineering. This award will be brought forward for Faculty approval at the November Faculty Council meeting.

## **4. Teaching Technology in the ECF Labs**

In recent years, there has been a demand for our computer labs to be used as a more formal learning environment. For example, instructors may wish to hold a portion of their class in a computer lab, with the purpose of teaching new skills rather than simply completing lab exercises. This demand may necessitate new software or equipment for the ECF labs. The committee will make recommendations about these needs, based on departmental/instructor feedback.

## **5. Educational Technology Conference**

The committee will support the Faculty’s annual Educational Technology Conference, in conjunction with the Faculty’s Instructional Technology Specialist.

## **PROPOSAL/MOTION**

For information.