DRAFT MINUTES

Chair: Judy Larsen
Vice Chair: Colleen Gingerich
Present:

*Robin Kleiv	*Adrianna Bakos	* Sandra Smith	*Diane Cruickshank
*Molleen Shilliday	*Claire Hay	*Daniel Smythe	*Maple Melder Crozier
Kyle Baillie	Navneet Sidhu	Gordon Jang	Maureen Wideman
Lucy Lee	Mary Saudelli	Eddie Campbell	Michelle Johnson

*voting member

Guest: Michelle Xia

Regrets: Nicola Mooney, Adrienne Chan, Samarjit Dhillon, Hannah MacDonald, Satwinder Bains

1. ITEMS FOR ADOPTION
a. **Agenda** – Oct 11, 2016   **Approved**
b. **Approval of minutes** – Sept 13, 2016

                                                                          Approved

2. ITEMS FOR DISCUSSION
a. **Student Transitions** – Kyle Baillie & guest Michelle Xia

Michelle Xia is a mom of two boys who moved to Canada in 2012 and decided to upgrade her education. She knew she was good at math and she was advised to take the Bookkeeping course through Continuing Studies. After she finished her Bookkeeping course, she was quite discouraged because she could not able to get a job due to not having a high school diploma. She was then advised to enroll in UUP to upgrade her English and math skills so she could achieve her high school diploma. She then decided to continue with her courses towards becoming an accountant.

Michelle was very appreciative to the advisor who helped her get going on the path towards being an accountant. Michelle is now doing all 1st year university courses and never wants to give up.

Kyle noted that Michelle's story is similar to others and highlights the problems with transitions at UFV. The concern is that students are getting sent around to different faculties with no clear path.

TLAC suggestions for supporting student transitions were:
- Offering University 101 classes that would give them credit. If research supports this there should be room or space for it.
- Improve the cohort model
- Extend the approach of transition period right through to the fourth year

Action Item: Kyle Baillie will research U101 models in the area of faculty & discipline specific
Action Item: Mary Saudelli will share some information on high impact practices

b. **Student Behaviour Support and Response Spectrum** - Kyle Baillie

Kyle reported that a spectrum of holistic responses designed to support struggling students was created by the office of the Vice President, Students, and the office of the Chief Financial Officer. This spectrum relies on the participation of faculty and staff at UFV and highlights the three different areas of student behavioural interventions and what we can do. (See pages 7-12). Kyle encouraged everyone that if they hear something to say something. Please email Kyle kyle.baillie@ufv.ca if your faculty would be interested in having a demonstration on this new system.

TLAC suggestions to help faculty support students were:
- Help students be in charge of their experience by putting all info in front of them so they can make the decisions.
- Engage with students and when you notice a student not engaging, have a conversation with them.
- Encourage the student clubs associated with your area

c. **One-Note Demo** – Judy Larsen and Michelle Johnson

Postponed to a later meeting

d. **Podiums** – Greg Davis

UFV is looking to replace the podiums in the eRooms to make them more mobile and to accommodate the many connections that are needed for devices. Greg showed a presentation that highlighted the different types of podiums that have been used at UFV and their features/benefits. (see pages 13 - 21)

The options presented by Greg included the traditional full workstation podium, smaller full workstation podiums, smaller podiums on wheels with all sorts of connections (including HDMI!), podiums that are in the corner of the classroom, and potentials for building a small shelf in e-room lite style areas

Comments / suggestions
- have a podium on wheels
- make it height adjustable
- offer different types of full eRooms for faculty to teach in
- put the computer on a shelf in the corner and use wireless presenters

3. **REPORTS**

Due to time constraint, reports were emailed to Ruby after the meeting.

a. PD Day Report – Claire Hay
- Theme

- o Decided to keep the general PD Day theme of 'Connect|Learn|Grow'
  - o Adopt a variety of streams such as technology, indigenization, teaching tools etc. to guide organization of the final schedule
  - o Focus of this year's PD Day could be "From Transitions to Transformation"
- Other event ideas
  - o Include students poster/project info (maybe from UFV Student Research Day) in the Great Hall and invite the student researchers to the social at the end of the day
  - o Build your own ice-cream sundae
  - o Invite Culinary Arts to cater the event
- Possible Key note speakers
  - o Eric Davis has indicated that he is willing to sponsor an external keynote for PD Day (although the budget is unclear at this time).
  - o We will shortlist a couple of keynote speaker ideas and then pass to Eric for decision
  - o Maybe have Eric's office be in charge of securing the key note etc.
  - o Possible speakers:
    - **Ken Steele**: Academic consultant, motivational speaker, market researcher for post-secondary sector. Ken would be dynamic, could deliver a keynote that would reach all UFV community, we could also maybe have him offer a couple of workshops and/or meet with Senate, Board, other UFV groups outside of PD Day. For costs etc. see his booking page. – www.eduvation.ca
    - **Dr. Peter Looker**, National University of Singapore: Director of Division of Pedagogical Practice at Nanyang Technological University: https://www.linkedin.com/in/peter-looker-8b8a325?authType=name&authToken=FatM (the only info I can find in on Linkedin).
    - **Dr. Sharan Merriam**, https://en.wikipedia.org/wiki/Sharan_Merriam (sorry about the Wiki link) https://brock.scholarsportal.info/journals/brocked/home/article/view/346
    - **Dr. Carl Wieman**, Senior Advisor, Carl Wieman Science Education Initiative at UBC: Carl teaches in the Department of Physics and Graduate School of Education at UBC; https://physics.stanford.edu/people/faculty/carl-wieman and https://en.wikipedia.org/wiki/Carl_Wieman
    - **Dr Lynn Taylor**, Vice Provost (Teaching and Learning), University of Calgary; http://www.ucalgary.ca/provost/vp/vpteaching
- Workshop thoughts
  - o Offer most workshops in 50minute blocks like last year but offer a double-block for those that request it. This allows for participants to get the most from the day. Also consider a café-style, quick-fire session for 5 minute presentations
  - o Identify workshops from PD Day 2016 that could be repeated or a 'follow-up' provided
  - o Need for more student volunteers – offer co-curricular record
- Planning schedule
  - o Peggy will keep the master planning/organization chart

- o Mark will coordinate with UFV Marketing for communicating info and web design issues
- o Key dates:
  - Nov 30 – 1st Call for Submissions and Save the Date; web site goes live with online proposal submission form
  - Dec 16th – 2nd Call for Submissions
  - Jan 6th – Final Call
  - Jan 31st – Deadline for workshop submissions

b. **TLC Report** – Maureen Wideman

- The deadline for the UFV Fund for Innovative Teaching has been extended until Nov 30, 2016. http://www.ufv.ca/provost/fit/
- TLC is beginning the process for the Teaching Excellence Awards. The call for nominations is going out early November and the deadline is Mon, Jan 9, 2017.
- The Accessibility Advisory Committee (AAC) is looking to improve access on campus. If you have any ideas, send them to Maureen or Seanna Takacs. This is an open committee for anyone to join. The next meeting is Dec 7, room A225, 2:30 pm – 4:30 pm.
- The following workshops will be offered from Oct – Dec 2017 in TLC:
  - o ePortfolio
  - o Blackboard
  - o Adding Narration to PowerPoint
  - o Kahoot
  - o Webinars
  - o ISW & FDW

  For dates and time see here http://events.ufv.ca/tlc/
- The Internationalization Fund hosted through the International Education Office can be used for bringing speakers in from overseas. This might be helpful when thinking about a speaker for the UFV PD day.
- Maureen attended the Open Education Resources (OER) Forum on Oct 6, 2016. OER should be a priority at UFV as it improves the quality of education for all students and makes it more affordable https://open.bccampus.ca/

c. ETS Report – Gordon Jang

- IT upgraded myUFV Oct 9 and as a result, some student are experiencing temporary problems logging into Blackboard through myUFV. There is a *click here* link which is a direct link page but can easily be missed. Contact ITS service desk at: itservicedesk@ufv.ca or 4610 to express any question concerns. You'll notice as well IT created a new look for the myClass direct portal login area.

- Another update that will be ongoing is the Student and Faculty Resource TAB in Blackboard. IT added some quick links in those areas. I've removed some of the quick link modules under Faculty Resource Tab and I've added some new resources. I will continue to add additional relevant tools or information.

- With the Kaltura update completed, anyone who has used Kaltura in the past will find that Kaltura update has a new interface and tools. For instructors and other faculty who want to learn about the new Kaltura tool but don't have time to attend a workshop, go to the Faculty Resource Tab to find a link that will take you to the new Kaltura U, https://university.kaltura.com/moodle/index.1.php. You can enroll by creating an account or use your existing Social Media sites, Facebook or twitter to sign in. Access the course, **Blackboard Building Block.** After completing the training, you will be able to use Kaltura tools to upload, manage, publish, track, and share media in your Blackboard environment.

- Gordon is the UFV rep for the **ETUG (Educational Technology User Group).** This is a community of BC post-secondary educators focused on the ways in which learning and teaching can be enhanced through technology. Check out their website for online events, workshops, institutional updates. https://etug.ca/about/

d. RAC Report – Satwinder Bains

A report was not available from RAC at this time.

4. Adjournment
The meeting adjourned at 4:31 pm

Next meeting: November 8, 2016, 2:30 pm – 4:30 pm, A225