DRAFT MINUTES

Chair:	Judy Larsen			
Vice Chair:	Colleen Gingerich			
Present:	*Nicola Mooney	*Adrianna Bakos	*Anna Wauthy	*Diane Cruickshank
	*Godwin Choy	*Claire Hay	*Hannah M	*Maple Melder Crozier
	Lucy Lee	Navneet Sidhu	Gordon Jang	*Hannah MacDonald
	Kyle Baillie			*voting member
Regrets:	Eddie Campbell, Samarjit Dhillon, Daniel Smythe, Joanne MacLean			

1. ITEMS FOR ADOPTION
    a. Agenda – Sept 13, 2016   **Approved**
    b. Approval of minutes – May 31, 2016

                                                                                                                      Approved

2. ITEMS FOR DISCUSSION
    a. Welcome to any new members

    b. Welcome and introductions of Mary Saudelli and Michelle Johnson to the Teaching &
       Learning Department at UFV.

    Mary Saudelli is the new *Faculty Development Consultant* and she is looking forward to
    working with the faculty at UFV. She has extensive experience in curriculum
    development.

    Michelle Johnson is the new *Educational Developer* and she is going to be developing
    workshops and online modules to help faculty, staff and students with the integration of
    the Portfolio requirement for the BA program.

    c. New eRoom A233 – Maureen Wideman

    Maureen explained that there is a new HP all-in-one touchscreen computer in A233. It is
    not on a podium but is connected to the wall on an arm which gives it lots of mobility for
    facilitators who are sitting, standing or in wheelchairs. It has a DVD drive and you can
    also attach a laptop to it or insert a flash drive. This new computer is meant to be a
    replacement for the eRoom Lites. Maureen encouraged everyone to take some time and
    try it out and then send her the feedback.

    Action item: Judy Larsen and Michelle Johnson will work on arranging a One-Note
    classroom demo for the next TLAC meeting.

    Action Item: Ruby Ord to send out an email reminder with dates A233 is open.

d. PD Day 2017 – Claire Hay

Claire reported that the PD Day last May was very successful with a variety of sessions and good feedback. The committee will meet once a month and Claire will stay on as Chair alongside most of last year's committee who were also willing to stay on. It was decided to keep the title Connect-Learn-Grow for continuity. Some areas of building on last year will be looking into more student involvement in areas such as panel sessions, research posters and volunteers. It was also suggested to find a sponsor for a keynote speaker which would give us more options.

Claire asked for any members of the TLAC who want to sit on the committee to let her know. Mary Saudelli, Michelle Johnson, and Navneet Sidhu volunteered.

Action item: Maureen will investigate whether the President's Lecture Series can be held during PD Day 2017 to help support the costs of a keynote speaker.

e. Continued TLAC Strategies Discussion – Judy Larsen (see page 6)

Judy asked the council to spend a bit of time discussing ways to meet the goals.

- Judy suggested having a student transition discussion. Kyle Baillie offered to do this and bring a couple students with him.

  Action item: Kyle Baillie and Judy Larsen will bring students to the next TLAC meeting to discuss transitions.

- Adrianna Bakos offered to start a brown bag lunch that includes short readings of journal articles that would focus on teaching & learning. This could generate a blog and we could engage other faculty with it.

  Action item: Adrianna will start looking into the Blackboard course for ISW resources to see if there are any articles to start with.

- The TLAC could create a database of workshops they would volunteer to teach at department meetings.

  Action item: All council members are asked to email Ruby ruby.ord@ufv.ca possible workshop/s they (or someone in their department) can lead. After the list is compiled, it will be sent to departments.

f. Teaching & Learning Roundtable

i. Michelle Johnson highlighted a couple teaching and learning tools from her trip to the Blackboard conference in Las Vegas in the summer of 2016:

- Smartboards as large as projector screens with built in microphones and webcams for uploading class discussions in Blackboard.

- Tablet app called Splashtop Classroom with a feature that lets you access your PDfrom your iPad, phone or tablet as you walk around your classroom.

- Padlet.com is a new web tool that is for collaboration. It has an embed tool to upload to the Padlet BB courses.

- Took part in a Competency Based Learning session that was asynchronous, self-based, self-directed, and self-assessed.

    ii. Colleen Gingerich is looking for a web apps workshop for a department meeting. She would be interested in helping with it.

    iii. Nicola Mooney feels it would be beneficial to have a spot on the TLC website to look at new apps.

3. Reports (as available)

    a. TLC Report – Maureen Wideman reported that the Teaching and Learning department had a busy summer creating additional resources to assist faculty and students.

Building Strengths Toolbox
UFV and the Nicola Valley Institute of Technology have put together an Accessibility Tool Kit for faculty and staff to complement the Building Strengths module. This online document is filled with resources and information to assist learning for students with disabilities. The Toolkit can be found at: https://drive.google.com/file/d/0B-JvZcrIXRLtN3NkWXZVS1d2Z0U/view

Building Strengths Module
Described by the BC Government as a "strong resource," the online module, **Building Strengths**, is now available at **http://ufv.ca/buildingstrengths**. Created in partnership with Nicola Valley Institute of Technology and UFV, this learning resource looks at how to make the classroom experience more accessible to students. Although it focuses on trades and technology fields, the learning gained from this module is applicable to any subject. It looks at universal design for learning, adapting practical spaces, cultural implications of disability, and inviting success. This module focuses on the whole student and provides strategies and tips for being more inclusive in our instructional practices. **Those who complete the module will receive a *Letter of Completion* from Teaching and Learning that can be used in teaching dossiers.**

Science Resources:
A collection of online Science Resources has been developed based on input from faculty in the science areas at UFV. By no means exhaustive, these excellent resource pages provide opportunity for faculty to share their favourite teaching and learning ideas and links. Credit is given to Judy Larsen from the Upgrading and University Preparation Department for discussing resource ideas with faculty and compiling the resource set. The Resources can be found at: http://ufv.ca/tlc/resources-for-teaching-and-learning/faculty-of-science-resources/

Videos to Improve Accessibility on Campus
Teaching and Learning created a series of videos designed to improve accessibility. These include: how to create accessible WORD documents, PowerPoint presentations and how to ensure your event is accessible. The videos can be found at: http://ufv.ca/tlc/resources-for-teaching-and-learning/universal-design/

Designing Rubrics workshop / online training
Dr. Mary Saudelli, Faculty Development Consultant, has developed a face-to-face workshop on designing rubrics. In September, these workshops are being offered on Sept 21 9:00 am-10:30, Room: A203, and at CEP: Sept. 23, 9:00 am-10:30 Room: A223. More workshops will be available throughout the school year. An online version of this workshop will soon be available in Blackboard. To register for the face-to-face workshop, go to **tlcevents@ufv.ca**.

Renovations to TLC

In October, Teaching and Learning, which includes the staff in Educational Technology Services in G106, are moving to temporary offices (tbc) while their offices undergo renovation. This will include equipment pick up such as adapters, cameras, microphones, laptops, etc. This renovation will include a better use of working space and the development of a Faculty Resource Centre. Reservations for borrowing equipment will continue to be done online through etsbookings@ufv.ca but faculty and students will have to go to the temporary office to pick up the equipment. This is a temporary inconvenience until the renovations are completed, which is scheduled for the end of the semester. Equipment will be available for pick up in G106 again in January.

Facilitating Learning Online begins Sept. 26 and Oct. 31
BCCampus is hosting the five week online module Facilitating Learning Online. This module provides an authentic environment for faculty to learn about and practice skills related to teaching online.

FLO @ BCcampus
26 September – 28 October, 2016
https://ww.eply.com/FLO-Fundamentals/

FLO @ Royal Roads University
31 October – 2 December, 2016
https://secure.royalroads.ca/cscourses/facilitating-learning-online

Cost: $495 + GST. To register, Contact Sylvia Currie scurrie@bccampus.ca

b. ETS Report – Gordon Jang

Gordon's top project currently is upgrading Kaltura, the video management system in Blackboard Learn. This will go live on Sept 25. Stay tuned for dates and time of workshops he will be offering through Teaching & Learning.
Benefits:

- analytics for the video to see who is watching
- bookmarking to insert images
- HTML 5 – cross platform
- accessibility

Gordon also reported the following online stats for Fall 2016:
- 1800 course shells this semester
- 70 fully online & 80 hybrid

Action item: Gordon will a 5-10 minute demo of the new Kaltura at the November meeting.

Next meeting: October 11, 2016, 2:30 pm – 4:30 pm, A225

TLAC Ed Plan Strategies

1. TLAC will identify, discuss, summarize, and share literature and resources on a variety of teaching and learning topics, including Indigenizing the curriculum (Goals 1, 2, 4, and 5);

2. TLAC will review the systems and structures that promote innovation in teaching and learning, and identify those that may impede it, making appropriate recommendations (Goals 2 and 3);

3. TLAC recognizes the importance of successful student transition, and will examine and discuss strategies that may assist faculty in supporting that process (Goal 1 and 3);

4. TLAC will organize annual professional development days for UFV employees (Goals 1 2, 3, and 4);

5. TLAC will encourage faculty to engage in the scholarship and research of teaching and learning, including the use of emerging educational technologies (Goal 1 and 4);

6. TLAC will promote best practices across a wide range of pedagogies including experiential and online learning (Goals 1, 4, and 5).