Teaching and Learning Committee Annual Report
2021—2022

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Submitted to:
Laine Berghout, Faculty Senate Chair
Sheryl Rushton, Faculty Senate Liaison
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I.   Accomplishments

The Teaching and Learning Committee (TLC) was tasked with the following seven charges during the 2021—2022 academic year. For each charge, a brief status report is given in the table below:

	CHARGE	STATUS REPORT
#1	Assist in the creation of the new TLF. Articulate the specific responsibilities of TLC and TLF in the new organization.	TLC welcomed Nicola Corbin as the new TLF director. TLC continues to be a resource in support of TLF faculty development activities and experiences. Of particular note, TLC members helped run the new faculty retreat, the adjunct faculty retreat and the spring faculty symposium. The creation of a vice-chair position for TLC was proposed and approved by faculty senate. This new position will increase the effectiveness of TLC through improved leadership training and continuity.
#2	Develop a 3–5–year metric for faculty development offerings and experiences. a. Address the implementation of faculty development offerings; b. Address new faculty onboarding programs and procedures; c. Submit the metric to Provost's Office & other appropriate faculty & administrative organizations.	With the appointment of Nicola Corbin on January 1, 2022, TLF is undergoing a strategic review. TLC participates in this review, and will continue the work they started in relation to this charge in the context of the TLF strategic review.
#3	Investigate increased instructional design support for virtual and online teaching. a. Collaborate with WSU Online to develop faculty in online teaching and learning; b. Explore peer review opportunities for those who teach in virtual or online course environments.	WSU Online gave a report of the best practices course review. A new tier-based course design tool recently created by WSU Online was presented to the committee.
#4	Evaluate syllabi processes across campus to create a central site for syllabus language that will be common for all courses. Develop a process for maintenance and faculty access to this material.	This charge was completed with the creation of a single document containing recommended syllabus language regarding 11 university policies. The document will be distributed to faculty as a Canvas Commons page in preparation for the fall 2022 semester.
#5	Update PPM 4-9a for accuracy and completeness.	One proposed update to PPM 4-9a is the requirement to include university-wide syllabus language (see charge #4) into every syllabus. This action will require a discussion in faculty senate and is proposed as a charge for next year.
#6	In collaboration with EDI provide guidelines to faculty on how to incorporate diversity, equity and inclusion into their teaching, scholarship and/or service. a. Provide guidelines for faculty to highlight their efforts toward this goal, and the results during faculty evaluation processes;	TLC surveyed all deans on campus about each college's approach to EDI. TLC also reviewed EDI practices at other universities. A draft inclusive teaching practices review checklist was proposed. It consists of 26 items in 5 categories.

	b. Provide guidelines for faculty to conduct pedagogy and curriculum reviews, and engage in deliberate dialogue to successfully identify and approach issues of diversity and inclusion.	It is proposed to continue this charge into the next academic year to synthesize this wealth of information, and organize it into actionable guidelines.
#7	Ensure that the language of new or updated policies is inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. As issues are identified, consult with EDI committee for guidance (Ongoing).	No policy was created or updated.

II. Meeting Schedule

The TLC committee met eight times; four times during the Fall 2021 semester and four times during the Spring 2022 semester, as follows:

- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 7, 2021

- January 18, 2022
- February 15, 2022
- March 15, 2022
- April 12, 2022

III. Attendance Report

Fall 2021

TLC Committee Members	Email	College	Role	Subcommittee	14-Sep	12-Oct	9-Nov	7-Dec
Blair Newbold	blairnewbold@weber.edu	EAST	TLC Member	1. TLF	X	X	X	A
Debi McKee	dmckee@weber.edu	S	TLC Member	1. TLF	X	X	X	Exc.
Diana Meiser	dmeiser@weber.edu	LIB	Sub-committee chair	1. TLF	X	X	X	X
Nicole Flink	nicoleflink@weber.edu	EAST	TLC Member	1. TLF	X	X	X	X
Deborah Uman	deborahuman@weber.edu	A&H	Administration	1. TLF	X	X	X	X
Megan Van Deventer	mmcdonaldvandeventer@weber.edu	A&H	TLC Member	2. Online	X	X	X	X
RC Callahan	rccallahan@weber.edu	WSU Online	WSU Online Director	2. Online	X	X	A	X
François Giraud-Carrier	fgiraudcarrier@weber.edu	GSBE	Chair	2. Online	X	X	X	X
Caitlin Byrne	caitlinbyrne@weber.edu	ED	Sub-committee chair	3. Syllabus	X	X	X	X
Electra Fielding	electrafielding@weber.edu	A&H	TLC Member	3. Syllabus	X	X	X	X
Valerie Gooder	valeriegooder@weber.edu	HP	TLC Member	3. Syllabus	X	X	X	X
Alex Collopy	alexcollopy@weber.edu	ED	TLC Member	4. EDI	X	X	R	X
Christine O'Neil	christineoneil@weber.edu	HP	TLC Member	4. EDI	X	X	A	X
Colleen Packer	cpacker@weber.edu	A&H	TLF Interim Director	4. EDI	X	X	R	R
Melinda Russell-Stamp	melindarussellstamp@weber.edu	SBS	TLC Member	4. EDI	X	X	X	X
R.C. Morris	rcmorris@weber.edu	SBS	Sub-committee chair	4. EDI	X	X	X	X
Sheryl Rushton	sherylrushton@weber.edu	ED	Senate liaison	NA	X	X	X	A

X: In attendance; Exc.: Excused; R: Replaced; A: Absent

Spring 2022

TLC Committee Members	Email	College	Role	Subcommittee	18-Jan	15-Feb	15-Mar	12-Apr
Blair Newbold	blairnewbold@weber.edu	EAST	TLC Member	1. TLF	X	X	X	X
Debi McKee	dmckee@weber.edu	S	TLC Member	1. TLF	X	X	X	A
Diana Meiser	dmeiser@weber.edu	LIB	Sub-committee chair	1. TLF	X	X	X	X
Nicole Flink	nicoleflink@weber.edu	EAST	TLC Member	1. TLF	X	X	X	X
Deborah Uman	deborahuman@weber.edu	A&H	Administration	1. TLF	X	Exc.	X	X
Megan Van Deventer	mmcdonaldvandeventer@weber.edu	A&H	TLC Member	2. Online	X	X	X	X
Oliver Snow	rccallahan@weber.edu	WSU Online	WSU Online Director	2. Online	X	X	X	X
François Giraud-Carrier	fgiraudcarrier@weber.edu	GSBE	Chair	2. Online	X	X	X	X
Caitlin Byrne	caitlinbyrne@weber.edu	ED	Sub-committee chair	3. Syllabus	X	X	A	X
Electra Fielding	electrafielding@weber.edu	A&H	TLC Member	3. Syllabus	X	X	X	X
Valerie Gooder	valeriegooder@weber.edu	HP	TLC Member	3. Syllabus	X	A	X	X
Christine O'Neil	christineoneil@weber.edu	HP	TLC Member	4. EDI	X	X	X	X
Nicola Corbin	nicolacorbin@weber.edu	A&H	TLF Interim Director	4. EDI	X	X	X	X
Melinda Russell-Stamp	melindarussellstamp@weber.edu	SBS	TLC Member	4. EDI	X	X	X	X
R.C. Morris	rcmorris@weber.edu	SBS	Sub-committee chair	4. EDI	X	Exc.	X	X
Sheryl Rushton	sherylrushton@weber.edu	ED	Senate liaison	NA	X	X	X	X
Katie George	katiegeorge1@weber.edu	GSBE	Student Senator	NA	X	X	X	X
Shelly Belflower	sbelflower@weber.edu	IT	Administration	NA	Exc.	X	X	A

X: In attendance; Exc.: Excused; R: Replaced; A: Absent

IV. Committee Members Who Provided Significant Service

Faculty in their third and final year of service on TLC were asked to lead one of the subcommittees created to address our charges (See table below). As subcommittee leaders, they held meetings and coordinated the work of the subcommittee in-between our regular monthly committee meetings. These individuals are **Diana Meiser**, **R.C. Morris** and **Caitlin Byrne**. (Caitlin actually completed her three-year term last year and was asked to serve for another year so she could complete the work she and I had started last year on the syllabus-related charges.)

I would also like to recognize the following TLC members for their valuable contributions to the Recommended Syllabus Language document:

- **Electra Fielding** reviewed the Core Beliefs and Videoconferences blurbs.
- **Melinda Russell-Stamp** reviewed the ADA and Recording policy blurbs.
- **Valerie Goode**r reviewed the academic integrity blurb.
- **Megan Van Deventer** reviewed the inclusivity blurb.
- **Debi McKee** reviewed the FERPA blurb.
- **Nicole Flink** reviewed the Student Responsibilities blurb.
- **Deborah Uman** commented on the entire document.

V. Subcommittees

Four subcommittees were created to address the 2021—2022 charges. See table below:

Subcommittee Name	Subcommittee Leader	Charges
Teaching and Learning Forum	Diana Meiser	#1, #2
Online Teaching	François Giraud-Carrier	#3
Syllabus	Caitlin Byrne	#4, #5
Equity, Diversity and Inclusion	R.C. Morris	#6, #7

VI.   Continuing Charges

To maintain the momentum, the following charges should continue into the next year:

- #1: It is expected that TLC will continue to support TLF programming for the foreseeable future. This charge or a variant of it should be an ongoing charge.
- #2: With the appointment of Nicola Corbin as the new TLF director, TLF is undergoing a strategic review. The TLF subcommittee participates in this effort, and will continue the work they started on the creation of metrics to evaluate the effectiveness of TLF offerings and experiences in the context of the strategic review.
- #5: Now that a first version of recommended syllabus language document is available, the next logical step is to discuss whether the syllabus policy (PPM 4-9a) should be revised to make this language a required component of all syllabi.
- #6: The EDI subcommittee has conducted internal surveys in each college and reviewed EDI practices at other universities. This wealth of information needs to be synthesized and organized into actionable guidelines.
- #7: This is an ongoing charge.

VII.   Recommendations For New Charges

While there has been much focus recently on online teaching, there is still a need to support in-person teaching especially for large enrollment classes. Tim Herzog approached TLC with a request for a university-sponsored student response system (such as Poll everywhere, Top Hat Turning Point or Kahoot). This is a real need for many of us. I personally use Kahoot in in-person as well as virtual classes. Many of us end up buying our own systems with our own money without any coordination, support or integration with Canvas. TLC could not address this need because our current charges were focused on online teaching. Therefore, I propose working with WSU Online toward the adoption of a university-sponsored student response system as a possible charge for next year.

VIII.   Suggestions For the Future

I worked very hard to focus our meeting time to discussion of our assigned charges. In spite of my efforts, there simply wasn't enough time to discuss every charge in detail. I would recommend limiting the number of charges, and hence the number of subcommittees, to increase focus and effectiveness. It was difficult to give adequate time to all four subcommittees to report in each committee meeting. This is because some of the meeting time is dedicated to coordination with TLF and WSU Online, an important part of the committee's responsibilities. Moreover, once we started making progress on the syllabus charges, we needed time to carry it through. Limiting the number of subcommittees to no more than three is perhaps a more realistic approach.

The creation of a vice-chair position for TLC suffered unnecessary delays because of my lack of familiarity with faculty senate decision processes. This is precisely where the creation of the vice-chair position will improve the committee's effectiveness. The new vice-chair position will also help maintain continuity for many of the charges that span across multiple academic years, which is the vast majority of our charges.