

General Faculties Council
University Teaching Awards Committee (UTAC)
Approved Open Session Minutes

Thursday, June 1, 2023
Zoom Virtual Meeting
1:00 PM - 3:00 PM

ATTENDEES:

Tracy Raivio, Chair
Trish Manns, Vice-Chair
Angelina Botros
Benjamin Cheung
Florence Glanfield
Tommy Mayberry
Aamir Mohamed

Karsten Mündel
Victoria Ruetalo
Nakita Valerio
Janet Wesselius
Minn N Yoon
non-voting:
Kate Peters

REGRETS:

Ali Assi
Brad Hamdon
Carrie Smith

Staff:

Heather Richholt, Coordinator

OPENING SESSION

Before calling the meeting to order, the Chair acknowledged the territory and thanked committee members for their important work toward the recognition of teaching.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Tracy Raivio, Professor and Chair of UTAC

The motion was moved and seconded.

THAT the GFC University Teaching Awards Committee approve the agenda.

CARRIED

2. Approval of the Open Session Minutes

Materials before members are contained in the official meeting file.

Presenter(s): Tracy Raivio, Professor and Chair of UTAC

The motion was moved and seconded.

THAT the GFC University Teaching Awards Committee approve the April 6, 2023 minutes, as amended.

CARRIED

3. Comments from the Chair (no documents)

Presenter(s): Tracy Raivio, Professor and Chair of UTAC

The Chair welcomed the new members and led a round of introductions. She spoke about the significant work that has been completed by the committee and the Office of the Provost, since February 2023 and how this collaborative work will continue through the adjudication of awards in the next academic year.

GFC Secretary, Kate Peters provided an overview of the authority held by GFC and by the Provost and Vice-President (Academic). She explained that the Provost would develop the application and adjudication guidelines in consultation with UTAC and UTAC would develop and approve their own committee procedures.

DISCUSSION ITEMS

4. Relaunch of the Provost's Awards for Early Achievement of Excellence in Undergraduate Teaching

Materials before members are contained in the official meeting file.

Presenter(s): Karsten Mündel, Acting Vice-Provost (Learning Initiatives)

Discussion:

K Mündel spoke about the relaunch of the Faculty Excellence Awards and the things they had learned from that process. He noted that the first awards to be relaunched on the Teaching side would be the early career awards, that there would be several awards, and that eligibility would be expanded to include all academic staff. He spoke about the supports that would be provided for applicants and explained the Phase 1 and Phase 2 application process which would ask long-listed applicants to provide more information in support of their application. He also noted the goal of announcing the recipients at the *Celebrate!* event in the fall.

Members discussed:

- Training for members to aid in ranking applications;
- The ability for the committee to add members as needed to its membership;
- The different ways that instructors teach and the different types of materials that can be submitted as evidence;
- Problems of equity in Universal Student Ratings of Instruction (USRI) and Student Perspectives of Teaching (SPOT);
- Reimagining the proxies for excellence and addressing systemic and personal biases;
- Appropriate and equivalent time and page limits for applications in Phase 1;
- The potential for applications to be submitted in other or mixed modalities;
- Potential for professional videos to provide an advantage for applicants who have greater means;
- The use of Artificial Intelligence for preparation of packages;
- How to communicate to applicants what the committee is looking for;
- A reminder that this is a pilot and we will learn as we go; and
- Acknowledgement that more work needs to be done to help committee members recognize and check their biases.

5. GFC UTAC Procedures

Materials before members are contained in the official meeting file.

Presenter(s): Tracy Raivio, Professor and Chair of UTAC

Discussion:

Members reviewed the previous procedures and the draft document and made comments and expressed opinions including but not limited to:

- Conflicts, confidentiality, and recognition that the committee membership is public;
- The diversity of the committee and what voices were missing and could help balance the membership;
- Whether the committee could invite guests for particular deliberations where expertise was needed;
- Language of applications and provision for translations;
- Whether public information about an applicant could or should be considered alongside their application, mention of this in the previous procedures, and whether this should be noted in the application form;
- The input of the Vice-Provost (Equity, Diversity, and Inclusion);
- Whether classroom-adjacent teaching practices should be elevated on the committee; and
- Whether one adjudication in spring, or two adjudications, one in fall and one in spring, would be appropriate going forward.

6. Question Period

There were no questions.

INFORMATION ITEMS

Materials before members are contained in the official meeting file.

7. Information Sent Between Meetings

- TIME SENSITIVE ACTION REQUIRED__ Electronic Vote

CLOSING SESSION

8. Adjournment

- Next meeting of UTAC: September 28, 2023

- Next meeting of GFC: September 18, 2023