

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

Thursday, September 7, 2023  
South Academic Building (SAB) 3-07  
12:00 PM - 2:00 PM

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**ATTENDEES:**

Trish Manns, Chair  
Minn N Yoon, Vice-Chair  
Ali Assi  
Angelina Botros  
Florence Glanfield  
Aamir Mohamed  
Karsten Mündel

Joanne Rodger  
Victoria Ruetalo  
Carrie Smith  
Megan Tipler  
Nakita Valerio  
*non-voting:*  
Kate Peters

**REGRETS:**

Tommy Mayberry  
John Lemieux  
Cayden Ransom

Staff:

Heather Richholt, Scribe

**OPENING SESSION**

Before calling the meeting to order, the Chair acknowledged the territory and encouraged members to review the TRC Report to Community Dashboard. F Glanfield added that the work of the committee is related to the .

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Trish Manns, Professor and Chair of UTAC

Discussion:

K Peters provided an explanation of GFC Committee in camera sessions for public meetings. She noted that decisions could not be made while in camera.

2. Comments from the Chair (no documents)

- Relaunch of the teaching awards suite

*Presenter(s):* Trish Manns, Professor and Chair of UTAC; Karsten Mündel, Vice-Provost (Learning Initiatives)

The Chair noted that she had no comments but invited K Mündel to provide an update on the relaunch of the teaching awards suite.

K Mündel provided an overview of the work to date and explained that there was the potential to award three or four early career awards.

**DISCUSSION ITEMS**

### 3. University Teaching Awards Committee Procedures and Establishing Committee Practices

Materials before members are contained in the official meeting file.

*Presenter(s):* Trish Manns, Professor and Chair of UTAC; Kate Peters, GFC Secretary and Manager of GFC Services

*Discussion:*

The Chair noted the discussion at the previous meeting around the importance of setting out some practices that the committee could use to hold themselves to account and to ensure that the adjudication process is inclusive, diverse, and equitable, and that all eligible applicants are considered and evaluated fairly.

K Peters went over the GFC approved UAPPOL procedure regarding adjudication and the Committee draft procedures.

Members discussed:

- Recognising that instructors from equity-denied groups may have faced and may continue to face systemic barriers or challenges in their careers;
- The duty of the committee to be aware of bias and barriers and to incorporate that awareness in the work of adjudication;
- That the shift to a narrative CV helps us to provide space for people to include this information but even if they do not, the committee has a duty to be aware;
- A member volunteered to be the person who members can communicate uncomfortable concerns (“calling in” rather than “calling out”) if they do not wish to raise the issue themselves;
- The process for declaring a conflict of interest;
- Clarifying opportunities for ongoing learning and orientation supported by the committee;
- Using only the information provided in the application package and whether public information such as social media and personal knowledge can be considered;
- That information about whether an applicant is qualified or would be better suited for another award and communications as such could be handled administratively; and
- That the longlisting process can be used to identify additional information that the committee wants applicants to provide.

Members agreed to several changes including language to limit what information would be used to support decision-making:

The Committee will use only the information provided in the application packages additional information that the committee collectively determines is required, as well as any resources developed to support adjudication (matrices, templates, rating sheets, etc.).

Members agreed to approve the GFC University Teaching Awards Committee Procedures.

### 4. In Camera Session

Members agreed to move in camera to consider phase 1 applications.

### **INFORMATION ITEMS**

Materials before members are contained in the official meeting file.

5. Information Sent Between Meetings  
Information Forwarded to Members Between Meetings  
- UTAC Meeting Materials Now Available - Preparation for August 31, 2023

**CLOSING SESSION**

6. Adjournment  
- Next meeting of GFC: September 18, 2023  
- Next meeting of UTAC: October 5, 2023