

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

Thursday, October 5, 2023  
South Academic Building (SAB) 3-07  
1:00 PM - 3:00 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  
Megan Tipler  
Nakita Valerio  
*non-voting:*  
Kate Peters

**REGRETS:**

Carrie Smith  
John Lemieux  
Cayden Ransom

**OPENING SESSION**

Before calling the meeting to order, the Chair acknowledged the territory and led a round of introductions.

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: T Manns described how the agenda was articulated and asked if members felt comfortable with the document as proposed. Hearing no feedback, the agenda was considered to be approved.

2. Comments from the Chair (no documents)

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

The Chair noted two vacancies on the committee and thanked B Cheung and T Mayberry for their work.

**ACTION ITEMS**

3. Approval of the Minutes from the August 31 and September 7 meetings

Materials before members are contained in the official meeting file.

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

*Discussion:*

The Chair asked for feedback on the minutes from August 31 and September 7th. An editorial change was noted and the minutes were considered approved.

4. In Camera Session

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

**ACTION ITEMS**

3. Decision on the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching

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

*Discussion*:

Following their discussion, the committee moved a motion to name award winners as follows.

The motion was moved and seconded:

THAT the University Teaching Awards Committee approve, with delegated authority from General Faculties Council, the winners of the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching:

- Willow White
- Filsan Ahmed Youssouf

**DISCUSSION ITEMS**

3. Consultation on application and adjudication guidelines (no documents)

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

*Discussion*: Members discussed the process they had just completed including, but not limited to:

- The two-phase format and the use of the Narrative CV, application, and request for artifacts;
- How to clearly articulate the importance of each requirement;
- The format of submissions, and how to adjudicate different artifacts;
- The possibility of carry-forwards for award adjudication;

**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: October 16, 2023
- Next meeting of UTAC: February 15, 2024