

**Approved 10-3-18**  
**Teaching & Learning Committee**  
**September 5, 2018, 3:00 pm (Meeting #1)**

Present: Stacy Crawford, David Edmund, Mitra Emad, Rebecca Gilbertson, Mindy Granley, Jade Hipp, Kristen Hylenski, Jill Jenson, Bethany Kubik, Dahui Li, Sue Lombardo, Turkan Ocal, Jerry Pepper, Janet Pribyl, John Schwetman, David Short, Sourya Silwal, Ariuna Taivan, Hua Tang, Maureen Tobin-Stanley, Kiera Waskey

The minutes from the 4-25-18 meeting were approved.

Election of vice chair

Vice chair tasks include attending TLC meetings, UCC meetings, and taking over as chair next year. Members were asked to give this consideration. We will discuss this again at our next meeting.

UCC update

UCC has not met yet this year, but had one final meeting at the end of last spring semester. At that meeting updates were provided on system-wide strategic planning efforts. The system-wide planning summary document is available on the President's website. The Student Experience committee discussed the need for more inclusivity. The Student Association is looking into a new athletics fee that has been assessed, and are planning to meet with the UEA regarding course evaluations. The Staff Senate approved a list of standing rules. The Faculty Senate sent a memo to the Chancellor regarding the response to the Miller trial. The results from our recent HLC visit have been very positive.

Syllabus policy

Draft revisions to the syllabus policy were sent with the agenda. It has been a number of years since our policies have undergone a systematic review. Over the course of the next year or more, policy revisions will be brought to this committee, with an attempt to prioritize them in order of which policies are most germane to the student experience.

Jerry walked through the proposed changes to the syllabus policy in detail. There are required policy links to include on the syllabus, and recommended syllabus statements that we will be discussing at our next meeting. A new item on the syllabus policy is the inclusion of student mental health resources. This is a lot of information to include, but it is important information for students to have. A faculty member asked if it is really effective for every course to be distributing the same information? Is there a better way to ensure that students get this information? Perhaps give them one copy at the bookstore, or in their dorms for instance. The syllabus should be about the course and not just about policies. Jerry noted that students getting this information four or five times in one week may be overkill, however, simply turning this information into a handout at the bookstore guarantees that it never gets looked at at all. Another faculty member noted that students are not necessarily the only audience for this information, it is also beneficial for faculty to review and be aware of these policies. Jerry noted that from a faculty member's point of view, the syllabus is your best friend. If it is on the syllabus, it holds both the student and the faculty member accountable. A faculty member noted that this can also be turned around - that a student could complain because every single aspect of a course was not specifically outlined in the syllabus. The overall intent is to enhance the visibility of classroom related policies. A student noted that some professors do syllabus quizzes, which they found helpful. It was also noted that faculty discussing various aspects of the syllabus on the first day of class makes it much more meaningful.

Jerry will send a revised draft out to the committee. Members were encouraged to discuss this draft with their constituents. We will continue this discussion at our next meeting.

Meeting adjourned 4:12 pm