

Approved 10-9-24
Teaching and Learning Committee
September 11, 2024

Attendees:

Adam Brisk, Kurt Guidinger, Ahmed Heikal, Susan Hudec, Jonathan Lee, Jen Mencl, Rebekah Muhlenkamp, Susana Pelayo-Woodward, Jodie Riek, Jomara Sandbulte, Raluca Stan, Ariuna Taivan, Maureen Tobin Stanley, Sandra VanDen Bosse, Sam Welchance, Aidan Zeissler

This committee's [charge and composition](#)

This group is one of seven primary standing committees in our shared governance structure and focuses on non-curricular issues around teaching and learning. TLC is one of the largest committees in our governance structure with representatives from several other groups. It was intentionally designed that way in order to gather multiple stakeholder perspectives before recommendations are made.

Review [minutes from the last meeting](#)

The minutes from the 4-17-24 meeting were approved.

TLC chair and vice chair 24-25

Duties of the chair include helping to organize the meeting agenda and running the monthly meetings. Sandra van den Bosse and Jonathan Lee volunteered to co-chair and Aidan Zeissler volunteered to serve as vice chair. A motion was made and seconded to approve. Motion approved.

Policy review (Jen Mencl)

Over the past few years UMD has been making a concerted effort to participate in a concurrent policy review process and when feasible, join the rest of the system on a policy-by-policy basis in order to have consistent policies across all five campuses. The reason Duluth is not included in most system academic policies is because UMD was not represented in the shared governance structures that initially developed these policies due to our unionized faculty.

These first two policies are existing policies that are in place for the rest of the system. These policies are not currently under review, the question is do we want UMD to be added to these policies. We are already following the procedures noted in these policies, so this would not represent any change in operations for our campus.

[Adding, Changing, or Discontinuing Academic Plans](#)
[Academic Unit Authority over the Curriculum and Major](#)

The next two policies are going through the systemwide review process. They are being updated concurrently to ensure consistency between policies and compliance with new federal legislation. Edits include feedback from campus stakeholders including the Registrar and Financial Aid. We are asking for additional feedback or further suggestions for refinement for these policies.

[Withholding Diplomas and Official Transcripts from Students](#)

If a student is unable to pay back their debt, the Student Financial Services office will work with them to set up a payment plan. There is information about this on our OneStop website. It was suggested that students also receive an email to let them know they will not be receiving a diploma.

[Holds on Records and Registration](#)

Duluth currently has a separate [Holds on Records and Registration](#) policy, but has an opportunity to be added to the systemwide policy during the current review process. It was noted that there are [many different types of holds](#) and this can be confusing for students. It was requested that this information be made as straightforward as possible for students regarding what the hold is for and how to fix it. Jen will follow up to ensure the appropriate links are included.

These policies are all being shared simultaneously with the various governance groups for their input. Members were asked to review and use the comments feature to make suggestions. Feedback can also be made through the [Academic Policy Review](#) process. We will bring all four policies back to this committee for discussion in October.

Committee topics and/or workgroup ideas for 2024-2025

This committee has had various workgroups in the past to advance various projects to advance teaching and learning for the campus. Current workgroup ideas include:

- Community engagement badge/certificate for students
As of January of this year UMD has a Carnegie community engagement designation. How can we help incentivize or motivate students to seek out community-engaged learning? A badge could have a variety of criteria such as volunteer hours, community service projects, etc. The University has access to multiple digital badging tools, it would just be a matter of collecting information and making recommendations for the criteria. A badge would not be included on a transcript, but students could include it on their resume. It was suggested that if we move forward with this workgroup, that Cheryl Skafte and staff from Kirby be included.
- Undergraduate student learning
There is a lot of available data on the student experience, including student satisfaction surveys, the NSSE survey and others. A workgroup could review this data and make recommendations for improvement.
- Simple Syllabus
We have had this tool for four years now. Every year more faculty use this tool, but ideally, it would be great if all faculty utilized it for the consistency and accessibility it provides. A workgroup could talk to people who are using it and people who aren't and come back to this group with recommendations for improvement.
- Ideas not yet in process by other groups
The topic of Title II ADA compliance was suggested. The Department of Justice has released revised ADA compliance rules which mandate that any online content used by students will need to be ADA compliant by April 2026. There are various groups forming around the University to discuss this issue. Jen noted that if there is any policy developed around this, it would come from the system. A workgroup within this committee might be able to provide some input regarding what resources might be necessary, how to build support for faculty, etc.

Jen will create a google doc to share with the group. Members were encouraged to continue to brainstorm and provide feedback. We will continue discussion of this topic at our next meeting.

Meeting adjourned 4:27pm