



**ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting**

Date: Thursday, October 22, 2015

Time: 1:30am-3:00pm

Room: 209 Assumption Hall

Committee Members: Ms. Shaista Akbar, Dr. Lorna deWitt, Dr. Erika Kustra, Dr. Scott Martyn, Dr. Katherine Quinsey, Dr. Karen Roland, Dr. Antonio Rossini, Dr. Alan Scoboria, Prof. John Weir.

Absent: Dr. Fazle Baki, Mr. Emmanuel Igodan, Mr. Sanam Mehta, Dr. Mitra Mirhassani, Mr. Hassan Shahzad, Dr. Bruce Tucker, Dr. Chris Weisener, Ms. Shuzhen Zhao.

In Attendance: Mr. Darrel Laurendeau; Ms. Renée Wintermute and Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. A. Rossini/Dr. K. Quinsey
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of September 24, 2015 be approved.

Dr. A. Rossini/Dr. K. Quinsey
CARRIED

3 Business arising from the minutes

Nothing to report.

Items for Information

4 Outstanding business

4.1 Removal of Gender Question from the Student Evaluation of Teaching (SET) Form

(See document APC151022-4.1 for more details.)

MOTION: That the Student Evaluations of Teaching (SET) questionnaire be modified by the removal of the question asking students to indicate their gender as male or female.

Dr. A. Rossini/Dr. K. Quinsey

NOTED:

- During the last academic year, APC created a working group to address the issue of the gender question on the evaluation forms.
- The requirements to disclose gender on the Student Evaluations of Teaching scores only identifies "Male" or "Female" as choices, which is not inclusive enough of all experiences and choices, and it does not provide an option for students to self-identify.
- As part of a broader consultation process, the Director of the Office of Human Rights, Equity and Accessibility, and the Director of Women's and Gender Studies and President of WUFA were consulted.

- Feedback suggested that the best way to address the issue was by removing the gender question from the form.
- The removal of the gender question promotes inclusivity for vulnerable populations.
- Studies have indicated that the gender of a student does not materially affect an instructor's average in teaching evaluations.

CARRIED

4.2 Revised Policy on Plagiarism Detection Software (Formerly Turnitin.com)

(See document APC151022-4.2 for more details.)

MOTION: That the Policy on the Use of Turnitin.com be renamed Policy on Plagiarism Detection Software and that the proposed revisions be approved.

Dr. K. Quinsey/Dr. A. Rossini

NOTED:

- The University has opted to use plagiarism software SafeAssign as it is part of Blackboard Learn because the license agreement with Turnitin.com was extremely costly. As a result, the policy needs to be revised to reflect this change.
- The proposed revisions will broaden the policy so that it is more generic by referring to a "plagiarism-detection software" rather than naming one specific software company.
- The change will ensure that the policy remains relevant regardless of what plagiarism-detection software is being used.
- The proposed policy has also been reduced so that it can be incorporated into the Senate Bylaw; rather than exist as a standalone policy.
- There is no change to the requirement that instructors must include a statement in the course syllabus to communicate to students when plagiarism-detection software is intended to be used in a course.
- Plagiarism-detection software does protect students' privacy as it does not make assignments available to outside third parties.

AGREED:

- The following revision be made so that the policy is more generic encompassing all ranks of instructors: "**A statement** ~~The professor~~ must included in the course syllabus".
- Other minor editorial revisions were made.
- The proposed policy be forwarded to the Bylaw Review Committee.

CARRIED, subject to the above provisions

Items for Information

5.1 Centre for Teaching and Learning Annual Report (2014-2015)

(See document APC151022-5.1 more details.)

NOTED:

- A presentation highlighting the work of the Centre for Teaching and Learning (CTL) over the past year was provided.
- CTL provides leadership and expertise in pedagogy, educational technology and media production to enhance teaching and learning in support of the University of Windsor Strategic Plan.
- Over the past year, CTL has led session that drew over 1170 registrants (534 unique) which is 23% increase from the previous year.
- There has been 77% increase in learning space renovations and consultations where CTL has acted as the designers and installers in new language development.
- There has been over 12,5000 videos upload on uView, which is a system for uploading and sharing videos related to the University teaching and learning, and research.
- CTL has actively engaged in launching activities that involve students and have collaborated with ORIS to support teaching and research for students.

- CTL staff has conducted hundreds of individual consultations with members representing every Faculty on campus on topics such as curriculum development, learning outcomes, teaching dossiers and research. CTL has been involved in coordinating and developing submissions to external teaching award competitions.
- The Centre continues to increase its offerings of the Faculty sponsored GATAcademy as well as workshops so that teaching assistants and graduate assistants have the opportunity to participate in professional development.
- The launch of Blackboard and continued support of CLEW has been successful and 100% of registered students were enrolled in at least one course in CLEW.
- In addition to piloting training for Blackboard (online and face-to-face), CTL has developed training materials.
- The *Celebration of Teaching Excellence* is a campus-wide event that recognizes efforts of educators who inspire and enrich student learning.
- CTL is facing a number of challenges including: the many changes in the organizational structure over the past year; the underfunded classroom multimedia equipment replacement plan; the migration from CLEW to Blackboard Learn, which requires extensive training on the new system; effectively assessing the impact of CTL services and support; and regular water damage to the basement facilities and classrooms.
- Future actions include the following: 1) Enhance early career faculty support; 2) Explore effective approaches to evaluating teaching; 3) Support educational leadership initiatives; 4) Host Educational Development Caucus Conference; 5) Launch second phase of the Downtown Campus (audio-visual); 6) Update a minimum standards document and long-term strategic plan for classroom multimedia; 7) Complete the campus-wide migration to Blackboard; 8) Assess impact of and enhance CTL services; and, 8) Collaborate with the Provost to examine the organizational structure.
- Recommendations for Senate to consider are: 1) revised the Turnitin-com policy so that it is reflected of using a more generic plagiarism-software detection system; and, 2) review the classroom multimedia replacement plan.

The floor was open for comments/feedback.

- In response to a question raised about whether consideration has been given to having weekend workshops, it was noted weekend offerings have been undersubscribed.
- The report demonstrates an impressive breadth of activities and scholarship relating to pedagogy, technology and media production that the Centre has undertaken to enhance teaching and learning expertise and leadership on our campus.
- Some of the exciting components of the report are the mentorship for faculty and involvement with curriculum development during reviews or accreditation processes that are undergone by departments.
- The Centre for Teaching and Learning staff were commended for their dedication to teaching and learning research as well as their ongoing collaborative initiatives across the campus.
- The issue of flooding is something that needs to be taken very seriously as it is a health and safety issue.

5.1.1 Report from Lead Reader

(See document APC151022-5.1.1 more details.)

The document was received for information.

Additional Business

6 Question period/Other business/Open Discussion

6.1 Update from Subcommittees

Nothing to report.

7 Adjournment

MOTION: The meeting be adjourned.

Dr. S. Martyn/Dr. K. Quinsey

CARRIED