



# Athabasca University General Faculties Council

## Academic Learning Environment Committee

Approved minutes for Meeting 31 of the Academic Learning Environment Committee held on April 11, 2017, in Governing Council Chambers, AU-Athabasca.

**Present:** Cindy Ives (Chair), Alain May, John Latremouille, Elaine Fabbro, Helen Mayes and via teleconference: Tilly Jensen, Walid Belassi, Kimberley Lamarche, Jon Dron, Nathaniel Ostashewski, Rose Schroeder, Ann Reynolds, Kim Newsome

**Regrets:** Donna Romyn, Veronica Thompson, Adien Dubbelboer, Hugh Notman, Dietmar Kennepohl, Steve Green, Carrie Anton

**Governance Staff:** Eileen Hendy (Recording Secretary)

**Others:** Manijeh Mannani, Nancy Parker, Sheldon Krasowski

### Call to Order

The Chair called the meeting to order at 1:30 p.m.

#### 1. APPROVAL OF AGENDA

- 1.1 **Motion 31-01** That Academic Learning Environment Committee approves the agenda as presented.

Belassi

Carried

#### 2. CONFLICT OF INTEREST

- 2.1 **Action** Subject to the Conflict of Interest provision of the General Faculties Council Rules, the Chair asked members to declare any conflict they may have with respect to the meeting agenda.

No conflicts declared.

#### 3. MINUTES

- 3.1 **Motion 31-02** That Academic Learning Environment Committee approves the minutes of Meeting 30, held March 07, 2017, as amended.

Belassi

Amendments:

4.1 - 5<sup>th</sup> paragraph – change 'prior' to 'priority'

4.1 - 8<sup>th</sup> paragraph – change 'Graded' to 'Grade'

4.1 - 9<sup>th</sup> paragraph - change 'operationally' to 'operational'

6.4 - under Coordination – change '...where every then...' to '...wherever they...'

6.6 - 2<sup>nd</sup> paragraph - change '...and suggested there be...' to '...and member Reynolds stated there should be...'

6.6 – 4<sup>th</sup> paragraph change 'responsible' to 'responsibility'

Carried

#### 4. BUSINESS ARISING FROM THE MINUTES

Agenda item 6.2 - It was noted on March 15, 2017, via email, the Vice President Information Technology & CIO provided an update to members regarding the Partnership registration system.

Agenda item 7.1 - It was noted the learning resource fees findings remain on the schedule of pending items and will not be presented at this meeting as noted in the minutes.



# Athabasca University General Faculties Council

## Academic Learning Environment Committee

---

### 5. ACTION ITEMS

None

### 6. INFORMATION AND DISCUSSION ITEMS

#### 6.1 Standing Report – Request for Change Report: Learning & Teaching Service Advisory Group and Student Services Advisory Group

No report presented.

#### 6.2 Standing Report on ICT Investment Governance Committee

No report presented.

#### 6.3 Student Experience Survey Questionnaire

The Director, Institutional Studies presented this item.

During the ensuing discussion the following was noted and discussed:

- Question 45 – ‘assitance’ should read ‘assistance’
- Impact of this survey for other surveys containing questions about the library
- Revising introduction to clarify the purpose of the survey (e.g., define what support services mean)
- Revising questions (e.g., questions 24, 25, 31, 39) asking student’s satisfaction from yes/no responses to a satisfaction scale (e.g., not satisfied, satisfied, very satisfied)
- Length of the survey
- Revising some questions to ensure the correct information is being sought (e.g., question 14)
- Revising question 48 to obtain student’s feedback on why they would recommend AU to a friend or colleague
- Adding a question to know if students feel they belong to AU – it was noted students are asked this question on another survey
- Number of students responding to the survey – it was noted the response rate is 20%
- Providing motivation to students to complete the survey – it noted the motivation last time was students could enter their name to win an e-reader
- Evaluation of student comments

#### 6.4 Course Evaluation Redesign Working Group Terms of Reference

The Director, Institutional Studies and Sheldon Krasowski, Institutional Analyst, Institutional Studies presented this item. The Director, Institutional Studies noted the proposed working group terms of reference and membership composition were a first draft only.

During the ensuing discussion the following was noted and discussed:

- Defining who the stakeholders using the AU course evaluation system are for consultation
- Add reviewing how course evaluations will be used for performance assessments as a task for the working group
- CUPE and student representatives be chosen by the association representing the member
- The chair of the working group be an academic faculty member selected by the working group
- Timeframe for working group to complete its work – November 2017 for undergraduate course questions, later for graduate course questions

The Director, Institutional Studies noted an update will be provided at the next meeting.

#### 6.5 Draft Student Services Plan (CONFIDENTIAL)

The Associate Vice President, Student and Academic Services presented this item, noting the plan is a first draft being provided to obtain feedback and requested members not circulate the draft document.

During the ensuing discussion the following was noted and discussed:



# Athabasca University General Faculties Council

## Academic Learning Environment Committee

---

- e-letter enhancement – training will be provided
- establishing a completion timeline for each recommendation
- coordinating the completion of recommendations taking into consideration other plans/activities (e.g., third party review, educational review, frozen fees) – it was noted the plan is considered a 'living plan' and will need to be revised accordingly to reflect other plans/findings/decisions

The Associate Vice President, Student and Academic Services noted the plan will be finalized by the end of June 2017 and requested members contact her directly with comments and suggestions.

### 7. SCHEDULE OF PENDING ITEMS

7.1 The schedule of pending items was presented for information.

### 8. ADJOURNMENT

8.1 **Motion 31-03** That the Academic Learning Environment Committee be adjourned.

**Newsome**

**Carried**

The meeting adjourned at 2:47 p.m.