



TEACHING & LEARNING NETWORK

**YEAR 1 REPORT
JANUARY 2023 TO JANUARY 2024**

UNIVERSITY
of GUELPH

OFFICE of THE PROVOST AND
VICE-PRESIDENT (ACADEMIC)

UNIVERSITY
of GUELPH

OFFICE of
TEACHING AND LEARNING

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
INTRODUCTION	4
MEMBERSHIP	4
MEETINGS.....	4
ACCOMPLISHMENTS AND PROGRESS	5
CHALLENGES & RECOMMENDATIONS.....	7
CONCLUSION	7

EXECUTIVE SUMMARY

Since its inaugural meeting on January 23, 2023, the **Teaching and Learning Network (TLN)** has actively engaged in multiple initiatives. Key achievements and ongoing efforts include:

1. **Updated Purpose and Goals:** The TLN clarified its [purpose and goals](#), emphasizing educational leadership capacity, collaboration and efficiencies, and recognition of and celebrating Teaching and Learning. Network members engaged in numerous discussions and facilitated feedback opportunities to ensure clarity of the TLN’s vision and purpose.
2. **Cross-Campus Inventory of Teaching and Learning Activities:** A [comprehensive inventory of teaching and learning activities and initiatives](#) across campus was compiled with input from all TLN members. This inventory will be updated by the TLN annually.
3. **Feedback on Generative AI in Teaching & Learning:** The TLN provided essential, timely and valuable feedback on the "[Provisional Recommendations on the Use of Generative AI in Teaching & Learning](#)," ensuring inclusivity of diverse perspectives and clarity for instructors.
4. **TLN Priorities and Status:** the TLN identified three main priorities:

Priority	Desired Outcome	Status
(1) Knowledge base of teaching support tools	Create a webpage resource for instructors; include internal (OpenED) and external sources; ensure wide distribution and awareness; hosted on OpenEd/OTL websites	Ongoing. Internal and external resource scan complete. Expected completion by June 2024.
(2) Valuing SoTL and educational research in the tenure and promotion process	Develop recommendations based on an internal and external environmental scan, literature review; to be shared with Colleges, departments, administration, UGFA, FASR for consultation and feedback.	Ongoing. Working groups are conducting internal and external environmental scans and a literature review. Expected completion of written documents by December 2024.
(3) Instructor mentoring system(s), resources, and programming	Establish instructor mentoring resources and programming at various career levels, with an initial focus on new faculty.	Not expected to begin until Phase 2 of Priority 2 is complete, or later.

5. **UofG EDI Enhancement Grant Supported Workshop on “Embedding Decolonized Education into the University Classroom”:**
 - The TLN secured a \$6000 EDI Enhancement Grant, which was combined with TLN funds, to fund a 1-day workshop in collaboration with Laurier’s Centre for Indigegogy.
 - Twenty-five UofG participants attended the workshop, which included members from six of seven Colleges, as well as the Library, and OTL. Surveys were conducted to assess the impact on participants. The writing of a final report for grant reporting requirements is in progress.
6. **Pedagogical Pulse: Insights from the TLN” Contributions to OTL Newsletter:**
 - A TLN member put forth an idea that led to the creation of a column in the [OTL Teaching and Learning Digest](#) (OTL Newsletter), sharing valuable insights and experiences related to teaching and learning. Topics of their contributions include generative AI in the classroom, retrieval practice, specifications grading, and timed assessments.

INTRODUCTION

This report provides an update on the Teaching and Learning Network (TLN) activities from January 23, 2023 (inaugural meeting date) to January 23, 2024. The initial meeting served as an introductory meeting for TLN members to introduce themselves and get to know each other, as well as the AVPA, Byron Sheldrick.

MEMBERSHIP

Membership over the year has fluctuated for multiple reasons, both expected and unexpected. [Current membership of the TLN](#) stands at 14 members, inclusive of the TLN Chair.

We have added the following members in place of previous members:

- **Shauna Kechego-Nichols:** *COA representative, replacing Sandra Parmegiani*
- **Carolyn Creighton:** *OpenEd representative, following the retirement of Michelle Fach*
- **Bawneet Singh:** *Undergraduate student representative (CSA VP Academic), following turnover in this role (previously Mason Friebe and Junpyo Lee)*
- **Mary McCaffrey:** *McLaughlin Library representative, on behalf of Melanie Parlette-Stewart during her parental leave*
- **Laura MacDiarmid:** *Guelph-Humber representative, following the departure of Matthew LaGrone from UofG*

Martin Williams completed his term as the Director of OTL and TLN Chair in December 2023. Following this, Christie Stewart has assumed the role of TLN Chair, formerly the TLN Coordinator. Brooke Charbonneau, a Graduate Research Assistant in OTL, provides assistance.

MEETINGS

Meetings occurred monthly from March 2023 to January 2024, with a pause in December 2023. The Network Coordinator develops an agenda and records minutes for each meeting, which are available on the TLN Microsoft Teams site. This site is also used to collaborate, share resources, and provide feedback on documents. Regular communications for input and follow-up occur between meetings either by email or through the TLN Microsoft Teams site.

All meetings have been offered in hybrid format, with most choosing to attend virtually. Meeting scheduling and coordination has been handled by the Network Coordinator.

Regular communications for input and follow-up occur between meetings.

ACCOMPLISHMENTS AND PROGRESS

The TLN has been engaged in multiple activities over the last 12 months.

1. Updated purpose and goals

- The TLN members sought to clarify their purpose and goals, as well as emphasize the opportunity for the Network to build educational leadership capacity, collaboration and efficiencies, and recognition of and celebrating Teaching and Learning. Multiple discussions and opportunities for feedback were provided to ensure the purpose and goals were clear before embarking on establishing priorities for the group.

2. Completed a cross-campus inventory of teaching and learning activities and initiatives

- Representatives from each College, Campus, the Library, OTL and OpenEd were provided with a template to collect information on the teaching and learning activities and initiatives happening on campus. TLN members were asked to complete the template themselves or distribute among their units to be completed, along with instructions and identification of the purpose of the activity. The current exception is the College of Arts, as the representative withdrew prior to the start of this activity. The activity was completed in June 2023, with an annual update to be completed in June 2024, which will include COA.
- The Network Coordinator collated and organized the information and worked with OTL's Educational Technology Developer to create a website to house the inventory. The inventory will be updated annually by the TLN; however, individuals can also provide updates through contacting their TLN representative or completing a Qualtrics form on the website.
- TLN members were asked to promote awareness of the inventory. The update will be featured in the OTL Newsletter in June 2024.

3. Provided feedback on the “*Provisional Recommendations on the Use of Generative AI in Teaching & Learning*”

- The TLN collaborated with OTL to provide essential and timely feedback on the draft version of the “*Provisional Recommendation on the Use of Generative AI in Teaching & Learning*”. Representation and voices from all units, including undergraduate and graduate input, were key to ensuring broad perspectives were included and the document was clear for instructor use.

4. Determined priorities of focus for the TLN and began operationalization.

- From an initial brainstorming stage, to discussions, several rounds of feedback, and a ranking process, the TLN narrowed in on 3 main priorities to focus their initial efforts. The areas of focus are:

Priority 1) Create a Knowledge Base of Teaching Support Tools

- Create a knowledge base of teaching support software and tools to assist in learning, assessment, and teaching.
- **Status:** Completed scan of existing internal and external resources. As many resources currently exist but are disconnected and hidden, this priority may only require raising awareness about them through various channels.

- **Timeline for completion:** June 2024.

Priority 2) Valuing SoTL and Educational Research in the Tenure and Promotion Process

- Develop recommendations related to the valuing SoTL and Educational Research in the tenure and promotion process at UofG based on an internal and external environmental scan, and literature review. The recommendations will be shared with UofG administrators, UGFA, FASR, Colleges, departments, for consultation and feedback Information collection and sharing of practices on discussions about how teaching and learning expertise can be valued and enhanced.
- **Status:**
 - **Phase 1:** Establishing desired goals and outputs, and a plan for operationalization is complete.
 - **Phase 2:** Smaller working groups within the TLN have been established to develop the following outputs:
 - Internal environmental scan of UofG Tenure and Promotion (T&P) documents in the context of if and how SoTL and Educational Research (ER) are valued and evaluated.
 - External benchmarking and environmental scan of peer institutions and institutions to aspire to in the context of if and how SoTL and Educational Research (ER) are valued and evaluated.
 - Current Literature and Research Review on the topic of SoTL and Educational Research (ER) in T&P Processes.
 - Creation of an Institutional Minimum Requirement Framework for recommendation using the outputs listed above.
 - **Timeline for completion for Phase 2:** December 2024.
 - **Phase 3:** Not yet finalized, but expected to include stakeholder consultation, feedback collection, piloting, information, and awareness events.

Priority 3) Instructor mentoring structures, resources, and programming

- Develop discipline and non-discipline specific instructor mentoring systems, structures, resources, and programming, geared to different career levels, with initial emphasis on new faculty.
- **Status:** This work is not expected to begin until Phase 2 of Priority 2 is complete, or later.
- *Each priority above aligns with multiple TLN goals. Priorities 2) and 3) also align with recommendations by the [Provost Task Force on Pedagogical Innovation](#) (specifically recommendation within "Showcasing Pedagogical Innovation and Teaching Matters Communications").*

5. UofG EDI Enhancement Grant Supported Workshop on “Embedding Decolonized Education into the University Classroom”

- TLN members applied for and received a \$6000 EDI Enhancement Grant to be used in combination with the TLN funds for a 1-day workshop delivered by Laurier’s Centre for Indigegogy on “*Embedding Decolonized Education into the University Classroom*”. The Network Coordinator worked with Laurier’s Centre for Indigegogy and TLN members to develop goals and outcomes for the workshop.
- The workshop enrollment cap was 25 participants, which provided the opportunity to invite applicants from the UofG community to attend, with priority given to equity deserving groups. A call for applications and review process with review committee was established. The review

committee consisted of Christie Stewart (then TLN Coordinator) and Mavis Morton (CSAHS representative).

- On January 12th, 2024, eight members of the TLN and seventeen members of the UofG community attended the workshop. Participants represented faculty, instructors, staff, and graduate students from the following units:
 - **CBS** (IB, HHNS), **CEPS** (Chemistry, Engineering), **COA** (SOLAL), **CSAHS** (Geography, Environment & Geomatics, SOAN), **Lang School of Business & Economics** (Management, Dean's Office), **McLaughlin Library**, OAC (Ridgetown, Academic Quality, Horticulture), **Office of Teaching and Learning**
- As part of reporting requirements for the grant, surveys were completed prior to and following the workshop to identify how the workshop impacted participants' ability to implement and use the knowledge, skills and values gained from the workshop. A final report is being prepared to satisfy the requirements of the award and will be provided to DHR.

6. TLN contributions to the [OTL Teaching and Learning Digest](#) (OTL Newsletter)

- A TLN member put forth an idea that led to the creation of a column called *Pedagogical Pulse: Insights from the TLN*. All TLN members have been invited to contribute to it. The column gives them the opportunity to write about a topic of interest related to teaching and learning and share their valuable insights and experiences. One TLN member, Matthew LaGrone – UGH representative, contributed to the December Edition of the OTL Newsletter. His column, "[Use Cases of Generative AI in the Classroom: Examples from Fall 2023](#)" provided practical uses of AI for instructors.
- Other TLN members have signed up to contribute to the Spring issues of the OTL Newsletter. They will write on the topics of retrieval practice, specifications grading, and timed assessments.

CHALLENGES & RECOMMENDATIONS

Space for meetings: The TLN does not have dedicated or permanent space to have meetings. OTL does not have the appropriate-sized space to accommodate a hybrid or in-person meeting for the TLN. Several representatives graciously offered to host the TLN meetings in their spaces. These include the spaces in CSAHS (Teaching and Learning Excellence Hub), Lang, and OVC and the McLaughlin Library. Finding and booking meeting space on campus with hybrid capabilities is challenging as these spaces are highly sought after on campus. A significant amount of time is spent finding the appropriate space. Future space planning for OTL should include space that can support hybrid meetings for a group such as the TLN.

Membership turnover: The first year has had consistent changes in membership. Membership turnover should be considered when determining TLN priorities. If longer term priorities remain the focus, the minimum length of membership may need to be adjusted beyond a 2-year commitment from representatives.

CONCLUSION

Between January 23rd, 2023, and January 23rd, 2024, the Teaching and Learning Network has made significant strides towards achieving their goals. Tangible outputs have already been realized that will have a substantial and positive impact on teaching and learning conversations

and communities at UofG. The TLN is an engaged and committed group that will continue to focus their efforts building “educational leadership capacity, and recognize, value, and celebrate teaching and learning”.



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