

# **Working Group of the General Faculties Council Teaching and Learning Committee on the Universal Student Ratings of Instruction (USRI) Terms of Reference**

## **ESTABLISHMENT**

The General Faculties Council (**GFC**) Teaching and Learning Committee (TLC) is the primary advisory group on teaching and learning, including such aspects as learning environments, quality and innovation, resources and support, recognition of teaching excellence and professional development, and students' educational experience.

One facet of understanding teaching quality and excellence is feedback provided by students, including the USRI questionnaire, which is the course evaluation survey used at the University of Calgary to collect student feedback on university credit courses. The USRI questionnaire has not undergone review since 2003, and a review is long overdue.

To assist in reviewing and recommending revisions to the USRI questionnaire and processes effectively and productively, the TLC hereby establishes the USRI Working Group (Working Group) under the provisions of these Terms of Reference, and delegates to the Working Group the authorities set out herein.

## **MEMBERSHIP**

- a) Vice Provost Teaching and Learning (co-chair)
- b) Four (4) academic staff members named by the Vice-Provost Teaching and Learning (of which one member will be named by the Vice-Provost Teaching and Learning to serve as co-chair);
- c) Student representative named by the Students' Union;
- d) Student representative named by the Graduate Students' Association;
- e) One representative named by the Faculty Association.
- f) One representative from the Office of Institutional Analysis (OIA)
- g) One representative from Information Technologies
- h) One representative from the Taylor Institute for Teaching and Learning.

## **RESPONSIBILITIES**

The Working Group will have the responsibility to redraft and restructure the USRI questionnaire based on widespread campus consultation and research for consideration by the TLC. The Working Group will also review and provide advice to the TLC Co-Chair on the administrative processes, data collection, presentation efforts, and communication and education plans currently in place with USRI.

## **AUTHORITIES**

The Working Group's authority is limited to the responsibilities outlined above and is a strictly an advisory group.

## **OPERATIONS**

### General

1. The Working Group will meet in accordance with a schedule provided to the Working Group members at the first meeting. Additional meetings may be called by the co-chairs as necessary.
2. The co-chairs preside at meetings of the Working Group, lead the Working Group in all aspects of its work, and are responsible to effectively manage the affairs of the Working Group and to ensure that the Working Group is properly organized, functions effectively, and meets its obligations and responsibilities.
3. The Working Group will keep the TLC informed of the progress of its work at regular intervals. They will also provide regular updates to the following groups: Dean's Council, Academic Planning and Priorities Committee, The University of Calgary Faculty Association, Students' Union and the Graduate Students' Association.
4. Other than as set out in these Terms of Reference, the Working Group shall establish its own operating procedures.

Approved: November 25, 2018