

General Faculties Council Teaching and Learning Committee  
Course Feedback Implementation Working Group  
Terms of Reference

1. 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, resource and proper recognition of teaching excellence and professional development and student educational experience. Specifically, the TLC is responsible for promoting research on the effectiveness and evaluation of teaching and learning and developing and recommending methods of assessing the quality of all teaching activities.

One facet of understanding teaching quality, innovation and student experience is through feedback provided by students on their course experiences. The USRI questionnaire is the current institutional course survey used at the University of Calgary to collect student feedback in academic courses. A recent review of the USRI has resulted in the [2022 USRI Working Group Recommendation Report](#) (the USRI Report), which advises on an overhaul of the USRI questionnaire and review of the guidelines that govern the administration, and reporting of USRI.

To assist the TLC in supporting the actioning of the recommendations articulated in the USRI Report effectively and productively, the TLC hereby establishes a working group called the Course Feedback Implementation Working Group (the Working Group) under these Terms of Reference, and delegates to the Working Group the responsibilities set out herein.

2. MEMBERSHIP

Diversity of Membership: The TLC strives to achieve diverse membership that is reflective of our commitment to diversity and inclusion, and this should be considered in the appointment of Working Group members.

Administrative Co-Chair

Vice Provost Teaching and Learning (VPTL) (ex officio)

Academic Co-Chair

One academic staff member appointed by the VPTL (from the working group)

Working Group Members

Four academic staff members appointed by the Teaching and Learning Committee that can speak to course feedback needs including:

- Courses that are offered in online and hybrid modalities
- Multi-section and multi-instructor courses
- Courses that include teaching and learning in clinical and/or lab or simulation settings
- Courses that are designed for immersive experiential learning such as capstone courses, field/study abroad courses, research-project courses

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- D. Developing principles for new questions for a new course feedback tool.
- E. Suggesting new institutional-wide questions for a new course feedback tool.
- F. Supporting recommended changes through GFC governance committees related to the recommendations within the USRI Report for feedback and approval.

5. OPERATIONS

The Working Group will meet in accordance with a schedule agreed to by the Administrative Co-Chair and Academic Co-Chair. Additional meetings may be called by the Co-Chairs as necessary to deal with business. Meeting items will be determined by the Co-Chairs or by resolution of the membership of the Working Group.

- 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.
- The Working Group will keep the TLC informed of the progress of its work at regular intervals.
- Other than as set out in these Terms of Reference, the Working Group shall establish and maintain its own procedures, policies, and practices.