



Senate Teaching & Learning Committee
Draft Minutes
October 09, 2025
10:00 AM Humanities 232

Attendees: Jason Swift, Aleah Brock, Susan Hall Webb, Kim Crawford, Raihan Ahmed, Talia Campese, David Newton, Meggie Miller, Mandi Campbell, David Haase, Mare'a Johnson

1. Welcome and introductions.
2. Selection of minute recorder – Raihan Ahmed.
3. Common Syllabus Component – exam section – Raihan Ahmed
A request was made to add a common syllabus section for exams like assignments. The section could be used to list all the exams and their dates for students to mark their calendar. One of the issues discussed is the fact that not every course has exams. In that case the exam section can be configured to be hidden. This will be discussed with appropriate authorities.
Action item: David Newton will inquire about this.
4. ITS Survey
The status of the ITS survey was discussed; this survey is currently in progress. The ITS survey is intended to collect data that will assist ITS to serve UWG employees and students better.
Action item: The Chair will send out the links to the survey documents for members to review.
5. Setting work list
Following list of work items were noted:
 - a. ITS survey.
 - b. AI Information.
 - c. Digital accessibility and resources for online courses.
 - d. SEI analysis and revision process.
 - e. Common course syllabus component for listing exams.During this work list discussion, the issues with university network was mentioned. The ITS representative was not present in the meeting.
6. Chair elect.
Chair elect was discussed and those eligible.
Action item: Chair will organize and send nominations ballot and then election ballot.
7. Old/New business.
No old or new business was brought up.
8. Adjourn.
11:00am.