FEATURED EVENTS

**Bumps in the Road in Graduate Supervision: A conflict resolution discussion** (GPS 410)
December 4, 2:00-4:00 PM
The supervisory experience can present many challenges including conflict and at times, ineffective resolution of such conflicts. If you would like to learn new strategies to improve communication with supervisees, you may be interested in training in conflict resolution, and in learning how to communicate expectations and responsibilities.

Sign in to Minerva, click on the 'Registration for GPS Graduate Workshop' link and register for GPS 410.

**Introduction to Course Design and Teaching Workshop**
December 11, 9:00 AM-5:00 PM and December 16, 9:30 AM-1:00 PM (1.5 days)
Would you like to design or redesign one of your courses and enhance your teaching skills? Join a group of fellow faculty members led by facilitators from Teaching and Learning Services to discuss strategies for course design and teaching that focus on enhancing student learning.

UPCOMING EVENTS

**Privacy and Confidentiality**
December 4, 10:00 AM-12:00 PM
Respect for and protection of privacy in biomedical research is an internationally recognized legal and social norm, as well as an ethical standard. This interactive workshop will cover Quebec and Canadian privacy laws, duties of confidentiality, and policies and guidelines pertaining to the protection of privacy and consent for the collection, use or disclosure of information about research participants.

**Web Conferencing and AV Equipment Workshops**
December 4, 2:00-4:00 PM
Want to learn how to set up and conduct web conferencing sessions using Adobe Connect or Lync? Attend an AV Equipment Workshop to practice with the projector, document camera, and other audiovisual equipment in your classrooms.

RESOURCE OF THE WEEK

**10 Strategies to Encourage Course Evaluation Participation**
On the Teaching for Learning @ McGill University blog, you will find a list of 10 different strategies that you can use to encourage student participation in this important process. Some examples include:

- Talking to students about the value you place on course evaluations;
- Adding a slide to your PowerPoint slideshow about course evaluations;
- Adding new, easy-to-use tools to your myCourses page;
Course Evaluations for the Fall 2014 semester will be available for students to complete until December 21 (or until December 7 for academic units following the condensed period). If you have any questions, please contact mercury.info@mcgill.ca.

ANNOUNCEMENTS

**Principal's Prize for Excellence in Teaching & Lifetime Achievement Award for Leadership in Learning**
Fall Convocation is a time to celebrate student achievement and also recognize excellence in teaching and learning. Read more about awardees and their contributions.

**The McGill App – Available**
Have you heard of the McGill App? The McGill App is the official campus app for current, new, and prospective McGill University students. The App can help students access McGill University events, calendars, contacts, maps and more. It can help students stay organized with classes and assignments through the timetable.

**Winter 2015 myCourses for instructors**
You can start preparing your course site now for Winter 2015 in myCourses. Here are some useful resource links:
- Preparing for term checklist
- How to copy content
- Provide early student access
If you would like your Winter 2015 sections to be crosslisted (merged) in myCourses, please contact itsupport@mcgill.ca.

**Checklist for Student Response System** (clickers)
Here is a checklist that you may find helpful when planning to use the Student Response System (clickers) in the upcoming term.

LEARN MORE ABOUT

**Course Outline Brief Guide**
What are the required and recommended elements of a course outline? This brief guide will help you prepare a useful document for both you and your students.

**E-Mail Communication with Students**
How do I send official communications to students? Any official communication with a student must be done by e-mail either to the student’s McGill address or within myCourses. This insures that e-mails are successfully delivered in a timely manner.

**Lecture Recording**
The lecture recording service has been improved with two new features: easy viewing of recording statistics and an integrated student / instructor interface. Additionally, the sign-up procedure has been simplified. Follow these instructions in the IT Knowledgebase to sign up to record your lectures and make them available to your students.

**Copyright at McGill**
Need help with copyright? The Copyright Modernization Act gives the McGill community the opportunity to use many different resources to support teaching and learning. Do you have questions about what you can use when teaching? Give us a shout at copyright@mcgill.ca and we’ll help you find answers. Watch this space for a list of workshops and tutorials related to copyright and teaching!
If you have comments about this e-bulletin, or require additional information about the above, please contact us at teaching.tls@mcgill.ca or 514-398-6648. Teaching and Learning Services, McLennan Library Building, MS 12.