

## **Advisory Group on Guidelines and Procedures for McGillX MOOCs**

### **Terms of Reference**

**Name:** Advisory Group on Guidelines and Procedures for McGillX  
(Subgroup of the Academic Work Group on Innovative Pedagogy)

**Type:** Advisory

**Chairperson:** Prof. Martin Grant, Dean of Science

**Vice-Chair:** Dr. Laura Winer, Associate Director, Teaching and Learning Service (TLS)

### **Proposed Composition:**

1. Prof. Martin Grant, Dean, Faculty of Science
2. Dr. Laura Winer, Associate Director, TLS
3. Prof. Daniel Jutras, Dean, Faculty of Law
4. Prof. Colleen Cook, Dean of Libraries
5. Prof. Andrew Kirk, Interim Dean , Faculty of Engineering
6. Prof. Craig Mandato, Department of Anatomy and Cell Biology (APC representative)
7. Ms. Sharon Roy, Director, Content and Collaboration Solutions (CCS)
8. Prof. Paul Yachnin, Director, IPLAI
9. Prof. David Harpp, Department of Chemistry
10. Prof. Ralf St-Clair, Chair, Department of Integrated Studies in Education (DISE)
11. Mr. Carlos Rueda Heredia, doctoral student, Faculty of Management
12. Mr. Ethan Yang, undergraduate student, Faculty of Science

Resource person: Nancy Diamond, Office of the Provost

**Responsible To:** Provost

**Communication through:** Chair and Vice-Chair

**Purpose of the Group:**

The Advisory Group on Guidelines and Procedures for MOOCs at McGill, a subgroup of the Academic Work Group on Innovative Pedagogy (see Appendix A), will advise and assist the Provost with the University's commitment to offer McGill MOOCs through the edX platform (<https://www.edx.org/>). Our partnership with edX, a not-for-profit enterprise founded by MIT and Harvard, now with the participation of twenty-seven distinguished international educational institutions, provides McGill with the opportunity to make our courses openly available on a non-credit basis at no cost to a potentially massive audience of students from around the world. The delivery of McGill MOOCs will also enhance the University's longstanding efforts to improve teaching and learning on our campuses through innovative pedagogy and access and analysis of data and analytics that document student learning online. As well, materials created for MOOCs may be useful teaching and learning materials for our on-campus students and courses. The implementation of the MOOCs project is part of the larger McGill Innovative Learning Environments (MILE) initiative, which has been designed to further our efforts to harness the potential of new and emerging technologies in order to improve teaching and learning.

The TLS Implementation Team<sup>1</sup> will consult this group as issues arise related to guidelines and procedures.

**Authority:** Advisory

**Staff Support:**

The Provost's Office will provide administrative support, including scheduling meetings and arrangements; organizational support; compiling and distributing relevant research and materials; and other support as needed. Additional and significant support will be provided by Teaching and Learning Services, Content and Creative Solutions and Network and Communications Services.

**Other resources:** Budget for the activities and units indicated above.

**Timeframes, Reporting and Deadlines:**

It is expected that Advisory Group members will consider how to best deal with their mandate, and they are encouraged to hold regular meetings during the period from June 2013 to January 2014 and subsequently as determined by the needs of the project. They are also encouraged to communicate with others with expertise about the topic, and to schedule meetings with other

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<sup>1</sup> The TLS Implementation Team will be responsible for the development of the courses identified by this Advisory Group. The Team will be allocated a separate budget—using only money from private donations—for the development of McGillX courses. The Team will include members from IT, the Library, faculty and students, as appropriate. The Team may also contract external personnel resources as required. TLS will also provide the necessary training for the professors and academic support staff.

experts as needed. Their initial recommendations should be provided to the Provost by **30 June 2013** and at other regular intervals as the mandate develops.

### **Specific Areas of Responsibility:**

1. Identify and recommend courses to be offered by invitation in the pilot program (2 courses) upon faculty agreement with Deans and department chairs; identify necessary elements for implementing those courses and suggest related methods and procedures;
2. Investigate, propose, and advise on goals and objectives, policies, procedures, and strategies for implementation and future development of MOOCs at McGill;
3. Solicit and evaluate on the basis of identified criteria course proposals for the next iteration of McGill MOOCs;
4. Identify and research related issues for implementing future McGill MOOCs;
5. Advise on and ensure that appropriate guidelines are followed; advise on information dissemination and communications to Faculties and the McGill community;
6. Identify intellectual property issues; serve as a liaison with relevant APC subgroups or work groups;
7. Create other working groups to address specific issues, as appropriate (for example, research/analytics);
8. Cultivate the 'will and skill' of our faculty and larger community; report once per semester to the Academic Work Group on Innovative Pedagogy and to other groups (for example, APC subgroups or work groups) as needed.
9. Identify resource needed to gather and analyze data on learner outcomes and recommend other resources as needed;
10. Establish criteria for assessing success of MOOC implementation and identify and recommend resources needed to gather necessary data for this process.

### Questions

- According to what processes will courses be identified and chosen for delivery as MOOCs? The first two and subsequent courses? Do we have a target date for subsequent McGillX MOOCs? Do we have a total target number?
- What must be put into place financially, tactically, and operationally to advance this project? What resources (including personnel) do we already possess to advance delivery of MOOCs? What is lacking?
- What incentives can be provided for faculty (e.g., release time, stipends, etc.) who will be developing courses? How will we address the time commitment, especially the initial time commitment, required by faculty to develop and teach a MOOC?
- Who will work to support the course delivery? Will this be a TA role? If so, how many per course? What will their job description be?
- How much of a commitment will be expected from units such as TLS (beyond the work of the Implementation Team), CCS and the Library to the project? How will those units be compensated?
- How can we use MOOCs to improve teaching and learning at McGill?

## **Approval/Review date:**

### Appendix A

The Academic Work Group on Innovative Pedagogy, an advisory group to the Provost, was established in October 2012 to identify and make recommendations about technology-based teaching and learning at McGill. The Work Group, which met during AY 2012-2013, has identified innovative pedagogy at McGill; reviewed various MOOC providers to identify and recommended for consideration those best aligned with McGill's mission and ambitions; and assisted with the dissemination of information to the campus community. The Work Group was comprised of deans, faculty and administrative staff involved with teaching and learning and program delivery or support of those activities. Going forward, this Work Group will meet once per semester.

The list of members is provided below. Many others participated as guests.

### **Academic Working Group on Innovative Pedagogy**

- Prof. Ellen Aitken, Dean, Faculty of Religious Studies
- Prof. Paul Allison, Dean, Faculty of Dentistry
- Prof. Colleen Cook, Trenholme Dean of Libraries
- Dr. Nancy Diamond, Policy Advisor to the Provost
- Prof. Martin Grant, Dean of the Faculty of Science
- Prof. Daniel Jutras, Dean of the Faculty of Law
- Prof. David Harpp, Department of Chemistry Prof. Jan Jorgensen, Associate Provost, Faculty Affairs and Resource Allocation Prof. Jan Jorgensen, Associate Provost, Faculty Affairs and Resource Allocation
- Prof. Andrew Kirk, Interim Dean of the Faculty of Engineering
- Prof. Chandra A. Madramootoo, Dean of Faculty of Agricultural and Environmental Sciences
- Prof. Christopher Manfredi, Dean of Arts
- Dr. Jim Nicell, Associate Vice-Principal, University Services
- Prof. Philip Oxhorn, Faculty of Arts, Director, ISID
- Prof. H  l  ne Perrault, Dean, Faculty of Education (invited 23 Nov. 2012) Prof.
- Prof. Judith Potter, Dean of the School of Continuing Studies
- Ms. Sharon Roy, Director, Content and Collaboration Solutions
- Dr. Yvonne Steinert, Director of Medical Education (representative for Dr. David Eidelman)
- Prof. Peter A. Todd, Dean of Management
- Prof. Cynthia Weston, Director, Teaching and Learning Services
- Dr. Laura Winer, Associate Director, Teaching and Learning Services
- Prof. Paul Yachnin, Faculty of Arts, Director, IPLAI