

**Subcommittee on Teaching and Learning
of the Academic Policy Committee
26th meeting held on Tuesday, 08 December 2009**

**10:00 to 12:00
Arts Building, room 160**

Present: J. Clark, A. De Motta, J. Ellis, S. Franke, D. Harris, A. Jaeger, F. Labeau, J. Luker, M. Mendelson (Chair), Y. Steinert, C. Weston, N. St-Pierre (Secretary)

Regrets: A. Costopoulos, R. Dooley (SSMU Representative), J. Everett, M. Kilgour, T. Kirby, A. Lebedev (PGSS Representative), L. Lorenzino, S. Tran, C. Urbain, H. Weiler

Guests: M. Lattuca, K. Massey, S. Roy, J. Slabosciewz

1. Adoption of the agenda

The agenda was adopted with the following revisions:

The actual order of presentation was changed to accommodate guests.

3.3 Laptop Guidelines was added to the agenda.

2. Approval of the minutes from 8 September 2009

The minutes were adopted with two revisions:

The Nexus Project Update was listed as Item 1.

The sentence *“S. Franke responded that although the university owned the panels, they are installed by individual units with central administration providing funding for the technology”* was revised to read: *“S. Franke responded that although central funds are used for the initial upgrade to the technology, each unit is responsible for funding the installation and subsequent maintenance.”*

3. Business arising from the previous minutes

3.1 Detailed SRS evaluation

C. Weston reviewed the documentation distributed to members highlighting the student responses to the *Questions on Engagement*, the *Questions on Learning* as well as the written comments from students and professors. Professors appear to be thinking about how and what students are learning. The overall student feedback received has indicated a positive impact on learning and improved understanding of the subject.

3.2 Turning Point software on McIntosh –update

C. Weston confirmed that Turning Point software will function on Macs as long as Mac Office 2004 is installed.

3.3 Laptop Guidelines

The Working Group on Guidelines for the Acceptable Use of Mobile Computing and Communications Devices in Classrooms has been established and held its first meeting on November 16, 2009, with another scheduled for December 17, 2009.

4. Regular reports

4.1 Student Life and Learning

a) Coordinated Scheduling

Kathleen Massey, University Registrar and Executive Director of Enrolment Services addressed the Subcommittee regarding the coordinated scheduling project. She outlined the four primary goals of the project:

- to ensure course accessibility for undergraduate students;
- to ensure that pedagogical needs coincide with the technology available in classrooms;
- to possibly liberate classroom space for other priority purposes (e.g., graduate student space);
- to ensure that the University efficiently uses the space for which it receives provincial funding.

The project was launched in 2005 by former Provost Luc Vinet and has been implemented at Macdonald Campus and in the Faculty of Law. The project will go live for all downtown course offerings (except for those in the MDCM program) for the 2010-2011 academic year.

Four simulations have been held with a majority of the academic units (except for Continuing Education) with the last simulation completed in September-October of 2009. A comparison of the simulation schedule and the actual schedule indicated that coordinated scheduling would have resulted in more efficient use of classrooms and would have reduced the number of course conflicts.

The Chair pointed out that coordinated scheduling represents a major culture change for many professors; they will no longer be able to choose their own teaching times, but a large number of universities have successfully used similar software.

4.2 Teaching and Learning Services

a) Awards

C. Weston reviewed the document distributed to the members. There was some confusion between the McGill University Lifetime Achievement Award for Leadership and Learning and the McGill University Medal for Exceptional Academic Achievement. The latter was established when Senate approved the use the honorific of Emeritus Professor for retired Full Professors. The new award will be used to honour retired Professors who deserve special recognition in light of their exceptional contributions.

Note: A link to the award as presented to Senate is included: <http://www.mcgill.ca/files/senate/D08-39APPENDIXDTheMcGillMedal.pdf>

b) Skillsets

C. Weston reviewed the document distributed, which outlines a series of professional development workshops for graduate student launched in August 2009 by Graduate and Postdoctoral Studies and Teaching and Learning Services. She added that a parallel series of workshops geared towards professors enhancing their supervision of students has also been developed.

5. Review of Feedback for Guiding Learning and Informing Instruction:

The guidelines are a response to the results of the NSSE survey that indicate dissatisfaction with feedback received by students from their instructors. It was suggested that the feedback guide could be used as a tool for changing attitudes. Students also need to be informed of their right to feedback.

It was noted that discussions are needed with TAs regarding grading schemes and that training should be offered to TAs to ensure greater cohesiveness in their grading.

Action item: The Feedback document will be revised in light of the discussion and circulated for email consultation.

6. Review of draft policy on Responsible Use of IT Resources

Jacek Slabosciewz joined the subcommittee for this item.

An updated version (dated November 23) was distributed to members. S. Franke noted that several members had previously provided some feedback and invited them to share it with the subcommittee.

In response to a concern raised by J. Clark, S. Franke noted that J. Slabosciewz is working to sort out apparent contradictory email retention policies and that Lori Nordland, Manager of Archives and Records, will be revisiting retention schedules including emails. S. Franke further noted that system administrators should be ensuring that their units are following stated rules. This is an on-going issue that will need to be addressed.

J. Clark suggested that there may be legal implications regarding access to a user's computer without consent. S. Franke responded that access without consent may be required in some cases, but that reasonable grounds would need to be established to ensure the proper exercise of authority.

A question was raised whether McGill employees can be prevented from purchasing and using the McGill logo for nefarious purposes (section 7.5). S. Franke responded that this issue has been brought to the attention of the Secretary-General.

It was noted that a revised version of the circulated draft would go to APC and to Senate for approval, and members were encouraged to provide additional feedback to both S. Franke and J. Slabosciewz.

7. 2009-2010 Workplan of the Educational Technologies Group in Content and Collaboration Solutions (CCS)

Sharon Roy and Maggie Lattuca joined the Subcommittee for this item.

S. Roy and M. Lattuca presented the work plan developed for Content and Collaboration Solutions.

a) Learning Management System:

i) Preparing for migration of WebCT: Blackboard has purchased WebCT and will be phasing it out for 2013, so CSS is closely evaluating Blackboard NG (Next Generation, which will likely integrate multiple tools. A discussion ensued about the need to inform instructors about the available

features. ICS has started to train their Call Center staff to assist instructors in using various applications. It was suggested that Sekai also be considered.

ii) User case study: Faculty are being asked what they would like their software to do.

iii) Numeric-to-letter-grade translation: the current software works well with small groups, but not with larger groups. CCS will be assessing various tools to develop a solution.

iv) Assessment/revision of templates: Templates are being designed for instructors who desire to increase collaboration. Spring 2010 launch is expected.

v) e-reserves powerlink: This free resource will go live in January of 2010.

b) Educational Technologies:

i) Several blogs have been launched, but none is related to teaching and learning.

ii) A screen sharing pilot, in collaboration with TLS, has been completed, using the active learning classrooms (Education 627 and Burnside 511).

iii) Only 1% of instructors use Turnitin text-matching software. It was noted that this may be due to the fact that most instructors are not aware of its availability.

c) Software implementation:

i) Web conferencing was launched at the end of November 2009.

d) Software selection:

i) Recording lecture software (Camtasia) is to be evaluated, beginning in January 2010.

ii) Screen sharing software: Beginning in December 2009, a committee will review the pilot and recommend whether it should be offered University-wide

e) Community of Practice Blog:

Faculty will be invited to participate in blogs, which will provide an on-line venue for instructors to provide feedback to CCS. Blogs will supplement workshops, individual consultations and webinars.

There being no further business, the meeting was adjourned.