



# McGill

Teaching and Learning Services

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## Minutes

32<sup>nd</sup> meeting of the Subcommittee on Teaching and Learning (STL)  
of the Academic Policy Committee

Tuesday, 1 February 2011. 9:00 am – 11:00 am

McLennan Library Building, room MS-74

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**Present:** Nicole Allard, Jim Clark, André Costopoulos, Adolpho de Motta, Jane Everett, Ian Henderson, Alfred Jaeger, Svetlana Komarova, Jana Luker, Morton Mendelson (Chair), Bruce Minorgan, Tina Piper, Nancy St-Pierre (Secretary), Carole Urbain, Claudette Van Zyl, Cynthia Weston

**Regrets:** Melissa Duffy, Murray Humphries, Maggie Kilgour, Meyer Nahon, Ghilaine Roquet, Doreen Starke-Meyerring, Yvonne Steinert

**Guests:** Marcy Slapcoff, Education Developer, Teaching and Learning Services  
Laura Winer, Associate Director, Teaching and Learning Services  
Pierre-André Vungoc, Learning Technology Consultant

### 1. Adoption of the agenda

The agenda was adopted as circulated.

### 2. Approval of the minutes of 26 October 2010

C. Urbain noted that item 6.1 should have read “...*working in close collaboration with Ancillary Services....*” The minutes were approved with this amendment.

### 3. Business arising:

**3.1 Update on Guidelines for Inclusive Language:** J. Luker announced that the Guidelines were presented to Senate at its meeting of 19 January 2011. She thanked members for their feedback, but advised that, at this time, no substantive edits would be made to the Guidelines. Once the consultation process is complete and before the Guidelines are returned to Senate for consideration, there may be an opportunity to incorporate the feedback received.

**3.2 Request for feedback on MC2 guidelines:** Feedback on the guidelines was solicited. In addition, members were invited to contact Dr. Winer directly should they have additional feedback/comments.

**3.3 Update from Working Group on Guidelines on Distance Delivery:** N. Allard, Chair of the Work Group, advised that the Working Group members had met only once, so there was nothing to report. However, she

confirmed that a report and/or proposal would be brought forward for STL consideration before the end of the academic year.

#### **4. Nexus between teaching and research/scholarship**

**Guest:** Marcy Slapcoff, Educational Developer, Teaching and Learning Services

- a) *Documentary series: Sowing the Seeds of Inquiry:* M. Slapcoff updated the members on the documentary videos and showed a highlights video. It is anticipated that the documentary will be launched by the end of February; it will be used to increase the understanding of what the nexus between teaching and research/scholarship represents for students and instructors, to recognize the work of professors in bringing research into their classrooms, and to be a catalyst for discussion at all levels of the University.
- b) *Website: teaching snapshots:* M. Slapcoff updated the members on the progress of the website and announced that it should be launched within the upcoming weeks. As profiles will be added on a regular basis, members were encouraged to contact TLS with recommendations regarding instructors whose profiles might be included. Discussion ensued with the following suggestions being made:
  - The website would be useful for new faculty.
  - It could be used as a recruitment tool for students.
  - It would be wonderful to include comments from students and this could encourage students to take part in research projects.

A. Costopoulos, on behalf of STL, congratulated M. Slapcoff on her stewardship of the Inquiry Network.

**Action item:** The secretary will advise STL members when both the documentary videos and website are launched.

#### **5. Course evaluation policy review & revisions**

**Guests:** Laura Winer, Associate Director, Teaching and Learning Services  
Pierre-André Vungoc, Learning Technology Consultant

L. Winer addressed the members of STL and highlighted the substantive changes to the policy. Discussion ensued on the following items:

- a) Section 4.2 clarifies how the results can be used: there were numerous concerns that the data were being used for consideration during tenure and promotion only. This clarification allows the data, both numerical and written, to be used for the merit process and for the hiring of contract academic staff, within the appropriate context.
- b) Section 8 was revised at the request of TAs to be mandatory and not merely suggested.
- c) Section 9 was revised to reflect the possibility of an extended course evaluation period.

Some discussion on various points ensued with clarifications on language being sought.

STL endorsed the revised policy and recommended that it be brought forward to APC for approval.

L. Winer also provided a quick update of the data analysis of the pilot project to extend the course evaluation dates. Although the response rate did not increase significantly, 40% of students responded during the exam period.

## **6. Unit updates**

**6.1 Dean of Students:** J. Everett announced that the Staff-Student Mentoring program has been launched and that applications for mentors and mentees are being solicited. In addition, she will be launching a contest, which will be advertised within the SLL Blogs, with the aim of soliciting feedback on academic advising.

**6.2 Teaching and Learning Services:** L. Winer announced that vendor demonstrations to replace the current learning management system (WebCT) would be taking place in the next two weeks and she invited members to participate. It is anticipated that the new system will be installed by May 2012.

## **7. Other business**

J. Clark raised the issue of digital rights, because some concerns have arisen regarding e-books, rights and costs for students. C. Urbain suggested that instructors with immediate concerns should contact Louis Houle, Associate Director of Client Services in the Schulich Library of Science and Engineering, who can lend guidance. With this in mind, the Chair suggested that J. Clark contact Louis Houle to determine if digital rights management is an issue that should be addressed by the Subcommittee.

There being no further business, the meeting was adjourned at 10:30am.