



MINUTES

40th meeting of the Subcommittee on Teaching and Learning (STL) of the Academic Policy Committee

Tuesday, 11 December 2012, 10:00 am – 12:00 pm

James Administration Building, room 301

Present: Jeremie Abitbol, James Archibald, Jaye Ellis, Ian Henderson, Maggie Kilgour, Sara Laimon, Jana Luker, Sujata Madan, Morton Mendelson (Chair), Laura Nilson, Sharon Roy, Nancy St-Pierre (Secretary), Carole Urbain, Cynthia Weston

Regrets: Nicole Allard, George Azmy, Lawrence Chen, Andre Costopoulos, Murray Humphries, Svetlana Komarova, Lucyna Lach, Doreen Starke-Meyerring, Yvonne Steinert

Guest: Dean Ellen Aitken, Faculty of Religious Studies
Josh Redel, President, SSMU
Maria Orjuela-Laverde, Teaching and Learning Services

1. Adoption of the agenda

The agenda was approved as amended.

2. Approval of the minutes of 30 October 2012

The minutes were approved as circulated.

3. Business arising

3.1 *Principal's Prize for Excellence in Teaching (PPET)* (Revised document STL2012-10-06R was distributed at the meeting)

Following feedback received at the 30 October meeting as well as input received from the Faculty of Medicine and the Associate Provost (Policies, Procedures and Equity), C. Weston presented revised guidelines. The most recent changes focused on two aspects:

- The *Eligibility* section was reworded to ensure that contract academic staff are counted among the ranked academic staff. This was further clarified by a footnote.
- Point 8b was reworded to ensure that letters of support are accepted from current graduate students who write in support of a former undergraduate professor while enrolled in a different department or division or, in the case of continuing education or faculty development, from a faculty member.

There being no further comments, STL recommended that the guidelines be forwarded to APC for approval.

Action: the Secretary will forward the revised guidelines to APC for approval at an upcoming meeting.

4. Undergraduate Outcomes Working Group – terms of reference (Guest: Dean Ellen Aitken, Faculty of Religious Studies and Chair of the Working Group)

Dean Aitken, Chair of the Undergraduate Outcomes Working Group, presented the terms of reference and reviewed some of the upcoming activities the Working Group anticipates undertaking.

Following brief discussion, STL recommended that the guidelines be forwarded to APC for approval.

Action: the Secretary will forward the revised guidelines to APC for approval at the 13 December meeting.

5. Lecture recording (Guest: Josh Redel, President, SSMU & Maria Orjuela-Laverde, Teaching and Learning Services)

S. Roy, C. Weston, and J. Redel of SSMU summarized current practices in lecture recording across McGill, and Maria Orjuela-Laverde of TLS presented the results of a literature review. The ensuing discussion included the following points:

- Students' desires and instructors' concerns about making lecture recordings more widely available
- Benefits:
 - enabling diverse learners, including second language students, to more readily access lecture material
 - enable students to conduct their own review
- Challenges:
 - intellectual property concerns
 - encouraging students to be passive learners
 - inhibiting the development of listening and interpretive skills
 - reducing attendance (only 1 study confirmed this finding)

Several members expressed the concern that students are recording lectures without asking permission of the instructor. The Chair reminded members that the Guidelines for the Use of Mobile Computing and Communication Devices in Classes at McGill (MC2) provide guidance for instructors on addressing this issue with students and that instructors should be encouraged to provide their students with a statement about the nature of MC2 usage they will permit.

Action: The Secretary will distribute to STL members the Guidelines for the Use of Mobile Computing and Communication Devices in Classes at McGill.

J. Redel advised that SSMU will be conducting focus groups during the Winter term to determine the variety of lecture tools being used and how they are integrated. SSMU is aiming to speak with a cross section of students and faculty. The goal is to determine fears and aspirations and how they can be addressed.

Action: J. Redel will be invited back to STL to provide updates on the focus groups.

6. Reconfiguring Library Service Delivery

Carole Urban updated the members on recent changes to the Library's service delivery method, which have included a reconfiguration of the service desk, redeployment of staff and ensuring that liaison librarians are further embedded within their departments and classrooms. The Library will also be launching a new iteration of the *Librarian in Residence* project, which was successful when piloted last year.

Members were encouraged to provide feedback on the changes.

7. Formative course evaluations at Mac Campus

A brief discussion was held on formative evaluations at Mac Campus. The Chair proposed that formative course evaluations be more widely used on the downtown campus and raised the question as to whether Mercury could be used for this purpose.

Action: S. Roy will bring this issue up for discussion with the Assessment Working Group

8. Unit updates:

8.1 DP SLL: The Chair provided an update on the recent Joint Board-Senate meeting. The topic was universal design, presented by the Office of Students with Disabilities. There is a need to clarify the concept of universal design and to promote the general issue of making our courses accessible to diverse learners.

Action: The Secretary will invite Frederic Fovet, Director of the Office for Students with Disabilities, to STL.

8.2 Student Services: J. Luker provided two updates:

- a) Student Services have completed a draft of their strategic plan. They anticipate launching the consultation process in the winter term and will bring it to STL for feedback.
- b) CAPS (Career and Planning Services) is looking for a new Director. They are also changing their focus to experiential learning and will be working with the Office of the Vice-Principal (Research and International Relations) and with Development and Alumni Relations regarding relationships with industry.

9. Other business

There being no further business the meeting was adjourned at 11:55.