



MINUTES

41st meeting of the Subcommittee on Teaching and Learning (STL) of the Academic Policy Committee

Tuesday, 29 January 2013, 10:00 am – 12:00 pm

McLennan Library Building, room MS-74

Present: Jeremie Abitbol, Nicole Allard, James Archibald, Lawrence Chen, Jaye Ellis, Ian Henderson, Svetlana Komarova, Sara Laimon, Morton Mendelson (Chair), Laura Nilson, Sharon Roy, Yvonne Steinert, Nancy St-Pierre (Secretary), Carole Urbain, Cynthia Weston

Regrets: George Azmy, Andre Costopoulos, Murray Humphries, Maggie Kilgour, Lucyna Lach, Jana Luker, Sujata Madan, Doreen Starke-Meyerring

Guests: Jean-Paul Remillieux, Director, Instructor Services and Educational Technologies, School of Continuing Studies
Mariela Tovar, Academic Associate, Teaching and Learning Services
Marcy Slapcoff, Academic Associate, Teaching and Learning Services
Lorenzo Vargas, Teaching and Learning Services

1. Adoption of the agenda

The agenda was adopted as circulated.

2. Approval of the minutes of 11 December 2012

The minutes of the last meeting were approved as circulated.

3. Business arising

3.1 Update on SRS promotion (*document #STL2013-01-18 was distributed at the meeting*): At the 14 March 2012 STL meeting, Content and Collaboration Solutions (CCS) were asked to explore ways of increasing clicker use in upper level courses, particularly where students had already purchased clickers.

Instructors who had 40% or more students in their courses who had previously used clickers were invited to attend a presentation on the SRS. Of those contacted (233 instructors), nine have integrated SRS in their Winter 2013 courses. This represents seven courses and 1,195 students. Follow-up activities are planned to ensure instructors are properly supported and to determine what the next steps should be to continue enhancing the use of clickers.

S. Roy added that a pilot project for integrating clickers with smart phones is being developed.

3.2 Update on lecture recording: As a result of the lecture recording discussion at the December STL meeting, C. Weston advised that the information bulletin *Focus on Teaching (FoT)* will be used to highlight teaching-related policies and guidelines for instructors. The guidelines for Mobile Computing and Communication Devices in Classrooms (MC2) will be featured in the next edition.

3.3 Update on the Principal's Prize for Excellence in Teaching (PPET) guidelines: The Secretary confirmed that the revised guidelines will be presented to APC for approval at the meeting of 14 February.

4. Distance Education Working Group (*Guest: Jean-Paul Remillieux, Director, Instructor Services and Educational Technologies, School of Continuing Studies*)

Established at the STL meeting of 20 September 2011, the Distance Education Working Group was mandated to develop a vision and to propose a policy for distance education at McGill. J.P. Remillieux, Chair of the Distance Education Working Group, presented the draft guidelines as well as a series of University-level recommendations. It should be noted that the Working Group did not develop a policy as stated in the mandate for two reasons:

- McGill does not have a policy for on-campus teaching.
- Distance education is still at an early stage and not mature enough to have a policy.

Discussion ensued on some of the questions raised by the guidelines including:

- clarifying the roles of those involved in distance education (e.g., tutors);
- clarifying intellectual property rights and updating McGill's copyright policy;
- ensuring that adequate help exists for developing and supporting distance education courses as well as the delivery of the appropriate technology;
- clarifying how MOOCs would fit into this vision (presumably as a subset of the distance education offering).

There was some confusion on how the documents should work together. It was suggested that the documents be re-formatted to appear different and to explicitly state their nature: that the guidelines are to aid faculty members and departments in developing distance courses and that the recommendations are written for University administrators.

J.P. Remillieux thanked the members for their feedback and will integrate their recommendations before presenting to APC.

STL is recommending that the revised guidelines and recommendations be forwarded to APC for discussion at an upcoming meeting. The Chair noted that it would be important that a cover memo accompany the documents to explain their rationale.

The Chair thanked Mr. Remillieux for his presentation.

5. Assessment Working Group (*Guest: Mariela Tovar, Academic Associate, Teaching and Learning Services*)

Established at the STL meeting of 6 December 2011, the Assessment Working Group was asked to examine current assessment and feedback practices in large classes at McGill and to make recommendations for improvement. Mariela Tovar, Chair of the Assessment Working Group provided an update on the group's activities to date.

Four specific goals have been identified by the Working Group:

- 1) to investigate existing assessment and feedback practices in large classes;
- 2) to research effective practices from the literature;

- 3) to benchmark effective practices at other institutions;
- 4) to develop recommendations for a comprehensive program of sound assessment practices for large classes.

The Working Group is working to address the four goals and will be invited back in early Fall 2013 to report their findings.

The Chair thanked Dr. Tovar for her presentation.

6. Consultation – Undergraduate Outcomes Working Group (*Guests: Marcy Slapcoff, Academic Associate and Lorenzo Vargas, Teaching and Learning Services*)

Following up on the December STL meeting, M. Slapcoff and L. Vargas conducted a consultation session for the Undergraduate Outcomes project. Members were asked to take a few moments to respond to some questions as well as complete a brief questionnaire.

As STL was the pilot for the consultation, some feedback for improving the process and the questionnaire was provided.

The Chair thanked members and the guests for their input.

7. Other business

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