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## MINUTES

Subcommittee on Teaching and Learning  
Tuesday, January 24, 2017 (2:00pm – 3:30pm)  
McLennan Library Building, room MS-74

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**Present:** Peter Barry, Chris Buddle, Adam Finkelstein, Svetlana Komarova, Annette Majnemer, Jean-Paul Remillieux, Nancy St-Pierre (Secretary), Carole Urbain, Muhammad Wali, Laura Winer (Chair)

**Regrets:** Robin Beech, Angela Campbell, Jessica Head, Lucy Lach, Jacqueline Leclair, Bronwen Low, Sujata Madan, Laurent Mydlarski, Vrinda Narain, Mitchel Russo

**Guests:** Katie Bryant, Teaching and Learning Services  
Lina Di Genova, Student Services  
Justin Fletcher, Teaching and Learning Services  
Sophia Kapchinsky, Teaching and Learning Services  
Carolyn Samuel, Teaching and Learning Services  
David Syncox, Teaching and Learning Services

### Administrative

- a. *Adoption of the agenda:* The agenda was adopted as circulated.
- b. *Approval of the minutes, September 28, 2016:* The minutes were approved as circulated.
- c. *Business arising:* The Chair advised members that APC approved the revised guidelines for nomination for the Principal's Prize for Excellence in Teaching Award. Members were reminded that the major change was the addition of Course Lecturer as a category for nomination.

The administrative portion of the agenda was adopted as circulated.

### 2. Discussion

- a. *Mobile Computing and Communications Devices (MC2) in Classes – review of data:* Katie Bryant, Lina Di Genova and Justin Fletcher joined the meeting. Originally implemented during the 2009-2010 academic year, students and Faculty were recently surveyed regarding their use and relevance. Participants were asked the following questions:
  - What role have the MC2 Guidelines had on teaching and learning at McGill since their implementation in 2010?
    - i. How aware are McGill instructors of the MC2 guidelines?
    - ii. What is the current “reality” of frequency and purpose of MC2 device use in McGill classrooms?
    - iii. How distracted are instructors and students by MC2 device use in classrooms?

- iv. How are students and instructors addressing distraction from students' use of MC2 devices in class and how effective are these methods?

Discussion ensued on the survey results with a number of questions being posed. STL members suggested that the guidelines be revised to ensure that they reflect today's technological reality (e.g., the inclusion of cloud-based polling software used in many courses), and that a companion guideline be drafted addressing MC2 use and etiquette in classrooms.

The presentation was provided to members following the meeting. Should members have questions, they are encouraged to contact Justin Fletcher or Laura Winer directly.

- b. *Undergraduate Skills initiative:* Sophia Kapchinsky and David Syncox joined the meeting. Members were reminded that Sophia originally presented the Undergraduate Skills initiative at the September 28<sup>th</sup> meeting. Today's presentation provided an update on the project and Sophia polled the group on potential strategies to promote the initiative. Discussion ensued with the following being highlights:

- The Co-Curricular Record (CCR) will be used to track student participation
- Could a playbook be created so instructors/advisors could easily access the information and workshops available?
- The Library could also promote the initiative within their mentorship/internship programs.

The presentation was provided to members following the meeting. Should members wish to have more information they are encouraged to contact Sophia directly.

- c. *Assessing teaching potential during the hiring process:* Carolyn Samuel joined the meeting and provided some background to the item: TLS was recently asked to provide assistance on assessing teaching abilities during the hiring process. Discussion ensued on the various processes used across Faculties and The Library. It was suggested that Deans and Chairs be contacted to collect general information on practices across Campus. TLS could then use the information to draft a series of possible questions as well as assessment criteria for use by hiring committees.

Updates will be provided as this project moves forward.

There being no further business, the meeting was adjourned at 3:30pm.