



MINUTES

Subcommittee on Teaching and Learning
Tuesday, April 4, 2017 (2:00pm – 3:30pm)
McLennan Library Building, room MS-74

Present: Peter Barry, Robin Beech, Chris Buddle, Adam Finkelstein, Svetlana Komarova, Jacqueline Leclair, Bronwen Low, Vrinda Narain, Annette Majnemer, Amanda Montague, Laurent Mydlarski, Jean-Paul Remillieux, Mitchel Russo, Nancy St-Pierre (Secretary), Carole Urbain, Muhammad Wali, Laura Winer (Chair)

Regrets: Angela Campbell, Jessica Head, Lucy Lach, Sujata Madan

Guests: Justin Fletcher, Learning Technology Consultant, Teaching and Learning Services
David Syncox, Graduate Education Officer, Teaching and Learning Services

Administrative

- a. *Adoption of the agenda:* The agenda was adopted as circulated.
- b. *Approval of the minutes, January 24, 2017:* The minutes were approved as circulated.
- c. *Business arising:* No business arising was identified.

The administrative portion of the agenda was adopted as circulated.

2. Discussion

- a. *Course Outline Repository (Justin Fletcher)*
Justin Fletcher presented a brief summary of the Course Outline Repository pilot project. *MyCourses* is being used as a centralized location for currently enrolled students to query course outlines from previous years prior to course registration. In the past, a student would need to register for a course to see its outline, and then withdraw if it was not what they were searching for.

It was noted that there is a disclaimer advising that courses may change from year to year, but the database should still provide students with a basic outline of available courses. Enrolment Services also uses the Repository to assess equivalencies for transfer/out-of-province students. The pilot was launched in Fall 2017, and is anticipated to go university-wide shortly. It was further noted that communication of this new resource should be directed towards departmental Chairs in addition to students.

Secretary's note: During the meeting, it was observed that the Repository was not available for consultation. ICS confirmed that in order to reduce the risk of instructors accidentally submitting

their finals exams into the Repository, the Publish function in the database had been temporarily locked down.

- b. *Thank a Prof initiative* - <http://mcgill.ca/tls/learning/thank-prof> (Justin Fletcher)
Inspired by an initiative at the Okanagan campus of UBC, TLS recently launched the Thank a Prof Initiative. It is an online form that students can fill out; instructors receive a letter with a copy to their Chair. In return, we've received a number of very appreciative notes from instructors.

Communication of the initiative will need to be thought through to ensure adequate promotion.

- c. *Graduate Education Initiative* (David Syncox)
David Syncox provided a brief summary of both the Supervision and SKILLSETS portfolios:
- Supervision portfolio provides professional development opportunities for instructors. A number of the workshops are now mandatory for new instructors and provide support and resources focused on the supervision aspects of their teaching responsibilities (<http://www.mcgill.ca/gradsupervision/>).
 - The SKILLSETS portfolio provides a suite of professional development workshops and events for graduate students. Working with both internal and external partners, SKILLSETS provides a single entry point to over 300 workshops on a yearly basis (<http://www.mcgill.ca/skillsets/>).

This year, a new initiative using social media was piloted: GradLife provides an environment for graduate students to share their experience via Facebook, blogs, Instagram, and Vblogs (<http://www.mcgill.ca/skillsets/gradlife>).

Members were encouraged to contact David directly for workshop suggestions or if they should have questions.

- d. *Undergraduate Research* (Svetlana Komarova)
Svetlana spoke to some of her concerns regarding introducing and supporting undergraduate students in research labs. One issue was how to recognize their work with conference opportunities, and it was suggested that she contact Victor Chisholm, Undergraduate Research Officer in the Faculty of Science; Victor may be able to provide some suggestions. In addition, it was suggested that members consult their advancement office to see if they have funding, especially for trans-departmental opportunities.

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