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## MINUTES

Subcommittee on Teaching and Learning

Thursday, November 30, 2023 (9:30 – 10:45am)

McLennan Library, room MS-74

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**Present:** Manuel Balán, Farhan Bhanji, Andrea Creech, Tina Piper, Adam Finkelstein, Kenyon Gannon, Roni Khazaka, Jordan Koch, Charlene Lewis-Sutherland, Sujata Madan, Jennifer Ronholm, Tabitha Sparks, Nancy St-Pierre (Secretary), Tamara Western, Laura Winer (Chair)

**Regrets:** Robin Beech, Chris Buddle, Lalia Katchelewa

**Guests:** Heidi Emami, Gillian Nycum, Carolyn Samuel

### 1. *Administrative*

- a. *Land acknowledgement*
- b. *Adoption of the agenda:* the agenda was adopted as circulated.
- c. *Approval of the minutes, September 12, 2023: secretary's note:* due to an oversight, these minutes will be returned to the February meeting for approval.
- d. *Business arising:*
  - STL AI recommendations for generative AI in teaching and learning: these recommendations were endorsed by Senate on November 15, 2023. This now provides the university community with a framework that can be used to develop guidelines. Laura anticipates discussing next steps with the Provost's Office in the near future.
  - STL 2023 annual report of activities was approved by APC on October 28, 2023.

### 2. *Discussion*

- a. *Review of exam regulations (guests: Heidi Emami and Gillian Nycum).*

Heidi confirmed that the draft revisions to the exam regulations had been shared with members and that the deadline to provide feedback is Friday, December 8<sup>th</sup>.

The revision aims to update the regulations and to close any potential gaps between PASL and the regulations. In addition, the regulations are not currently housed in one place on the website: some articles can be found on the Exam Office page and some in the eCalendar. Once approved, the regulations should be housed at the policy level on the McGill website. While STL is the first committee to provide feedback, an updated draft will be shared with the Associate Deans Committee. The goal is to obtain ESAAC approval Winter 2024.

The exam regulations apply to all centrally-scheduled exams. This allows for monitoring and ensuring that the regulations are being followed. As with PASL, latitude will be provided within the regulations so that locally produced guidelines can be drafted for mid-terms and in-class examinations, as long as they don't contradict the regulations or PASL. Lastly, the language in the new exam regulations should harmonize with that used in PASL.

Discussion ensued with feedback being provided to Heidi and Gillian. Note that the exam regulations may come back to STL for further feedback.

- b. *Using course outlines to promote sound pedagogical practices (Guest: Carolyn Samuel).*

Due to lack of time, this item will be carried-forward to the next meeting scheduled for February 22, 2024.

There being no further business, the meeting was adjourned at 10:45am.