
MINUTES

Subcommittee on Teaching and Learning

Thursday, October 8, 2015 (10:00am – 12:00pm)

James Administration Building, room 302

Present: André Costopoulos, Carole Urbain, Alexander Kpeglo-Hennesey, Hoi Kong, Ian Henderson, Jessica Head, Jean-Paul Remillieux, John Silvius, Laura Winer (Acting Chair), Nancy St-Pierre (Secretary), Peter Barry, Sharon Roy, Sujata Madan, Svetlana Komarova

Regrets: Bronwen Low, Jacqueline Leclair, Rich Zereik (for Robyn Wiltshire), Laurent Mydlarski, Lucy Lach, Ollivier Dyens (Chair), Yvonne Steinert

Guests: Justin Fletcher, Learning Technology Consultant, Teaching and Learning Services
Marcy Slapcoff, Senior Academic Associate, Teaching and Learning Services

1. Administrative

- Adoption of the agenda
- Review of the membership for 2015-2016
- Approval of the minutes, May 14, 2015
- Business arising
 - **Update** on the STL Annual Report: The Secretary advised members that the Annual Report would be presented to APC for approval at its meeting later that afternoon;
 - **Update** on the Course Outline template: The Secretary advised that, as agreed at its meeting of November 3, 2014, the course outline template now includes a statement intended to promote broader awareness of the University Assessment policy. The template is available on the TLS Website.

Dr. Laura Winer advised that regrets had been received from Professor Dyens (Chair). As such, she was delegated Acting Chair.

The administrative portion of the agenda was adopted as circulated.

2. Meeting objectives

By the end of the meeting, the subcommittee should have:

- reviewed and approved the proposed revisions to the STL terms of reference;
- reviewed and approved the terms of reference for the Online Education Working Group;
- reviewed and approved the revised guidelines for the Lifetime Achievement Award for Leadership in Learning;
- received updates from the McGillX initiative, the Mercury website and course evaluations initiative, and the upcoming TLS Symposium: *Teaching what's important: educating students for today and tomorrow*

3. Action items

a. Proposed revisions, STL terms of reference

Laura Winer, Director, Teaching and Learning Services

A subcommittee composed of Ollivier Dyens, Judith Potter, Laura Winer, and Peter Barry was mandated to review the STL's terms of reference. The proposed revisions include specific reference to policies, as well as the notion of looking at trends and issues in higher education. This includes topics such as assessment and online education, which will be brought under the STL umbrella.

The composition of the subcommittee was revised to reflect a consolidated approach to the delivery of higher education on and off-campus. In particular, the Associate Provost (AP) (Policies and Procedures) was added along with an additional undergraduate student representative, while several seats were eliminated (Chief Information Officer, Provost's designate, Executive Director for Students).

After some discussion, it was agreed that the composition would be revised to reflect the appropriate usage of *designate* versus *delegate* as well as clearly indicate seats that fall under the *ex-officio* designation.

Action: STL approved the revised terms of reference; they will be forwarded to APC for approval at the October 29, 2015 meeting.

b. Proposed terms of reference, Online Education Working Group

Laura Winer, Director, Teaching and Learning Services

Laura Winer presented the above-noted terms of reference and clarified that this group would not be considering the MOOCs. Rather, this group would be focused on online education and would review our in-house capabilities to determine what would be involved in McGill being its own general contractor on the project of launching online graduate education programs.

It was suggested that a graduate student be added to the membership.

Action: PGSS will be approached to provide a graduate student for the Working group. STL approved the terms of reference; they will be presented to APC as an appendix to the proposed revisions to the STL's terms of reference.

c. Lifetime Achievement Award for Leadership in Learning Proposed revisions to the guidelines for nomination

Laura Winer, Director, Teaching and Learning Services

Laura Winer presented the revised guidelines for nomination. Suggested by the Adjudication Committee, the proposed edits are not substantive in nature; rather an attempt to clarify the requirements in order to facilitate the Committee's interpretation of the dossiers.

Dr. Winer did mention that fewer nominations for both the Principal's Prize for Excellence in Teaching and the Lifetime Achievement Award were received this year. It was suggested that the Call for nominations be forwarded not only to Faculty Deans, but to departmental Chairs as well.

Action: STL approved the proposed revisions; they will be forwarded to APC for approval at the December 10, 2015 meeting.

4. Discussion items

a. McGillX update

Laura Winer, Director, Teaching and Learning Services

Laura Winer provided an update on the McGillX initiative with the highlight below:

- Social Learning for Social Impact GROOC was launched on September 16, 2015 with several thousand participants having formed their groups online;
- Food for Thought (Chem181x) will be re-offered beginning early October with Natural Disasters (ATOC185x) and The Body Matters (BODY101x) re-offers planned for January and February 2016;
- Both Chem181x and ATOC185x have been licensed for use in China by XuetangX;

b. Mercury and course evaluations updates

Guest: Justin Fletcher, Learning Technology Consultant, Teaching and Learning Services

Justin Fletcher walked the members of STL through recent changes to the Mercury website.

Discussion ensued with the following points being raised:

- Can students start/save their course evaluations? As currently deployed, and to maintain anonymity, Mercury does not allow that functionality however Mr. Fletcher would follow-up with IT to see if recent changes now permit the start/save action;
- Prof. Komarova asked if Mercury could be used to conduct exit interviews. As currently deployed, Mercury does not allow this option however there are other online tools that can be used such as LimeSurvey;
- It was noted that when course evaluation results are not disseminated, it is likely due to response rates not meeting the minimum threshold rather than instructors not having provided permission to release the data. However Mr. Fletcher will review the permission prompts to ensure that they are reaching all instructors.

c. TLS Symposium: Teaching what's important: educating students for today and tomorrow

Guest: Marcy Slapcoff, Senior Academic Associate, Teaching and Learning Services

Marcy Slapcoff presented the tentative agenda for the December 11th event which will be focused on conversations about teaching. The morning will be followed by a teaching lab intended to provide opportunities to translate the morning's aspirations into concrete tools ready for implementation.

As instructors are the intended audience, Ms. Slapcoff invited members to attend and promote the event amongst their colleagues.

Along the same lines, Dr. Winer announced a new initiative being piloted by TLS: The Lunch Spot. Planned for the last Friday of each month, this is an opportunity for instructors to meet in an informal space and share common interest in teaching. TLS staff will be on-hand to help facilitate the conversations.

There being no further items for discussion, the meeting was adjourned at 11:30am.