



McGill

Teaching and Learning Services

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Minutes

37th meeting of the Subcommittee on Teaching and Learning (STL)

of the Academic Policy Committee

Tuesday, 14 March 2012, 10:00am – 12:00pm

McLennan Library building, room MS-74

Present: Jaye Ellis, Jane Everett, Alfred Jaeger, Maggie Kilgour, Morton Mendelson (Chair), Meyer Nahon, Sharon Roy (CIO delegate), Doreen Starke-Meyerring, Nancy St-Pierre (Secretary), Carole Urbain, Cynthia Weston

Regrets: Tom Acker, Nicole Allard, André Costopoulos, Sara Laimon, Ian Henderson, Arnim Henning, Murray Humphries, Svetlana Komarova, Jana Luker, Yvonne Steinert

Guests: Susan Cowan, Max Luke, Lydia White

1. Adoption of the agenda

Item 4.3, a discussion surrounding the 3M National Teaching Fellowships was added to the agenda.

The agenda was adopted as modified.

2. Approval of the minutes of 17 January 2012

The minutes were approved as circulated.

3. Business arising

3.1 Clicker use during 2nd year courses: S. Roy presented highlights of the report distributed to members. Although the data have not been analyzed, it is clear that clicker use in the 2nd year dips dramatically. ISR has been asked to identify 2nd-year courses taken by students who used clickers in their 1st-year courses. The instructors teaching those 2nd-year courses will be invited to an information session on clickers in May. Workshops will then be scheduled for instructors who wish to include this technology in their courses.

Action: S. Roy will report back to STL in the Fall.

Of particular note is that the current *TurningPoint* software is incompatible with our new LMS. *TurningPoint* has assured us that a solution will be in place by May; nonetheless, CCS is monitoring the situation closely. Discussion ensued on various options should the phase of incompatibility last longer than expected. The Chair emphasized the importance of clicker technology and asked S. Roy to ensure that all alternate solutions are investigated to ensure that the technology is available for Fall 2012.

3.2 Revised Guidelines for developing a Teaching Portfolio (Guest: Lydia White, Associate Provost, Policies, Procedures and Equity): L. White joined the meeting and quickly summarized the changes that

were incorporated into the guidelines based on feedback she received from STL at its meeting of 17 January 2012. She added that the regulations and the guidelines will be presented to Senate for discussion at its meeting of 21 March 2012 and that she anticipates receiving formal approval at a Senate meeting in April.

Discussion ensued on the best method of ensuring proper distribution and interpretation of the guidelines. It was suggested that the Associate Provost and C. Weston work together to present the guidelines to the various departmental and university tenure committees.

4. Awards (Guest: Susan Cowan, TLS)

4.1 Revised guidelines, Principal's Prize for Excellence in Teaching (PPET): Last reviewed in 2009, the nomination guidelines were revised to clarify the language used and to bring them in-line with the Guidelines for Developing a Teaching Portfolio.

Three additional edits were proposed:

- that 'the link between' be added to the first paragraph, last sentence;
- point 6, 4th bullet: that *teaching* and *research* be reversed;
- point 8, definition of a former student should be revised to read "... is defined as a student **who** has graduated..."

STL approved the revised guidelines and recommended that they be forwarded to APC for approval. It was further agreed that the draft Guidelines for Developing a Teaching Portfolio be forwarded to APC for reference purposes.

Action: the Secretary will forward the guidelines for APC approval at its meeting of 15 March 2012.

4.2 Revised guidelines, Lifetime Achievement Award for Leadership in Learning: Drafted in 2009, the guidelines were revised to clarify the language, particularly as it regards former students.

One additional change was proposed:

- point 6, definition of a former student should be revised to read "... is defined as a student **who** has graduated..."

STL approved the revised guidelines and recommended that they be forwarded to APC for approval.

Action: the Secretary will forward the guidelines for APC approval at its meeting of 15 March 2012.

4.3 3M National Teaching Fellowships: A general discussion ensued on 3M Fellowships and the process the University of Alberta uses to successfully nominate their professors. Their process is built around identifying candidates 3-5 years before they are ready for nomination and grooming them to ensure they meet the criteria. As their process represents a significant investment in time, several other suggestions were made to increase the number of awards we have or to increase the level of recognition we offer outstanding professors. One suggestion was the development a Dean's Honor List based on course evaluations.

Action: This item will be returned to the May agenda for further discussion.

5. Sustainability and Curriculum at McGill – A toolkit for effective strategy building (Guest: Max Luke)

Max Luke was welcomed by the Chair.

M. Luke stated that the goal of the project was to develop a toolkit that could be used by anyone in the McGill community to implement effective strategies for increasing sustainability-related education at McGill.

The Chair thanked Mr. Luke for his presentation. Discussion ensued on the various strategies some faculties are employing to encourage sustainability initiatives as well as where the document should next be presented and/or posted for maximum visibility. Although no final recommendation was made, it was suggested that Mr. Luke contact the Associate Vice-Principal, University Services for guidance.

6. Other business

M. Kilgour asked the members to think about issues surrounding TAs. After the discussion, the Deputy Provost suggested that a University-wide assessment of TAs be conducted. This should include how they are allocated, disciplinary needs, and what impact recent changes (i.e., reduction in the number of TAs) are having on the student learning experience as well as on the professors work load.

C. Weston mentioned that, at the behest of students, TLS will be talking to Senate about Excellence in Teaching on 21 March 2012; one of the topics included in the presentation are the TAs.

Action: This item will be returned to STL for further discussion.

There being no other business the meeting was adjourned at 11:50am.