

**Subcommittee on Teaching and Learning  
of the Academic Policy Committee  
27<sup>th</sup> meeting held on Tuesday, 2 February 2010**

**10:00 to 12:00  
James Building, room 310**

*Present:* J. Ellis, J. Everett, D. Harris, A. Jaeger, M. Kilgour, T. Kirby, A. Lebedev, D. Levasseur, J. Luker, M. Mendelson (Chair), N. St Pierre (Secretary), C. Urbain, H. Weiler, C. Weston

*Regrets:* J. Clark, A. Costopoulos, R. Dooley, F. Labeau, L. Lorenzino, Y. Steinert, S. Tran

**1. Adoption of the agenda**

The agenda was adopted with one addition:

7. 1 University Teaching Labs Working Group update

**2. Approval of the minutes from 8 December 2009**

The minutes were approved as circulated.

**3. Business arising from the previous minutes**

**3.1 Use of Student Response System (SRS) or clickers for quizzes and examinations update from 2 December 2009 Senate:**

The Chair confirmed that notice advising all instructors not to use the Student Response System (Clickers) for graded quizzes or examinations was distributed following the 2 December 2009 approval at Senate. He added that standardized exam regulations across the Faculties are being developed and that SCTL will be consulted for feedback.

**4. Staff Student Mentoring project**

The Dean of Students provided an update. A website is being developed to accept applications for mentors among the teaching and administrative staff. A minimum of 50 applicants will be needed for the project to go forward. Mentors will be limited to two mentees, with a time commitment of approximately 2 hours per term. For now, the project will only be open to undergraduate students, with a launch anticipated for late spring.

A discussion regarding the guidelines ensued. Several members suggested that an adaptation of these guidelines could serve as a first step in developing a strategic approach for a faculty faculty mentoring project, particularly mentoring for pre tenured faculty.

## 5. Communication to at large community

A discussion was held about the best way to promote teaching and learning technologies as well as the activities of the Subcommittee. It was suggested that representatives provide updates of the Subcommittee's activities to their respective Faculties, i.e. at Faculty Councils. It was also noted that communication must be improved from Faculties to the Subcommittee, so members were encouraged to submit Agenda items for the Subcommittee's consideration.

**Action item:** The Chair and C. Weston will discuss various options for improving communication and return the issue to the Subcommittee when it has been more fully developed.

## 6. Regular reports

### 6.1 Teaching and Learning Services:

#### a) Teaching and Learning Space Working Group (TLSWG)– update:

The Provost recently approved renovations to Leacock 219 and Macdonald Stewart 2026/027, which will be done over the summer, and the classrooms will be ready for Fall 2010. A number of IT upgrades (both minor and major) will also be undertaken, including the upgrading of video conferencing equipment.

#### b) Classroom Design Principles and Guidelines Working Group – update:

The TLSWG sub group is continuing to unify a number of documents to develop a baseline standard that can be used for classroom renovations.

#### c) Guidelines for the Acceptable Use of Mobile Computing and Communications Devices in Classrooms – update:

In concert with Planning and Institutional Analysis (PIA), the working group developed a survey, which is expected to be administered to a random sample of faculty and students in early March, to determine the nature and scope of disruptions encountered from both perspectives. It was noted that different pedagogical assumptions should be considered during the development of the guidelines, and these concerns will be brought to the attention of the working group Chair, L. Winer.

## 7. Other business:

### 7.1 University Teaching Laboratory Working Group (UTLWG) – update:

The UTLWG is charged with developing principles that will guide the refurbishment of teaching labs as well as a 5 year plan, prioritizing teaching labs for upgrading.

There being no further business, the meeting was adjourned.