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for policy implementation. In addition, it was suggested that each faculty develop its own companion guidelines to help inform the process and ensure that all aspects of the policy are faculty specific.

Discussion ensued with the members identifying a number of websites on which a link to the policy could be included.

3.2 Webpage for instructors: The members were updated on the progress of this project. It should be noted that the project is moving forward but due to the transitional status of the McGill home site, publication of a centralized source is not anticipated before Fall 2011.

As a link to item 3.1, the Dean of Students added that her Office sends out a consolidated newsletter at the beginning of each term with essential information for instructors. Perhaps additional links could be added to this newsletter. The Dean noted that she would seek feedback from the Deputy Provost.

3.3 Senate approval – Revised Course Evaluation Policy: The members were advised that the Revised Policy received Senate approval at its meeting of 23 March 2011. TLSs coordinating with Mercury liaison to ensure appropriate implementation of the revisions. An update will be provided during the Fall term.

4. Calendar of Academic Dates

Guest: Kathleen Massey, University Registrar and Executive Director, Enrolment Services

The Registrar updated members on recent changes made to the calendar of academic dates. It should be noted that many of these changes were made at the request of students and highlights include:

- Extended holiday break;
- Reduced length of examination period from 12 days to 10 including evening exams;
- Reading week in 2013 will be delayed by one week to allow synchronization with other post secondary institutions.

The Registrar requested the assistance of STL members in ensuring that this information is communicated as broadly as possible.

5. Graduate Education Initiatives

Guests: David Syncox, Graduate Education Officer
Laura Winer, Associate Director, Teaching and Learning Services

The Acting Chair invited Mr. Syncox to update the members on graduate education initiatives. The presentation was well received with several inquiries from members regarding graduate students and their role in organizing and facilitating the various workshops held throughout the year.

6. Presentation – Active Learning Classroom (ALC) highlights video

Guests: Mariela Tovar, Educational Developer, Teaching and Learning Services, updaarielaisTeachi0 Tc <0003S

7. Report from Working Group on Distance Education

N. Allard, the Chair of the Working Group, provided an update on their activities. The Working Group is requesting some guidance as well as a clarification of the mandate before continuing.

Questions raised by the Working Group and STL members included:

- What is the driving force behind this request to review the existing draft policy?
- What is the definition of distance education?
- Should the mandate focus on distance education or technology-assisted education?
- Should credits for online courses be offered?
- Should credits for online *transfer* courses be offered?
- Should the Work Group put forth recommendations for a policy or draft the policy itself?

It was noted that the previous policy drafted in 2004 did not reach Senate. It would be implemented by 2011.