

Welcome to the group of moderators of the *McGill Community for Lifelong Learning*. You are essential to the very existence of MCLL and to the continued development of excellence for which we are well known.

And above all enjoy yourself!



The MCLL Difference

Peer learning and active participation are the cornerstones of MCLL's curriculum; they differentiate its programs from traditional university courses and classes. Active learning, involving actions such as recall, presentation, discussion, etc., has been shown to be superior to passive learning (limited to listening or watching) in terms of retention and understanding.

Study Groups

The study group proposal form lists these subject areas, though other topics are possible:

Most study groups run for 10 weeks, some are shorter, typically 5 weeks.

Study Group Styles - These study group styles indicate the type of participation expected:

Discussion: Participants look at works of art, read books or magazine articles, watch movies or videos, listen to music, or write journals. The moderator then facilitates discussion among the participants.

Participant Presentation: With the gui>4004C>4<792 reW -0.058 Tc.88 Tm11004C>400004F&1005b11(7



Who Can Be a Moderator

Members usually moderate study groups based on their areas of personal expertise or interest. Their primary role is to animate and facilitate the Study Group. Prior to making a study group proposal, moderators should feel free to discuss the idea with their liaison or another member of the Curriculum Committee - i.e., scope and content of the proposed study group, learning objectives, methods of involving participants, their background in the subject, etc. It is recommended that new members attend a few study groups before moderating on their own. **Moderators must register for their own study group.**

Who Can Be a Lecturer, Workshop Leader or Outing Coordinator

While it is not necessary to be a member in order to be a lecturer, workshop coordinator or outing coordinator most of these roles are filled by members.

People who are introduced to MCLL by a member (McGill lecturers, authors, artists or other parties) may offer their services or be invited to do so. The MCLL member can send the proposal link to be filled out by the guest lecturer.

Moderators and their guests are not paid, and they are not allowed to promote their companies, or any sales or services.

Role and Responsibilities of The Moderator

In study groups, the moderator acts as chair of the group with responsibility for ensuring a positive and productive outcome of each session. The moderator largely determines the subject, objectives and scope of the study group. During a session the moderator helps the group remain on topic and clarifies areas of confusion. A moderator is responsible for scheduling presentations, proposing time limitations, making sure that the presentations deal with issues of substance and soliciting a variety of points of view in a climate of mutual respect. The moderator should always allow for some group participation even in Moderator Presentation study groups. Allow some time for questions and discussion.

In a hybrid or online study group, the moderator and the host work collaboratively. To see what hosts do [Please review the above section on hosts](#)



Some Key Tips for Successful Moderating

Focus attention on key issues, do stay on topic.

Contact participants by email a week or more in advance of the first session to elaborate on the description in the Calendar

Encourage group discussion and encourage reticent members while ensuring that no one dominates the discussion or behaves rudely toward other participants. It is important to discourage private conversations.

Treat all participants with equal respect.

Be sure to be open to a diversity of opinions.

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Photocopying

For Moderators: You are encouraged to use online handouts (documents can be sent to participants by email). The office can do a small amount of photocopying. Moderators should send the file(s) to be photocopied to the office ahead of time so the people in the office have time to do the photocopying.

For Study Group Participants - Members must pay their own photocopying costs; there are

Seasonal Calendars - MCLL operates on the same calendar as McGill University academic terms, for Fall and Winter. In addition, there is a Spring term as well as a Summer session which only features lectures. Seasonal calendars are published online at least two weeks before the start of each registration period.

Study groups are offered Monday to Thursday at 9:30-11:30, 12:00-14:00, 14:30-16:30. All are held on the 2nd floor, in rooms 225, 241, 243 and 245 and/or in zoom.

Lectures are presented on Fridays at 10:00 -12:00 or 13:00-15:00



Use handouts or visuals to enhance your presentation.

Remember: a picture is worth 1000 words. Highlight your key points with bullets.
A chart can help clarify a complex issue.

Prepare your presentation ahead of time

For zoom presentations, your host will contact you to ensure that the technical aspects go smoothly.



Peer learning and Discussion

Allow time each week for discussion. This applies to all study group styles, including Moderator Presentation Groups. You could elicit discussion by asking questions prior to or during each meeting.

In encouraging discussion, **be sure to make it clear that all points of view are welcome.**

Presentations

If you can, encourage participants to submit their presentation proposals early so you and they are ready when study groups start. It is always a good idea to leave a couple of