UNDERGRADUATE REPRESENTATION IN UNIVERSITY COMMITTEES

Committee Yearly Reports 2015-2016

Updated as of 2016-07-29

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OVERVIEW

There are 48 active University-level committees with undergraduate student representation in the beginning of the 2015/2016 academic year, amounting to a total of 88 positions in various Senate Standing Committees and the subcommittees or working groups under them, various committees arising out of University regulations, and other University-level committees with undergraduate student representation (see list below). Out of the 48 committees, 4 committees fall outside the mandate of the SSMU University Affairs Portfolio (Student Fee Advisory Committee, McGill Writing Centre Program and Advisory Committee, and Advisory Committee on Alcohol Policy).

Early in the Fall 2015 term, the SSMU VP University Affairs (Chloe Rourke) and the University Affairs Secretary General (Rene Iwo) allocated the 13 SSMU Senators into various positions according to each person's preferences. The rest of the open positions were filled by open recruitment in the months of August and September. The representatives were given a training on the University governance structure, and how best to represent students' interests within these committees.

All representatives are required to submit a report after each committee meeting, and these reports are then archived. Furthermore, representatives to each committee were asked to submit a semesterly report at the end of the Fall 2015 term (December 2015). A collection of these semesterly reports are available on the SSMU University Affairs website.

To see a list of descriptions for all the committees, including the names of the undergraduate representatives, please visit this link: http://ssmu.mcgill.ca/representation/governance/university-committees/. For any inquiries, please contact uasecgen@ssmu.mcgill.ca or ua@ssmu.mcgill.ca.

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ACADEMIC POLICY COMMITTEE (APC)

Report for Winter 2016 only.

Committee Name	Academic Policy Committee (APC)
Contact Person's Name	Julie Degans
Contact Person's Email	julie.degans@mcgill.ca
Student Representative(s)	Chloe Rourke, Cecilia MacArthur, Erin Sobat
Meeting Dates	November 25, 2015 March 30, 2016 May 18, 2016

Overview of the Committee
The Academic Policy Committee has traditionally been a "gatekeeper" for most major proposals coming to Senate. While it technically has the same status as the Committee on Enrollment and Student Affairs (CESA) in McGill's governance structure, the former Provost Tony Masi appears to have elevated APC's role. As a result, it is still seen to have considerable authority in dealing with academic matters (though there has been talk of reviewing the division of labour between APC and CESA). APC business has typically been reviewed by several other subcommittees and gone through multiple rounds of consultation before making it to a meeting. However since it is a large body with representation from all Faculties, members generally have the last say on any changes or revisions before Senate approval.
Highlights or key business discussed this year
Statement of Academic Freedom MAUT has been developing this statement for the past 5 years. The statement is meant to reinforce the academic freedom of scholarly members of the McGill community. The statement was passed at APC, with some discussion and dissent regarding the language of "scholarly members" and the bounds of that definition. Revisions to the Regulations on the Conduct of Research This followed the approval of a major revision to the Regulations Concerning the Investigation of Research Misconduct in Fall 2015. Undergraduate representatives voiced concerns regarding the lack of broad consultation with students, the lack of specificity in how the university will respond to breaches of these regulations. The revised document has gone back for further revisions, in consultation with a roundtable of stakeholders from the unions and student associations.

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Cyclical Unit Reviews
Faculty of Law
McGill Institute for the Study of Canada
Language and Intercultural Communication
Department of English
Department of History and Classical Studies
It was recommended that these be included on future meeting agendas for discussion. Student representatives have raised questions about the review process and accountability; resource allocations for support staff; and Indigenous faculty hiring. They also have requested that equity and student consultation sections be included in the initial self-study process for units.

New or Revised Research Units
School of Public Policy (first cohort to enter in Fall 2017)

New or Revised Academic Programs
B.Mus.; Minor in Music Entrepreneurship
Ph.D. in Family Medicine and Primary Care
Ph.D. in Epidemiology; Global Health
B.A.; Minor Concentration in Gender, Sexuality, Feminist, and Social Justice Studies
B.A.; Major Concentration in Gender, Sexuality, Feminist, and Social Justice Studies
B.A.; Joint Honours - Gender, Sexuality, Feminist, and Social Justice Studies Component
B.A.; Honours in Gender, Sexuality, Feminist, and Social Justice Studies
S.T.M.; Non-Thesis
B.Sc.; Joint Honours in Computer Science and Biology
B.Sc.; Minor in Entrepreneurship for Science Students
Graduate Certificate in Information Architecture and Design
B.A.; Minor Concentration in Social Entrepreneurship
M.S.W.; Gender and Women's Studies
Graduate Certificate in Teaching in Indigenous Schools for Non-Indigenous Teachers
Ph.D. in Anthropology
Professional Development Certificate in Business Analysis
Bachelor of Arts (Education); Major in Education in Global Contexts

Additional business
Grading scheme for Professional Development Certificates
International education partnerships
Revisions to Regulation of Graduate Research Progress Tracking, Supervision, Time Limitation, and Admission of former students
Guidelines for Developing a Research Portfolio

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Topics that might carry over to next year
-
Recommendations for next year
APC can be a dry committee, with much of the time dedicated to minutia of program and policy proposals or nomenclature debates. Nevertheless, it is important to have strong and detail-oriented students present to support key proposals when they do come forward. It may be worthwhile to recommend as part of the APC/CESA review that CESA handle more of the "student-friendly" proposals.

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SUBCOMMITTEE ON TEACHING AND LEARNING (STL)

Committee Name	APC Subcommittee on Teaching and Learning (STL)
Contact Person's Name	Nancy St.-Pierre
Contact Person's Email	nancy.stpierre2@mcgill.ca
Student Representative(s)	Alexander Kpeglo-Hennessy, Parvesh Chainani

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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Teaching and Learning Spaces Working Group (TLSWG)

Committee Name	STL Teaching and Learning Spaces Working Group (TLSWG)
Contact Person's Name	Nancy St.-Pierre, Jennie Ferris (Teaching and Learning Planner)
Contact Person's Email	nancy.stpierre2@mcgill.ca, jennie.ferris@mcgill.ca
Student Representative(s)	Ila Astren, Ashley Lanni, Marina Smailes
Meeting Dates	September 18, 2015 October 22, 2015 January 27, 2016 March 15, 2016 May 13, 2016

Overview of the Committee

The Committee's Mandate is to enhance teaching and learning at McGill by creating a vision for teaching and learning space development that is aligned with University strategic directions. What this means is that it responds to the University's teaching and learning needs, particularly in regards to upgrading and fixing learning spaces to meet new technological or teaching standards.

The Committee's membership consists of one representative from each faculty, as well as members from registrations, IT and teaching and learning services. The student body is currently represented by two arts undergraduate students and one science student who also sits on the senate. A full list of said representatives can be found on their website.

The committee usually meets three times a semester, evenly split between the beginning, middle and end. The time is used to allocate 2 million dollars in funds towards classroom remodels, as well as approve remodel designs submitted by the faculty representatives. These newly renovated spaces are meant to improve the learning environment, either through better lighting, better seating, new A/V equipment or simply better room design. $600,000 is allocated for general furniture and IT/AV repairs.

Various faculty and staff representatives were able to provide their thoughts and opinions on proposed changes to renovation plans, as well as seek clarification on design choices, even if it doesn't pertain to their faculty/department. Faculty representatives whose designs were given a higher priority were frequently consulted for their thoughts on changes, though all representatives can give their opinion. Any other relevant information can be found at https://www.mcgill.ca/tls/spaces/tlswg.

Highlights or key business discussed this year

- Funds devoted to moving the Arts 145/145 and Chancellor Day Hall 101/102 forward, and the designs for Strathcona Music C201/C204 and Centennial Centre 150 are approved: $1,820,000 allocated.

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- Construction of these classrooms will begin during the summer and will go into the fall semester.
- Replacement of IT in SAO8 MI and Raymond Center in May 2016, as well as other minor repairs: $600,000 allocated.
- There is an on-going replacement of furniture in Barton, Raymond Center, 688 Sherbrooke and Centennial.
- Bronfman is having HDMI connectors put in classrooms.
- Getting new furniture for the Currie Gym examinations is being explored.

Topics that might carry over to next year

- Current building projects: Arts 140/145 and Chancellor Day Hall 101/102.
- Given that the designs for Strathcona Music C201/C204 and Centennial Centre 150 have been approved, whether to go forward with construction will probably be revisited next year.
- Next year, renovations to Arts W-15, Leacock 132 and McIntyre's 3rd and 4th floor will be reconsidered. These projects are of priority to various faculties.
- The plan to remodel all existing A/V equipment into three standard packages - small, medium and large – will likely be reconsidered. Small Room Package is for rooms that seat 25-50 students will take approximately $12,000 to $22,000 to renovate IT/install IT equipment and will ultimately be for a seminar-style room. The medium Room Package would be for rooms that 75-80 Students would take approximately $30,000 to renovate IT/install IT equipment and only have a single source for input. The large Room Package would be for rooms that seat 100+ Students, take approximately $73,000 to $95,000 to renovate IT/install IT equipment and have a single source and dual source output.
- Appointing and advertising building directors to streamline complaint submission process.

Recommendations for next year

- Find better ways to learn student concerns, either through surveys put on SSMU site or through emails sent out by the SSMU several times a year.
- Find better ways of bringing committee decisions to the public to allow for better discourse amongst the student body.
- Perhaps putting a list of the building directors' names on the SSMU website so students will know who they can approach.

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University Teaching Labs Working Group (UTLWG)

Committee Name	STL University Teaching Labs Working Group (UTLWG)
Contact Person's Name	Adam Finkelstein
Contact Person's Email	adam.finkelstein@mcgill.ca
Student Representative(s)	Michael Chen
Meeting Dates	November 25, 2015 March 30, 2016 May 18, 2016

Overview of the Committee

The mandate of the committee is to:

1. Identify needs for teaching laboratories.
2. Establish pedagogical and technical principles for the renovation and upgrade of teaching laboratories.
3. Establish priorities for improvements (upgrades, repairs) to teaching laboratories across the University, and new teaching laboratories.
4. Position the University to benefit from funding opportunities that may arise (e.g. through Campaign McGill).
5. Recommend funding for the creation, upgrade and maintenance of teaching laboratories and related equipment.
6. Contribute to submissions to MESRST (formerly MELS) for the plan quinquennal regarding facilities development.

Membership: The UTLWG has over 30 representatives across the different faculties at McGill, including the faculties of Arts, Science, Engineering, and Medicine.

Meeting Frequency: The UTLWG schedules 2 meetings per semester.

Scope of Work: The UTLWG provides funding aid for small to medium projects and equipment requests for teaching labs across McGill's different faculties.

Highlights or key business discussed this year

- Funding for design and construction of the 2nd year CHEM 212/222 organic chemistry labs (large scale renovation)
- Funding for design and construction of the Educational Counselling basement labs (ventilation, lighting, etc.).
- Architecture studio on hold pending an engineering report and survey of building ventilation.
- Submission of Strathcona C-310 for approval (equipment, ventilation, doors, etc.).

Topics that might carry over to next year

- Strathcona C-310 funding has yet to be approved.

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• Larger faculties (Science, Engineering, Medicine) have had less funding proportionally than the smaller faculties, and have multiple pain points to deal with. Alternate priorities should be examined as the current top priorities all fall outside of the UTLWG funding range.
Recommendations for next year
Representatives should be well informed of student priorities across different faculties, including labs that are not traditionally thought of as "lab spaces" (educational counseling labs vs. physics labs).

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Course Evaluation Advisory Group (CEAG)

Committee Name	STL Course Evaluation Advisory Group (CEAG)
Contact Person's Name	Dr. Laura Winer
Contact Person's Email	laura.winer@mcgill.ca
Student Representative(s)	Robin Luo
Meeting Dates	October 6, 2015 (Brainstorming with Student Leaders) October 23, 2015 May 30, 2016

Overview of the Committee
The Course Evaluation Advisory Group (CEAG) meets once per semester to assess the quality and rate of feedback given to instructors through the Mercury Course Evaluation system. The goal of the CEAG is to improve the course evaluation system to allow instructors to receive constructive feedback so future courses can be improved.
Highlights or key business discussed this year
• Introduction of the new MERCURY website. • Review of the 2014-2015 data and reports. • 28% of course evaluation results are not available because response rate does not meet the threshold (which varies according to class size). • Evaluations may be removed if the student self-reports a mistake or contains discriminatory/hateful content.
Topics that might carry over to next year
• Features for the future Mercury Website: • Draft option to save the evaluation and complete at a later time. • "Thank-a-prof" initiative for students to acknowledge outstanding professors. • Using core questions of the evaluations as key performance indicator for the quality of teaching at the University. Aim is to improve proportion of courses with average of 4.0/5.0 by 1%/year. • Target response rate will be 50%.
Recommendations for next year
• Student rep needs to be flexible with schedules, because many CEAG members are busy and may need rescheduling of meetings. • Student rep should have an interest for how constructive feedback is used to improve courses at McGill.

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SUBCOMMITTEE ON COURSES AND TEACHING PROGRAMS (SCTP)

Committee Name	APC Subcommittee on Courses and Teaching Programs (SCTP)
Contact Person's Name	Jonathan Nordland
Contact Person's Email	jonathan.nordland@mcgill.ca
Student Representative(s)	Deven Sanon, Geoffrey Nicholson

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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COMMITTEE ON ENROLMENT AND STUDENT AFFAIRS (CESA)

Committee Name	Committee on Enrolment and Student Affairs (CESA)
Contact Person's Name	Jonathan Nordland
Contact Person's Email	jonathan.nordland@mcgill.ca
Student Representative(s)	Deven Sanon, Geoffrey Nicholson
Meeting Dates	Committee only met once in March 2016

Committee did not meet during Fall 2015.
No end-of-year report submitted for 2015-2016.

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ENROLMENT AND STUDENT AFFAIRS ADVISORY COMMITTEE (ESAAC)

Report for Winter 2016 only.

Committee Name	CESA Enrolment and Student Affairs Advisory Committee (ESAAC)
Contact Person's Name	Jonathan Nordland
Contact Person's Email	jonathan.nordland@mcgill.ca
Student Representative(s)	Erin Sobat, Joshua Thon
Meeting Dates	Tuesday, January 12, 2016 Tuesday, February 2, 2016 Tuesday, March 8, 2016 Tuesday, April 5, 2016 Tuesday, May 3, 2016

Overview of the Committee

As an advisory committee, ESAAC is generally viewed as a "sounding board" for building cross-Faculty consensus before moving ahead with new proposals and initiatives. However, it has also become something of a substitute for its parent body, the Committee on Enrolment and Student Affairs (CESA), meaning that few proposals move forward to that level without perceived agreement on all sides. Therefore, from the student perspective, ESAAC has become less of a venue for discussing one-off ideas, and is now often an essential committee for convincing faculty members that student-friendly projects should move forward. That being said, since there are representatives from all Faculties at the table, it is useful for identifying major barriers or smaller "sticking points" from the administrative or teaching perspective. It is also still possible to push projects upwards for approval or refer them to smaller subcommittees and working groups for development.

Key Business

University Student Assessment Policy

- Proposed revisions to the USAP were approved by ESAAC and CESA last year, and were finally passed at the March 23rd Senate meeting.
- A subcommittee was also formed to review our assessment policy framework based on best practices at other institutions. The goal is to develop principles for fair assessment that better meet the needs of individual Faculties (for example, professional programs).
- The subcommittee reported back at the April 5th meeting on initial assessment "principles," developed from the existing USAP as well as a policy at the University of Adelaide.
- The project will be continuing into the coming year, with further elaborations in order to incorporate principles of Universal Design for Learning (UDL) as well as broader consultation with faculty members and students.

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Fall Reading Break

- A survey of faculty members in Arts showed support for a Fall Break, but with a suggestion to implement this during a weekend in late October or early November instead of the Thanksgiving holiday, so as to avoid further condensing the midterm (this was accepted).
- Other faculty members (particularly from Science and Engineering) continued to raise concerns about resources and scheduling, including the prospects of regularly starting before Labour Day and/or scheduling exams on Saturdays.
- The proposal was brought to CESA for discussion without agreement being reached: many faculty members support a Fall Break but few are willing to accept one of the required trade-offs, as students were asked to in the initial April 2015 survey.
- Because of these delays, revisions to the 2017-18 calendar of dates could not be brought forward to Senate. While a new 2018-19 set of dates was approved without a Fall Break, there is still time for these to be amended over the coming term to include one. The SSMU VP University Affairs will work with Enrolment Services over the summer to draft a revised proposal.
- To date, the following student associations have endorsed the adoption of a Fall Reading Break:
    - Students' Society of McGill University (SSMU)
    - Macdonald Campus Students' Society (MCSS)
    - Arts Undergraduate Society (AUS)
    - Engineering Undergraduate Society (EUS)
    - Science Undergraduate Society (SUS)
    - Management Undergraduate Society (MUS)
    - Education Undergraduate Society (EdUS)
    - Bachelor of Arts and Science Integrative Council (BASIC)
    - Music Undergraduate Students' Association (MUSA)
    - Nursing Undergraduate Society (NUS)

Medical Notes & Accommodations

- The current process for obtaining notes places a burden on Student Services, is detrimental to student wellbeing, and gives professors too much power to decide on accommodations.
- Most committee members recognize parts of the issue, but are unwilling to make changes due to concerns around abuse, resources, accreditation, or the “real world.”
- Student representatives compiled arguments to address these points, and have also identified three accommodation models to reduce the need for supporting documentation: the “first-time free request”; a limited “sick days” allowance; or all “incidental (i.e. non-chronic) illnesses.”

- A parallel project is to create a more standardized medical note template for McGill Student Services; this has proven difficult due to confidentiality needs and the preference of service providers (Health, Mental Health, Counselling, OSD) to move away from using notes altogether.
- Macdonald Campus is also running a "disclosure centre" pilot project to centralize accommodation services and take some power away from professors; preliminary results should be made available in the fall.
- The SSMU VP University Affairs will work with the Office of the Dean of Students over the summer to draft a university-wide proposal that takes into account Faculty-specific needs.

Professor-Student Relationships

- Associate Provost (Policies, Procedures & Equity), Angela Campbell, attended the April 5th meeting to discuss this issue.
- She asked Associate Deans to tour department meetings in the fall in order to remind faculty members that such relationships are inappropriate, and recourse can be taken under the University Harassment and/or Conflict of Interest policies.
- Student representatives noted that these policy frameworks are insufficient when discussing matters of sexual assault, and asked Associate Deans to stress that this is an issue of unequal power dynamics between students and authority figures (who may be formal supervisors, intellectual role models, or otherwise academic and emotional supports).

Recommendations

Even though (or perhaps because) ESAAC is an advisory rather than approval committee, proposals have the potential to get stuck there if "consensus" is not reached. This has been particularly evident from projects like the Fall Reading Break and medical notes policy revisions, which have generally devolved into a constant back-and-forth or have moved forward only incrementally. While it is sometimes difficult to predict faculty and administrator response, student representatives should try to lay the groundwork for any important proposals coming to ESAAC, through venues such as the Subcommittee on Student Affairs Policy (SSAP), informal conversations, or targeted meetings with Associate Deans. It is also helpful to work closely with the Senate Caucus so that individual senators can meet with their Associate Deans or obtain faculty association endorsements when needed. While burdensome and not our primary responsibility, ensuring that adequate consultation with faculty members has been conducted (in addition to students) can help to avoid further problems down the line.

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Subcommittee on Academic Integrity (SAI)

Committee Name	ESAAC Subcommittee on Academic Integrity (SAI)
Contact Person's Name	Glenn Zabowski
Contact Person's Email	glenn.zabowski@mcgill.ca
Student Representative(s)	Greer Oosterman-Nicholson
Meeting Dates	September 21, 2015 November 13, 2015 February 4, 2016 April 12, 2016

Overview of the Committee

The Subcommittee meets four times a year to discuss issues relating to academic integrity, including student assessment and discipline. The committee is chaired by Glenn Zabowski (Associate Dean of Students, Office of the Dean of Students). Its membership this year included me and the following people:

- Nicole Allard - Director of Advising Services, Faculty of Science
- France Bouthillier - Associate Dean, Graduate and Postdoctoral Studies, School of Information Studies
- Sara Holder - Director, Research Commons, McGill Libraries
- Daniel Richer - Director of Student Advocacy, Legal Informational Clinic at McGill
- Zvi Singer - Assistant Professor, Desautels Faculty of Management
- Marcy Slapcoff - Senior Academic Associate, Teaching and Learning Services

The secretary of the subcommittee was Edith Breiner (Senior Administrative Coordinator, Office of the Dean of Students) in the fall and then Dylan Bertus (Administrative Coordinator, Office of the Dean of Students) in the winter.

Highlights or key business discussed this year

Medical notes (or other documentation) for requests for academic accommodation (extensions, deferrals, late withdrawals).

- balancing fairness to students whose capacities to do work are diminished while not letting undiminished students obtain an unfair advantage;
- pressure on Health, Mental Health and Counselling Services - lack of capacity to accommodate all note requests;
- Service Point has a policy of one deferral without documentation which is not public;
- a standardized medical note to accompany extensions, deferral requests, etc., was drafted and will need to be finalized (or discarded).

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An amendment to the University Student Assessment Policy was drafted, discussed and finalized to be presented to the Senate for approval.

- the key aspect of it discussed was preventing any class from having a single assessment worth more than 75% of the grade
- how to harmonize with faculties' policies, graduate courses where 100% assessments are common;
- what happens if a student misses an assessment, issue of adding to instructor's work by forcing them to create a new assessment.

Problems with high-volume plagiarism, especially in high-enrollment courses.

- in 1st year science classes, sometimes half the class is caught plagiarizing a lab report - lack of capacity to handle each case individually but need for consequences;
- with more online assessments (assignments and quizzes) it is difficult, if even possible to police prohibited collaboration;
- copying from solutions manuals or from full answers distributed by prof in previous years also a problem.

Topics that might carry over to next year

I think that there should be more emphasis on encouraging instructors to create assessments that don't obviously reward cheating and plagiarism (e.g. distributing full answers to an assignment and then reusing the same assignment in the course year after year, or having online "quizzes" where students have a week to complete them and collaboration is forbidden).
The topic of medical notes/documentation required for accommodation will continue to be a problem.

Recommendations for next year

The following resources will help the student representative familiarize him/herself with McGill's rules and regulations regarding academic integrity:

- https://www.mcgill.ca/students/srr/publications/
- http://www.mcgill.ca/secretariat/policies/students/handbook-student-rights-and-responsibilitiesle-recueil-des-droits-et-obligations-de-letudiant
- https://www.mcgill.ca/students/srr/academicrights/integrity
- https://www.mcgill.ca/students/srr/academicrights/integrity/cheating

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Subcommittee on Undergraduate Student Advising (SUSA)

Committee Name	ESAAC Subcommittee on Undergraduate Student Advising (SUSA)
Contact Person's Name	Glenn Zabowski (Chair), Penny Kaill-Vinish (Secretary)
Contact Person's Email	glenn.zabowski@mcgill.ca, penny.kaill-vinish@mcgill.ca
Student Representative(s)	Ila Astren, Kathleen Chu, Jeffrey Lee
Meeting Dates	August 18, 2015 October 6, 2015 November 10, 2015 January 1, 2016 March 3, 2016 Late May, 2016 (TBD)

Overview of the Committee

SUSA advises ESSAC and the Committee on Enrolment and Student Affairs regarding a wide breadth of issues relating to undergraduate advising. These include monitoring trends university wide, developing and introducing new initiatives, and propose recommendations to ESSAC.

The committee is composed of the following individuals:

- Glenn Zabowski - Associate Dean of Students (Chair)
- Pete Barry - Chief Academic Advisor, Faculty of Science
- Margaret Colton - Advising Consultant, Office of the Dean of Students
- Leslie Copeland - First-Year Coordinator, Campus Life & Engagement
- Robert Guirguis - Student Advisor, School of Continuing Studies
- Nathan Hall - Assistant Professor, Dept. of Educational and Counselling Psychology (on sabbatical, Fall 2015)
- Kate Hooton - Student Affairs Officer, Faculty of Education
- Penny Kaill-Vinish - Advising Consultant, Office of the Dean of Students
- Melanie Kozlan - Service Professional, Service Point (replacing Tiffany Canto, Winter 2016)
- Adelina Lameiras - Student Advisor, Schulich School of Music
- Mary Lanni-Campoli - Student Advisor, School of Architecture
- Fiona Lees - Manager (Registration, Programs & Degree Evaluations), Enrolment Services
- Julie Major - Academic Advisor (BSc AgEnvSc), Faculty of Agricultural and Environmental Science
- Heather McCombie - Student Advisor, Desautels Faculty Management
- Lesley Morin - Student Affairs Officer (Records), Faculty of Engineering
- Giosina Rota - Student Affairs Coordinator, Faculty of Law

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- Alyse VanEvery - Indigenous Student Associate, Office of the Dean of Students/First Peoples' House
- Nellie Voudouris - Faculty Advisor, Faculty of Arts
- Ila Astren - Faculty of Arts
- Kathleen Chu - SSMU Nursing Senator
- Jeffrey Lee - Faculty of Arts

Highlights or key business discussed this year

Three significant issues that have passed through committee are:

1. The creation of an Excellence in Academic Advising award, one for each administrative and teaching staff, for which individuals are nominated by both staff and students.
2. The continued discussion of creating a standardized medical note university wide to streamline processes for deferral of assignments/midterms/exams. Related to this discussion is the proposed creation of student sick days.
3. Transfer credit policy change recommendations have been accepted by Senate and effective immediately beginning November 2015.

Topics that might carry over to next year

There will be continued discussions with regards to the standardized medical note and student sick days. Also, with the success of the Excellence in Academic Advising award drawing 27 nominations in its first year, there are plans to expand it for future years. Lastly, having seen a high level of participation during Outdoor Advising Day planned by individual faculties this past year, expansion of this event is likely as long as support, both administrative and financial, will increase.

Recommendations for next year

It would be helpful to assess the statistics regarding the usage of mental health/counselling services throughout the year by students, in addition to the prevalence of requiring medical notes to defer graded assessments. These numbers would definitely support the creation of the standardized medical note and student sick days.

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Subcommittee on Student Affairs Policy (SSAP)

Committee Name	ESAAC Subcommittee on Student Affairs Policy (SSAP)
Contact Person's Name	Edith Breiner
Contact Person's Email	edith.breiner@mcgill.ca
Student Representative(s)	Parvesh Chainani, Deven Sanon

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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HONORARY DEGREES AND CONVOCATIONS COMMITTEE

Committee Name	Honorary Degrees and Convocations Committee
Contact Person's Name	Stephen Strople (Senate Secretary General)
Contact Person's Email	stephen.strople@mcgill.ca
Student Representative(s)	Joshua Thon

The proceedings of this committee are confidential.

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SENATE COMMITTEE ON LIBRARIES

Committee Name	Senate Committee on Libraries
Contact Person's Name	Erin Minnett
Contact Person's Email	erin.minnett@mcgill.ca
Student Representative(s)	Evan Vassallo (Library Improvement Fund Coordinator), Lawrence Angel
Meeting Dates	October 28, 2015 December 3, 2015 March 24, 2016 May 12, 2016

Overview of the Committee

From the Committee's website:

- Recommend to Senate, as appropriate, broad policies concerning the Library in support of the University's strategic plans and academic priorities.
- Review and advise on planning documents and reports as they relate to the Library and advise Senate and others, as appropriate, on library and information service developments which are of academic significance to the University.
- Review resource allocation policies as they relate to the Library's strategic plan.
- Facilitate and advise on communication between the University community and the Library.

In practice, the committee's main role is to disseminate information about the Library and Library affairs to the various faculty reps who sit on the committee. Meet at least twice per semester during the academic year. More information here: https://www.mcgill.ca/library/about/committees/senatecomm.

Highlights or key business discussed this year

Fiat Lux

- See here: https://www.mcgill.ca/library/about/fiat-lux for basic details of project.
- Much of the first meeting was spent addressing two concerns from Science and Engineering faculty members: 1) fears of flooding (architectural experts had dismissed these concerns during planning phases) and overspending (other proposed options will be more costly in long term) on the proposed underground storage option and 2) what appeared to be lack of consideration of the RVH as a future Library site (RVH is conceptual and Fiat Lux will likely be completed in shorter timespan, RVH opportunity was only made available once Fiat Lux feasibility study was well underway).
- Over the course of the three meetings, the Library was meeting with a third party firm to develop a financial plan for Fiat Lux. By the March meeting, first draft of this plan was about to be ready.

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- Various funding scenarios are being developed including the possibly of getting little to no government funding.
- Project could be constructed in different phases. The "Hub" (space between Redpath and McLennan) and reconstruction of 50's Redpath building would likely take top priority as they form highest-impact items for students. Funding will have a major impact on the number and timing of these phases.

Schulich Library Building Status

- In the December meeting, Schulich Library Liaison Librarian inquired about the Masonry work on Schulich. Dean Cook indicated that building required renovation to exterior in order to permanently fix masonry movement attributed to freeze/thaw cycles.
- By the March meeting, Associate Vice-Principal FMAS Robert Couvrette said the government allocated funding to make these repairs. Work should begin early 2017 and be complete by February 2018. People won't need to be moved from building as a result. As significant sections of the Library's periphery are walled off because of the building's state of disrepair, student reps should be on alert for updates on this front, and ask for updates if none are given.

Library Advisory Committees

- Associate Dean of Arts, chair of ad hoc working group of Arts faculty regarding WorldCat system switch from the classic Catalogue, gave group's final report in December meeting:
- They concluded that the main concern over that switch was the lack of communication to and consultation with faculty prior to the system switch decision being made; however, communication improvements the Library made after the initial controversy, and handling of other later, unrelated changes relevant to faculty were satisfactory to the group.
- Although this ad hoc focus group will be disbanded, a new group composed of designated Representatives from each Arts faculty department will form to provide a specific forum for these representatives to 1) Learn about and later disseminate information on Library affairs and 2) Discuss and provide feedback on these affairs. The group serves in part to encourage these representatives (already responsible for communicating Library affairs to their department colleagues) to better adhere to their roles.
- At the March meeting, we reviewed the new Terms of Reference for the Schulich Library Advisory Committee. See attached document for more on it. It was suggested by committee members that Medicine and Dentistry departmental reps be added as the Life Sciences Library has been merged into Schulich. **Lawrence and Evan suggested that student reps from Medicine and Dentistry also be added.**

Common Elements from Dean's Reports

- Devaluation of $CAN vs $US caused fairly severe collections budget shortfalls for the Library, but they were able to make it up with Funding from Provost Office.

- Have saved $100K's while negotiating for certain subscriptions.
- Library is beginning to hire (as of December meeting) several new staff members to replace retiring/exiting staff.
- Library is moving to a new, online collections management systems shared across all Quebec universities. Switch should take place in 1-2 years (as of December meeting).

Anything outside these topics was administrative miscellanea. We encourage the reader to review our Fall term report which has a much more detailed summary of the first two meetings.

Topics that might carry over to next year

As the Fiat Lux project progresses, this Committee will continue to show great interest in the project, especially as finer implementation details will want feedback on conversations regarding funding will likely occur. McGill students will likely be asked for some kind of contribution. Discussion with SSMU VP UA should take place on what position should be given on this matter. Be on alert for updates related to the Schulich Library.

To make student-friendly changes related to the Library, the Library Improvement Fund Coordinator is often in touch with Library admin, so they may be best person to contact if wanting to bring up new items. The best thing a Committee rep can do is pay close attention during Dean's reports, discussion of the Library's future, and ensure student perspective is brought in as much as possible!

Student Funding of Extend Hours: This is a topic that usually does not get addressed directly but it is important that should the topic of hours or funding come up that a gentle reminder be given that students are funding an operational expense that in the long run needs to be covered by the library.

Note that one meeting in 2015-2016 has yet to occur as of this writing. The Committee rep should contact lawrence.angel@mail.mcgill.ca to learn what transpired.

Recommendations for next year

Lobby for shift the last two meetings of the year earlier so the last meeting actually falls within the Winter semester. Such a change would put the Committee's meeting structure in line with its Terms of Reference and give students a better chance of attending the final meeting. This should be done as early as possible in the year.

Some Faculty members on the Committee tend to dominate the conversations, argue with each other, as well as make assumptions about student preferences. Usually the Dean or Chair will bring the discussion back in line.

Keep in close contact with Library Improvement Fund Coordinator, the other undergraduate student representative on this committee, as their work is pertinent to Senate meeting discussion. Some

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knowledge of or experience with the Library goes a long way to being able to contribute meaningfully to meeting discussion, even if the committee rep is only a frequent patron!

If you have any questions about this report or the Committee, don't hesitate to contact us at lawrence.angel@mail.mcgill.ca or evan.vassallo@mail.mcgill.ca.

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SENATE COMMITTEE ON PHYSICAL DEVELOPMENT (SCPD)

Committee Name	Senate Committee on Physical Development (SCPD)
Contact Person's Name	Brian Karasick
Contact Person's Email	brian.karasick@mcgill.ca
Student Representative(s)	Kimber Bialik, Marina Smailes

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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GARDENS AND GROUNDS SUBCOMMITTEE (G&G)

Committee Name	SCPD Gardens and Grounds Subcommittee (G&G)
Contact Person's Name	Paul Guenther
Contact Person's Email	paul.guenther@mcgill.ca
Student Representative(s)	Kimber Bialik

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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COMMITTEE ON STUDENT SERVICES (CSS)

Report for Winter 2016 only.

Committee Name	Senate Committee on Student Services (CSS)
Contact Person's Name	Linda Webb
Contact Person's Email	linda.webb@mcgill.ca
Student Representative(s)	Chloe Rourke, Erin Sobat, Ahmer Wali, René Iwo, Alex Kpeglo-Hennessy, David Benrimoh
Meeting Dates	Tuesday, January 26, 2016 Tuesday, February 16, 2016 Thursday, March 24, 2016 Wednesday, April 6, 2016

Overview of the Committee

The Committee on Student Services is a parity committee with equal representation from both students and administrators/faculty. It has both a student and faculty member co-chair and deals with a unit funded primarily through student fees. As a result, CSS represents a unique venue where students can have an amplified voice. This is key for setting strategic and budgetary priorities for Student Services that reflect pressing needs around student mental health, wellbeing, and development. CSS meets approximately once per month during the academic year, for an average of two hours per meeting.

Key Business

Budget & Overhead Fees

- Following multiple requests, the budget was finally presented by the Deputy Provost (Student Life and Learning), Ollivier Dyens, during the March meeting.
- The presentation contained a budget summary going back to 2012, as well as the approved budget for the upcoming fiscal year (FY17).
- Concerns included a lack of information prior to 2012, which is when the current trend of increasing overhead deductions on Student Services fee revenue became exponential (i.e. charges were $30 679 in FY10, $159 437 in FY12, and $651 385 for FY17—an increase of over 2100% in seven years, ignoring the previous assurance of an end to these increases for FY17).
- A full budget breakdown with graphics was finally made available online, while, a new series of CSS budget presentations was promised for future years (September, January, and April).
- The Senior Director has also gone ahead with several significant one-time investments, drawing from the budget surplus that has accrued for historical reasons (MUNACA strike,

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unfilled staff positions, one-time transfers, etc). These include a new central intake space and Electronic Medical Record (EMR) between the various wellness services; an online appointment booking system; an IT Manager to oversee implementation; and expanded staff training.

- At the current rate, the budget surplus will be depleted in approximately three years, and the financing of Student Services will no longer be sustainable. The University has intimated a desire to request an increase in fees at that time, while the students have countered that there will be little incentive to put forward a fee referendum question if more and more of the student contribution is being funnelled back to the central administration through overhead charges.
- In addition, it will be necessary to see the implementation and impact of the cyclical review recommendations, as well as the Innovation Fund projects, for students to feel that an added contribution would do more than buoy up existing (and already insufficient) services.

Student Services Innovation Fund (SSIF)

- The application wording was clarified and improved, as per the Fall report, and broadcast to the community. There were some delays that pushed the application cycle forward again this year.
- Progress reports from the previous year were reviewed: the COUSINS program, Indigenous Living Learning Community, AskMcGill, Off-Campus/Commuter Student Support, Peer Support Program Incubator, and Wellness Action Recovery Plan (WRAP) groups.
- New applications for projects over $5000 were reviewed during the March and April meetings. Successful projects were the following:
    - Therapy-Assisted Online (TAO), to allow for shorter or lower-intensity video meetings with counsellors, in order to address waiting times and gaps in stepped care.
    - Spin Bike Gardens, which will install exercise bikes and plants in various buildings across campus (co-sponsored with the Sustainability Projects Fund).
    - UDL@McGill, which will promote UDL (including a recently developed toolkit) on campus and raise champions for the issue among staff and faculty.
    - Cafe Collab, which involves service units in conversation with students of marginalized identities, allowing them to create digital media representing their experiences along with recommendations for improving the sensitivity and care of the service(s).
    - An environmental scan for an Experiential Learning App, rather than the entire project, based on concerns that such a resource might be underutilized by students.
- Not all funding for the year was allocated, and will roll over into the next Innovation Fund budget. There have been improvements made to both the initial application and the progress report templates, as well as a revised timeline for submission and CSS review.

Cyclical Unit Review

- A full review of Student Services and its offerings was conducted in late November 2015.

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- This review made a number of substantial recommendations, including better integration of health units such as Mental Health and Counselling Services; a more centralized intake for health units; and improved budget transparency, among others.
- Various task groups, each consisting of several service Directors, were formed in January and February to determine an administrative response to the review; this can be found here.
- The recommendations have now been tasked to several working groups, on the following topics: Wellness, Academic, Collaboration, HR, and Macdonald Campus.
- A number of recommendations are being acted on through one-time investments for FY17; there is concern that these are occurring without extensive evaluation or student consultation.

University-Wide Wellness Strategy

- Stemming from the Mental Health Working Group (MHWG) report and the cyclical review, Student Services is leading the development of a McGill "Wellness" Strategy, for which the university hopes to receive external support from the Rossy Foundation.
- This approach is based around a model of stepped care, and targets sources of burden and support for students, staff, and faculty members at all levels of the university
- Sites of interest include medical note accommodation practices and peer support offerings.
- A Mental Health Strategy Consultant was previously hired for this express purpose in January 2015; however, they were not included in the development process.
- Instead, a "writer" was hired to compile the strategy document, despite their lack of background in health policy or student affairs.
- Particular concerns include the lack of expertise represented on the development team, and the emphasis on a hub-and-spoke model approach using embedded counsellors in the Faculties.
- While many positive changes and streamlining of services will likely result from this strategy, active student consultation and faculty member buy-in will be necessary for its success.

Terms of Reference/Timeline

- Recognizing challenges posed by ad-hoc timelines for the budget, Innovation Fund, advisory board reports, and unit objectives, an outline of CSS activities was put forward to guide the committee in future years.
- Changes were proposed to the committee terms of reference, drafted by the Co-Chairs, after discussions over the technical and administrative details of CSS.
- These included removal of the time frame for receiving advisory board reports; removal of the Deputy Provost as a member (and their inclusion as a resource member); inclusion of the Associate Director as a resource member; and updating the description of the student representatives, as these are put forward by SSMU rather than Faculty associations.
- Unfortunately, the revised terms were not approved in time for the final Senate Nominating Committee in April, and will be revisited in September.

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Recommendations
CSS continues to be a space where students can exert their influence; however, this has been hampered by a lack of two-way communication or openness to real collaboration from the senior leadership in Student Services (as well as a lack of knowledge around student affairs in general). Thankfully, we are fortunate to have a qualified and dedicated team of Directors and staff who carry our services and conduct the legwork on major changes. Pending the results of the search for a new Senior Director over Summer 2016, there is an exciting opportunity to work with the administration on important changes stemming from the cyclical review process and the University-Wide Wellness Strategy. Notably, the funding prospects for Student Services are deeply concerning, particularly as fixed costs increase while the university continues to siphon off revenue through exponentially-inflating overhead charges (a violation of provincial regulations). Students should continue to make use of their representative authority in Student Services, which is stronger than elsewhere at McGill, in order to take greater oversight and ownership over the priorities developed for our student fees. These units are key to student wellbeing on both of our campuses, and its success is predicated on service provision that continues to be student-driven and student-oriented.

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STUDENT HEALTH SERVICE (SHS) ADVISORY BOARD

Committee Name	Student Health Service (SHS) Advisory Board
Contact Person's Name	Patricia Strutz
Contact Person's Email	patricia.strutz@mcgill.ca
Student Representative(s)	David Benrimoh, Kathleen Chu, Allen Chen
Meeting Dates	(met 4 times a year, evenly spread out throughout the semesters)

Overview of the Committee
The committee is chaired by the director of Student Health Services, and usually has reports from the Shag Shop/health promotion as well. There are student reps, faculty reps (we had one from nursing this year) and also I think someone from the assessment office. In the past, the committee basically existed to hear the director's report, and then offer comments. But we didn't get the report ahead of time, so they were fairly limited conversations. We were also able to bring up student concerns. We've asked for next year that we have more of an active role in helping to steer the service, and that this be facilitated by, for example, sending us reports ahead of time so we could consult others on them.
Highlights or key business discussed this year
The most important thing that happened was that the director for years, Dr. Tellier, stepped down, and had been replaced by Dr. Perrera (who is also awesome but is only an interim director). SO next year a new director will be chosen, or Dr. Perrera will become the new official director- so be ready for the pains that come with changeover. We also discussed a common intake/triage with Mental Health and Counselling- which is AWESOME. This is supposed to launch early next year, and would mean a one-stop-shop for students seeking health resources (i.e. you come in, are assessed by a nurse, and are then directed to the appropriate service, instead of having to be on separate wait lists for each service and be punted around between services who don't understand each other and the differences between which students don't understand. Finally, student health, counselling, and mental health are FINALLY cooperating closely with each other – for years, the three services barely spoke to each other, for political/historical/people reasons didn't like each other. We brought up some concerns from some students this year about a staff member at SHS who was not very gender/sexual identity sensitive. Apparently there is difficulty getting training to the nurses and doctors at SHS – the former because they have to follow strict rules when it comes to, say, filling out forms because they have rules about how they can ask things in the collective order that lets them carry out an act or administer a questionnaire; the latter because getting a bunch of part time docs in a

room is like herding mad cats, and doctors don't read emails. (I'm a doctor, so I can say that. Also, I read emails, so feel free to email me! See below.)
Topics that might carry over to next year
• Common intake/triage • Common electronic medical record shared with the other services (it took forever to get an EMR in place because of the need for a produce whose servers were secure and which were functional) • Support for students wishing to quit smoking when the new university smoking policy comes out (there's another report on this, ask the VP UA for it) • Common website for the health services • New director incoming!
Recommendations for next year
Try and read up on the different health services available, try and read up on things like vaccination requirements for different programs, and common university student health problems (STIs, contraception). Also, ask the VP UA about the possible changes to the medical notes policy, as this may have an effect on the service next year.

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MENTAL HEALTH SERVICE (MHS) ADVISORY BOARD

Committee Name	Mental Health Service (MHS) Advisory Board
Contact Person's Name	Emily Yung
Contact Person's Email	emily.yung@mcgill.ca
Student Representative(s)	Anya McMurrer (SSMU Mental Health Coordinator), David Benrimoh, George Daskalakis
Meeting Dates	Wednesday, October 7, 2015, 8:30-10 AM in Brown 5001 Wednesday, December 2, 2015, 8:30-10 AM in Brown 5001 Wednesday, February 3, 2016, 8:30-10 AM in Brown 5001 Wednesday, April 6, 2016, 8:30-10 AM in Brown 5001

Overview of the Committee

This committee is led by the director and assistant director of MHS and includes the Director of the Eating Disorders Program (EDP), reps from SSMU and PGSS, and – new this year – reps from all the student mental health services (Nightline, SSACOMS, PSC, the Jack Project, etc.). Its role is to hear the reports of the MHS and EDP and offer feedback, bring up concerns from the community, and advise on ways to change, improve, or grow services. Note that counselling is not represented on this committee but that MHS and counselling are finally working together closely.

Highlights or key business discussed this year

- High demand: We discussed the fact that the demand for MHS is increasing exponentially year to year. This is leading to a problem where wait lists are long to see a psychologist for one-on-one therapy (though it's faster to see a psychiatrist, because the government pays for them instead of McGill and there are more of them). In addition, there is not enough space to house more staff (though MHS is taking over some of the old dental services offices since they moved). In order to address this, several steps are being taken. Firstly, psychiatry residents (psychiatrists in training) will be able to start seeing patients at MHS for psychotherapy soon (paid by the government so costs the school nothing), which will increase the number of appointments. The WRAP (Wellness Recovery Action Plan) therapy groups funded by the innovation have been successful – they are offered to all students on the waiting list. Currently WRAP groups are run by a person with lived experience and a professional, but they are looking to have it run by experienced peers only next year to increase efficiency. They also are going to work internally to have more people referred to WRAP. Finally, long-term we are looking at implementing 'stepped care' – that is, a model where people are seen when and for how long they actually need, not according to a specific appointment model. For example, instead of blocking off an hour of psychotherapy for each student in a day, some students might only need a twenty-minute check-in, some only need a phone call, and some might need a 2-hour session. So a stepped care model would help keep things flexible and only provide the needed

intervention based on symptom severity. These combined measures will hopefully help the MHS provide services more efficiently.

- The EDP has had staffing difficulties (i.e. hard time finding someone to hire for their therapy position). Hopefully this will be resolved!

- The new era of collaboration between MHS, Student Health Services and Counselling: Finally, these services are all working together and see themselves as part of an integrated health network. They are even planning for a common intake/common triage and common electronic medical record. This means that accessing health services at McGill would mean receiving integrated care and having to present to only one place instead of being shuffled between services.

- The Mental Health Hub website launched, and is beautiful. Google "McGill Mental Health Hub."
- The Wellness Strategy: Student Services is launching a 'Wellness Strategy' that is meant to cover all of the aspects of student wellness – from environmental design and academic policy to peer support, moderate intervention, and crisis support. A big part of this is moving services closer to departments where students can access them 'closer to home', and focusing on prevention. We have overall been happy with the big idea of prevention and upstream services- because we will never be able to keep up with demand unless we blunt the rate of growth – but the difficulty comes with respect to a) wanting to make sure we actually reduce the demand before shifting resources away from meeting that demand and b) how to most effectively move services closer to students. You can ask the VP UA for more details on this as it goes beyond the MHS Advisory Board, but it's context you should be aware of.

Topics that might carry over to next year

- Common intake, when it gets rolled out and how it goes/troubleshooting.
- Where MHS fits into the wellness strategy and the implementation of a stepped care model.
- Online appointment scheduling? Can we make it happen?
- Rolling out the new TAO (Therapy Assisted Online) program, essentially online therapy which has students completing a module, then getting a few minutes online with a real therapist, then completing more of the module – letting one therapist increase the number of people they can see. The technique is evidence-based and apparently works well. We will apparently have the opportunity to work with the developer to develop cases that make sense for McGill, as the content right now is American.
- Merging content from all the health websites together.

Recommendations for next year

- You should have (or endeavour to attain over the summer) at least a basic understanding of the determinants of mental health, what services are available on campus, and look up terms

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like "wellness", "stepped care", "mental health literacy", "mental health on university campuses", "CBT", and familiarize yourself with the complimentary roles of psychiatrists and psychologists.

- The committee has a lot of reports and data, but they take you through it well. Start thinking about what services you or other students have needed in the past, and try and talk to people about their experiences.
- Feel free to contact me (david.benrimoh@mail.mcgill.ca) if you have questions!!!

Also, ask the VP UA about the possible changes to the medical notes policy, as this may have an effect on the service next year.

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COUNSELING SERVICE (CS) ADVISORY BOARD

Committee Name	Counselling Service (CS) Advisory Board
Contact Person's Name	Vera Romano (Chair), Lorraine Bush (Senior Admin. Coord.)
Contact Person's Email	vera.romano@mcgill.ca, lorraine.bush@mcgill.ca
Student Representative(s)	Anya McMurrer (SSMU Mental Health Coordinator), Etienne Flamant, Benjamin Brunot
Meeting Dates	October 26, 2015 February 18, 2016 May 12, 2016 (planned)

Overview of the Committee
The Counselling Services Advisory Board (CSAB) assists Counselling Services by providing feedback on and suggestions for its operations. The CSAB is chaired by the Director of Counselling Services and comprises representatives from the McGill administration, SSMU, and MacDonald Campus. More information about Counselling Services can be found here: https://www.mcgill.ca/counselling/.
Highlights or key business discussed this year
• The introduction and operation of Wellness Coordinators in each faculty • Introduction of electronic medical records that will be on a system shared by all wellness units at McGill • Rebranding workshops to be more skill-based • Mental Health Awareness Week and Workshops
Topics that might carry over to next year
• How to address the increase in service usage over the next few years • How to address the 7-day waiting period before obtaining an appointment • Common Triage: one common point of entry to all the wellness units (online?) • The creation of the Wellness Services Advisory Board to unite the interests of Counselling, Mental Health, and Health Services
Recommendations for next year
Be sure to ask questions if you do not understand what is being discussed.

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CAREER PLANNING SERVICE (CAPS) ADVISORY BOARD

Committee Name	Career Planning Service (CaPS) Advisory Board
Contact Person's Name	Darlene Hnatchuk
Contact Person's Email	darlene.hnatchuk@mcgill.ca
Student Representative(s)	Yuning Bie, Khadija Meryem Talbo, Ching Wen Wang, Kathleen Chu
Meeting Dates	October 23, 2015 February 18, 2016 March 30, 2016

Overview of the Committee

CaPS Advisory Board met 3 times this academic year, the meetings are led by the director of CaPS, its members are composed of undergraduate student advisors, graduate education officer, faculty adviser, career advisors, post-doctoral fellow, as well as graduate and undergraduate student representatives. The goal of the committee is to discuss services and activities offered by CaPS in order to orient and help students planning their choices of career during their years at McGill and after graduation.

Highlights or key business discussed this year

- Improvement of CaPS' services at McDonald campus: recruitment of more student representatives who are part of CLP at McDonald campus.
- Experiential Learning program (new).
- Results presented for Destination survey (where alumni are doing after graduation): can be found at http://www.mcgill.ca/caps/files/caps/2013_destination_survey_results.pdf.
- Discussed about the importance of presenting Destination survey to future undergraduate students and ways to encourage future students to fill out the survey once they graduate.
- Might want to create Freshmen seminars for first year students to help them really understand their degree.
- Major activities organized: Work your B.A., Grad School fair.

Topics that might carry over to next year

Structure of future meetings, best students to staff ratio, promotion of CaPS' services to new students.

Recommendations for next year

More implication from the student body, example: having sessions where any interested student can join the meeting and give suggestions. Try to recruit more students to be part of the Advisory board.

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ADVISORY COMMITTEE ON STUDENTS WITH DISABILITIES (OFFICE OF STUDENTS WITH DISABILITIES/OSD ADVISORY BOARD)

Committee Name	Advisory Committee on Students with Disabilities (OSD Advisory Board)
Contact Person's Name	Jessica Giles
Contact Person's Email	jessica.giles@mcgill.ca
Student Representative(s)	Xavier Richer-Vis, Andrea Gyimah

No end-of-year report submitted for 2015-2016.

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OFFICE OF RELIGIOUS AND SPIRITUAL LIFE (MORSL) ADVISORY BOARD

Committee Name	McGill Office of Religious and Spiritual Life (MORSL) Advisory Board
Contact Person's Name	Sara Parks, Josee DiSano
Contact Person's Email	sara.parks@mcgill.ca, josee.disano@mcgill.ca
Student Representative(s)	Ahmer Wali and many others
Meeting Dates	April 6, 2016

Overview of the Committee

The committee consists many stakeholders, volunteers and employees involved in a variety of tasks, with about 10 students. The committee is meant to convene twice a year, though only one meeting took place this year. There is excellent student representation on this committee, and MORSL is dedicated to improving its services with input from these students. However, it seems that most of this does not happen through the formal advisory board structure mandated by Student Services and SSMU.

Highlights or key business discussed this year

- In lieu of the first meeting, a survey was sent out, regarding a proposal for a space in the Royal Victoria Hospital building acquired by McGill.
- The second meeting was an end of year review, where students were broken into groups and asked to discuss different aspects of MORSL, including likes and dislikes. All this will be compiled and submitted to the Director of Student Services by MORSL.
- There was general satisfaction with the running of the student space and meditation room, as well as positive feedback about MORSL's presence in the Brown Building (through signs, coloring books, etc..). One major concern was the running of the Winter Coat project, with MORSL facing a lack of storage space with the expansion of the program.

Topics that might carry over to next year

- Follow up of the proposal for the RVH space.
- Ways in which the Winter Coat Project can be/has been improved.

Recommendations for next year

Would recommend that the student rep be someone who is already involved with MORSL. This would allow more useful representation. Also, students and members seemed to be unaware of SSMU and its role, and how MORSL fit into Student Services as a whole. Having someone familiar with both the inner workings of MORSL and trained by SSMU would allow for identifying more opportunities and collaborations.

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SCHOLARSHIP AND STUDENT AID OFFICE (SSAO) ADVISORY BOARD

Committee Name	Scholarship and Student Aid Office (SSAO) Advisory Board
Contact Person's Name	Anna Maria Drblik
Contact Person's Email	anna.drblik@mcgill.ca
Student Representative(s)	Lucas Perus, Julie Choi

No end-of-year report submitted for 2015-2016.

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MCGILL ATHLETICS AND RECREATION ADVISORY BOARD (MARAB)

Committee Name	McGill Athletics and Recreation Advisory Board (MARAB)
Contact Person's Name	Garrett J. Cosgrave
Contact Person's Email	garrett.cosgrave@mcgill.ca
Student Representative(s)	Nicole Spadotto
Meeting Dates	November 5, 2015 January 20, 2016

Overview of the Committee

The committee met twice this year, with a meeting also scheduled for spring (which has not occurred as of yet). Members included the interim head of athletics, members of Varsity Council, the head of the Macdonald campus athletics, Athletics' marketers, and other members of the McGill Athletics team. Some of the main goals for this year was to improve fan attendance at varsity games and to improve facilities at the Macdonald campus (while working in conjunction with the Ste. Anne-de-Bellevue community.

Highlights or key business discussed this year

One of the major topics of the first meeting was trying to get athletes admitted into McGill. Specifically, getting athletes into McGill through the continuing education program, to then have them transfer into a full time bachelor's degree program was discussed. Implementing a quota of athletes allowed to be admitted through these means was discussed, as were making the admissions process more streamlined to get athletes into McGill more quickly (especially in the December period, when admissions officers are often on holiday).

There were also a series of recommendations from an external committee: the committee suggested for a varsity review to guarantee quality of programs based on financial viability. The proposed review has been postponed until a new athletic director can be hired. The independent external committee suggested that the football program be re-evaluated; Athletics is not going to rethink the football program, as they're happy with the direction the program has been going, and they've invested a lot of effort within the program. The incoming recruiting class was named the best class in Canada based on an independent body, so competitiveness looks like it could be higher next year.

There was also concern with facilities, and Athletics is pushing for McGill to help with this overall (an extensive fundraising campaign was spoken about). There are plans to revitalize Molson Stadium and Forbes Field; the Alouettes might help. The upgrade to Love Competition Hall has changed the entire feel of volleyball and basketball games already. Study spaces for athletes have also been implemented as per popular request. MacDonald Campus facilities really need to be revitalized. The MacDonald Campus recently struck an agreement to share some facilities with John Abbott, and a new boathouse

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project has begun at the Mac campus. The overall goal is to make Mac the outdoor recreation hub of McGill, so students from the city will be attracted there also.

Marketing and communications also was suggested as something to be improved upon so that students know about games. Widely agreed upon that the student fan base at McGill is not strong at all. Athletics is starting to try to tie themselves more closely to McGill University as a whole, and are working with the communications department for the school. Really trying to figure out why Athletics isn't landing with students and how to market to students.

Topics that might carry over to next year

- The Mac campus renovations / McGill facility renovations
- Marketing Athletics (the student rep should really push for new methods linked to social media / perhaps getting students from Bronfman to intern with Athletics marketing as the group seems really strapped for resources)
- Recruiting processes (refining them to get more recruited athletes into McGill)

Recommendations for next year

I would recommend the committee rep have an interest in marketing or a bit of a background in marketing, as much of the conversation is dominated by that topic.

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ADVISORY COMMITTEE ON INTERNATIONAL STUDENTS (ACIS)

Committee Name	Advisory Committee on International Students (ACIS)
Contact Person's Name	Caroline Guay
Contact Person's Email	caroline.guay@mcgill.ca
Student Representative(s)	Mahnoor Iftikhar, John Butler, Etienne Flamant, Nikita Mohan
Meeting Dates	October 29, 2015 February 1, 2016 April 7, 2016

Overview of the Committee
This committee meets about 3-4 times per year and brings together representatives from various student groups (both undergrad and postgrad) and members of the McGill staff, including International Student Services (ISS), to discuss the issues facing international students at McGill and to discuss progress being made in solving related problems. This committee has a little under 20 individuals sitting as representatives.
Highlights or key business discussed this year
We discussed various ways that specific student groups are getting involved on campus and how they are contributing to the international community of McGill. We also discussed various initiatives being undertaken by ISS to welcome, acclimate, and celebrate international students to McGill. Furthermore, we discussed serious issues such as health insurance coverage shortfalls and issues relating to immigration which have serious consequences for international students.
Topics that might carry over to next year
We feel that updates on topics previously discussed (such as the insurance and immigration issues) should be brought up in the new year simply to allow for members of the committee to see the progress made on various issues and to encourage greater involvement.
Recommendations for next year
Committee reps should be knowledgeable about issues facing the international community at McGill and should be involved in activities and groups that are related to international students and international student affairs. As advice to future committee members: always bring an update or an initiative to the meetings as a way to contribute to the discussion and allow for greater cooperation between international student related groups.

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STUDENT CO-CURRICULAR INVOLVEMENT ADVISORY GROUP (SCIAG)

Committee Name	Student Co-Curricular Involvement Advisory Group (SCIAG)
Contact Person's Name	Tim Wilfong
Contact Person's Email	tim.wilfong@mcgill.ca
Student Representative(s)	Kimber Bialik, Deven Sanon

No meetings were held for this committee in the 2015-2016 year.

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JOINT BOARD-SENATE COMMITTEE ON EQUITY (JBSCE)

Committee Name	Joint Board-Senate Committee on Equity (JBSCE)
Contact Person's Name	Angela Campbell (Chair), Erin Minnett (Secretary)
Contact Person's Email	angela.campbell@mcgill.ca, erin.minnett@mcgill.ca
Student Representative(s)	Marilyn Verghis (SSMU Equity Commissioner)
Meeting Dates	October 7, 2015 (SSMU absent) December 9, 2015 February 10, 2016 April 27, 2016 (VP UA Chloe Rourke attended instead)

Overview of the Committee

The Joint Committee on Equity recommends University policy regarding under-represented groups, including women, visible minorities, Aboriginal peoples, persons with disabilities and persons of minority sexual orientation or minority gender identity. To this end it shall review the recruitment and status of the under-represented groups at the University and recommend ameliorations to Senate and the Board of Governors.

Highlights or key business discussed this year

After discussing the many concerns across stakeholders regarding diversity in the academic staff of McGill, SEDE representative Tynan Jaret and Angela Campbell held workshops of Equity Training for the chairs of academic search committees in January and February of 2016 and how to create an equitable shortlist of excellent candidates when filling an academic position.

The SREP is continuing their work on changing the systemic bias and hateful language found in course evaluations. They are working with PIA (Planning and Institutional Analysis) to gather statistics on this issue. From now on hateful language displayed in course evaluations (specifically harmful/biased) will be ground for discounting those evaluations from a professor's record. Chair Angela Campbell and a SSMU will take these on a case-by-case basis representative. The Teaching and Learning Services website houses this policy and its implementation will be communicated to the student body, Deans and Chairs.

A very important concern was raised regarding equitably prioritizing preferred names for members of the community and the issue of university related web platforms (email, MyCourses) switching preferred name preferences back to legal names. ICS confirmed that even though one can change their display name in MyCourses, every time a Banner update is implemented, the name will revert back to

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the legal name in Banner. Chair, Angela Campbell has since requested a 'preferred name' field in Banner. Subcommittee on Persons with Disabilities Chair Andrea Miller-Nesbitt is spearheading looking into creating a protocol across campus on handling requests for accommodations from faculty and staff with different needs, as there is currently no standardized practice.
Topics that might carry over to next year
Concerns were raised by the Chair of the Subcommittee of Family Planning and Care that the Terms of Reference of the JBSCE be amended to include "persons with dependents" and Chair of the Subcommittee on Racialized and Ethnic persons (SREP) that "visible minorities" be amended to "racialized and ethnic persons." When the amendments were proposed at Senate it was without any specific naming of priority groups, thus SSMU President Kareem Ibrahim and VP UA Chloe Rourke raised the concern that this sanitizes the language in way that has a risk of being less inclusive rather than more inclusive. After discussions on April 27, 2016 enough expressions of concern were raised to Chair Angela Campbell to move the Terms of Reference amendment into the agenda for the fall of 2016.
Recommendations for next year
Student representatives, specifically SSMU Equity Commissioners, sitting on the JBSCE should be trained along with Student Senators on the organizational structure and recent institutional history of the JBSCE, and its position in the university administration hierarchy. This is a very meaningful platform for voicing student concerns with respect to the equitable practices and outcomes of the university, and as such it should include thorough contextualization of the recent events/controversies between administration and student interests that would be of particular importance for a student lobbyist to take up the space and forge allyship with administrators who are also equity minded.

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JBSCE SUBCOMMITTEE ON WOMEN (SSCOW)

Committee Name	JBSCE Senate Subcommittee on Women (SSCOW)
Contact Person's Name	Susan Gaskin
Contact Person's Email	susan.gaskin@mcgill.ca
Student Representative(s)	Sarah Bakirci
Meeting Dates	September 30, 2015 November 26, 2015 January 27, 2016 April 21, 2016

Overview of the Committee
Meeting frequency is approximately 2 meetings per semester. The nature of the meetings is mostly a discussion about equity issues related to women at McGill and brainstorming to find solutions. This can lead to project and policy drafting that can be presented at The Board.
Highlights or key business discussed this year
We discussed and launched a pilot project to mentor female staff members in the Engineering department to remedy the decrease in female members in that department. This mentoring project could potentially be applied to other departments to ensure an equitable working environment for female staff members. We also discussed the governmental policies about leave of absences in instances of primary caregivers. We discussed the fact that there are no set policies at McGill supporting staff members who request leave of absences. Each department has their own way of managing requests for reduced work load or temporarily leave. We also discussed the Sexual Assault Policy.
Topics that might carry over to next year
• A follow up on the eventual drafting of a policy for the rights of staff members to go on leave of absence should be discussed. • A follow up on the Sexual Assault Policy should also be brought up.
Recommendations for next year
Future student representatives should definitely have knowledge about equity issues surrounding women. It is important to be prepared at meetings and to have done research on the subject matter. Knowledge on the university's policies related to equity would also be useful.

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JBSCE SUBCOMMITTEE ON PERSONS WITH DISABILITIES (SPWD)

Report for both 2014-2015 and 2015-2016 years.

Committee Name	JBSCE Subcommittee on Persons with Disabilities (SPwD)
Contact Person's Name	Andrea Miller-Nesbitt
Contact Person's Email	andrea.miller-nesbitt@mcgill.ca
Student Representative(s)	Kareem Ibrahim
Meeting Dates	November 2014 (committee only met once in 2014-2015) November 23, 2015 February 8, 2016 April 13, 2016

Overview of the Committee

The Subcommittee on Persons with Disabilities has a mandate to advocate for better representation of and service provision for students with disabilities on campus. Here is the Google Drive Folder.

It is composed of numerous staff members from various units (Athletics, Campus and Space Planning, Human Resources, the Libraries etc) and has one student representative. We are mandated to meet twice per semester and met 3 times this year. Before this past year, the subcommittee hasn't been the most active, except for a film festival about disability a few years ago and an awareness week in 2015.

This year, we focused our energies on a few projects which I tried to spearhead, as the involvement from other members was not significant both this year and last year.

Highlights or key business discussed this year

This year we worked on:

- The Accessible Events Checklist (working group which I led):
  This project revolved around our attempt (like other campus groups such as QPIRG and Residence) to create a comprehensive checklist of how to make an event accessible. Our goals include using the product of this project as the Accessible Events Guide referenced in the newly-created Accessibility Policy at SSMU, distributing said guide to camps groups en masse and potentially developing a grading scheme by which we could have folks use when planning events, to eventually be tied to the McGill Room Booking System, in an attempt to institutionalize these practices as obligatory, rather than recommended. All of this info can be found in our Google Drive Folder.
- The Universal Design for Learning (UDL) Toolkit Implementation Plan (working group I sat on) was a project that was spearheaded by a subcommittee member (roberta.thomson2@mcgill.ca) as a provincially funded joint-project between numerous CEGEPS and McGill. That portion of the project is now complete, with the toolkit, designed for professors to use in the classroom, almost being ready for distribution. Our end of this project

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revolves around the aggressive distribution and promotion of these resources to professors, potentially accompanied by a campaign on self-advocacy for students in the classroom related to accessibility. It could be huge! More info on this is also in our Google Drive Folder.

- We organized (with teri.phillips@mcgill.ca, OSD Director) a film screening on accessibility (Facebook event) with the OSD.

Topics that might carry over to next year

This has been covered in the previous portion. Other things we discussed include:
A Disability Awareness Week was organized in March 2015 and I played the role of coordinating room bookings and promotion (http://www.mcgill.ca/osd/policies/disabilities-awareness-week/disabilities-awareness-week-2015).

Recommendations for next year

I would recommend ensuring that there are at least a few projects going on throughout the year that the SSMU is contributing to, in addition to sharing resources and best practices with folks there. For example, there are people from all across McGill departments on the committee and it would be great to borrow some of the documentation used in McGill HR for employees' disability accommodation for our own staff purposes, as this is underdeveloped at the SSMU. Check out the rest of the Google Folder for inspiration and context!

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JBSCE SUBCOMMITTEE ON FAMILY CARE

Committee Name	JBSCE Subcommittee on Family Care
Contact Person's Name	Audrey Moores
Contact Person's Email	audrey.moores@mcgill.ca
Student Representative(s)	Benjamin Brunot

No end-of-year report submitted for 2015-2016.

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JBSCE SUBCOMMITTEE ON FIRST PEOPLES

Committee Name	JBSCE Subcommittee on First Peoples
Contact Person's Name	Kakwiranoron Cook
Contact Person's Email	kakwiranoron.cook@mcgill.ca
Student Representative(s)	Kareem Ibrahim

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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JBSCE SUBCOMMITTEE ON RACIALIZED AND ETHNIC PERSONS (SCREP)

Committee Name	JBSCE Subcommittee on Racialized and Ethnic Persons (SCREP)
Contact Person's Name	Adrienne Piggott
Contact Person's Email	adrienne.piggott@mcgill.ca
Student Representative(s)	René Iwo
Meeting Dates	Friday, October 9, 2015 Friday, November 13, 2015 Friday, December 11, 2015 Friday, January 8, 2016 Friday, February 12, 2016 Friday, March 11, 2016 Friday, April 8, 2016 Friday, May 13, 2016 Friday, June 10, 2016

Overview of the Committee

The mandate of the committee is to:

1. The primary mandate of the Subcommittee is to make recommendations to the University on affairs relating to Racialized and Ethnic Persons.
2. The Subcommittee will also foster community engagement and actively promote initiatives that demonstrate McGill's commitment to diversity in the community.
3. The Subcommittee will endeavor to research and learn from the best practices in peer institutions from creating a climate of diversity leadership.
4. The Subcommittee will issue an annual report to the McGill community and interim reports as needed.

The committee meets every second Friday of the month for 1.5 hours. The committee consists of around 13 McGill students and staff who are highly dedicated to discussing, addressing, and sharing about issues around racialization and inequity on campus. The committee initiates a lot of projects, thus a lot of the committee work happens outside the meetings. In addition, the committee also serves as a safe space for venting or discussing issues like discrimination towards racialized members of the McGill community. Often, these experiences act as a springboard to new projects undertaken by the committee.

Highlights or key business discussed this year

Many members individually initiates projects regarding equity (not limited to race issues) around campus, and regularly updates the whole committee on their progress, while soliciting feedback and

support. Some significant topics discussed this year that entailed larger collaboration between the members include:

Course Evaluations

The SCREP successfully worked with Teaching and Learning Services to create a system where professors are allowed to report comments on Mercury Course Evaluations that are deemed unnecessarily offensive or discriminative (based on race, gender, etc.). This will then be reviewed by a small committee in confidence, with the consideration to strike out the response from that student. The committee also helped with the socialization of this new system to student leaders and professors. This will help combat the issue of inherent biases in Course Evaluation results for faculty members who are of color (some of whom indeed regularly receive scathing comments about their race), and how it adversely and unfairly hinders their contention for tenure positions

- UCLA contacted us to ask about how we implemented this new system.

SPF Application for the Creation of an Anti-Oppression Program Coordinator

The subcommittee was working to submit an SPF application to create a contract-based (probably 2 years) position under the Office of the Associate Provost of Policies, Procedures, and Equity (APPPE) to synergize the many different initiatives on anti-oppression on campus, and building a sustainable framework to make sure that these initiatives are all in communication with each other for years to come.

Mental Health Services for Racialized Students

Racialized students have reported instances of disenfranchisement and discrimination when receiving mental health services from the university. The committee has been in talks with MHS and OSD about this, and has heard some good news about new hires within Student Services.

Increasing Web/Media Presence of the Racialized and Ethnic Persons Subcommittee

The Subcommittee noticed a lack of online resources for racialized persons specific to McGill, and decided to create its own website partly to address that shortcoming. The website has been created (after much bureaucratic hurdles from McGill) and will be ready to launch next term. In addition, some members of the committee have been spreading the word about the committee's work through interviews at CKUT and even CBC!

Topics that might carry over to next year

A lot of topics will be spontaneously brought up during meetings and be discussed for a few consecutive meetings. However, some things that might carry over include:

- Increasing online presence of the committee
- Gender bias in academic staff hiring at McGill (a study submitted by a member of the committee to the APPPE – we are waiting to hear back from them)
- Increasing mental health services for racialized students
- Black Community Presence (a new initiative by a member of the committee)

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Recommendations for next year
The member should ideally be very in touch with the issues of race around campus, and keeps up on news about equity issues. The member should also be very willing to work on various projects as the committee handles so many different things.

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JBSCE SUBCOMMITTEE ON QUEER PEOPLE (SQP)

Committee Name	JBSCE Subcommittee on Queer People (SQP)
Contact Person's Name	Dr. Lynn Kozak
Contact Person's Email	lynn.kozak@mcgill.ca
Student Representative(s)	Alexander Kpeglo-Hennessy, Cassandra Williamson-Hopp

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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COMMITTEE ON STUDENT DISCIPLINE (CSD)

Committee Name	Committee on Student Discipline (CSD)
Contact Person's Name	Professor Richard Leask (Chair), Ms. Edith Breiner (Secretary)
Contact Person's Email	richard.leask@mcgill.ca
Student Representative(s)	Allen Chen, Marie-Liesse Hocquet, Lillian Fradin, Geoffrey Nicholson, Marta Kolbuszewska
Meeting Dates	(no set meeting dates)

Overview of the Committee
The committee is a tribunal that considers disciplinary cases. It ensures that the Code of Student Conduct and Disciplinary Procedures is respected. Membership includes students and McGill staff and faculty. Individual hearings occurred throughout the semester, but were scheduled in such a way that each student only attended approximately 3 cases per semester.
Highlights or key business discussed this year
No major projects or decisions were undertaken by committee members. The cases were seen separately and had no bearing on one another.
Topics that might carry over to next year
The handling of plagiarism cases in the context of group projects requires greater consideration. At present, the McGill policy for handling plagiarism as it occurs in group project contexts is unclear. The academic faculties should also address this issue individually. These topics may carry over in future years.
Recommendations for next year
Sitting members of the committee should familiarize themselves with the code of student conduct. No other specific recommendations for future committee members exist.

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COMMITTEE ON STUDENT GRIEVANCES (CSG)

Committee Name	Committee on Student Grievances
Contact Person's Name	Bonnie Borenstein
Contact Person's Email	bonnie.borenstein@mcgill.ca
Student Representative(s)	Alexander Kpeglo-Hennessy, Lucas Perus

No end-of-year report submitted for 2015-2016.

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APPEAL COMMITTEE FOR STUDENT DISCIPLINE AND GRIEVANCES

Committee Name	Appeal Committee for Student Discipline and Grievances
Contact Person's Name	Bonnie Borenstein
Contact Person's Email	grievances-appeals.secretariat@mcgill.ca
Student Representative(s)	Adelina Mladenova, Michael Nirenberg, Benjamin Brunot
Meeting Dates	*Variable* One training session in September One hearing (on average) for each student at variable dates

Overview of the Committee

The Appeal Committee is a flexible structure composed of about 20 adjudicators/justices, who can be called to sit on two types of committee (the subcommittee or the full committee), when a member of McGill community is unsatisfied with the decision of the Committee on Student Discipline (CSD) or of the Committee on Student Grievances (CSG). When an appeal is looked for by an appellant, they have to send a request for grant of appeal.

This will be assessed by the "Subcommittee of the Appeal Committee", composed of 3 justices picked in the pool of available members of the committee. They will have to assess together if the request for appeal meet the 2 following criteria:

> *(1) a) new evidence which was not available to a party at the time of the original hearing has been discovered;*
>
> *OR b) a breach of natural justice has occurred (natural justice includes: procedural infairness, lack of right to a proper hearing; unreasonable context for justice to occur; etc.);*
>
> *OR c) for appeals to student discipline only : the Hearing Committee has misapplied any articles in Section I of the Code of Student Conduct and Disciplinary Procedures, or the articles described in the penalties section (Section II-C);*
>
> *AND*
>
> *(2) the outcome of the case at the original hearing might have been substantially affected by any of the above circumstances*

If the Subcommittee finds that the request is legitimate following those criteria, a full hearing by the Committee will take place, with 5 justices (3 faculty members, 2 student reps).

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They will have to analyse the case based solely on the evidentiary documents provided, and on the hearing and testimonials made. If the appeal is granted, the case is sent back to CSD or CSG for a rehearing.

Highlights or key business discussed this year

This year the Committee dealt with appeals made to have two independent cases sent back to the Committee for Student Discipline (CSD) for reassessment and a new hearing. One was on the basis of a breach of natural justice, the other, both on a breach of natural justice and the discovery of new evidence.

The Committee does not evaluate the evidence in order to reach a decision on what consequences the Appellant or Respondent should face. The Committee does not change the decision made by either the CSD or CSG, it can only send it back for a new hearing. The members need to have critical thinking in order to evaluate if the initial hearing did in fact constitute a breach of natural justice which could change the outcome or if the new evidence presented could lead to a different decision.

There are no minutes or reports as all information is strictly confidential and all evidence is to be destroyed.

Topics that might carry over to next year

The Committee does not control the topics it is involved in: they are dependent on its function. It deals with the assessment of breach of justice and new evidence brought by the Appellant to revoke the decision of either the Committee for Student Discipline or Grievances.

Recommendations for next year

Since there are so few cases, it is hard to make generalizations as there are too little cases in a year to be statistically relevant. However, we would recommend to upcoming student justices:

- To be trained in procedural equity through SEDE before starting their mandate or their training
- To be sensitive toward interdepartmental misunderstandings between students, professors, administration staff and the justices themselves, who come all from different disciplinary cultures (science, arts, music, law, management, etc.), and from different ethno-cultural backgrounds. For instance, what can be deemed "reasonable" in one cultural context, might be "unreasonable" from another cultural context / point of view. Having training in intercultural communication can be a very useful tool to make sure justice occurs in the process.
- To be critical of the disciplinary process itself can be harsh on the students and could place them in a situation of vulnerability from the onset. There is a clear misbalance of power from the start and the fact there are student representatives on the judging bench is fundamental to mitigate that disparity. As a student member in the Committee, it is your responsibility to ensure that Students' voices are heard.

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- To select future student reps for the Appeal Committee (and for the Student Grievance Committee and the Student Discipline Committee) who have background on equity, diversity, and have a critical eye of the justice system.
- The guide provided on the website of the Dean of Students does not provide any useful information on how the Appellant should phrase its notice for appeal. It leads to very disorienting evidence packages which could lead to missing important information.
- At the initial step of requesting an appeal, the Appellant should be asked to fill in a standardized form containing the following information in order to provide context on the case, as receiving only a folder with evidence can be very raw and was misleading on the subject of the Appeal:
    - What is the Appellant's objective (their concrete request – what are they seeking) if the case goes back to CSD or CSG?
    - Context and background of the Appellant (if a Student, could choose to disclose personal elements like cultural background, previous academic history, life events, special circumstances, etc., that help understand their point of view and situation)
    - What is the timeline of all events relevant to the story the Appellant is bringing in front of the committee? (For instance, that can include a timeline of the student's study program, of the facts submitted for review, or of judicial process, etc.)?
    - Short summary of the initial hearing
    - What points or elements of the first instance judgement are they contesting
    - Are there elements of procedure that did not respect principles of natural justice during the disciplinary process? If so, which ones?
    - What consequences is the Appellant currently facing and will be facing if the Appeal is not granted?

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INTELLECTUAL PROPERTY APPEALS (IPA) COMMITTEE

Committee Name	Intellectual Property Appeals (IPA) Committee
Contact Person's Name	Edyta Rogowska
Contact Person's Email	edyta.rogowska@mcgill.ca
Student Representative(s)	Aaron Gluck-Thaler

No meetings were held for this committee in the 2015-2016 year.

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ADVISORY COUNCIL ON THE CHARTER OF STUDENTS' RIGHTS

Committee Name	Advisory Council on the Charter of Students' Rights
Contact Person's Name	Edyta Rogowska
Contact Person's Email	edyta.rogowska@mcgill.ca
Student Representative(s)	Alexander Kpeglo-Hennessy

No meetings were held for this committee in the 2015-2016 year.

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UNIVERSITY HEALTH AND SAFETY COMMITTEE (UHSC)

Committee Name	University Health and Safety Committee (UHSC)
Contact Person's Name	Wayne Wood
Contact Person's Email	wayne.wood@mcgill.ca
Student Representative(s)	Joshua Thon

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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INDIGENOUS AFFAIRS WORK GROUP (IAWG)

Committee Name	Indigenous Affairs Work Group (IAWG)
Contact Person's Name	Dylan Bertus
Contact Person's Email	deanofstudents@mcgill.ca
Student Representative(s)	Denny Choi
Meeting Dates	September 10, 2015 November 5, 2015 January 19, 2016 March 10, 2016

Overview of the Committee
IAWG's mandate is to ameliorate the indigenous students' presence and well-being through discussing on McGill's academic and administrative affairs. There are deans of different departments, admission officers, and representatives from First people's house and other social sectors present at the committee meetings which occur bimonthly. The meetings last for 1.5 hours approximately, and the members would discuss about current work being done in each unit (ex. Admissions officers would discuss about indigenous admissions statistics) and would decide on whether there needs to be specific actions to be implemented for a policy change.
Highlights or key business discussed this year
Despite the fact that this committee was set in place relatively new, there have been important progress made this year. Presence of different representatives from different departments allowed for very fruitful discussions on the topic of Indigenous students' success at McGill through tutoring programs, enrolment plans, and more. Specific clauses of actions included open letter to the minister for getting rid of expiry date on Indian Status Card, implementing Indigenous Admissions bridging program to serve as a transition for newly admitted Indigenous students, and implementing strategic enrolment plan to recruit Aboriginal students to McGill in conjunction with the admissions office.
Topics that might carry over to next year
Important topics that could be discussed in future meetings would be elaboration on the ways for the university to increase the support for student-run indigenous student initiatives like Indigenous Students Alliance or McGill AISES. Another important item might be increased McGill mentorship programs at indigenous high schools in the local areas and beyond – as the committee's greatest concern is increasing Indigenous students' presence on campus, this will serve as an excellent recruitment tool.

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Recommendations for next year
The meetings are run at a very fast-pace and it might be difficult for the student representatives to follow through all the items of discussion throughout the meeting. It would be ideal to do prior research on the topics to be discussed in the meeting through meeting agendas and to try to contribute to the discussions being made. Student representative's voice and opinions should certainly be well-heard in the meetings.

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UNIVERSAL ACCESS CAPITAL PROJECTS WORKING GROUP

Committee Name	Universal Access Capital Projects Working Group
Contact Person's Name	Maxime Gagnon
Contact Person's Email	maxime.gagnon@mcgill.ca
Student Representative(s)	Kimber Bialik

No end-of-year report submitted for 2015-2016.
Please refer to the mid-year report submitted in December 2015.

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MASSIVE OPEN ONLINE COURSES (MOOC) ADVISORY GROUP

Committee Name	Massive Open Online Courses (MOOC) Advisory Group
Contact Person's Name	Dilson Rassier
Contact Person's Email	dilson.rassier@mcgill.ca
Student Representative(s)	Angela Lu
Meeting Dates	November 23, 2015

Overview of the Committee
A wide range of topics was discussed during the meeting, and some questions brought up at the meeting have been followed up. The committee works effectively and provides insightful opinions. The members are from many different fields and can effectively represent their benefits and make sure their voice get heard. However, I think the meeting should be hold more frequently, once per semester would be better.
Highlights or key business discussed this year
The committee focused on looking for new platform, if credits should be given for MOOCS, if MOOCS can count to master programs, and obtaining more funds. And so far, there is another MOOC approved this year. Some other countries are negotiating to licence more MOOCS, and we are contacted for MOOC material release by professors from other universities. British Journal of Sports Medicine is also going to collaborate with us.
Topics that might carry over to next year
I'd like to discuss if freshman year courses can be taught through MOOCS, at the meeting next year.
Recommendations for next year
Make sure to attend the meeting and to prepare it, it is important to read reports of previous meetings.