

# Undergraduate Representation in University Committees

Committee Reports – Fall 2017

Updated as of 2018-01-31



# OVERVIEW

There are 41 active University-level committees with undergraduate student representation in the beginning of the 2017/2018 academic year, amounting to a total of 118 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).

Early in the Fall 2017 term, the SSMU VP University Affairs (Isabelle Oke) and the University Affairs Secretary General (Caitlin Mehrotra) allocated the 12 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 March and September. The representatives were given training on the University governance structure and how best to represent students' interests within these committees.

All representatives are required to submit a summary report at the end of each semester. This document compiles all the submitted reports from the Fall 2017 term, and is published on the [SSMU University Affairs website](#).

A list of descriptions for all the committees, including the names and email addresses of the undergraduate representatives is available [here](#). For any inquiries, please contact [uasecgen@ssmu.ca](mailto:uasecgen@ssmu.ca) or [ua@ssmu.ca](mailto:ua@ssmu.ca).

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# ACADEMIC POLICY COMMITTEE (APC)

<b>Committee Name</b>	Academic Policy Committee (APC)
<b>Contact Person's Name</b>	Christopher Manfredi (Secretary: Julie Degans)
<b>Contact Person's Email</b>	christopher.manfredi@mcgill.ca and julie.degans@mcgill.ca
<b>Student Representative(s)</b>	Ellen Chen, Muna Tojiboeva, Isabelle Oke

## Overview of the Committee

- The Academic Policy Committee meets to approve and discuss new academic initiatives and changes to the academic curriculum.
- The committee often has little discussion and operates on a majority vote basis
- The Committee includes representation from different faculties' professors and staff, the attendance often does not meet

## Highlights or key business discussed this year

- Sample motions include new Dental policy doctorate program.
- Almost all motions pass at this committee, for details see [committee minutes](#)

## SUBCOMMITTEE ON TEACHING AND LEARNING (STL)

<b>Committee Name</b>	APC Subcommittee on Teaching and Learning (STL)
<b>Contact Person's Name</b>	Nancy St. Pierre
<b>Contact Person's Email</b>	nancy.stpierre2@mcgill.ca
<b>Student Representative(s)</b>	Ahmer Wali, Haoran Liao
<b>Meeting Dates</b>	February 20

<b>Overview of the Committee</b>
Recommend initiatives and policies to enhance the quality of teaching and learning, reporting to Academic Policy Committee.
<b>Highlights or key business discussed this year</b>
Pedagogical Principles of Assessment: Current assessment policy is no longer cohesive, full of lots of exceptions for specific programs and faculties. Admin decided to try and agree on principles of assessment before tackling actual assessment policy
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>• Lots of controversy regarding particular principles, e.g. grading curves, grades as a way to compare students, needs and views of different faculties (e.g. management)</li> <li>• Will likely be an ongoing debate!</li> </ul>

## Teaching and Learning Spaces Working Group (TLSWG)

<b>Committee Name</b>	STL Teaching and Learning Spaces Working Group (TLSWG)
<b>Contact Person's Name</b>	Nancy St-Pierre
<b>Contact Person's Email</b>	nancy.stpierre2@mcgill.ca
<b>Student Representative(s)</b>	Tre Mansdoerfer

**No report was submitted for the Winter 2018 term.**

## University Teaching Labs Working Group (UTLWG)

<b>Committee Name</b>	STL University Teaching Lab Working Group (UTLWG)
<b>Contact Person's Name</b>	Adam Finklestein, Jennie Ferris, Nancy St-Pierre
<b>Contact Person's Email</b>	adam.finkelstein@mcgill.ca, jennie.ferris@mcgill.ca, nancy.stpierre2@mcgill.ca
<b>Student Representative(s)</b>	Alexander Dow
<b>Meeting Dates</b>	February 16, 2018

<b>Overview of the Committee</b>
<p><b>Mandate</b></p> <ol style="list-style-type: none"> <li>1. Develop, maintain and apply research-based Principles to the renovation and upgrade of teaching labs.</li> <li>2. Establish multi-year needs and annual priorities for renovations to existing teaching labs across the University, and new teaching labs.</li> <li>3. Recommend funding for the creation, upgrade and maintenance of teaching labs and related equipment.</li> <li>4. Support University planning by identifying teaching lab priorities and designs that may benefit from funding opportunities that may arise.</li> </ol> <p><b>Reporting</b></p> <p>The committee will provide funding recommendations to the Deputy Provost (Student Life &amp; Learning). Yearly decisions will be made available to the university community via the web as well as through representatives.</p> <p>Membership: The UTLWG has over 30 representatives across the different faculties at McGill, including the faculties of Arts, Science, Engineering, and Medicine.</p> <p>Meeting Frequency: The UTLWG schedules 3-5 meetings a year. (Depends on amount of projects)</p> <p>Scope of Work: The UTLWG provides funding aid for small to medium projects (under 2 Million\$) and equipment (\$750,000) requests for teaching labs across McGill's different faculties.</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>● Revised the mandate and terms of reference.</li> <li>● Allocation of annual \$2M for construction and pre-design projects in laboratories across campus. Equipment saved for January 2017.</li> <li>● Royal Victoria Hospital roundtable October 23<sup>rd</sup> with TLSWG</li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>● UTLWG will start looking towards helping the Royal Victoria Hospital and saving money for the years 2025-2026</li> </ul>

## Course Evaluation Advisory Group (CEAG)

<b>Committee Name</b>	STL Course Evaluation Advisory Group (CEAG)
<b>Contact Person's Name</b>	Justin Fletcher
<b>Contact Person's Email</b>	justin.fletcher@mcgill.ca
<b>Student Representative(s)</b>	Qi Yue He, Jonathan Boretsky, Saumia Ganeshamoorthy

**No report was submitted for the Winter 2018 term.**

## SUBCOMMITTEE ON COURSES AND TEACHING PROGRAMS (SCTP)

<b>Committee Name</b>	APC Subcommittee on Courses and Teaching Programs (SCTP)
<b>Contact Person's Name</b>	Ollivier Dyens and Cindy Smith
<b>Contact Person's Email</b>	ollivier.dyens@mcgill.ca and cindy.smith@mcgill.ca
<b>Student Representative(s)</b>	Jed Lenetsky
<b>Meeting Dates</b>	January 10, April 5, May 3

<b>Overview of the Committee</b>
<p>SCTP reviews and approves new and modifications to academic programs. It is the first senate committee that examines programs outside of the faculty and takes a much more detail oriented approach than the Academic Policy Committee (APC) which has to approve new and modified programs after SCTP.</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• Approved changes to Engineering Co-op requirements and a number of new programs in the School of Continuing Studies</li> <li>• Approved numerous other programs across almost all faculties</li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<p>McGill is currently exploring the idea of extended masters programs in which a number of certificate programs could be linked together in order to form a master's degree. This was brought to SCTP for consultation in April and will likely be brought forward again as the proposal is developed further.</p>

# COMMITTEE ON ENROLMENT AND STUDENT AFFAIRS (CESA)

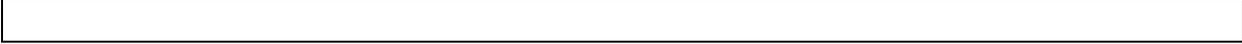
<b>Committee Name</b>	Committee on Enrolment and Student Affairs (CESA)
<b>Contact Person's Name</b>	Jonathan Nordland
<b>Contact Person's Email</b>	jonathan.nordland@mcgill.ca
<b>Student Representative(s)</b>	Michael Nwabufo

**No report was submitted for the Winter 2018 term.**

## ENROLMENT AND STUDENT AFFAIRS ADVISORY COMMITTEE (ESAAC)

<b>Committee Name</b>	CESA Enrolment and Student Affairs Advisory Committee (ESAAC)
<b>Contact Person's Name</b>	Jonathan Nordland
<b>Contact Person's Email</b>	jonathan.nordland@mcgill.ca
<b>Student Representative(s)</b>	Isabella Anderson, Salma Youssef
<b>Meeting Dates</b>	February 6, April 3

<b>Overview of the Committee</b>
<p>This committee is intended to meet and discuss content that the Committee on Enrolment and Student Affairs defers to it. Discussed issues related to recruitment and admissions, scholarship and student aid, and student affairs broadly speaking.</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• Change of procedure in course registration. Rather than registration date by faculty, registration date is now by credit requirements remaining until degree completion. The purpose of this is to allow students near graduation to be able to register in courses they require to graduation and relieve the administrative burden on advisors and professors.</li> <li>• Creation of a new minor for International Experiential Learning             <ul style="list-style-type: none"> <li>• Students will receive credits for studying abroad.</li> </ul> </li> <li>• Embedded Wellness Access             <ul style="list-style-type: none"> <li>• They're renovating the clinic to try a new model for accessibility for mental health resources.</li> <li>• A "triage system" where the patient comes in and speaks first to a triage social worker who will be trained appropriately to determine the urgency and what support the student needs.</li> <li>• Should be completed by the end of summer/early fall.</li> </ul> </li> <li>• Changed academic date for Fall 2018 (changed first day of classes to Monday schedule due to a scheduling mistake when it was passed at senate).</li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>• Possibly changing the name of the Office for Students with Disabilities to something more appropriate (i.e. Accessibility Services).</li> <li>• More talk about the deferred exam pilot project – some of the administration are not happy with it due to the increased number of exams to mark.</li> <li>• Discussion about the new clinic and how the triage system and expanded mental health services are working.</li> <li>• B.Ed. Secondary Math program might make specific math courses requirements before applying to the program so as to avoid issue of students dropping the program.</li> </ul>



### Subcommittee on Academic Integrity (SAI)

<b>Committee Name</b>	ESAAC Subcommittee on Academic Integrity (SAI)
<b>Contact Person's Name</b>	Glenn Zabowski
<b>Contact Person's Email</b>	glenn.zabowski@mcgill.ca
<b>Student Representative(s)</b>	Aleem Damji & Tiphaine Le Corre
<b>Meeting Dates</b>	February 5

<b>Overview of the Committee</b>
The SAI is a subcommittee of the ESAAC mandated to initiate and monitor efforts to promote academic integrity at McGill, and to bring recommendations to the ESAAC as required.
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• Reviewed McGill's Web Materials on Academic Integrity</li> <li>• Redesigned exam incident report form to be implemented in Fall 2018</li> <li>• Possibility of using a software solution to track academic integrity violations</li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>• Impact of redesigned report form</li> <li>• Progress of mandating academic integrity tutorial for all undergraduates</li> </ul>

## Subcommittee on Undergraduate Student Advising (SUSA)

<b>Committee Name</b>	ESAAC Subcommittee on Undergraduate Student Advising (SUSA)
<b>Contact Person's Name</b>	Glenn Zabowski
<b>Contact Person's Email</b>	glenn.zabowski@mcgill.ca
<b>Student Representative(s)</b>	Rebecca Seliga, Alice Wang, Jed Lenetsky, Salma Youssef
<b>Meeting Dates</b>	January 26

### Overview of the Committee

SUSA is a committee that acts as a liaison between the Enrolment and Student Affairs Advisory Committee and the various faculties and undergraduate student population at McGill. The committee reviews the needs of the faculties with respect to undergraduate student advising, and proposes recommendations to ESAAC for how to improve Undergraduate Advising Services. The committee also monitors Undergraduate Advising Services, reviews pilot projects, and anticipates challenges.

### Highlights or key business discussed this year

- Advising Hub Communications Advising Fund and Dean of Students Advising award – Office of the Dean of Students admin coordinators will continue to operate these
- First-Time Only Deferred Final Exam Pilot – Concerns from McGill Association of University Teachers with respect to the administrative burden of the pilot were voiced. In the second year of the pilot, data collected will be used to address and learn more about these concerns
- Involuntary Leave Policy draft – this policy addresses extreme circumstances that would render a student unable to continue their studies safely, and the university unable to support them. A case team approach would be used, and the student would first be approached about a voluntary leave. Throughout the process, the focus would be on the student's wellbeing and the involuntary leave policy would have no penalties, as well as be non-judgemental and supportive. The assumption is that the student would eventually return to campus, and conditions for this return would be laid out. There would be appeals within the policy.
- Concerns with the Involuntary Leave Policy draft included: terminology used on the transcripts – leave of absence vs. administrative leave (both for official and advising transcripts), terminology used in the policy document (ex: the student shall, not may, be given the option for voluntary leave first), clarity and details about academic and financial accommodation, and ensuring that the student does not feel trapped, that they are given options and a path to change.

## Subcommittee on Student Affairs Policy (SSAP)

<b>Committee Name</b>	ESAAC Subcommittee on Student Affairs Policy (SSAP)
<b>Contact Person's Name</b>	Glenn Zabowski
<b>Contact Person's Email</b>	glenn.zabowski@mcgill.ca
<b>Student Representative(s)</b>	Maeve Botham Tre Mansdoerfer

**No report was submitted for the Winter 2018 term.**

# HONORARY DEGREES AND CONVOCATIONS COMMITTEE (HDCC)

<b>Committee Name</b>	Honorary Degrees and Convocations Committee (HDCC)
<b>Contact Person's Name</b>	Georgia Ntentis
<b>Contact Person's Email</b>	georgia.ntentis@mcgill.ca
<b>Student Representative(s)</b>	Nahal Fansia

<b>Overview of the Committee</b>
<p>“The Honorary Degrees and Convocations Committee is a Standing Committee of Senate. Its mandate is to recommend to Senate outstanding individuals for the conferral of McGill honorary degrees, the highest honour that the University can bestow. It shall also advise on convocations matters as required”. Committee meets twice a year.</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• Reviewed nominations for honorary degrees and selected individuals to be approved by the Senate.</li> <li>• Advised senate on convocation matters.</li> </ul>

# SENATE COMMITTEE ON LIBRARIES

<b>Committee Name</b>	Senate Committee on Libraries
<b>Contact Person's Name</b>	Julie Faubert
<b>Contact Person's Email</b>	julie.faubert@mcgill.ca
<b>Student Representative(s)</b>	Malcolm McClintock (SSMU Library Improvement Fund Coordinator), Marie Lemieux
<b>Meeting Dates</b>	February 9, April 12

## Overview of the Committee

As a Standing Committee of the McGill Senate, the Senate Committee on Libraries recommends to Senate policies regarding libraries. Moreover, it reviews documents and reports pertaining the Libraries. More information can be found here: <https://www.mcgill.ca/library/about/committees/senatecomm>

## Highlights or key business discussed this year

- Fiat Lux project (funding, timeline, etc.)
  - Plan to renovate the McLennan-Redpath complex
- Collections management facility on MacDonald Campus (in pre-planning stages)
  - Storage facility for library collections that are not heavily circulated to make space in the library branches
- Update of McGill Library Catalogs (hopefully completed by Fall 2018)
  - Change the default library catalog that the McGill community uses to expose users to the breath of sources available
  - More information: [Jeffry.archer@mcgill.ca](mailto:Jeffry.archer@mcgill.ca)
- Royal Victoria Project
  - Conversion of space into multi-disciplinary programs and library space

## Topics that might carry over to next term or expected topics

- Fiat Lux project (funding, timeline, etc.)
  - How to make sure that students are aware of developments and can voice their interests
- Collections management facility on MacDonald Campus (in pre-planning stages)
  - Expected timeline: 2-3 years
  - How to prepare the collections for this move (community feedback, library involvement, etc.)
  - Decision regarding retrieval system

# SENATE COMMITTEE ON PHYSICAL DEVELOPMENT (SCPD)

<b>Committee Name</b>	Senate Committee on Physical Development (SCPD)
<b>Contact Person's Name</b>	Brian Karasic
<b>Contact Person's Email</b>	brian.karasic@mcgill.ca
<b>Student Representative(s)</b>	Nahal Fansia

<b>Overview of the Committee</b>
<p>The Committee on Physical Development is a Standing Committee of Senate responsible for advising on physical development of the university so that the development reflects university's academic priorities. Committee meets twice a semester.</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• Potential remodelling of McLennan and Redpath libraries.</li> <li>• Plan to improve the connection from McGill Roddick gates to McLennan so that students do not use McTavish to access the library.</li> <li>• Full ownership of 680 Sherbrook by August 9, 2018.</li> <li>• West block of Stewart Biology building was reconstructed.</li> <li>• Major work done in McDonald Harrington regarding water infiltration, reconstruction of windows etc.</li> <li>• Bike centre to be created in SSMU building by 2019.</li> </ul>

# COMMITTEE ON STUDENT SERVICES (CSS)

<b>Committee Name</b>	Committee on Student Services
<b>Contact Person's Name</b>	Kyla Hosie
<b>Contact Person's Email</b>	kyla.hosie@mcgill.ca
<b>Student Representative(s)</b>	Alyssa Wooster, Jemark Earle, Isabella Anderson, Tre Mansdoerfer, Ahmer Wali, Isabelle Oke
<b>Meeting Dates</b>	January 21, February 28, March 29

<b>Overview of the Committee</b>
<p>Advises the Executive Director on the direction of Student Services. Even split of students and faculty/admin.</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• Review of CSS's role: Should the committee expand to be a forum for student services across campus, including e.g. Rez Life and Athletics? Or should it become an advisory committee to EDSS, similar to advisory boards to sub-units.</li> <li>• Innovation Funds: Came to an end. Reviewed final reports on progress made, with successful projects across multiple units, including Counseling, ISS, CaPs and more.</li> <li>• Advisory Board Reports: No red flags, quite variable in format despite template being shared. Some ABs did not meet as often as required.</li> <li>• Wellness Hub: New wellness plan, including renovation of physical space, reorganizing of health units and website, and increase in service delivery with hiring of more staff to be embedded in faculties. 13 million dollar proposal submitted, with significant contribution promised by McGill.</li> <li>• Overhead Fees: Will be removed in stages, starting next year at 250k and 500k the subsequent year.</li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>• Wellness Hub: Progress of the renovations and management of disruptions. Also implementation of Embedded Wellness Advisors should be followed.</li> <li>• CSS's role: Summary of discussion submitted to Senate. May come up given concurrent review of the DPSLL office.</li> <li>• Fee Referendum: Plan to go to students next year to ask for increase in student services fees. Waited till next year to show progress to students first.</li> </ul>

## STUDENT HEALTH SERVICE ADVISORY BOARD (SHS AB)

<b>Committee Name</b>	Student Health Service Advisory Board (SHS AB)
<b>Contact Person's Name</b>	Patricia Strutz
<b>Contact Person's Email</b>	patricia.strutz@mcgill.ca
<b>Student Representative(s)</b>	Vivian Chia Jou Lee, Nahal Fansia, Qi Yue He
<b>Meeting Dates</b>	February 5

Overview of the Committee
<p>Health Services Advisory Board meets twice a year. Members of the board include the Health Services Clinic Director, Nurse Manager, Client Services Administrator, Senators of Medicine, Nursing, PT/OT and Dentistry, along with representatives from Nursing, PGSS and of the undergraduate student population.</p>
Highlights or key business discussed this year
<ul style="list-style-type: none"> <li>• Wellness Center               <ul style="list-style-type: none"> <li>○ Went over the preliminary design layouts for the new wellness center. Students were happy with the layout and appreciated the design schemes (including colour, natural elements, etc)</li> <li>○ Discussed Health Promotions being strengthened, including a new physical space for the Shag Shop.</li> <li>○ Discussed Peer Support Center (PSC) – PGSS rep expressed concerns for location of PSC during SSMU building renovations</li> <li>○ Discussed the idea of embedded counsellors in different faculties</li> <li>○ Questions from PGSS rep re: possible services on the Glen site</li> <li>○ Concerns expressed by PT/OT senator re: access to services (eg wait times on phone)</li> <li>○ Both reps expressed desire for online booking services</li> </ul> </li> <li>• EMR               <ul style="list-style-type: none"> <li>○ New EMR CFT process ongoing</li> </ul> </li> <li>• Mac Campus               <ul style="list-style-type: none"> <li>○ Informed student reps of difficulty with hiring nurse practitioner for Mac campus</li> <li>○ 2 physicians have expressed interest in starting in the fall (one day each) at Mac campus</li> </ul> </li> <li>• Accessory Fees               <ul style="list-style-type: none"> <li>○ PGSS rep expressed concerns about lack of access to flu vaccine for all students. Dr P explained that we have been in touch with RAMQ to see how the legislation would apply to us and that we may be able to restart dispensing vaccines at cost to students.</li> </ul> </li> </ul>
Topics that might carry over to next term or expected topics
<ul style="list-style-type: none"> <li>• Flu shots               <ul style="list-style-type: none"> <li>○ Not able to offer students</li> </ul> </li> </ul>

- Past: we have bought them and sold them
- Now with the accessible fee regulations, not able to give vaccines with a fee.
- Talked with medical director, it is not a fee charged by the student, it may be acceptable now.
- 200\$ to buy in pharmacy and 160\$ when doing in McGill clinic
- Increasing number of frontline staff
- 20 physicians working there, 3.8 full time equivalence
  - A little low
  - Would want to increase
- Psychiatry: 7 full -time equivalence
- Online therapeutic counselling
  - CBT based
  - Check in : skype services
- Student wellness action plans (SWAP)
  - Health and wellness strategy
  - Change the current the wellness in student life
  - Example : sleep hygiene, effective contraception
  - Encourage previous services as well as trying to have new services
- Hiring of nurse practitioner and/or physicians at the Mac Campus

## PSYCHIATRIC SERVICES ADVISORY BOARD (PS AB)

<b>Committee Name</b>	Psychiatric Services Advisory Board (MHS AB)
<b>Contact Person's Name</b>	Cathie Sheeran
<b>Contact Person's Email</b>	cathie.sheeran@mcgill.ca
<b>Student Representative(s)</b>	Vithushon Thayalan (SSMU Mental Health Coordinator), Nikita Mohan

**No report was submitted for the Winter 2018 term.**

## COUNSELLING SERVICE ADVISORY BOARD (CS AB)

<b>Committee Name</b>	Counselling Services Advisory Board (CS AB)
<b>Contact Person's Name</b>	Lorraine Bush (Senior Administrative Coordinator), for Dr. Vera Romano (Director of Counselling Service)
<b>Contact Person's Email</b>	lorraine.bush@mcgill.ca
<b>Student Representative(s)</b>	Vivian Chia Jou Lee, Celine Renaud-Brice, Ebby Crowe (SSMU Mental Health Coordinator)
<b>Meeting Dates</b>	February 14, April 12

<b>Overview of the Committee</b>
Counselling Services Advisory Board meets three times a year to discuss and evaluate McGill Counselling's administrative changes and student health in both the Macdonald and Downtown campuses.
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• The Year in Numbers             <ul style="list-style-type: none"> <li>○ April 2017-March 2018: 3886 counselling visits, 165 in Macdonald Campus</li> <li>○ 500 TAO accounts, 175 Therapy group sessions</li> <li>○ 500 participants in finals distress programs (therapy dog and yoga)</li> <li>○ 700 students at outreach events (prevention education)</li> <li>○ 60-65 consultations per week, 6-7 new clients added on each week</li> <li>○ Client list grows continuously– appropriate counselling service mandate to accommodate growing trend</li> </ul> </li> <li>• The establishment of the wellness hub             <ul style="list-style-type: none"> <li>○ Provides one stop triage – triage wellness advisor at first contact</li> <li>○ Referrals to peer help, self-help, TAO, priority appointment or prescheduling</li> </ul> </li> <li>• Priority appointments             <ul style="list-style-type: none"> <li>○ Program Advisors and other authorized administrators can flag student in need of urgent care – 200 appointment slots allocated for expedited service</li> <li>○ Positive feedback from the community, little to not false positives</li> <li>○ Will need to map process when triage advisors are involved</li> </ul> </li> <li>• Electronic Medical Record             <ul style="list-style-type: none"> <li>○ Implementation over summer 2018</li> </ul> </li> <li>• Building good faith and cultural shift with the student population             <ul style="list-style-type: none"> <li>○ Hiring of communications manager (help with the delivery of message to the student population)</li> <li>○ Provide freshmen students with toolkit on mental health</li> <li>○ Have set up TV in waiting room</li> <li>○ Establishment and formalization of counselling service student working group</li> </ul> </li> </ul>
<b>Topics that might carry over to next term or expected topics</b>

- Wellness Hub student feedback prior, during and after implementation
- Hiring of new communications manager (role and effectiveness)
- Counselling Services Student Working Group Mandate
- Electronic Record Implementation

## **CAREER PLANNING SERVICE ADVISORY BOARD (CAPS AB)**

<b>Committee Name</b>	Career Planning Service Advisory Board (CaPS AB)
<b>Contact Person's Name</b>	Darlene Hnatchuk
<b>Contact Person's Email</b>	darlene.hnatchuk@mcgill.ca
<b>Student Representative(s)</b>	Saumia Ganeshamoorthy, Jessica Wang, Shuyue He, Amir Fawzy

**No report was submitted for the Winter 2018 term.**

## ADVISORY COMMITTEE ON INTERNATIONAL STUDENTS (ACIS)

<b>Committee Name</b>	Advisory Committee on International Students (ACIS)
<b>Contact Person's Name</b>	Francesca Siracusa
<b>Contact Person's Email</b>	francesca.siracusa@mcgill.ca
<b>Student Representative(s)</b>	Ms. Apoorva Malepati, Ms. Lily Payton, Ms. Nikita Mohan, Mr. John Butler
<b>Meeting Dates</b>	October 27, March 21

### Overview of the Committee

This committee meets about 1-2 times per semester 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, to design plans and actions to address current/future problems, and to follow up on previous committee work. This committee has a total of 15 individuals as permanent representatives; additional representatives from other university offices often attend on a temporary basis.

### Highlights or key business discussed this year

- SSMU representatives followed up on previous business in addition to emphasizing the importance of International Student Services (ISS) effectively utilizing electronic communication (such as listserv emails and Facebook) to reach out to various segments of the McGill international student community and to connect students with university services and information. (Oct. 27)
- The representative from Student Housing and Hospitality Services (SHHS) suggested measures that can be taken to connect international students with university resources within the context of student housing such as encouraging floor fellows to engage with students on a personal basis via Facebook, developing workshops for students experiencing culture shock, and ensuring an inclusive environment within student housing. (Oct. 27). Student Housing and Hospitality Services later announced that they will be hosting workshops on culture shock starting in Fall 2018. (Mar. 21)
- The representative from Social Equity and Diversity Education (SEDE) spoke about the various programs organized by SEDE which serve the international community at McGill including Alternative Spring Break (90% of participants are international students) and other opportunities to foster student acclimation and involvement. We introduced the idea of adding a French program to the Alternative Spring Break trip to therefore increase international students involvement in jobs in Montreal, etc. (Oct. 27). In response to the French immersion proposal, SEDE and ISS later put forward tentative plans to hold a French immersion alternative spring break and outlined a tentative agreement with the Université de Quebec à Chicoutimi to collaborate on a French immersion program. (Mar. 21)
- The representative from Scholarships and Student Aid (SSAO) spoke about the manner in which offers of admission are presented to students; the new process is simpler and allows students to recognize tuition costs easier than before. She also spoke about SSAO programs that connect students with financial aid and assist students in developing budgeting skills. (Oct. 27) SSAO indicated that the bursary

level remains constant and that the tax workshops for McGill students were well attended and well received by the participants. (Mar. 21)

- International Student Services reported that the Fall Orientation and other introductory events (eg. Bitesize Montreal) were well attended; there will be another orientation held in January for the Winter Semester. There are currently over 12,000 international students at McGill; as of Oct. 27, ISS was finalizing a chart of the national origins of the McGill international student community. ISS recently added new staff members and moved into an office on the fifth floor (East wing) of the Brown Building. ISS recently created a working group to address health insurance related matters; furthermore, ISS partnered with Career Planning Service (CaPS) and Service Canada to assist international students in the issuance of Social Insurance Numbers (SIN)—which was a big success. ISS also is currently recruiting a part-time staff member to oversee the Transition Out Program (TOP) which aims to inform and guide international students making post-graduation plans. (Oct. 27)
- ISS is launching the iStep program; this program will help guide international students through the process of evaluating the prospects and planning for staying in Quebec post-graduation. The program is structured to include all aspects related to settling in Quebec including documentation, language classes, and tips for finding work. (Mar. 21)
- ISS has experienced success in engaging with international students through its Winter Bitesize, Orientation, and Meet and Greet Lounge. Attendance has been strong and feedback has been positive. (Mar. 21)
- Immigration Canada has clarified that students can work full time during the summer; the Quebec Ministry of Immigration has been incredibly slow in scheduling important meetings on the topic of student immigration. (Mar. 21)

### **Topics that might carry over to next term or expected topics**

- Health insurance will remain an important topic moving forward; health insurance premiums are expected to increase significantly and there will be substantial discussion on the topic.
- The university is interested in the effectiveness of SSMU's performance during the period of the Shatner Building closure. There will likely be discussion of the closure's impacts on the operation of SSMU clubs (particularly MISN and international groups).
- As iStep is implemented, there will likely be discussions over ways in which the program can identify and anticipate areas in which it can improve in helping international students transition into permanent life in Quebec.
- Alternative spring break and French immersion programs will likely be discussed as these programs are adjusted and planned. The location, cost, and structure of the French immersion program will certainly be a future topic of discussion.

**SCHOLARSHIP AND STUDENT AID OFFICE ADVISORY BOARD  
(SSAO AB)**

<b>Committee Name</b>	Scholarship and Student Aid Office Advisory board (SSAO AB)
<b>Contact Person's Name</b>	Cara Piperni
<b>Contact Person's Email</b>	cara.piperni@mcgill.ca
<b>Student Representative(s)</b>	Kyla Willis
<b>Meeting Dates</b>	N/A

**No report was submitted for the Winter 2018 term as the committee did not meet.**

## MC GILL ATHLETICS AND RECREATION ADVISORY BOARD (MARAB)

<b>Committee Name</b>	McGill Athletics and Recreation Advisory Board (MARAB)
<b>Contact Person's Name</b>	Philip Quintal
<b>Contact Person's Email</b>	philip.quintal@mcgill.ca
<b>Student Representative(s)</b>	Yue Jiao, Michael Nwabufo
<b>Meeting Dates</b>	January 18, April 5

### Overview of the Committee

Chaired by Michael Richards, this committee acts as advisory board to the executive director of Athletics and Recreation Marc Gélinas. Topics discussed include upcoming events or plans for the improvement of A&R services. 5 student seats are allocated amongst the SAC(2), SSMU(2), VC(1), PGSS(1).

### Highlights or key business discussed this year

- Hazing management- Varsity office looking to re-evaluate the anti-hazing seminar with the possibility of giving different sessions to returning and first-year student-athletes.
- Wheelchair accessible entrance door project has been halted due to the increasing costs
- "Fitness pods" for semi-private training are scheduled to open in Fall 2018. They are located in the old squash courts next to the dance studio,
- Budget for 2018-2019. Increase in spending for Tier 1 teams mostly due to increase in medical staff.

### Topics that might carry over to next term or expected topics

Possibility of submitting a referendum question to SSMU for the increase of the Athletics and Recreation Fee

# JOINT BOARD-SENATE COMMITTEE ON EQUITY (JBSCE)

<b>Committee Name</b>	Joint Board-Senate Committee on Equity (JBSCE)
<b>Contact Person's Name</b>	Angela Campbell
<b>Contact Person's Email</b>	angela.campbell@mcgill.ca
<b>Student Representative(s)</b>	Helen Ogundeji (SSMU Equity Commissioner)

**No report was submitted for the Winter 2018 term.**

## SENATE SUBCOMMITTEE ON WOMEN (SSCOW)

<b>Committee Name</b>	JBSCE Subcommittee on Women (SSCOW)
<b>Contact Person's Name</b>	Susan Gaskin
<b>Contact Person's Email</b>	susan.gaskin@mcgill.ca
<b>Student Representative(s)</b>	Megan Phyper, Helen Ogundeji (SSMU Equity Commissioner)
<b>Meeting Dates</b>	January 24, March 28

<b>Overview of the Committee</b>
<p>Mandate:</p> <ul style="list-style-type: none"> <li>○ Advocacy of women's rights and promotion of women</li> <li>○ Initiation and consolidations of women's activities</li> <li>○ Liaison and networking for women</li> <li>● Membership: members of staff and faculty, alumni, Harm Reduction Officer, Family Care Coordinator, PGSS representative (1), SSMU representatives (2)</li> <li>● Meeting frequency: twice a semester, 1hr/meeting</li> </ul>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>● Sub-committee on Accommodation for primary care responsibilities</li> <li>● Sexual Violence Policy</li> <li>● Harassment Policy</li> <li>● Parental Leave Funding for graduate students</li> <li>● Equal gender representation among professors               <ul style="list-style-type: none"> <li>○ Hiring process</li> </ul> </li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>● Sexual violence policy               <ul style="list-style-type: none"> <li>● Universities communications about sexual violence</li> </ul> </li> <li>● Parental Leave Funding for graduate students</li> <li>● Sub-committee on Accommodation for primary care responsibilities</li> <li>● Holding professors accountable               <ul style="list-style-type: none"> <li>● Better process for reporting, transparency</li> </ul> </li> <li>● Equal gender representation among professors               <ul style="list-style-type: none"> <li>● Hiring process</li> <li>● Greater transparency</li> </ul> </li> </ul>

## SUBCOMMITTEE ON FAMILY CARE

<b>Committee Name</b>	JBSCE Subcommittee on Family Care
<b>Contact Person's Name</b>	Audrey Moores
<b>Contact Person's Email</b>	audrey.moores@mcgill.ca
<b>Student Representative(s)</b>	Vino Panchadcharam
<b>Meeting Dates</b>	February 28, April 24

<b>Overview of the Committee</b>
<p>Meeting a couple of times per school semester, this subcommittee seeks to examine the breadth, accessibility, and quality of services offered by the university to support students and staff with familial responsibilities concerning dependents (such as child care and elder care).</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>● Continuing our work on accommodating pregnant students at OSD (there have been noted instances of teachers referring students seeking extensions and accommodation to the Office of Students with Disabilities).</li> <li>● Policy for Pregnant Student Lab Workers: A student from the Social Work faculty (who is a parent himself) has been engaged to conduct research on this issue next term. We've received funding from the SURA social equity fund for this purpose</li> <li>● Audrey and Shari have met with Huddol (huddol.com) executives to potentially create a closed space for McGill staff (both academic and not) on this platform, which connects caregivers with peers and professionals. This platform allows people to express what illness or disability they are tending to, and seek out advice from persons with experience in similar situations. If we proceed with this, we will explore the option of making accounts anonymous to make people more comfortable with using the service.</li> <li>● We are working with the McGill Equity Subcommittee on Queer People to modify the wording in McGill's Regulations on Maternity Leave and Extended Parental Leave to reflect more gender-neutral terms and pronouns, since parenthood is not a gender-restricted concept, and McGill policies should reflect that.</li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>● Policy for Accommodation of Pregnant Student Lab Workers</li> <li>● Huddol Project</li> <li>● Bettering on campus daycare services for students and staff with children</li> </ul>

## SUBCOMMITTEE ON INDIGENOUS PEOPLES

<b>Committee Name</b>	Subcommittee on First Peoples
<b>Contact Person's Name</b>	Haidee Lefebvre and Kakwiranó:ron Cook
<b>Contact Person's Email</b>	haidee.lefebvre@mcgill.ca
<b>Student Representative(s)</b>	Carlee Loft (SSMU Indigenous Affairs Coordinator)
<b>Meeting Dates</b>	January 25, February 15, April 13

<b>Overview of the Committee</b>
<p>Committee advises on the development of – or modifications to – University policy regarding Indigenous peoples across constituencies of the University and recommends both short term and long-term ameliorations to the JBSCE.</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• The sub-committee focused on steps to finalize community consultations on the university's Traditional Territory Statement, which was adopted last year. In the end it was decided that a student position will be made for the next academic year to carry out these consultations. A job description is in the process of being drafted.</li> <li>• Discussed the need to address the lack of consultation for suggested renovations to the Leacock building which aim to included Indigenous visual representations.</li> <li>• Started drafting the SCEFP Terms of Reference.</li> <li>• Looking into adding our profile on the Co-Curricular Record for student members</li> <li>• Started a working group to develop a web page</li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>• Consultation on Traditional Territory Statement</li> <li>• Leacock building consultations</li> <li>• Finalizing of the Terms of Reference</li> <li>• Webpage development</li> </ul>

## SUBCOMMITTEE ON RACIALIZED AND ETHNIC PERSONS (SCREP)

<b>Committee Name</b>	JBSCE Subcommittee on Racialized and Ethnic Persons (SCREP)
<b>Contact Person's Name</b>	Adrienne Piggott
<b>Contact Person's Email</b>	adrienne.piggott@mcgill.ca
<b>Student Representative(s)</b>	Christelle Tessono, Robyn Lee (Equity Commissioner)
<b>Meeting Dates</b>	January 12, February 9, March 9, April 13, May 11

### Overview of the Committee

The committee makes recommendations to the JBSCE on issues regarding ethnic and racialized persons.

The Fall term was focused on responding to concerns made by Muslim students & organizations operating on campus, and evaluating the wide variety of racist dialogue and incidents on campus (e.g. anti-Semitism with SSMU Fall General Assembly, islamophobia with new provincial bills and international political context, etc.).

The Winter term was focused on moving forward with solutions regarding concerns made by a wide variety of racialized communities on campus. The committee was also involved in participating in a great number of events organized to celebrate the achievements and history of racialized communities such as Black History Month in February (SEDE x BSN), the commemoration of the Islamic Cultural Centre massacre in Quebec City (Jan. 29<sup>th</sup>) – to name a few.

### Highlights or key business discussed this year

- Task force on inclusivity and diversity: some members of the sub-committee were able to participate in a few working groups and the open forum. The subcommittee also debriefed on their interactions with the task force.
- Black History Month celebrations participation and collaboration.
- McGill Black Alumni Association (MBAA) collaboration with their "Discover, Design & Connect with MBAA" event.
- Debrief on report 'Investigation of Allegations of Anti-Semitism at the October 23rd, 2017 Meeting of the General Assembly of the Student Society of McGill University (SSMU)'
- Working Group on Principles of Commemoration and Renaming: some members of the subcommittee were consulted by the working group as an effort to gauge what people on campus think of the names certain buildings and institutions have in our community.

### Topics that might carry over to next term or expected topics

- For the 2018-2019 Academic Year, we hope to be able to read reports on the task force and the working group on principles of commemoration and renaming.

- We also hope for greater use of our consultative ability by different bodies who want to create sustainable change within our campus community!

## **SUBCOMMITTEE ON QUEER PEOPLE**

<b>Committee Name</b>	JBSCE Subcommittee on Queer People (SQP)
<b>Contact Person's Name</b>	Lynn Kozak (Chair) and Michael David Miller (Co-Chair)
<b>Contact Person's Email</b>	lynn.kozak@mcgill.ca and michael.david.miller@mcgill.ca

**No report was submitted for the Winter 2018 term.**

## INDIGENOUS AFFAIRS WORK GROUP (IAWG)

<b>Committee Name</b>	Indigenous Affairs Work Group (IAWG)
<b>Contact Person's Name</b>	Christopher Buddle
<b>Contact Person's Email</b>	christopher.buddle@mcgill.ca
<b>Student Representative(s)</b>	Denny Choi, Carlee Loft (SSMU Indigenous Affairs Coordinator)
<b>Meeting Dates</b>	December 12, January 31, March 9, May 8

<b>Overview of the Committee</b>
<p style="text-align: center;">The aim of IAWG is to contribute to Indigenous student success at McGill. Through information sharing among different units across the university, we identify and engage in potential collaborations. Thematic sub-groups will be created to advance this work. All units involved in a student's lifecycle are invited to participate.</p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• The evolution of the IAWG – what is the group currently, what should the group be, who should be involved, and what are the group's core goals.</li> <li>• Looking into what exists at McGill for Indigenous students already</li> <li>• How to improve student experience: application of the Task Force, looking into creating awards for Indigenous students</li> <li>• Creating clear communication between various Indigenous focused groups on campus to better streamline initiatives and information (through unit reports at each meeting)             <ul style="list-style-type: none"> <li>• SEDE, FPH, Indigenous Law Association, Indigenous Studies Program, Indigenous Recruitment Officers, etc...</li> </ul> </li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>• Group will continue to act as an advisory committee for all things regarding Indigenous student experience and success at McGill University</li> <li>• Continued communication between various units and their corresponding projects</li> </ul>

# ADVISORY COUNCIL ON THE CHARTER OF STUDENTS' RIGHTS

<b>Committee Name</b>	Advisory Council on the Charter of Students' Rights
<b>Contact Person's Name</b>	Professor Jane Everett (Chair)
<b>Contact Person's Email</b>	jane.everett@mcgill.ca
<b>Student Representative(s)</b>	Fatima Anjum

**Due to the confidential nature of this committee a report could not be submitted.**

The Council on the Charter of Students' Rights investigates any allegation that the general application of a University rule is in violation of this Charter. A request for investigation may be made by a member of the University (the complainant) or may be referred to the Council by the Committee on Student Grievances.

# COMMITTEE ON STUDENT DISCIPLINE (CSD)

<b>Committee Name</b>	Committee on Student Discipline (CSD)
<b>Contact Person's Name</b>	Dylan Bertus
<b>Contact Person's Email</b>	deanofstudents@mcgill.ca
<b>Student Representative(s)</b>	Jad El-Tal, Caitlin Mehrotra, Ellen Chen, Camille Belanger, Sebastien Oudin-Filipecki

**Due to the confidential nature of this committee a report could not be submitted.**

The CSD is a hearing committee which reviews cases of infringement of the Code of Student Conduct and Disciplinary Procedures, and makes decisions based on the evidence presented.

# COMMITTEE ON STUDENT GRIEVANCES (CSG)

<b>Committee Name</b>	Committee on Student Grievances (CSG)
<b>Contact Person's Name</b>	Bonnie Borenstein
<b>Contact Person's Email</b>	bonnie.borenstein@mcgill.ca
<b>Student Representative(s)</b>	Cherry Wu, Jennifer Seidel

**Due to the confidential nature of this committee a report could not be submitted.**

The CSG reviews any grievances lodged by students that rights accorded to them under the Charter of Students' Rights have been infringed by a member of the University, and decides on the appropriate redress.

# APPEAL COMMITTEE ON STUDENT DISCIPLINE AND GRIEVANCES

<b>Committee Name</b>	Appeal Committee on Student Discipline and Grievances
<b>Contact Person's Name</b>	Bonnie Borenstein
<b>Contact Person's Email</b>	<a href="mailto:bonnie.borenstein@mcgill.ca">bonnie.borenstein@mcgill.ca</a>
<b>Student Representative(s)</b>	Yue Jiao, Kokulan Mahendiran,

**Due to the confidential nature of this committee a report could not be submitted.**

The Appeal Committee for Student Discipline and Grievances deals with appeals regarding decisions made by the CSD or the CSG.

# MCGILL WRITING CENTRE ADVISORY COMMITTEE (MWC AC)

<b>Committee Name</b>	McGill Writing Center Advisory Committee (MWC AC)
<b>Contact Person's Name</b>	Dr. Sue Laver
<b>Contact Person's Email</b>	sue.laver@mcgill.ca
<b>Student Representative</b>	Sophie Zhao
<b>Meeting Dates</b>	March 14

Overview of the Committee
<ul style="list-style-type: none"> <li>• Mandate: The MWC Advisory Committee deals with the service provision of the McGill Writing Centre.</li> <li>• Membership: 3 years, aside from student representatives who have membership for 1 year</li> <li>• Meeting frequency: convened once this semester; meetings arranged on an as-needed basis</li> <li>• Scope of work: enhancing the efficiency and effectiveness of the MWC as well as examining new writing courses for the years to come.  <a href="http://ssmu.mcgill.ca/ua/university/mcgill-committees/#MWCAC">http://ssmu.mcgill.ca/ua/university/mcgill-committees/#MWCAC</a>  <a href="https://www.mcgill.ca/mwc/home-page">https://www.mcgill.ca/mwc/home-page</a> </li> </ul>
Highlights or key business discussed this year
<p>Shifting culture of writing at McGill (approved)</p> <ul style="list-style-type: none"> <li>• Creating a cultural shift on campus focusing on a more meticulous exploration of writing</li> <li>• Target those from numerous disciplines, not just science students</li> <li>• Possibility of offering one credit courses that students don't have to pay for if they do the work</li> <li>• Writing an op ed is possible, so is needing to create a podcast</li> <li>• Challenge students to argue cogently, making an arcane subject relatable</li> <li>• Mac students – possibility of having a virtual session</li> <li>• Unanimous approval for this course and concept</li> <li>• Getting away from content-driven, data-dumping courses; students will inform the university more and more about how they will get a job and what they need</li> <li>• Many surveys demonstrate that students are often surprised by how much they have to write once they are working; having a writing course on the transcript will be a way to demonstrate that they have the highly prized skill</li> </ul> <p>YCCM 600 (approved)</p> <ul style="list-style-type: none"> <li>• There is interest in courses from non-McGill graduate students</li> <li>• Distance/online learning, build on something McGill has been trying to expand</li> <li>• Non-credit transcript course; 40 hours of both online instruction and assignment time</li> </ul>

- 7 modules, takes up each section of the research paper
- Writing with the intent to publish
- Non-credit courses are housed in Athena – hence the YCCM coding
- May attract out of province students to take these courses, perhaps during the summer, when they return home and are not on campus
- Designed to take less than 2 months pricing
- Course will feature assignments to be submitted, reviewed, revised

Committee membership

- Still looking for an external member but there are some leads being discussed

McGill Writing Centre link

- McGill faculty invited to reach out to add the MWC link to the website
- This link will be sent out in a newsletter

MAUT workshop completed this past year

MWC hopes to be doing a more broad/professional development event that would be open to all faculty

Writing courses for undergraduate science students – increased to 4 sessions, inclusion as complementary courses in at least 1 program

Cyclical review: lack of full time staff (both administrative and academic) and physical space issue (contacts for reducing this issue were provided)

- Air circulation problem in the MWC
- Seeking to move into the basement of Redpath, currently mainly used for the book fare
- Overall, the MWC was pleased with the cyclical review

Full team now exists for the MWC; new second language specialist started January

- Huge demand for workshops
- Will consult with the incoming dean in July or prior
- More and more departments now know that the MWC exists and are increasingly recognizing the importance of writing skills

Many of the initiatives that have moved forward have sprung from the efforts of students

**Topics that might carry over to next term or expected topics**

Given the nature of the committee, it is expected in subsequent years for new writing course requests to be examined before being submitted for finalization. Expanding the visibility of the McGill Writing Center will be another priority, as well as changing the culture of writing at McGill into one more focused on quality; this is particularly relevant for the undergraduate population, as many students remain unaware of this resource. Ultimately, the committee seeks to address the ubiquitous complaint from faculty about limited writing abilities in students. This will be done through an expansion of current writing courses available in both an academic and creative framework, in addition to broadening the student population by which the Writing Center’s resources are utilized. It would be promising to explore the

possibility of discipline-specific writing courses – in an age in which the ability to construct a compelling narrative is more vital than ever in accruing support, be this through gaining research funding or public sympathies, the ability to write cogently is a skill of unparalleled importance.

# UNIVERSITY HEALTH AND SAFETY COMMITTEE (UHSC)

<b>Committee Name</b>	University Health and Safety Committee (UHSC)
<b>Contact Person's Name</b>	Kathryn Wiens
<b>Contact Person's Email</b>	kathryn.wiens@mcgill.ca
<b>Student Representative</b>	Ahmer Wali

**No report was submitted for the Winter 2018 term.**

## **SUSTAINABILITY LABS WORKING GROUP (SLWG)**

<b>Committee Name</b>	UHSC Sustainable Lab Working Group (SLWG)
<b>Contact Person's Name</b>	Kathleen Ng
<b>Contact Person's Email</b>	kathleen.ng@mcgill.ca
<b>Student Representative(s)</b>	Alex Arkilanian, Lily Payton

**No report was submitted for the Winter 2018 term.**

# SUSTAINABILITY PROJECTS FUND WORKING GROUP (SPF WG)

<b>Committee Name</b>	Sustainability Projects Fund Working Group (SPF WG)
<b>Contact Person's Name</b>	Kim McGrath
<b>Contact Person's Email</b>	kim.mcgrath@mcgill.ca
<b>Student Representative(s)</b>	Alexandre Angle
<b>Meeting Dates</b>	January 18, February 19, March 1, April 29

<b>Overview of the Committee</b>
<p>The mandate of the Sustainability Projects Fund (SPF) Working Group (WG) is to independently ensure the optimal achievement of the <u>SPF mandate</u>. The WG reviews applications from students, faculty, and staff, for projects that will contribute positively to the culture of sustainability on campus. The SPF WG members do so by deliberating constructively based on the <u>SPF Evaluation Criteria</u> and by taking consensus-based decisions on 1) the funding of prospective and ongoing SPF projects as well as on 2) the Governance &amp; Administration (G&amp;A) of the SPF. Decisions and feedback of the WG are provided to prospective and ongoing SPF project teams through official Feedback Letters.</p> <p style="text-align: center;">A more complete description can be found here:  <a href="https://www.mcgill.ca/sustainability/spf/about-spf/spf-working-group">https://www.mcgill.ca/sustainability/spf/about-spf/spf-working-group</a></p>
<b>Highlights or key business discussed this year</b>
<p>Besides the applications reviewed this year, the SPF WG was pleased to learn that SSMU, PGSS and MCSS had all voted in favour of continuing the SPF's existence through the next five years. This guarantee permitted the SPF to provide larger grants to more ambitious projects than we would have been able to do if we had been more concerned about the existence of the fund.</p> <p>Some notable projects that were funded by the SPF this year include:</p> <ul style="list-style-type: none"> <li>• SP0179 Ban the Bottle: An initiative spearheaded by the McGill Office of Sustainability (MOOS), the SPF provided funding for MOOS to pursue an aggressive campaign against bottled water on campus, and to construct a number of water fountains. This project gained considerable positive attention in the media:  <a href="https://www.ctvnews.ca/canada/mcgill-bans-bottled-water-from-vending-machines-on-campus-1.3856599">https://www.ctvnews.ca/canada/mcgill-bans-bottled-water-from-vending-machines-on-campus-1.3856599</a></li> <li>• SP18-377 Interactive Accessibility Map: This project would see the creation of an interactive map which highlights the most accessible routes through campus, taking into account construction and other unanticipated obstacles.</li> </ul>

- SP18-341 Biomedical Waste Sterilization: This project, the largest allocation in the SPF's history, will allow McGill to process and sterilize biomedical waste on site, instead of shipping biomedical waste to a plant in Ontario.

#### **Topics that might carry over to next term or expected topics**

- The Working Group is currently reviewing its Governance and Administration practices, as well as working to improve its visibility and accessibility on campus. These conversations will probably carry on into next year, with the main focus being to update and simplify the application procedure so that applicants find it easier to access funding. The WG is also constantly working to reach students who may not know that the funding is available. Outreach during the referenda this year was useful, but the WG is always looking for more applications.
- Otherwise, the funding of individual projects occurs on a rolling basis and is therefore difficult to predict.

# UNIVERSAL ACCESS CAPITAL PROJECTS WORKING GROUP (UACPWG)

<b>Committee Name</b>	Universal Access Capital Projects Working Group (UACPWG)
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**No report was submitted for the Winter 2018 term.**