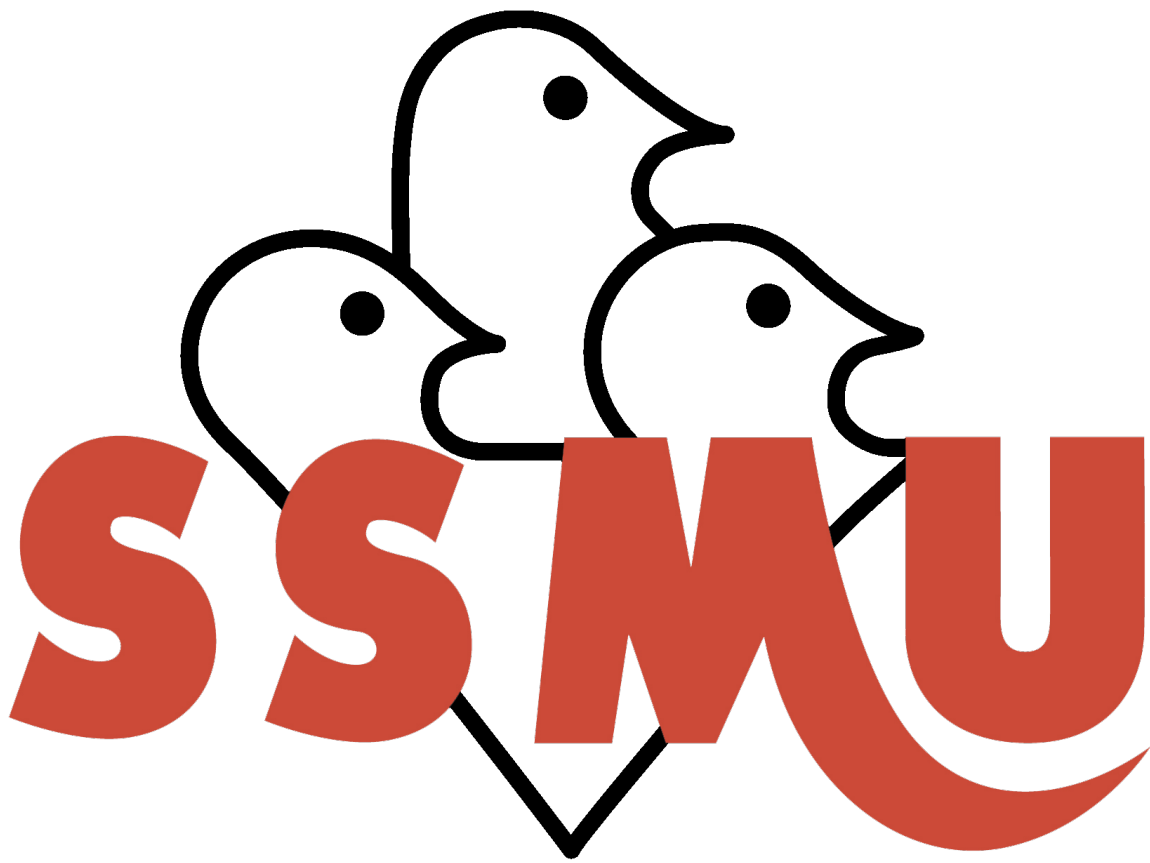


**UNDERGRADUATE STUDENT (SSMU)
REPRESENTATION
IN UNIVERSITY-LEVEL COMMITTEES**



**Semesterly Reports
Fall 2015 Term**



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. 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/>.

Senate Standing Committees

Academic Policy Committee (APC)

- Subcommittee on Teaching and Learning (STL)
 - Teaching and Learning Services Working Group (TLSWG)
 - University Teaching Labs Working Group (UTLWG)
 - Course Evaluations Advisory Group (CEAG)
- Enrolment and Student Affairs Advisory Committee (ESAAC)
 - Subcommittee on Academic Integrity (SAI)
 - Subcommittee on Undergraduate Student Advising (SUSA)
 - Subcommittee on Student Affairs Policy (SSAP)
- Subcommittee on Courses and Teaching Programs (SCTP)

Committee on Enrolment and Student Affairs (CESA)

Honorary Degrees and Convocations Committee

Senate Committee on Libraries

Senate Committee on Physical Development (SCPD)

- Gardens and Grounds Subcommittee





Committee on Student Services (CSS)

- Student Health Service Advisory Board
- Mental Health Service Advisory Board
- Counselling Service Advisory Board
- Career Planning Service (CaPS) Advisory Board
- Advisory Committee on Students with Disabilities
- Office of Religious and Spiritual Life (MORSL) Advisory Board
- Scholarship and Student Aid Office (SSAO) Advisory Board
- McGill Athletics and Recreation Advisory Board (MARAB)
- Advisory Committee on International Students (ACIS)
- Student Co-Curricular Involvement Advisory Group (SCIAG)

Joint Board-Senate Committee on Equity (JBSCE)

- Subcommittee on Women
- Subcommittee on Persons with Disabilities
- Subcommittee on Family Care
- Subcommittee on First Peoples
- Subcommittee on Racialized and Ethnic Persons
- Subcommittee on Queer People

Committees Arising Out of University Regulations

Committee on Student Discipline (CSD)

Committee on Student Grievances (CSG)

Appeal Committee for Student Discipline and Grievances

Intellectual Property Appeals Committee

Other Committees with Student Representation

Advisory Council on the Charter of Students' Rights

University Health and Safety Committee (UHSC)

Aboriginal Affairs Work Group (AAWG)

Universal Access Capital Projects Working Group

Massive Open Online Course (MOOC) Advisory Group



Academic Policy Committee (APC)

Fall 2015

Student Representatives:

Chloe Rourke (VP University Affairs)

Cecilia MacArthur (Academic Research Commissioner)

Erin Sobat (Arts Senator)

Meeting Dates:

Thursday, September 17, 2015

Thursday, October 8, 2015

Thursday, November 19, 2015

Thursday, December 10, 2015

Overview:

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.

Key Business:

Transfer Credit Policy

- Revisions were made to align McGill’s policy for transfer credits with that for exchanges. In both cases, students will now receive credit if they meet the grade requirements passing a course at the peer institution (rather than using McGill’s standards).
- Provost Manfredi has indicated that he would like to develop institution-wide approvals for exchange course equivalencies and program requirements. This would save staff time and make life much easier for students.

New or Revised Research Units

- McGill Centre for Research in Reproduction and Development
- McGill Cystic Fibrosis Translational Research Centre
- McGill Space Institute
- Institute for Human Development and Wellbeing
- McGill University Research Centre on Complex Traits



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New or Revised Academic Programs

- Professional Development Certification in Business Valuation (Continuing Studies)
- Certificate in Computers and Information Technology (Continuing Studies)
- Certificate in Indigenous Business Management (Continuing Studies)
- M.Sc. in Public Health; Non-Thesis; Global Health (Medicine)
- B.Ed. in TESL Elementary & Secondary: Greek Language and Culture (Continuing Studies)
- Graduate Artist Diploma (Music)
- M.Sc. & Ph.D. in Neuroscience (Medicine)

Faculty of Religious Studies

- APC approved a motion to transform the Faculty into a School within the Faculty of Arts, following consultation and approval by both units and external partners (e.g. Montreal Theological College).

Regulations Concerning the Investigation of Research Misconduct

- APC approved a major revision by the VP RIR largely based on new tri-council regulations.
- This will be followed in Winter 2016 by revisions to the *Regulation on the Conduct of Research*.

Recommendations:

APC can be a dry committee, with much of the time dedicated to minutia of program and policy proposals or nomenclature debates of research “institutes” vs. “centres.” 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.





Subcommittee on Teaching and Learning (STL)

A Subcommittee of the Academic Policy Committee (APC)

Fall 2015

Student Representatives:

Alex Kpeglo-Hennessy (Arts Senator)

TBA (new seat created)

Meeting Dates:

October 8, 2015

November 19, 2015 (cancelled)

Overview:

"The STL was created in fall 2001 as a Senate Committee for a three-year term. At the end of that term, on April 21, 2004 Senate approved the STL's recommendation that the Committee on Teaching and Learning should revert to being a subcommittee of the Academic Policy Committee with a mandate which reads as follows:

1. Recommend to the University through the Academic Policy Committee (APC) initiatives and policies to enhance the quality of teaching and learning.
2. Consider medium and long-term trends and issues affecting post-secondary education as they would apply to McGill University, including, but not limited to, enhancing student engagement, online delivery of courses and programs in both campus-based and distance programs, alternate credit structures, feedback and assessment, experiential learning, and the integration of teaching and research.
3. Report to Senate through APC once a year."

Highlights:

Terms of Reference

This committee changed its terms of reference early in the semester in order to tailor its mandate and make itself more action-oriented. However, it is unlikely that this will actually happen since the committee barely changed. One positive is that another student representative was added to the committee.

Online Education Working Group

Was created in order to investigate new methods of implementing online education. They were initially not going to include a student representative on this group, but when I pressed them they created a seat for one.





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Student Response Systems

I met separately with the Director of TLS, Dr. Laura Winer on the topic of McGill's clicker system. They are in the process of looking into a new system and hope to issue a call for tender this semester. I solicited web-based feedback from students and passed it along to her.



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Teaching and Learning Spaces Working Group (TLSWG)

Working Group under the Subcommittee on Teaching and Learning (STL)

Fall 2015

Student Representatives:

Ila Astren

Ashley Lanni

Marina Smailes (Science Senator)

Meeting Dates:

September 18, 2015

October 23, 2015

Important Decisions

- The TLSWG has decided to completely fund the Arts 140/145 and Chancellor Day Hall renovations, while Centennial Centre 150 and Strathcona Music C201/C204 have had their designs approved and funded
 - The committee has split Chancellor Day Hall renovations into two phases. Only phase one has been fully funded, and will include renovating Chancellor Day Hall 101 and 102, as well as the area in front of them. Phase two will include renovations to Chancellor Day Hall 200/201.
 - Arts 140 and Arts 145 will be combined into one room, reducing the seating capacity, but will be upgraded with the latest AV equipment and conference-like seating to allow for greater group-work and active learning
 - Funds devoted to moving the Arts and Chancellor Day Hall Renovations forward: \$1,820,000
 - Total money put forward: \$2,000,000
 - This would include the costs to approve the Strathcona and Centennial Center designs
 - Thus, both Centennial Centre and Strathcona are being seriously considered for future renovation
 - Individual Costs of projects:
 - Arts 140/145: \$1,120,000
 - Chancellor Day Hall: \$700,000
 - Strathcona Music C201/C204: \$1,090,000
 - Centennial Centre 150: \$960,000
 - The approved renovations will likely begin in the summer and will take that time and a semester





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- 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.
 - Renovations to McDonald Harrington G10 will depend on discussions with McGill's University Advancement, which would help improve the entire building's ventilation issues
- Proposals for rooms in need of IT and furniture repairs have been submitted as of December 2015
- Most of the approved plans will either improve seating capacity or create active learning environments, allowing for a more comfortable teaching/learning experience

Important Upcoming Dates

- Deadline for proposals for the University Access Capital Projects Working Group, which is trying to find capital projects aimed at improving access to McGill's buildings and facilities, is February 12th, 2016.
- Faculty proposals for other room renovations are also due by February/March 2016

Notes on Meeting Structure

- All Fall 2015 meetings first approved the previous meeting's agenda, before providing updates on renovation plans and changes to potential designs
- 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
- Faculty representatives whose designs were given a higher priority were frequently consulted for their thoughts on particular changes, though all representatives could give their opinion
 - IT staff representatives are heavily involved in the process, often giving their views on practical changes to AV equipment and lighting.



University Teaching Labs Working Group (UTLWG)

Working Group under the Subcommittee on Teaching and Learning (STL)

Fall 2015

Student Representatives:

Michael Chen

Meeting Dates:

One meeting in the Fall 2015 term

- The working group has decided to allocate the 2016 financial year funds (approx. 1.1 million) to the renovation of the organic chemistry labs (i.e. CHEM 212, CHEM 222) in the Maass building.
 - Projects such as Stewart Bio and the Microbiology Labs are still well above 1 year of funds and as such are not able to be prioritized as of right now.
 - The organic chemistry renovation was allocated as the faculty of science had already secured ~3 million in funding and was bringing the majority of the necessary funds.
- Pending a ventilation survey, they are looking to renovate the architecture labs (ventilation would put them over cost, they don't want to install it if the entire building will undergo ventilation overhaul).
- They are putting a callout for requests for renovations (maximum 3) for the 2017 financial year.
- They are putting a callout for requests for equipment funds for the 2016 financial year. These equipment requests should be accompanied with a quote, and they should be tied to a room/building or a course.
- Funding for the projects will not commence until April 2016. If a predesign is submitted prior to that date which better fits the remaining 700k that the UTLWG has for the 2016 fiscal year, it may be considered instead of the architecture labs for funding.



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Course Evaluations Advisory Group (CEAG)

A Working Group under the Subcommittee on Teaching and Learning (STL)

Fall 2015

Student Representatives:

Robin Luo (Bei Er Luo)

Meeting Dates:

October 23, 2015

No semesterly report was required for the Fall 2015 term, due to the committee only having met once in throughout the semester. A yearly report will be required at the end of the Winter 2016 term.



Enrolment and Student Affairs Advisory Committee (ESAAC)

A Subcommittee of the Academic Policy Committee (APC)

Fall 2015

Student Representatives:

Erin Sobat (Arts Senator)

Josh Thon (Engineering Senator)

Meeting Dates:

Tuesday, September 8, 2015

Tuesday, October 6, 2015

Tuesday, November 3, 2015

Overview:

The Deputy Provost views ESAAC as a venue for building cross-Faculty consensus before moving ahead with new proposals and initiatives. Student representatives can take a similar view and treat ESAAC as a sounding board for their own issues and projects. In particular, 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. Since ESAAC is a subcommittee of CESA, projects can be pushed upwards for approval or referred 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. However, they met with concern from the Provost and Principal so the DPSLL decided not to move ahead.
- A subcommittee was formed to review our assessment policy framework based on practices at other institutions. The goal is to develop principles for fair assessment and policies that better meet the needs of individual faculties (for example, professional programs).
- The estimated completion deadline for this project is now approximately three years. As a result, we are hoping that we can move forward with the original revisions in the interim.
- Continued involvement of students from various academic backgrounds is necessary to ensure the development of a representative and effective policy.

Fall Reading Break

- Last year, a working group led by Kathleen Massey (Registrar and Director of Enrolment Services) developed a proposal for a Fall Reading Break around the Thanksgiving holiday.
- Committee members raised concerns around resources, scheduling and consultation, which we sought to address both during and outside of meetings (e.g. Faculty student affairs committees).
- Facing resistance, we obtained endorsements from all relevant student associations including:





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- 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)
- Despite setbacks in the timeline we are hoping to settle any contentious issues with faculty representatives and move forward with the proposal early in the Winter term. This will allow a Fall Break to be included in the 2018-19 calendar of dates.

Medical Notes

- The current process for obtaining notes places a huge burden on Student Services, is detrimental to student wellbeing and gives professors too much power to decide on accommodations.
- Most committee members recognize the issue and are interested in coming up with improved policies. The Dean of Students is supposed to form a task force to spearhead this.
- Macdonald Campus is running a “Disclosure Centre” pilot project that would centralize accommodation services and take some power away from professors. This is promising, although there are some concerns about resources and staff qualifications to evaluate a range of issues.

Faculty “Wellness” Programs

- Following the introduction of a wellness program in Music and work around mental health and accreditation in Medicine, the DPSLL is interested in each Faculty doing more on this issue.
- It is clear that some Faculties are very far behind others (e.g. Management, Engineering).
- There are some concerns that pursuing a Faculty-based wellness model will simply mean service decentralization without real oversight or direction from professionals.

Recommendations:

While ESAAC is an advisory rather than formal approval committee, proposals have the potential to get stuck there if “consensus” is not reached. This has been particularly evident from both the Student Assessment Policy and Fall Reading Break initiatives, each of which has devolved into excessive back-and-forth. While it is sometimes difficult to predict faculty and administrator response, students should try to lay the groundwork for any important proposals through informal conversations and targeted meetings outside of ESAAC. It is helpful to work with Senate Caucus so that individual senators can meet



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with their Associate Deans or obtain endorsements if needed. Ensure that faculty in addition to student consultation has been conducted to avoid problems further down the line.



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Subcommittee on Academic Integrity (SAI)

*A Subcommittee of the Enrolment and Student Affairs Advisory Committee
(ESAAC)*

Fall 2015

Student Representative:

E. Greer Oosterman-Nicholson

Meeting Dates

Monday, September 21, 2015

Friday, November 13, 2015

Main issues were raised and discussed:

- Faculty/administrative concerns over plagiarism in online (MyCourses) quizzes, first-year labs in large classes:
 - role of monitoring as well as assignment design in student cheating
 - how to deal with large volumes of cheaters in these situations in a fair and timely way
- Requirement of medical notes for extensions, deferrals: the burden it places on Student Health/Mental Health Services - is there an alternative, e.g. two extensions/deferrals without note per undergraduate student?
- new University Student Assessment Policy (USAP) reference document created.





Subcommittee on Undergraduate Student Advising (SUSA)

A Subcommittee of the Enrolment and Student Affairs Advisory Committee

(ESAAC)

Fall 2015

Student Representatives:

Jeffrey Lee

Kathleen Chu

Ila Astren

Meeting Dates:

October 6, 2015

November 10, 2015

Associate Dean of Students Comments:

- **Revisions to the Transfer Credit Policy** (had been previously turned away 3 times): students better able to get equivalent credits when going on exchange
 - Clearer distinction between program and non-program courses while studying abroad/on exchange
 - Advisors able to approve course equivalencies
 - Working towards pushing an official exchange policy
 - Approved on Oct. 9th (committee members emailed): policy will be put forward to Senate
- Credit transfer
 - will appear on the calendar in March but we can operate that it has been passed
- **Student assessment policy**
 - Last spring the provost decided not to move it forward because it was at the end of academic year
 - There are several changes and additions
 - Last ESSAC: working group still working on the document
 - Students: we adjusted the University Student Assessment Policy references sheet
 - being given out to profs and students
 - hoping senate will see it this year
- Proposal to **change the Withdrawal deadline**: moving it to the 6th week of class to the 9th week of class
 - benchmark with other Canadian universities and looking around to the times of midterm (this is varied throughout the university)
 - Working group: Elizabeth Wood reporting to Olivier Dynes
 - There is room for debate the reference sheet is an official document





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Ongoing Business:

- **Creation of new award for Excellence in Academic Advising**
 - Can be nominated by anyone within the McGill community (deadline Mar. 1st)
 - Formal reception for nominees and more specialized ceremony for the winner, with a greater audience
 - Information on nominations disseminated through faculty and departments
 - November publicity campaign
 - Announcements going out this week
 - Debate on whether casual employees included: keep it open and see who gets nominated, or leave to committee?
 - Nominees not on a M term (no benefits) Pay by the hourly maternity placement
 - cover the basics
 - Emphasis on criteria of Excellence and not on level and rank
 - Arts peer advisors casual staff: definitions of 'advising staff' and 'excellence' need to be clarified
 - for this year, try to keep it as open as possible
 - application is viewed on their merits
 - Who will be on selection committee: not there yet
 - Monetary gift from dean of students of \$500 (token gift)
- **Advising event funding**
 - advising staff fund before Dec. 31st a pool of money to be able to use to for advising event max \$200 per unit per year: web, refreshments, print materials, handbook
 - will be a webform
 - information what the awards have been used for and know what other units have done
- **Question regarding fall semester break**
 - Discussions ongoing between faculties
 - Chair of SUSA, Glenn Zabowski, believes it will be implemented by the next academic year
 - Earliest year of implementation: 2017

Orientation Reports:

- **Reports from Outdoor Advising Day (All)**
 - Participation was varied across faculties
 - Overall seen as a good way to get advisors out there and reach students
 - Discussed ways to improve the event in the future (more refreshments, better timing [before or after add/drop])
 - Possibility of themes: wellness and mental health, etc
- **Update from Ask an Advisor at Service Point (Margaret/Penny)**
 - Big drop in participation from previous years
 - referral cards barely being used by students
- **Update from AAN (Academic Advising Network) (Penny)**



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- New projects:
 - Updating advising syllabus to be circulated this year
 - Developing a mentorship program (in very early phases)
 - Science working with GIC to create a possible roadmap on the steps to exchange, like the new application website

Medical notes:

- Question of **standardizing the medical note** requirement
 - Mental health issued 2,500 notes last semester (note factory?)
 - Student Affairs Policy Subcommittee looking into details of possibly instituting student sick days
 - This is from Dean of Students
 - Looking at data from the H1N1 where students were allotted 2 sick days (did not see an increase in missed class time)
 - 1980 treated 400 students; 700 in mid 1990s; by 2005 it was 1920 students 74% increase in last
 - Last academic year: 3880
 - Wait list 5 weeks to 3 months
 - Medical notes from
 - McGill Mental Health
 - McGill Counselling
 - increase 2013-2015: went from 2000ish to 4017 students
 - McGill Health Clinic
 - McGill OSD (Office for Students with Disabilities)
 - Any external clinic, physician, practitioner or hospital
- 2 free passes deferred exams, late withdrawals (2 free passes) 90.3% get approved (arts and science) Still get students to make request; (be able to count theses request)
- When we look at cohort study, and course withdrawal 87 % made only 2 throughout their entire academic year
 - Notes are not repetitive (students not repeat offenders)
- Emily Young: Focus group
 - Education coordinator
 - Academic advisor how affecting students and their own work
 - Staff are overwhelmed both at academic service and advising is overwhelm not enough resources
 - "Its like an ER"
 - Not having enough resources on waitlist
 - Want to get help but there is a long lines and they can get the mental health care they would like to get



- *How to better prepare with failure*
 - *how do we support them...*
 - Institutional change; associated deans regular meeting for decisional support talk about cases and difficult to manage
 - Law, music and arts faculties have decisional support from Mental Health coordinators
 - WRAPS (wellness recovery action plans)
 - for waitlisted students
 - gives them additional support through workshops etc
- Going over the sample medical note brought by Emily:
 - Notes currently lack the expected duration and their current capacity, as well as a prognosis
 - Emergency walk in hours reduced to 11am to 2pm due to high numbers of note requests – numbers still the same
 - Students that are routinely seen can benefit from having a standardized note
 - Standardized forms are highly recommended
 - Clinical response to standardized notes: the people have standardized
 - Still clinicians can add additional information, ie if they were hospitalized
- On the topic of student coping skills:
 - Workshop series: crash course about academic advising counselor services
 - First years and how to inform them of the resources available
 - orientation week too overwhelming already
 - Academic advisors often taking on that 'counsellor' role
 - Student body made of high achievers... trend correlated with higher mental health attendance rates?
 - Randomize winter term student health survey
 - Mental health course in music faculty
 - pass/fail course – sets a new standard of addressing student mental health for all faculties to follow



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Subcommittee on Student Affairs Policy (SSAP)

*A Subcommittee of the Enrolment and Student Affairs Advisory Committee
(ESAAC)*

Fall 2015

Student Representatives:

Parvesh Chainani (Education Senator)

Deven Sanon (Management Senator)

Meeting Dates:

October 2, 2015

No semesterly report was required for the Fall 2015 term, due to the committee only having met once in throughout the semester. A yearly report will be required at the end of the Winter 2016 term.



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Subcommittee on Courses and Teaching Programs (SCTP)

A Subcommittee of the Academic Policy Committee (APC)

Fall 2015

Student Representatives:

Parvesh Chainani (Education Senator)

Meeting Dates:

September 24, 2015

October 15, 2015

November 12, 2015

December 3, 2015

SCTP is primarily responsible for reviewing new programs (such a new degrees, new minors, or new majors) across faculties or even just modification proposals to existing programs. We review the purpose for introducing/ changing the degree, the courses students are required to take and the number of credits needed to complete the program. As a whole, we review the program proposals submitted by Department or Faculty chairs. It must be noted that, after our review, the program proposals are passed on to APC where they have the final word on whether or not the proposal is approved. This semester, there have been various proposals that passed our committee.

Some of them are as follows:

GRADUATE AND POSTDOCTORAL STUDIES – 15-SCTP-09-01 Faculty of Arts, School of Information Studies Graduate Certificate in Information Architecture and Design (15 cr.)

Ph.D. in Neuroscience (0 cr.)

SCHOOL OF CONTINUING STUDIES – 15-SCTP-10-02 Department of Career and Professional Development Certificate in Computer Information Systems for Indigenous Peoples (30 cr.) Certificate in Business Management for Indigenous Peoples (30 cr.)

GRADUATE AND POSTDOCTORAL STUDIES – 15-SCTP-10-03 Faculty of Medicine, Department of Epidemiology, Biostatistics and Occupational Health M.Sc. in Public Health; Non-Thesis – Global Health (60 cr.)

FACULTY OF EDUCATION – 15-SCTP-11-05 Department of Integrated Studies in Education B.Ed. in Teaching English as a Second Language - TESL Elementary and Secondary; Teaching Greek Language and Culture (120 cr.)

GRADUATE AND POSTDOCTORAL STUDIES – 15-SCTP-11-06 Schulich School of Music Graduate Artist Diploma (30 cr.)





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FACULTY OF ENGINEERING – 15-SCTP-11-07 Dean's Office B.Eng.; Minor in Technological Entrepreneurship (18 cr.)

FACULTY OF ARTS – 15-SCTP-11-08 Department of Languages, Literatures, and Cultures B.A.; Joint Honours – German Cultural Studies Component (36 cr.); B.A.; Honours in German Language, Literature, and Culture (60 cr.)

B.A.; Minor Concentration in German Cultural Studies (18 cr.)

FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 15-SCTP-12-10 Department of Bioresource Engineering BREE 518 Ecological Engineering (3 cr.)

SCHULICH SCHOOL OF MUSIC – 15-SCTP-12-11 Department of Music Research B.Mus.; Minor in Music Entrepreneurship (18 cr.)

04.06 GRADUATE AND POSTDOCTORAL STUDIES – 15-SCTP-12-12 Faculty of Medicine/Department of Family Medicine Ph.D. in Family Medicine and Primary Care (0 cr.)

FACULTY OF ARTS – 15-SCTP-12-13 Institute for Gender, Sexuality, and Feminist B.A.; Minor Concentration in Gender, Sexuality, Feminist, and Social Justice Studies (18 cr.); B.A.; Honours in Gender, Sexuality, Feminist, and Social Justice Studies (57 cr.)

For further queries regarding specific proposals or changes to the programs, please feel free to e-mail: parvesh.chainani@mail.mcgill.ca



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Committee on Enrolment and Student Affairs (CESA)

Fall 2015

Student Representatives:

Geoffrey Nicholson

Deven Sanon (Management Senator)

Meeting Dates:

Did not meet in Fall 2015

No business arose in the committee in the Fall 2015 term, hence no meeting was called.





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Honorary Degrees and Convocations Committee

Fall 2015

Student Representatives:

Josh Thon (Engineering Senator)

This is a confidential committee, and hence no report was submitted.



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Senate Committee on Libraries

Fall 2015

Student Representatives:

Lawrence Angel

Evan Vassallo (SSMU Library Improvement Fund Coordinator)

Meeting Dates:

October 28, 2015

December 3, 2015

Report is attached.



Senate Committee on Libraries – Oct 28th , 2015

Update on Library Feasibility Project

Dean Cook spent a significant portion of her report presenting *Fiat Lux: Let There Be Light* the final report and recommendations for the McGill library feasibility study. The Report was published on November 15th following a public town hall ¹(see footnote for video archive) that featured a presentation by Shepley Bulfinch & EKM. There was a sizeable turnout of students, faculty, staff and members of the community.

Fiat Lux: Let There Be Light: the final report, architectural renders and appendix can be found at : <https://www.mcgill.ca/library/about/fiat-lux>

The report itself along with the architectural renders is not a complete “shovel ready” project; additional stages are required in order to move forward. At the time of the meeting McGill University was about to enter into contract with a 3rd party consultants who would produce business plans for various departments and projects that will be undertaken in the coming years by McGill. The business plan will lead to a complete financial breakdown in order to determine various funding models such as private donations, government contributions (provincial & federal). Dean Cook made it very clear that this financial undertaking that would require contributions from all parties.

At the heart of the master plan is the installation of an Automated Retrieval System (ARS) essentially an underground climate/security controlled warehouse that uses automated robotic cranes to retrieve and place storage bins containing collection material. This storage facility would be constructed under the lower field and serve as the first phase of the project allowing the collections to be secured and free up space in McLennan ahead of the construction of the “Hub” & Redpath portions of the project.

¹ <http://bcooltv.mcgill.ca/Viewer2/?rid=70ae7ef7-c3a5-4e32-82c1-74ed220e234e0>

In previous meetings Professor Ronald Gehr (Civil Engineering) had voiced concerned about this option:

The master plan determined that given the need for rapid access to our large and unique collection an automated system centrally located under the lower field would be more economical in the long term then having a so called “Harvard Model”. The “Harvard Model” would entail having an above ground warehouse build on the Mac Campus and a dedicated team of people retrieving the material and shuttling it back and forth between campuses (a detailed cost break down is available in the Master Plan appendix).

Professors Gehr (Civil Engineering) & David Ronis (Chemistry) **expressed continued concern that we were simply going with the “Cadillac” option, perhaps the lower field was not the best location for book storage**, and that a warehouse or ARS could maybe be built on the Royal Victoria site.

Both Dean Cook and Ghyslaine McClure (Associate Provost, Academic Personnel and Priority Initiatives & Civil Engineering) explained that the **Royal Victoria Project was conceptual and that the library project would likely be accomplished in a shorter period.**

The question also arose as to what would happen to the other library branches. Would they be renovated or updated or was the Master Plan simply McLennan centric?

Dean Cook explained that McLennan/HSSL has the largest portion of the collection on site and that the ARS would not only be able to contain books from that branch but all the branches freeing up additional space for students. The plan does mention “a light refresh of Schulich”. Changes to optimize other locations are likely not to be examined until well after the completion of the McLennan/Redpath/ARS project.

Based on the Questions that arose during this meeting and the Town Hall it was recommended that a FAQ page be established on the library site:

<https://www.mcgill.ca/library/about/flat-lux/faq>

Respectfully Submitted, Lawrence Angel , Evan Vassallo

Senate Committee on Libraries – Dec 3rd , 2015

Conversation centered around the Presentation of The Annual Report 2014-2015² in Senate December 2ND ³ by Ghyslaine McClure (Associate Provost, Academic Personnel and Priority initiatives & Civil Engineering). The presentation is usually a proforma tabling of the document (Announce the document, Take questions).

Professor Ronald Gehr (Civil Engineering) attended at the Senate Meeting and was of the opinion that Associate Provost McClure should have used the opportunity to verbally highlight the challenges that the library is facing and the initiatives such as Fiat Lux. Professor Gehr expressed the view that hardly anyone ever reads the reports that are tabled before the senate and given the importance of the Library, more effort should be made to inform the University Senate.

- Associate Provost McClure thanked Professor Gehr for his feedback.
 - Dean Cook reminded Professor Gehr that the senate meeting had been running late by that point given that several detailed and technical presentations had been given earlier in the session.
-
- The Library collections budget is continuing to experiencing a major budget shortfall, which the Provost's budget office is helping cover with \$7MM in 2015.
 - The Library is beginning to hire several new employees to replace retiring staff.
 - The Library is working on a move towards a single, province-wide collection management system shared by all universities in the province. The switch will likely happen in 1-2 years. Until then, the 19 universities affected are researching various online management systems.
 - So far, according to Dean Cook, these systems have all been outdated and have all had difficult-to-use search functionality. More info: <http://www.lapresse.ca/le-soleil/actualites/education/201511/17/01-4922029-19-universites-une-bibliotheque.php>
 - Some concerns were raised over losing some collections information through digitization. Although diacritics and accounting info could potentially be lost, key info like titles and authors would not be.

² https://www.mcgill.ca/senate/files/senate/8._d15-26_libraries_annual_report.pdf

³ https://www.mcgill.ca/senate/files/senate/senate_minutes_dec._2_2015.pdf

Tara Mawhinney (Liaison Librarian Schulich Library of Science and Engineering) inquired about the Masonry work on the Schulich Library.

- Dean Cook indicated that the building would be requiring renovations to the exterior in order to permanently fix the masonry movement attributed to yearly freeze /thaw cycles.
- Associate Provost McClure indicated she would get in touch with the VP FMAS(see next page)

Associate Vice Principal Facilities Management and Ancillary Services (FMAS) Robert Couvrette will be attending the next meeting on 24 March 2016, in order to continue the discussion...His initial response is detailed below:

Macdonald Stewart Library Emergency Masonry Renovations (14-010):

Project cost: \$3.35 million (on budget). The final cost of emergency repairs was approximately \$500,000 less than the amount budgeted.

Timeline: Emergency interventions completed on schedule.

Description: The emergency intervention to stabilize the masonry exterior of the Schulich Library was completed in February 2015 and was designed to last 3-years. The building is currently safe and remains occupied. **To ensure the integrity of the building, construction relating to permanent restoration must begin no later than February 2018 with design development beginning no later than February 2017.** Based on a report received from the project consultants on February 9, the budget for the permanent restoration of the building is estimated at \$26.15 million. A special request for funds is being prepared for the Ministry.

Impact/Risk: The structural integrity and continued occupancy of the building is at risk. The professionals advise that restoration work must be initiated within two years from the date of their report (Feb. 2015) and must be completed within four years, no later.

Finally, Gillian Lane-Mercier, Associate Dean of Arts and chair of the ad hoc working group of Arts faculty regarding the WorldCat system switch, gave the group's final report.

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.

**Respectfully Submitted,
Lawrence Angel
Evan Vassallo**



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Senate Committee on Physical Development (SCPD) and Gardens and Grounds Subcommittee of the SCPD Fall 2015

Student Representatives:

Kimber Bialik (SSMU VP Clubs and Services)

Marina Smailes (Science Senator)

Meeting Dates:

October 28, 2015

December 3, 2015

Report is attached, including the report for the Gardens and Grounds Subcommittee.



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Senate Committee on Physical Development

The Committee on Physical Development is a Standing Committee of Senate charged with advising on the nature of physical development as it reflects the academic priorities and needs of the University.

As per its terms of reference, its goals are to advise Senate on the extent to which major physical development projects on campus reflect the academic plans and priorities of the University as expressed in the principles defining the University's Master Plan, consider possible modifications to the Master Planning principles over time, and monitor trends in the use, for academic purposes, of facilities, including those not located on the main campuses, to receive reports on these facilities and to advise Senate and the Associate Vice-Principal (University Services) on such matters.

During the Fall 2015 semester, the Senate Committee on Physical Development met twice:

- Thursday, October 1, 2015
- Thursday, November 26, 2015

The SSMU Representatives on the SCPD are Kimber Bialik, the Vice-President (Clubs and Services), and Marina Smailes, Science Senator.

The summary of Fall 2015 meetings is as follows:

Thursday, October 1, 2015:

- Debrief and Updates on Major Projects:
 - The project at Old Chancellor Day Hall was completed prior to the meeting.
 - Phase two of the Montreal Neurological Institute is in progress. Phase one was the tunnel construction, phase two is installation of new piping system.
 - Mac Campus Energie Project is in progress – they are developing a new powerhouse to replace old one. Projects offers lots of energy saving by refurbishing small distribution centres.
 - Green Chemistry project – see it from the Burnside terrace – they are replacing the HVAC.
- We are expecting a draft report to be completed for use of the new site at RVH to be completed for the new year. Note that RVC Site Study is a separate group.
- Library Study – A promotional video should come out October 15 (for recruiting sponsors). They are getting started on stakeholder consultation.

Projects:

- Royal Victoria Hospital Project:
 - After waiting 18 months for approval of the Government of Quebec, Quebec approved after negotiating the protocole d'entente to be able to launch the second phase of the project – the dossier d'opportunité – which is a technical, social, economic,



- environmental, and political feasibility study. They are now in public tender for the project manager team who will work on the feasibility studies.
- Operating costs are still up in the air, and the expected timeline is 3.5 to 4 years.
- You can offer feedback on the Principal's website – there is a link to send comments about vision for the Royal Vic.
- Bookstore
 - Proposal is going to BPC this month for approval – lots of market and feasibility studies. Bookstore will be smaller but more focused. Approval now is in terms of the location. They have a possible site that they won't share because it isn't approved.
 - The new bookstore will have fewer books – their vision is for it to be more service focused like picking up parking passes and other things. Agreements with other organizations (like Ikea) so that it's a one stop shop for all things for services. Will still sell electronics. Won't just be a computer store, will like with different supplier so the spread of services will be wider in 1/3 of the space we have now.
 - Timing issue – needs to function during peak periods but it also needs to become management soon so the schedule isn't worked out yet. May need to phase the project – doesn't seem like management's move in will be pushed back at all. Announcement about bookstore will probably happen in December
 - They had the idea of a series of pop-ups which could get around some of the timing issues
- Beatty Hall disposal (Pins) – costs were two and a half times the value so whoever was there has moved and now McGill will be sending it to tender so they can unload the building – up for sale soon (next couple of weeks this will be happening).
- SIM Centre Expansion – will be almost twice the size, still in the La Cite facility. It will be traditional lease, not a 99 year lease. New centre will have four simulated hospital rooms and one simulated condo so they can teach people to treat patients outside of hospitals and in their homes

Presentation: Vision 20/20

Thursday, November 26, 2015:

- Major infrastructure and deferred maintenance:
 - OCDH project is completed and on budget (slight delays), building flooded during construction.
 - MNI phase 2 (new North wing, finishing 2-3 floors) – construction has started, on time and on budget. Slated to finish by June 2016.
 - Mac Campus Energy – new powerhouse is finished, in testing for the next 6 months. Will be testing all equipment during the winter.
 - Green chemistry - \$20 million in construction, \$10 million from grant. In Otto Mass and Pulp and Paper, Otto Mass portion will be finished in December, rest will be done by the end of October 2016. Complete new HVAC plan for the two buildings.



- Art Portico – on budget but not on time. Supposed to be finished in the first 2 weeks of December, the problem during the construction – there were some structural stones cracked and they need to be replaced but couldn't find the right colour of stone (had to search different quarries) so that caused a delay. Replaced some stones, repaired others. The last time we heard an update it was going to be
- Major Planning Initiatives:
 - Bookstore Relocation – this is a dual project, the conversion of the current bookstore into a Desautels building and the new bookstore space:
 - Discussions between University and Desautels about when the re-fitting will happen, the faculty wants it ready for Fall 2017. It's a 25 million refit of the bookstore building.
 - Working for last 6-9 months to find a location, first choice is 680 Sherbrooke but there are no confirmations as of yet. Final accommodations will not be ready for summer move out so they are looking into interim housing over the summer. If the Desautels project changes timing this could help the Bookstore, but we won't hear an update on the dates until January.
 - Goals for the bookstore include new services – EKR rebate, more online sales, sell parking passes, have printing there, etc. They think this will quintuple the revenue of the bookstore.
 - Royal Victoria Hospital:
 - Agreement with the government reach, the feasibility that the University and the government are undertaking has starting. Tender has gone out (4-6 weeks ago) for project managers, bids have been submitted and are currently being reviewed (December 11 review date). Once that team is hired, then they'll hire designers and architects. This team should be hired by February, and they have a mandate to do this project in 18 months.
 - How do the architects plan when the space hasn't been designated yet? The task force is about to reach out to the community to find other ideas – they were originally supposed to be ready for January but it seems like they aren't on time and will take a couple more months (or are underestimating how difficult it is to turn a vision into something that the project managers and architects can use).
 - In the Agreement with the Government of Quebec they need to deliver their plan by December 2017 (which is wildly ambitious).
 - One committee member says that in a meeting of the Deans they didn't even know that this project was being based on the previous master plan – it's a problem that high level staff aren't aware of what's going on with the project and there are clearly some major communication issues. Concern is expressed about the fact that the Senior Deans don't even know what the current McGill Master Plan is – as it turns out, we don't have a Master Plan. We have Master Plan Guidelines and we have Master Plan principles but we had some



consultants come in (from Toronto) and they designed something that was too Toronto-y so they never made any headway with the University. We still don't have an actual Master Plan, even though there were project ideas in those guidelines and principles.

- Real Estate Projects
 - Beatty Hall Disposal: Beatty Hall is a 7 story building, huge house near McIntyre -- during their cyclical review the Department in it said it didn't meet their needs and the cost to repair it or retrofit it was twice the value of the building). They received permission to get rid of it (legal requirements from the SQI). The brokerage firm is at work and they are confidentially marketing the building – they are sending out information to potential interested people instead of just opening it up. There will be news in Winter or Spring. If they get an offer it needs board approval.
 - Sim Centre: Simulation hospital rooms and condos to train doctors, nurses, military, etc. Currently in LaCite Mall. A 7.5 million donation was received to expand it from the original benefactor. Approved by BPC, landlord is doing all the work. Should be open for a large conference scheduled at the beginning of May (this is rushed, but we just need to confirm the government approval).
- City of Montreal
 - McTavish Repairs and Promenade Urbain: They are saying construction will begin in February, we're thinking that McTavish will be unusable from March for about a year. They will be taking out a lane on Sherbrooke between Peel and University. McGill has been told to find another place for the Mac Campus shuttle so the best place might be in front of the music building.
 - Committee member expresses concerns with vagrancy, which is already a concern in Leacock and Arts where the buildings are open until 10pm.
 - The city is still refusing to allow bike racks on the Promenade Urbain.
 - At the same time, the Bookstore reno will be happening, and the Bronfman terrace, and the McTavish city construction, and construction for pipes at McTavish and Penfield (here's hoping it doesn't flood campus again). They could be blocking off part of Sherbrooke and Penfield at the same time.
 - Rutherford Reservoir: City wants to put an artificial playing field there with lights. University will have certain hours where we can use the field for our purposes. This project will be ongoing throughout most of the summer – it should be enclosed so shouldn't block traffic.
- Gardens and Grounds Update
 - The last meeting of Gardens and Grounds was cancelled.
 - The Committee is looking at smaller installations that can benefit the community.



- Presentation from the Library on the Library Master Plan (Colleen Cook (Dean of Libraries) and Diane Cohen):
 - Out of space for both students and materials in the libraries, libraries haven't had a major review or building project since the late 1960s when McLennan was building.
 - At the point in the project where they need to put together a business plan.
 - Goal: looking at all libraries as a whole and questioning 21st century librarianship. Last year they learned that 1 in 5 students enrolled at the University visits one of the libraries on some days.
 - University contracted with EKM architecture.
 - The library collections are not used much (40% of the collections haven't circulated in 20 years, and that counts only books, not bound volumes). They are under a legacy mandate for the world's global collection since 1/5 of the library's books are considered rare. This means it can't just be tossed.
 - Goals of this project are aligned with the Principal's 5 priorities.
 - Over half of the buildings are allocated to physical collections but 81% percent of users are there to study and only about 13% come to the library to look at the collections.
 - Cost of keeping a book on open shelving is \$4.26 per volume per year but the cost of high bay or automated warehousing is \$0.86 per volume.
 - The recommendation is the automated storage and retrieval system underneath the lower field, which will house 2.7 million volumes. There will be 500,000 in open collections in the building. Retrieval time with ASRS would be in a matter of minutes. If we weren't able to use the ASRS we would need a much more significant open collection – this ensures that the books in the ASRS are readily accessible. Wouldn't be able to get the user space without using the ASRS. UBC has one of these on campus and has had one for at least 15 years.
 - Member of the committee expressed concern about multiple entrances – McGill has a history of single entrances and thinks you should be able to tell someone to go through the main doors. The new plan has the terrace entrance but also another entrance on McTavish.

Upcoming Meetings:

Meeting dates for the Winter 2016 semester are:

- Thursday, January 21, 2016
- Thursday, March 24, 2016
- Thursday, May 26, 2015



Committee on Student Services (CSS)

Fall 2015

Student Representative:

Chloe Rourke (SSMU VP University Affairs/CSS Co-Chair)

Erin Sobat (Arts Senator)

Alex Kpeglo-Hennessy (Arts Senator)

David Benrimoh (Medicine Senator)

Ahmer Wali

Rene Iwo (SSMU University Affairs Secretary-General)

Meeting Dates:

Wednesday, September 16, 2015

Tuesday, October 20, 2015

Thursday, November 12, 2015

Overview:

The Committee on [Student Services](#) is a parity committee with equal representation from 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 as a whole.

Key Business:

New Interim Senior Director

- The previous Executive Director left McGill in April 2015. Rich Zereik (Associate Director) was appointed interim while an unsuccessful search was conducted over the summer.
- In September 2015 the DPSLL replaced Rich with Robyn Wiltshire, former Director of his office.
- Student associations released a joint statement outlining concerns (<http://ow.ly/SRqO9>). We were told that the search will resume at some point following the cyclical review reporting process.

Student Services Innovation Fund (SSIF)

- The SSIF was established from surplus funds in 2014-15 to promote initiatives addressing service shortfalls in creative ways. However, the application timeline was quite condensed and proposals were not as collaborative as was hoped.
- Some CSS members have indicated a desire to expand SSIF eligibility criteria. We indicated that the initial concept always left room for other McGill units to partner with Student Services, but that this should be a true collaboration (financially and otherwise).
- The application wording will be tweaked to encourage units inside and outside of Student Services to consider how they can collaborate on innovative initiatives.



Budget & Overhead Fees

- CSS members have faced continued difficulties in accessing budgetary and financial information for Student Services. This is due to both staffing problems and upper administrative resistance.
- The central administration continues to inflate overhead fees charged to Student Services while eliminating their financial transfers, effectively siphoning discretionary funds off of dedicated fees.
- We have reiterated that transparency in this regard is necessary a) philosophically, since it is student money, and b) practically, since there are already service shortfalls and we need to effectively advise on resource priorities (see the CSS welcome package for more on this issue).

Cyclical Review

- The Cyclical Review process has been expanded to administrative units, and a review of Student Services was carried out in late November 2015. A report will be released in Winter 2016.
- We emphasized student consultation and received over 50 individual responses to a feedback survey in addition to student participation in group interview sessions.
- A major focus of student concern was on better integration of the health services with each other and with other services, like financial aid.

Medical Notes

- The current process for obtaining notes places a huge burden on Student Services, is detrimental to student wellbeing and gives professors too much power to decide on accommodations.
- The Dean of Students is supposed to form a working group to spearhead policy changes.
- Macdonald Campus is running a "Disclosure Centre" pilot project that would centralize accommodation services and take some power away from professors. This is promising, although there are some concerns about staff qualifications to evaluate a range of student issues.
- Dean Costopoulos has indicated that he is considering a similar structure at the downtown campus, with a role expansion to include centralised accommodation as well as absences.

Recommendations:

CSS continues to be a space where students can exert their influence, though this has been hampered by staffing changes and unclear priorities. There is an exciting opportunity to work with the administration on an improved model for service delivery emphasizing collaboration, coordination and prevention. However, student representatives should also be concerned about the push to redistribute Student Services fees elsewhere, including through overhead charges and the Innovation Fund. We have a representative authority in Student Services that is not as strong elsewhere at McGill, and should work to take advantage of this while maintaining the integrity and oversight of dedicated funding. The SSMU



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Academic Research Commissioner is looking into the legal requirements around fee oversight to help us better understand our position in this regard.

CSS can also be used as a key venue to push for related priorities around student affairs and academic policy related to health and wellness, for example with medical note policies or family care initiatives. Student Services is 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 Advisory Board

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

David Benrimoh (Medicine Senator)

Kathleen Chu (Nursing Senator)

Allen Chen (Dentistry Senator)

1. Addressing concerns of students re: gender identity sensitivity:

A letter from a student was brought forward and we discussed training SHS staff to better handle gender and sexual identity issues. We learned how difficult it is to retrain physicians but that efforts would be made to train nurses- however, we also found out that protocols would need to be altered for nurses to change their questions, as per union concerns, and that this would take time.

2. Smoking on campus:

There is no smoking info on the SHS website because of previous issues with updating the information, but Dr. Tellier has agreed to allow us to create content for the website. As Dr. Tellier is leaving, he suggested we collaborate with the future director to work on a smoking strategy. We also connected with healthy McGill on this issue.

3. Dr. Tellier's departure:

Dr. Tellier is leaving his post, and we have been asked to consult with Ms. Wiltshire. Here is what we said:

David: I told Ms. Wiltshire we need to merge operationally the SHS, MHS, Counseling, OSD, and MORSL. I suggested a young family physician with sexual health and/or public health experience. I suggested someone who is a good diplomat who can work with the other services. I suggested a common triage process and common EMR.





Mental Health Service Advisory Board

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

David Benrimoh (Medicine Senator)

Anya McMurrer (SSMU Mental Health Coordinator)

George Daskalakis

We received several briefs about the space and personpower needs of MHS. Their space and number of therapists are increasing, and they have begun holding WRAP groups, but they still expect demand to rise exponentially and for resources not to be able to keep up with demand. In the long term they are looking at adding psychiatry residents to the team, referring students to outside psychologists they do their best to vet, and to moving to a stepped-care model to improve patient flow. A reorganization of services is necessary and inevitable and we are going to be consulted as it comes. This may include moving to a 'stepped care model'.





Counselling Service Advisory Board

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

Benjamin Brunot (Law Senator)

Anya McMurrer (SSMU Mental Health Coordinator)

Etienne Flamant

Meeting Dates:

October 2, 2015

No semesterly report was required for the Fall 2015 term, due to the committee only having met once in throughout the semester. A yearly report will be required at the end of the Winter 2016 term.





Career Planning Service (CaPS) Advisory Board

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

Kathleen Chu (Nursing Senator)

Yuning Bie

Jessica Wang (Ching Wen Wang)

Khadija Meryem Talbo

Meeting Dates:

October 23, 2015

Highlights:

- Discussed the SLL Review and reported on the statistics of the review.
- Proposed a variety of methods to provide students with career and degree direction, including reaching out to students and provide students with more exposure to personalized degree plans via myCourses. This could be another web development/application project, keeping in mind that Student Services has a limited budget.
- Discussed ways to incorporate and provide more of CaPS services to Mac campus students. It would be beneficial to extend a couple hours or an extra day of the Career Fair event (usually held in SSMU at the Downtown campus) to be hosted at Mac.
- Noted CaPS's social media presence via Facebook. Members generally made positive comments about this increased presence.
- Discussed bridging graduate school opportunities towards undergraduate students, better informing undergraduates about the option of pursuing graduate school. More work to be done on this.





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Advisory Committee on Students with Disabilities (Office for Students with Disabilities/OSD Advisory Board)

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

Andrea Gyimah

Xavier Richer Vis

Meeting Dates:

One meeting in the Fall 2015 term

Committee representatives missed the meeting due to communication issues. A yearly report will be required at the end of the Winter 2016 term.



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McGill Office for Spiritual and Religious Life (MORSL) Advisory Board

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

Ahmer Wali

Committee was planned to meet in November, but the meeting was canceled. No other meeting was called in the Fall 2015 term. A yearly report will be required at the end of the Winter 2016 term.



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Scholarship and Student Aid Office (SSAO) Advisory Board

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

Julie Choi (Music Senator)

Lucas Perus

No semesterly report was required for the Fall 2015 term, due to the committee only having met once in throughout the semester. A yearly report will be required at the end of the Winter 2016 term.



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McGill Athletics and Recreation Advisory Board (MARAB)

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

Nicole Spadotto

TBA

Meeting Dates:

October 6, 2015

No semesterly report was required for the Fall 2015 term, due to the committee only having met once in throughout the semester. A yearly report will be required at the end of the Winter 2016 term.



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Advisory Committee on International Students (ACIS) (International Student Services/ISS Advisory Board)

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

John Butler

Nikita Mohan

Etienne Flamant

Mahnoor Iftikhar

Meeting Dates:

October 29, 2015

Member Reports

No issues or problems were raised as part of the discussion of international student affairs on the part of the committee members. SEDE and MISN are looking to expand and offer additional services as part of their mandates (additional details are present in attached meeting minutes). Ms. Evelina Balut of the Scholarships and Student Aid Office (SSAO) discussed the workshops being held for students (both foreign and domestic) interested in receiving student aid.

ISS Report

State of International Students at McGill

The number of international students at McGill has been steadily growing and as a result ISS must deal with an increased workload. Webinars and in-person orientation sessions have been held for new international students; the number of students participating in online webinars has increased; whereas, the number of students attending in-person orientation sessions has declined.

At the time of the meeting, 75% of the winter orientation webinars had already been held. Furthermore a meet and greet and winter orientation had already been planned for international students newly arriving in the winter semester. ISS has continued its close collaboration with MISN through shared efforts such as promoting a skating party for new international students (in addition to other events).

The International Student Leadership Program (ISLP) was discussed. The ISLP is a group of 18 students who assist ISS in planning and executing events for international students within the McGill community.

The ISS newsletter has been redesigned and will be sent out to students on a monthly basis during the fall and winter semesters.





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ISS and ISLP are in the process of planning i-Week; it is a festival dedicated to celebrating the international makeup of the McGill community and will feature participation from numerous student groups. i-Week will take place from February 3rd–7th 2016.

Social Equity and Diversity Education (SEDE) has hired a new family coordinator.

ISS Director Report

Student Services Cyclical Review

Cyclical review of student services took place over the fall semester. Details of committee review will be made known at a later date.

State of Immigration Services for Students

Citizenship and Immigration Canada (CIC) has been encountering substantial and intolerable delays in the processing of study permits for international students; the processing time is currently 140 business days (more than 6 months). As a result, this issue has caused immense problems for ISS and new international students. Little improvement has been made on this topic and, presumably, it will demand more lobbying/activism before any progress is made. Perhaps informing student newspapers and media about the situation could increase awareness of this issue.

Two new immigration lawyers have been hired by ISS to handle immigration legal advising. Due to legal restrictions, this topic cannot be handled by ISS advisors.

In accordance with government regulations, all international students at McGill must have health insurance. The premiums related to the Blue Cross international health insurance plan (IHI) have been increasing due to increases in coverage amount and provincial taxes. IHI has also been extended to cover students working internships within Canada yet outside of Quebec. There have been some coverage gaps and drawbacks to IHI particularly in the area of pregnancy and childbirth.

New ISS Initiatives

- Increased resources and services for families of international students in Canada.
- Workshops to assist students in the acclimation to academic culture in Canada.
- Workshops for students regarding housing laws and tenant rights.
- Looking for ways to ameliorate the dissemination of labor legal information within the international student community. International students often face difficulties conforming to labor and employment regulations and often need to know their rights. Future legal information workshops may be publicized in a different manner, scheduled in a better time period, and promoted by ISS in conjunction with CaPS.
- A series of workshops for apartment leasing information will also be held in the future to discuss the rights and regulations pertaining to the subject. This may be open to both undergraduate and graduate students and held by webinar.



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Student Co-Curricular Involvement Advisory Group (SCIAG)

An Advisory Board under the Committee on Student Services (CSS)

Fall 2015

Student Representative:

Kimber Bialik (SSMU VP Clubs and Services)

Deven Sanon (Management Senator)

No business arose in the committee in the Fall 2015 term, hence no meeting was called.



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Joint Board-Senate Committee on Equity (JBSCE)

Fall 2015

Student Representatives:

Julia Hensley (SSMU Equity Commissioner)

Meeting Dates:

One meeting in the Fall 2015 term

Committee representatives missed the meeting due to communication issues. A yearly report will be required at the end of the Winter 2016 term.



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Subcommittee on Women

A Subcommittee of the Joint Board-Senate Committee on Equity (JBSCE)

Fall 2015

Student Representatives:

Sarah Bakirci

Meeting Dates:

One meeting in the Fall 2015 term

Committee representatives missed the meeting due to communication issues. A yearly report will be required at the end of the Winter 2016 term.



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Subcommittee on Persons with Disabilities

A Subcommittee of the Joint Board-Senate Committee on Equity (JBSCE)

Fall 2015

Student Representatives:

Kareem Ibrahim (SSMU President)

Meeting Dates:

One meeting in the Fall 2015 term

This committee met once last semester and discussed the potential for a Disabilities Awareness Week in 2016, in addition to discussing improvements to the physical accessibility of campus spaces. We will meet again in February.



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Subcommittee on Family Care

A Subcommittee of the Joint Board-Senate Committee on Equity (JBSCE)

Fall 2015

Student Representatives:

Benjamin Brunot (Law Senator)

Meeting Dates:

One meeting in the Fall 2015 term

Committee representative did not submit a semesterly report. A yearly report will be required at the end of the Winter 2016 term.



Subcommittee on First Peoples

A Subcommittee of the Joint Board-Senate Committee on Equity (JBSCE)

Fall 2015

Student Representatives:

Kareem Ibrahim (SSMU President)

Meeting Dates:

4 meetings in the Fall 2015 term, held monthly

With monthly meetings, this committee focused on various projects this semester relating to Indigenous students. Our primary focus was working on the traditional territory acknowledgement at the University level, which is on its way to being completed. Other discussions have included the potential for an Indigenous Secretariat in McGill's near future, which would be a high-level office dedicated to recruiting, supporting and retaining Indigenous students and staff, similar to how the Office of the Dean of Students currently houses some of this work. We also discussed the use of the term "Redmen" in McGill's athletic structures and will resume this discussion once a new Director of Athletics is hired.



Subcommittee on Racialized and Ethnic Persons

A Subcommittee of the Joint Board-Senate Committee on Equity (JBSCE)

Fall 2015

Student Representatives:

Rene Iwo (SSMU University Affairs Secretary General)

Meeting Dates:

October 9, 2015

November 13, 2015

December 11, 2015

Course Evaluations

Community members had brought the issue of inherent biases in Course Evaluation results for faculty members who are of color (including some scathing comments), and how it adversely and unfairly hinders their contention for tenure positions. Students seem to lack awareness of the repercussions of their comments, and how they might impact professors in the long run.

- Racialized professors have talked about this issue mostly in confidence. In order for a large move to be made, there needs to be a way for them to attest to this on the record whilst having their identity protected.
- Students need to be aware of other resources and avenues for them to give input throughout the semester, not just at the end of the term through Course Evaluation.
- The Subcommittee met with Prof. Angela Campbell and Teaching and Learning Services, and discussed ways to increase students' mindfulness when filling out course evaluations, as well as potentially developing a system to detect specific language (e.g. racist language) in Course Evaluation submissions.

McGill Sexual Assault Policy

The Sexual Assault Policy Working Group sent us a draft of their policy, which we gave feedback to. Our feedback were largely about increasing clarity of the terms used, and also changing all the term "people of colour" to "racialized" in the document.

Employee Leadership Development Program: Sustainability Module

The Subcommittee set a Working Group to discuss the possibility of integrating equity education (including anti-racism) into the Sustainability Module of the LDP which is currently under development.



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Selection Committees for High Admin Positions

The committee noticed a severe lack of racialized persons in various advisory committees for the selection of people in high administrative positions (e.g. Deans). The committee discussed if it was better to

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 followed up with the larger picture of Student Services, and will meet with Tanja Beck (OSD) in January.

Web 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 Subcommittee also plans to have some social media presence.



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Subcommittee on Queer People

A Subcommittee of the Joint Board-Senate Committee on Equity (JBSCE)

Fall 2015

Student Representatives:

Alex Kpeglo-Hennessy (Arts Senator)

Cassandra Williamson-Hopp

Meeting Dates:

September 16, 2015

October 13, 2015

November 18, 2015 (overlapped with Senate)

Overview:

"The McGill Equity Subcommittee on Queer People is a subcommittee of the McGill Joint Senate-Board Committee on Equity that addresses issues of representation, inclusion and support of lesbian, gay, bisexual, trans*, two-spirited, and queer students, staff and faculty at McGill with respect to academic and non-academic life on campus. We are one of five subcommittees; along with the subcommittees on Aboriginals, Disability, Race, and Women, we report directly to the Senate-Board Committee on Equity. Our mandate as an advisory body is to make recommendations to Senate for changes and improvements which need to be implemented on campus in order to ensure equity for all members of McGill's community."

Highlights:

Employment Equity

McGill has had a policy in place that is intended to orient the university towards a more diverse and representative workforce since 2007. However, as the May 2015 Senate meeting shows many people believe the university is not doing nearly enough in this area. In particular members of this committee have noted stalls in agreed upon improvements to Minerva census data for employees that would allow for better data collection about how the university is doing. Additionally, there seems to actually be a decline in how the university is doing in this regard. To that end I have been consulting with the chair of the committee, Lynn Kozak, a Professor in the Department of History and Classical Studies, as well as another member Tynan Jarrett who works at the Social Equity and Diversity Education office to advocate for this issue. Thus, a senate question on the issue was sent to the Secretariat. They offered to add me to an ad-hoc working group to structure an upcoming open discussion on employment equity at the February senate meeting. A speaker panel is scheduled for January 28th, 2016. It is noteworthy that the new Associate Provost (Policies, Procedures, and Equity) Angela Campbell seems a lot more amenable to making improvements than her predecessor. At this time my personal inclination is to recommend a



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change in practice rather than policy. This could include creating requirements and guidelines for hiring committees and publicizing things like this that may already exist.

Preferred Names

Staff would like to initiate the same system that already exists for students. The status of this remains unclear.

Return to the Rainbow

The annual LGBTQ homecoming event was held this term in the Shatner Building. Unfortunately there are often problems that arise with funding. It might be possible for future members of this committee to help to bridge the gap between SSMU and this committee to help with this unique event. Additionally the committee does call for members to represent Queer McGill, which hasn't really officially happened this year.

Sexual Assault Policy

Members of the Working Group for the McGill Sexual Assault Policy presented the current draft. The committee is definitely an important stakeholder and supporter here!

Honorary Doctorate

Some members of the committee submitted a nomination for an Honorary Degree for Albert McLeod a two-spirited activist who is really impressive.



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Committee on Student Discipline (CSD)

Fall 2015

Student Representatives:

Allen Chen (Dentistry Senator)

Marie-Liesse Hocquet

Lillian Fradin

Geoffrey Nicholson

Marta Kolbuszewska

This is a confidential committee, and hence no report was submitted.





Committee on Student Grievances (CSG)

Fall 2015

Student Representatives:

Alex Kpeglo-Hennessy (Arts Senator)

Lucas Perus

This is a confidential committee, and hence no report was submitted.





Appeal Committee for Student Discipline and Grievances

Fall 2015

Student Representatives:

Benjamin Brunot (Law Senator)

Michael Nirenberg

Adelina Mladenova

This is a confidential committee, and hence no report was submitted.





Intellectual Property Appeals Committee

Fall 2015

Student Representatives:

Aaron Gluck-Thaler

No meeting was called in the Fall 2015 term. This is a confidential committee, and hence no report was submitted.





Advisory Committee on the Charter of Students' Rights

Fall 2015

Student Representatives:

Alex Kpeglo-Hennessy (Arts Senator)

No meeting was called in the Fall 2015 term.





University Health and Safety Committee (UHSC)

Fall 2015

Student Representatives:

Josh Thon (Engineering Senator)

Meeting Dates:

September 28, 2015

October 26, 2015

November 23, 2015

Overview:

UHSC is an advisory body made up employee, student, academic and administrative representatives. The committee has a broad mandate and one that is designed to address the specific needs of the University. It oversees the internal responsibility system for health and safety at McGill as well as identifying and fixing safety concerns at the university. These health and safety concerns can be technical/research related or related to the general campus environment.

Key Business:

University Laboratory Safety Committee Report

McGill now complies with new regulations put in place by the Canadian government. The new regulations make it even more important that procedures are followed as random checks by government inspectors will occur. (HPT legislation.) There is discussion of imposing restraints on grants if standards are not maintained, but so far this is merely in the discussion phase.

Internal Responsibility System Workgroup

Working on new ways to ensure compliance to regulations without external audits. The aforementioned grant restrictions will be further discussed in this workgroup.

Mental Health

The Dean of Students reported on the new numbers of mental health disclosures. There has been a spike in reporting which is troubling but good as it is a more representative cross-section of what is actually happening. This will allow us to deal with issues more substantially. Ongoing discussion about whether mental health is part of this committee's mandate. To be discussed further at the first meeting of the winter semester.

Workshop Safety

Created official policies on workshop training. This will allow students (primarily in engineering) to complete projects using machinery in McGill's workshops. This discussion has shifted to the workshop safety committee but has largely been resolved.



Campus Public Safety Full Scale Simulation

Crisis simulation that occurred in Otto Maas. It was a resounding success and improved greatly on past simulations. Full debrief to come in the winter semester after the head of security meets with the SPVM officers that were present to assist with the simulation.

Bicycles on Campus

Study has shown that bikes go slower if they are not in a dedicated bike lane, which has led to fewer collisions with pedestrians on campus.

Non-Smoking Policy

Student initiative spearheaded by David Benrimoh that I brought to the committee. Received full support from the committee and will be expanded upon in the winter semester. Involves making an improved cessation program at McGill, smoking shelters and perhaps an eventual move to a smoke-free campus.

Recommendations:

Things can move slowly on this committee but the members are generally very receptive to student initiatives. When presenting something ensure you have data to indicate student support for whatever you have in place as they are more likely to want to act on it if they know that more than just a few students want something. This committee in particular loves statistics.





Aboriginal Affairs Working Group (AAWG)

A Working Group under the Office of the Dean of Students (ODS)

Fall 2015

Student Representatives:

Denny Choi (Byung Wook Choi)

Meeting Dates:

November 5, 2015

No semesterly report was required for the Fall 2015 term, due to the committee only having met once in throughout the semester. A yearly report will be required at the end of the Winter 2016 term.





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Universal Access Capital Projects Working Group

Fall 2015

Student Representatives:

Kimber Bialik (SSMU VP Clubs and Services)

Meeting Dates:

December 4, 2015

Report is attached.



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Universal Access Capital Projects Working Group
Fall 2015 Summary

The Universal Access Capital Projects Working Group solicits, receives, and prioritizes eligible proposals for capital projects to improve access to our buildings and facilities for persons with disabilities. These projects are funded by an annual capital grant from the Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie (MESRST).

The Universal Access Capital Projects Working Group met one during the Fall 2015 semester. Summary notes from that meeting are below:

Friday, December 4, 2015:

Attendees:

- Chuck Adler, Director of Campus and Space Planning
- Biagio D'Onofrio, Project Manager for Facilities Operations and Development
- Maxime Gagnon, Campus Planner at Campus and Space Planning
- Kathleen Tobin, Benefits Manager for McGill Human Resources
- Andrea Miller-Nesbitt, Liaison Librarian and Representative from Joint Board-Senate Committee on Peoples with Disabilities
- Teri Phillips, Office for Students with Disabilities
- Kimber Bialik, SSMU Representative

Budget Update:

- The Committee has a roughly \$400,000 budget for the 2015-2016 year.
- Committee Chair also notes that the OSD has a budget of roughly \$100,000 for space improvements, but this should not be considered as part of the UACPWG budget and is fully under the jurisdiction of the OSD.
- The budget can carry forward into a future year if the Committee decides to save up

Projects for discussion and approval:

- Gender Neutral Bathrooms: The Committee was working from a list identified by students nearly three years ago of gender neutral bathrooms on campus – both bathrooms that are identified as possible to make gender neutral ("Lot 1" list), and bathrooms that require both updates to make them gender neutral and to improve physical accessibility. The Committee decided to contribute to funding the Lot 1 projects, but tabled the Lot 2 projects pending a revision. The proposal submitted to the Committee follows these minutes.
 - Notably, the Committee has been talking about gender neutral and physically accessible washrooms
- 3550 University Street (Physics): Individual request for accessibility – approved (\$25,000)
- Currie Gym (Athletics): request for proposal Société Logique (RFP): The Currie Gym is currently physically inaccessible and the project to make the space accessible will significantly exceed the Committee's annual budget. The Committee committed to



earmarking \$46,000 to the accessibility audit of the space which will identify all of the physical accessibility changes that need to be made. Note that this will not include recommendations for improving the space for those who are visually or hearing impaired, which would be a different audit at an additional cost. This audit will take roughly three months and the Committee should have results in March.

New Business:

- Access door located at the back of 3438 McTavish – approved (\$15,000). This was an individual's request for accommodation.
- Handicap access for the James Admin building: There is currently no automatic door opener – ramps have been considered in the past but deemed infeasible because of the incline and length requirements. The back entrance is accessible but is accessible with card access only – this may be an issue that can be corrected by going through Building Management.
- Request for projects 2016: Callout for project proposals was released with a March 2016 deadline for submissions.

Other Business:

- Committee is working on ways to promote the work of the Committee and the calls for proposals – considering the creation of a website for the Committee. Updates to come at the March meeting.

The next meeting of the Committee is scheduled for March 2016.

Lot 1: gender neutral bathroom conversion

Lot 2: gender neutral + physical accessibility aspects as well



Facilities Management and Ancillary Services Gestion des installations et services auxiliaires

PRELIMINARY BUDGET ESTIMATE				
Project: 15-042				
700318	10020	Description of scope of work:	detailed price before taxes	total price including taxes after rebate
identified by students who did a campus audit of gender neutral washrooms		LOT 1		
		New signage, replacement of hardware, minor painting:		
		Arts	\$ 1,000	
		McLennan Library	\$ 1,700	
		Burnside	\$ 600	
		Strathcona Music	\$ 3,000	
		McConnell Engineering	\$ 2,700	
		Leacock	\$ 600	
		Strathcona Anatomy and Dentistry	\$ 1,400	
		McIntyre Medical	\$ 3,300	
		Education Building	\$ 1,400	
		Wong Building	\$ 1,200	
		Brown Building	NA	
		Note: these are mostly already single use washrooms		\$ 18,100
		LOT 2		
		Architectural/Plumbing/Electrical work:		
		Ludmer	\$ 7,300	
		Bronfman	\$ 7,600	
		Macdonald Harrington	\$ 6,900	
		Otto Maass	\$ 4,100	
		Chancellor Day	\$ 4,200	
		Macdonald Engineering	\$ 9,800	
		Macdonald Stewart Library	\$ 5,700	
		Redpath Library	\$ 11,000	
		Rutherford	\$ 16,400	
		Trottier	\$ 8,700	
		Life Science Complex	\$ 5,700	
		Elizabeth Wirth Music Building	\$ 3,200	
		Plumbing: minor work included		\$ -
		Electrical work: included		\$ -
		Structural work: not requested		\$ -
		Allowance for Support of Construction:		
700322	20030	Work Orders Operations: shutdown(s), etc. Lot 1	\$ 500	\$ 600
700324	40060	Miscellaneous Lot 1		\$ -
700425	20020	Parking & Security Guard charges Lot 1	\$ 1,000	\$ 1,100
700322	20030	Work Orders Operations: shutdown(s), etc. Lot 2	\$ 3,000	\$ 3,300
700324	40060	Miscellaneous Lot 2		\$ -
700425	20020	Parking & Security Guard charges Lot 2	\$ 1,000	\$ 1,100
700309	30030	Commissioning and start-up 20% of electro/mechanical fees		\$ -

Gender Neutral Washrooms Proposal



Facilities Management and Ancillary Services

Gestion des installations et services auxiliaires

PRELIMINARY BUDGET ESTIMATE							
Attention of:		Prof. Angela Campbell / Robert Couvrette		Faculty:		Support Services	
Project number:		15-042		Building:		Various	
Project title:		Toilettes avec accès universel		Department:		General University	
Design Team:		Design Services		MAXIMO W.O.:		NA	
Project Manager:		Biagio D'Onofrio		Date:		December 4, 2015	
Estimation Class				Accuracy Level			
see link for complete description: http://www.mcgill.ca/facilities/faqs/#q7a							
<input checked="" type="checkbox"/>	"D" - Functional Programming Phase		30%-50%		Total project value \$ 212,000 Funded for pre-design \$ 15,000 Increase requested \$ 197,000		
<input type="checkbox"/>	"C" - Schematic Design Phase		20%-30%				
<input type="checkbox"/>	"B" - Design Development Phase		10%-20%				
<input type="checkbox"/>	"A" - Construction Documentation and/or Post-Bid Phase		5%-10%				
				TOTAL PROJECT VALUE		\$ 50,000 \$ 162,000 \$ 212,000	
				(including taxes after rebate)			
Banner code	FAMIS code	PRE-DESIGN PHASE:		Lot 1	Lot 2	TOTAL	
700701	30120	Internal architectural pre-design		already funded \$ 15,000			
700701	30120	Internal mechanical/electrical pre-design					
700305	30020	External architectural pre-design					
700309	30030	External mechanical/electrical pre-design					
700308	30040	External structural engineering					
		DESIGN PHASE:					
700695	30130	Internal architectural					
700702	30140	Internal mechanical/electrical engineering					
700305	30020	External architectural		\$ 5,900	\$ 16,100		
700309	30030	External mechanical/electrical engineering			\$ 5,400		
700308	30040	External structural engineering					
700310	30070	External Consultant Specialist					
700326	40050	Expertise, tests, quality control			\$ 2,600		
700416	40040	Site survey & Soil investigation					
Professional Fees				\$ 20,900	\$ 24,100	\$ 45,000	
		Architectural work		\$ 18,100	\$ 96,900		
		Mechanical work		\$ -			
		Electrical work		\$ -			
		Structural work		\$ -			
700318	10020	Sub-total of General Contract Estimated Price		\$ 18,100	\$ 96,900	\$ 115,000	
		Construction Contingency 10%		\$ 1,900	\$ 9,700	\$ 11,600	
TOTAL CONSTRUCTION PRICE (including taxes after rebate)				\$ 20,000	\$ 106,600	\$ 126,600	
700325	40010	Construction permit 1.00% of Construction Price and Professional Fees		\$ -	\$ 1,400		
700331	20010	Telephone equipment, voice, data, wiring & switches		\$ -	\$ -		
700600	50040	Security Equipment		\$ -	\$ -		
700004	50020	Audiovisual equipment		\$ -	\$ -		
700007	50010	Furniture		\$ -	\$ -		
700330	40030	Moving (if not included in Construction Price)		\$ -	\$ -		
		Allowance for Support of Construction		\$ 1,700	\$ 4,400		
700309	30030	Commissioning and start-up		\$ -	\$ -		
Indirect price:				\$ 1,700	\$ 5,800	\$ 7,500	
700315	80010	External Project Management 4%		\$ 800	\$ 4,300	\$ 5,100	
700332	90010	Project Contingency 15%		\$ 6,600	\$ 21,200	\$ 27,800	
TOTAL estimated value				\$ 50,000	\$ 162,000	\$ 212,000	

Estimated by:

Anna Wijatkowski, Estimator

Reviewed by:

Biagio D'Onofrio Project Manager

Approved by:

Daniel Doran, Associate Director Project Management

Jean Ouellet, Director, Project Management

Approved by:

Prof. Angela Campbell

Robert Couvrette

Funding Source:

FOAPAL # and Fund Manager

Universal Access Capital Projects Working Group BUDGET SUMMARY

Disables Access Capital Budget allocations

Carry forward from prior years

Allocations (5 years x \$400,000 (2008-09, 2009-10, 2010-11, 2011-12 & 2012-13))

Total funds available

Income	Alloc Yr	Budget Allocations	Anticipated Final Expenditures	Project Status	Project Manager
\$277,184					
\$2,000,000					
\$2,277,184					

Projects up to 2012-13

08-05-005	3610 McTavish-Move SEDE into McTavish	2008-09	\$69,710	\$69,710	Completed	Marcella Sealey
08-29-146	Barrier Free Campus Access	2008-09	\$150,000	\$114,910	Completed	Biagio D'Onofrio
09-19-011	475 Sherbrooke-Lobby Renovations	2009-10	\$34,354	\$30,170	Completed	Adrian Nicolicescu
06-27-007	Centennial Centre-New Universal Access Elevator	2009-10	\$400,000	\$400,000	Completed	John Crane
08-11-002	New Music - Automatic Door Openers	2009-10	\$82,000	\$77,587	Completed	Ngae Chi Wong
09-29-003	Redpath Museum-Renovations to Washrooms	2009-10	\$17,350	\$17,350	Design completed	Ted Mathurin
10-23-001	Macdonald Stewart Library-Modify Universal Ramp	2010-11	\$254,000	\$254,000	Design completed	Ted Mathurin
06-27-007	Centennial Centre-New Universal Access Elevator	2010-11	\$292,000	\$292,000	Completed	John Crane
08-23-002	Redpath Museum-Universal Access	2010-11	\$141,300	\$117,394	Design, Tot. proj \$2M+	Ted Mathurin
08-29-146	Barrier Free Campus Access	2011-12	\$150,000	\$114,910	Closed	Biagio D'Onofrio
11-326	Accessibility for First Peoples House 3505 Peel	2011-12	\$5,000	\$5,000	Design	Biagio D'Onofrio
12-112	Accessibility to Pollack Hall Stage	2011-12	\$8,000	\$8,000	Design closed	Biagio D'Onofrio
12-201	Barrier Free Access to Cafeteria - McConnell Engineering	2011-12	\$5,535	\$5,240	Pre Design completed	Biagio D'Onofrio
11-326	Accessibility for First Peoples House 3505 Peel	2012-13	\$234,600	\$234,600	Completed	Biagio D'Onofrio
12-112	Accessibility to Pollack Hall Stage	2012-13	\$38,000	\$38,000	Completed	Biagio D'Onofrio
12-164	Otto Maass - Washroom Accessibility	2012-13	\$211,800	\$211,800	Design	Biagio D'Onofrio
12-165	Barrier Free Accessibility - Morrice Hall pt 1	2012-13	\$149,800	\$149,800	Completed	Biagio D'Onofrio
Total			\$2,243,449	\$2,140,470		

2013-14 Annual Allocation

Opening balance 2013-14

\$400,000	\$433,735	\$536,714
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Projects approved at Dec 2013 meeting

12-165	Barrier Free Accessibility - Morrice Hall pt 2	2012-13	\$172,000	\$172,000	Completed	Biagio D'Onofrio
12-202	Auto. Door Openers 5 buildings (Bronf. FDA, MC Eng, PnP, Trottier)	2012-13	\$220,000	\$220,000	Tender in early 2016	
Balance Dec 2013			\$41,735	\$144,714		

Projects approved at May 2014 meeting

11-326	Accessibility for First Peoples House 3505 Peel (Budget increase request)	2012-13	\$60,400	\$60,400	Completed	Biagio D'Onofrio
12-201	Barrier Free Access to Cafeteria - McConnell Engineering		\$320,000	\$320,000	Proceed to final design	Biagio D'Onofrio
15-042	Gender Neutral Washrooms		\$15,000	\$15,000	in Predesign	Biagio D'Onofrio
15-043	Macdonald Engineering Building Access (Engineering) - everything at least figure structural		\$15,000	\$15,000	Proceed to Predesign	Biagio D'Onofrio
15-044	3715 Peel Street Access (Education) - "coach house" - had a lift 30 years ago and the unit removed		\$15,000	\$15,000	Proceed to Predesign	Biagio D'Onofrio
14-148	Pollack Hall seating access		\$15,000	\$15,000	Proceed to Predesign	Biagio D'Onofrio
	Parasitology Bldg access (MAC)				CANCELLED	
Balance May 2013			-\$398,665	-\$295,686		

2014-15 Annual Allocation

Opening balance 2014-15 June 2014

\$400,000	\$1,335	\$104,314
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Projects approved at May 2015 meeting

15-086	3550 University 2 door operators - request by a user		\$15,000	\$25,000	waiting for estimate and funding	Biagio D'Onofrio
15-090	Currie Gym Building Audit			\$46,000	waiting for estimate and funding	Biagio D'Onofrio
WO : \$80061301	Chancellor Day Hall restroom door opener		\$10,000	\$7,066	Completed	Biagio D'Onofrio
Total			\$10,000	\$7,066		

2015-16 Annual Allocation

Opening balance 2015-16 June 2015

\$400,000	\$390,000	\$392,934
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facility raised this last year for the first time
cat. in McConnell also have never been identified.

huge over-
could be
\$400,000
(would
have to
done over
multiple
budget years)



Massive Open Online Courses (MOOCs) Advisory Group

Fall 2015

Student Representatives:

Angela Lu (Jia Lu)

Meeting Dates:

One meeting in the Fall 2015 term

Committee representatives missed the meeting due to communication issues. A yearly report will be required at the end of the Winter 2016 term.

