

# UNDERGRADUATE REPRESENTATION ON UNIVERSITY COMMITTEES

Fall 2016 Report

Updated as of 2017-01-16





# OVERVIEW

There are 47 active University-level committees with undergraduate student representation in the beginning of the 2016/2017 academic year, amounting to a total of 118 positions in various [Senate Standing Committees](#) and the subcommittees or working groups under them, various [committees arising out of University regulations](#), and other University-level committees with undergraduate student representation (see list below).

Early in the Fall 2016 term, the SSMU VP University Affairs (Erin Sobat) and the University Affairs Secretary General (René 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 March and September. The representatives were given training on the University governance structure and how best to represent students' interests within these committees.

All representatives are required to submit a summary report at the end of each semester. This document compiles all the submitted reports from the Fall 2016 term, and is published on the [SSMU University Affairs website](#).

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



# COMMITTEE REPORTS

OVERVIEW	1
<b>Senate Standing Committees</b>	
ACADEMIC POLICY COMMITTEE (APC)	5
Subcommittee on Teaching and Learning (STL)	7
Teaching and Learning Spaces Working Group (TLSWG)	9
University Teaching Labs Working Group (UTLWG)	12
Course Evaluation Advisory Group (CEAG)	13
Subcommittee on Courses and Teaching Programs (SCTP)	15
COMMITTEE ON ENROLMENT AND STUDENT AFFAIRS (CESA)	16
Enrolment and Student Affairs Advisory Committee (ESAAC)	17
Subcommittee on Academic Integrity (SAI)	18
Subcommittee on Undergraduate Student Advising (SUSA)	19
Subcommittee on Student Affairs Policy (SSAP)	22
HONORARY DEGREES AND CONVOCATIONS COMMITTEE (HDCC)	23
SENATE COMMITTEE ON LIBRARIES	24
SENATE COMMITTEE ON PHYSICAL DEVELOPMENT (SCPD)	28
COMMITTEE ON STUDENT SERVICES (CSS)	29
Student Health Service Advisory Board (SHS AB)	32
Mental Health Service Advisory Board (MHS AB)	34
Counselling Service Advisory Board (CS AB)	35
Career Planning Service Advisory Board (CAPS AB)	37
McGill Office of Religious and Spiritual Life Advisory Board (MORSL AB)	38



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Scholarship and Student Aid Office Advisory Board (SSAO AB)	39
McGill Athletics and Recreation Advisory Board (MARAB)	40
Advisory Committee on International Students (ACIS)	41
Student Co-Curricular Involvement Advisory Group (SCIAG)	43
JOINT BOARD-SENATE COMMITTEE ON EQUITY (JBSCE)	44
Senate Subcommittee on Women (SSCOW)	45
Subcommittee on Persons with Disabilities (SPwD)	46
Subcommittee on Family Care	48
Subcommittee on First Peoples	49
Subcommittee on Racialized and Ethnic Persons (SCREP)	50
Subcommittee on Queer People (SQP)	51
Indigenous Affairs Work Group (IAWG)	54
<b>Committees Arising Out of University Regulations</b>	
ADVISORY COUNCIL ON THE CHARTER OF STUDENTS' RIGHTS	55
COMMITTEE ON STUDENT DISCIPLINE (CSD)	56
COMMITTEE ON STUDENT GRIEVANCES (CSG)	56
APPEAL COMMITTEE ON STUDENT DISCIPLINE AND GRIEVANCES	56
AD HOC COMMITTEE TO REVIEW THE CHARTER OF STUDENTS' RIGHTS	57
<b>Other Committees with Undergraduate Student Representation</b>	
MCGILL WRITING CENTRE ADVISORY COMMITTEE (MWC AC)	58
UNIVERSITY HEALTH AND SAFETY COMMITTEE (UHSC)	61
Sustainability Labs Working Group (SLWG)	63
SUSTAINABILITY PROJECTS FUND WORKING GROUP (SPF WG)	65
MASSIVE OPEN ONLINE COURSES (MOOC) ADVISORY GROUP	66





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UNIVERSAL ACCESS CAPITAL PROJECTS WORKING GROUP (UACPWG)	67
UNDERGRADUATE SKILLS PROGRAM ADVISORY BOARD	68



# ACADEMIC POLICY COMMITTEE (APC)

<b>Committee Name</b>	Academic Policy Committee (APC)
<b>Contact Person's Name</b>	Christopher Manfredi (Secretary: Julie Degans)
<b>Contact Person's Email</b>	<a href="mailto:christopher.manfredi@mcgill.ca">christopher.manfredi@mcgill.ca</a> and <a href="mailto:julie.degans@mcgill.ca">julie.degans@mcgill.ca</a>
<b>Student Representative(s)</b>	Alexander Dow, Joshua Chin, Erin Sobat
<b>Meeting Dates</b>	September 22, October 13, November 17, December 8

## Overview of the Committee

The Academic Policy Committee ("the Committee") is a Standing Committee of Senate charged with making recommendations to Senate on all matters regarding academic policy. In particular, it shall, for the University and in consultation with faculties, develop proposals for the establishment and continuous review of academic programs, policies and structures, and proposals relating to teaching, learning, and research. The Committee may create subcommittees or working groups to deal with issues as appropriate. The Committee or its subcommittees shall review:

- existing programs and proposals for new or revised courses and academic programs, considering, as appropriate, the resources needed to offer these in line with the University's academic standards;
- proposals for the creation, assessment, renewal, restructuring, dissolution and non-honoric name changes of academic entities;
- issues and proposals relating to international education;
- proposals for teaching and learning policies for the University and for initiatives that enhance the quality of teaching and learning;
- ongoing continuing education activities throughout the University and proposals for broad policies regarding continuing education;
- the role of information systems and technology in the provision, management, and support of academic programs.

## Composition:

- Provost and Vice-Principal (Academic) – Chair
- Associate Provost (Policies, Procedures and Equity) – Vice Chair
- Deputy Provost (Student Life and Learning)
- Vice-Principal (Research and International Relations) or delegate
- Director of Libraries or Trenholme Dean of Libraries or delegate
- Dean of Graduate and Postdoctoral Studies or delegate



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<ul style="list-style-type: none"> <li>• Dean of Continuing Studies or delegate</li> <li>• Board of Governors representative</li> <li>• Chairs of APC Subcommittees</li> <li>• Director of Teaching and Learning Services or delegate</li> <li>• One member from each of the Faculties (named by Senate Nominating Committee).</li> <li>• Student members:               <ul style="list-style-type: none"> <li>○ Three undergraduate students</li> <li>○ One graduate student (and one alternate to serve in the member's absence)</li> <li>○ One student representative of Macdonald campus</li> <li>○ One Continuing Studies student</li> </ul> </li> <li>• Member with voice but no vote: University Registrar and Director of Enrolment Services</li> <li>• Committee Secretary</li> </ul>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"> <li>• Cyclical Unit Reviews: Performance, Pharmacology and Therapeutics, Obstetrics and Gynecology, Pediatrics).                Proposal to create a School of Population and Global Health (Faculty of Medicine).</li> <li>• Approval of reports and recommendations from SCTP.</li> <li>• New student exchange partnership between the School of Architecture and IPRAUS.</li> </ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"> <li>• Information regarding Engineering Co-Ops.</li> <li>• SCTP items. Nothing substantive.</li> </ul>



## SUBCOMMITTEE ON TEACHING AND LEARNING (STL)

<b>Committee Name</b>	APC Subcommittee on Teaching and Learning (STL)
<b>Contact Person's Name</b>	Nancy St. Pierre
<b>Contact Person's Email</b>	<a href="mailto:nancy.stpierre2@mcgill.ca">nancy.stpierre2@mcgill.ca</a>
<b>Student Representative(s)</b>	Mitchel Russo, Muhammad Wali
<b>Meeting Dates</b>	September 28, November 4 (cancelled)

### Overview of the Committee

The Subcommittee on Teaching and Learning (STL) is a stem under the Academic Policy Committee (APC). The subcommittee meets 6 times an academic year to carry out the following three-point mandate:

- Recommend to the University through the Academic Policy Committee (APC) initiatives and policies to enhance the quality of teaching and learning.
- 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.
- Report to Senate through the Academic Policy Committee (APC) once a year.

Membership on the subcommittee consists of:

- The Deputy Provost (Student Life and Learning), or designate, Chair
- The Dean of Students or designate
- The Director of Teaching and Learning Services, or designate
- The Dean of Graduate and Postdoctoral Studies, or designate
- The Associate Provost, policies and procedures
- One representative to be appointed from each Faculty (staggered) three-year term renewable
- One representative appointed by the University Libraries
- Two Undergraduate student representatives
- One Graduate representative
- Secretary

### Highlights or key business discussed this year

This semester the main topics for discussion were as followed:

- A review of the terms of reference to the "Principals Prize for Excellence in Teaching"
- Construction disruptions to Teaching and Learning in the Leacock building primarily
- Departmental Updates (Music, Education, Dentistry)

The Principals Prize for Excellence in Teaching is awarded to McGill Assistant Professors, Associate Professors and Full Professors who demonstrate an excellence in teaching and contribute to the positive academic experience of McGill Students. Upon a review, the Subcommittee has decided to



amend the eligibility requirements as to be more inclusive of academic staff at McGill that would include Course Lecturers. The final decisions of this have been passed on to the Academic Policy Committee (APC) for final review before being officially announced.

With the construction occurring on the Downtown Campus many professors and students are having difficulties with effective teaching and learning, as there are constant noise distractions. With the anticipated completion date of this project being 2017, Enrollment Services has relocated classes occurring in Leacock 219, 132 and 232. Mid-terms have also been relocated for minimal disruptions to students caused by the jackhammering. During the exam period however, a moratorium has been signed with the city.

In a round table update session during the September meeting, the Music, Education and Dentistry Faculties reported the following:

- The Music Department's Health and Wellness initiatives continue to be a focus for the school. A newly implemented initiative for early intervention of unsatisfactory academic standing is to review all first year student grades. Any student with lower than a 3.0 GPA will be reached out to this way the department can intervene earlier to reduce the risk of administration being overwhelmed with concerns.
- The Faculty of Education has a three-fold approach which consists of indigenizing the curriculum, unionizing course lecturers and trying to build more competitive entrance packages for incoming students, and focusing on graduate course sizes and establishing cross-university parity (for example the Education Department may cancel a graduate seminar with enrollment below 20 students due to it not being cost-effective, but another faculty would continue a seminar where only 5 students are enrolled).
- The Faculty of Dentistry has expressed a lack of space for undergraduate dentistry students as well as undergraduate student research involvement.

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

For the upcoming Winter 2017 Semester, we are anticipating a carry over and deeper discussion of the following topics:

- Undergraduate Skills Initiative: The Undergraduate Skills Initiative was presented at our September meeting, which was followed by very dynamic discussions. A further follow up and discussion was scheduled for our November meeting but with the cancellation of our November meeting this topic will be carried into the Winter Semester.
- Construction Updates: As mentioned above, with the anticipated construction completion date being May 2017, an update will be given on the construction noise levels especially the jackhammering behind Leacock on Docteur Penfield. Logistics for mid-terms (if needed) will most likely be addressed as well.



## Teaching and Learning Spaces Working Group (TLSWG)

<b>Committee Name</b>	STL Teaching and Learning Spaces Working Group (TLSWG)
<b>Contact Person's Name</b>	Nancy St-Pierre
<b>Contact Person's Email</b>	<a href="mailto:nancy.stpierre2@mcgill.ca">nancy.stpierre2@mcgill.ca</a>
<b>Student Representative(s)</b>	Sean Taylor, Patricia Neijens, Madeleine Macdonald
<b>Meeting Dates</b>	September 23, October 20 (cancelled), November 28, December 19 (rescheduled)

### Overview of the Committee

The TLSWG's goal is to enhance teaching and learning at McGill by creating a vision for teaching and learning space development that is aligned with strategic directions.

#### Mandate

1. Create a vision for teaching and learning space development that is aligned with University directions.
2. Establish teaching space standards based on sound pedagogical and technical principles.
3. Identify teaching and learning space needs at the University.
4. Establish priorities for upgrading and repairing teaching spaces that can be funded.
5. Ensure that existing and new teaching spaces respect the standards.
6. Investigate new teaching technologies (together with the office of the CIO).
7. Set priorities for the creation of new teaching spaces.
8. Set priorities for the upgrade of existing teaching spaces.
9. Recommend funding for the creation, upgrading and maintaining of teaching spaces and installing equipment.
10. Ensure sufficient operating funding to maintain the technology being installed.

Additional information can be found at <https://www.mcgill.ca/tls/spaces/tlswg>

#### Membership

Since its mandate involves bringing together the operational and academic sides of teaching and learning spaces, the committee's membership is made up of approximately 35 representatives from the libraries, Teaching and Learning Services, Campus and Space Planning, Enrolment Services, the Chief Information Officer and relevant IT units, the Associate Vice Principal (University Services), SSMU, PGSS, and each faculty. A full list of these representatives can be found here:

<https://www.mcgill.ca/tls/spaces/tlswg/membership>

#### Meeting Frequency

The committee meets approximately once a month, although only two meetings were held in Fall 2016.



### Scope of Work

The scope of the TLSWG is limited to repairs and upgrades of centrally-scheduled, formal classrooms and does not extend to major infrastructure projects (>\$4 million).

(Facilities Operations is responsible for repairing fixtures and furniture: [fcc.fod@mcgill.ca](mailto:fcc.fod@mcgill.ca)).

### **Highlights or key business discussed this year**

- **Money** is short, annual budget ~\$6 million but at least \$30 million of work needed.
- **Seating Capacity:** Bringing classrooms up to provincial safety/architectural codes often results in 10-20% in seating capacity, consequently some renovations have been put on hold to avoid losing capacity right now. McGill aspires to improve to ~20sqft/student from as low as 10sqft/student. (By comparison, other schools have 25-30sqft/student.)
- **Noise Disruption** from construction. Leacock classrooms (LEA 26/219/132/232) are particularly affected. Enrolment Services addressed this by: re-locating all midterms, relocating to other buildings as many courses as possible, and proposing a live online solution (however instructors chose not to use this option).
- **Accessibility standards** are incorporated in design process, but only as pertains to mobility. Audio, visual and other universal design standards are lacking.
- **Major infrastructure projects** under consideration include:
  - Royal Victoria Hospital site (pitch themes are "sustainable academic systems" and "public policy")
  - Leacock 132 (\$6 million, requires external donor)
  - 3<sup>rd</sup> floor McIntyre Medical Building (\$10 million, requires external donor)
  - Stewart Biology Building (one bloc)
- **Pre-designs** for the next year include:
  - Arts 260,
  - Wong 1030/1050,
  - Currie Gym W-408/409,
  - Wirth Music Buildings A410/510/512,
  - Sherbrooke 688 1047/1051,
  - Duff Amphitheatre (has asbestos).

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

Potential **renovation** projects include:

- Arts 145/150,
- Birks 104/105,
- MacDonald 279/280,
- Chancellor Day Hall 101/102 (part of the law faculty's long-term plan),
- Centennial Centre 105/162,
- Strathcona Music Building C204/201 (Ventilation is a big problem here),



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- Burnside 11<sup>th</sup> floor (Faculty of Science paid for pre-design/design).

Potential **information technology** projects include:

- Replacement of all wireless microphones (\$500,000)

The historic **MacDonald Harrington G10** needs both a \$4 million renovation, and upgraded audio-visual equipment. This has led to discussion over whether only the audio-visual system should be upgraded, or whether we should take this opportunity to re-do the entire room.

**RVH site** discussions will be ongoing.





## University Teaching Labs Working Group (UTLWG)

<b>Committee Name</b>	STL University Teaching Lab Working Group (UTLWG)
<b>Contact Person's Name</b>	Adam Finkelstein
<b>Contact Person's Email</b>	<a href="mailto:adam.finkelstein@mcgill.ca">adam.finkelstein@mcgill.ca</a>
<b>Student Representative(s)</b>	Alexander Dow
<b>Meeting Dates</b>	October 11, December 15 (cancelled)

Overview of the Committee
<p>The University Teaching Labs Working Group (UTLWG) endeavors to enhance teaching and learning at McGill by creating a vision for university teaching lab development that is aligned with University strategic directions. Its mandate is to:</p> <ol style="list-style-type: none"><li>Identify needs for teaching laboratories.</li><li>Establish pedagogical and technical principles for the renovation and upgrade of teaching laboratories.</li><li>Establish priorities for improvements (upgrades, repairs) to teaching laboratories across the University, and new teaching laboratories.</li><li>Position the University to benefit from funding opportunities that may arise (e.g. through Campaign McGill).</li><li>Recommend funding for the creation, upgrade and maintenance of teaching laboratories and related equipment.</li><li>Contribute to submissions to MESRST (formerly MELS) for the plan quinquennal regarding facilities development</li></ol>
Highlights or key business discussed this year
<ul style="list-style-type: none"><li>New discussions surrounding how student fund overlap with UTLWG, and if UTLWG comes in after student funding, then resources bought with student funding will be thrown away/underutilized. Need to better optimize how students allocate resources with respect to university projects.</li><li>Other two meetings this year got cancelled so not much to report.</li></ul>
Topics that might carry over to next term or expected topics
December 15 <sup>th</sup> 2016 meeting cancelled, allocation of funds for FY2017 to be transferred to next meeting.



## Course Evaluation Advisory Group (CEAG)

<b>Committee Name</b>	STL Course Evaluation Advisory Group (CEAG)
<b>Contact Person's Name</b>	Justin Fletcher
<b>Contact Person's Email</b>	<a href="mailto:justin.fletcher@mcgill.ca">justin.fletcher@mcgill.ca</a>
<b>Student Representative(s)</b>	Amanda Montaque, Robin Luo, Jonathan Boretsky
<b>Meeting Dates</b>	December 1

Overview of the Committee
<p>Goals and mandates of CEAG for 2016-2017</p> <ul style="list-style-type: none"> <li>To increase visibility of updated policies and resources available to students, educators, administration and the like</li> <li>To increase student participation and performance</li> <li>Update and develop guidelines for administration and tenure committees</li> <li>To Find alternate methods for collecting feedback</li> <li>To allow students to provide instructor testimonial on site page</li> <li>Encourage more instructors to provide specific questions or their evaluations</li> </ul>
Highlights or key business discussed this year
<p>Equity and Course Evaluations</p> <ul style="list-style-type: none"> <li>There was a student leader luncheon held earlier this fall to review some of the information from the Joint Board on Equity. There was overall positive feedback concerning the new protocol of deleting discriminatory and offensive commentary on the course evaluations from permanent record of instructor</li> <li>17 cases were reported in the last year</li> <li>No new requests or reports of inappropriate commentary yet</li> <li>Requests for comment review will be confidentially processed by Associate Provost and will be communicated with Chair</li> </ul> <p>Mercury Testimonials Project</p> <ul style="list-style-type: none"> <li>The Mercury Testimonials Project is a new service offered to students this year.</li> <li>A student was hired over the summer and has been working to collect testimonials (photos, text) from professors to explain how they improved their courses with the help of course evaluation feedback</li> <li>Anyone who knows a prof who might be interested, contact <a href="mailto:mercury.info@mcgill.ca">mercury.info@mcgill.ca</a></li> <li>This has been operational since Nov. 30, 2016</li> </ul> <p>Mercury System</p> <ul style="list-style-type: none"> <li>Instructors can easily add questions to the evaluations survey through a webform</li> </ul>



- System is old. Planning redevelopment. “What would be the system of your dreams?”

#### Interpretation Guidelines

- We have targeted interpretation guidelines on Mercury to help everyone interpret the stats
- Eg. guide for profs, guide for tenure committees, guide for students, guide for dep’t chairs, etc.
- Mid-Course Evaluations and evaluating guest lecturers

#### Course Outline Repository in MyCourses

- Just launched this feature. Contains a searchable list of all course outlines submitted by professors. Classes can usually be viewed by course number.
- Will be helpful for students to quickly see what each course is about without adding/dropping all the time.
- Will be helpful for administration to get info about a section of course from any year.
- Issue is getting the profs to upload outlines, but should be easy (3 clicks more after uploading outline to the courses page)

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

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## SUBCOMMITTEE ON COURSES AND TEACHING PROGRAMS (SCTP)

<b>Committee Name</b>	APC Subcommittee on Courses and Teaching Programs (SCTP)
<b>Contact Person's Name</b>	Ollivier Dyens and Cindy Smith
<b>Contact Person's Email</b>	<a href="mailto:ollivier.dyens@mcgill.ca">ollivier.dyens@mcgill.ca</a> and <a href="mailto:cindy.smith@mcgill.ca">cindy.smith@mcgill.ca</a>
<b>Student Representative(s)</b>	Guy Ettlin
<b>Meeting Dates</b>	September 29, October 20, November 10, December 1

Overview of the Committee
<p><a href="https://www.mcgill.ca/sctp/apc-subcommittee-courses-and-teaching-programs-sctp">https://www.mcgill.ca/sctp/apc-subcommittee-courses-and-teaching-programs-sctp</a>:          “SCTP has twelve members appointed by APC: the Deputy Provost (Student Life and Learning) - Chair, with vote; the Dean of Graduate and Postdoctoral Studies (or academic delegate); five academic staff members appointed to three-year renewable terms (taking care to rotate representation among faculties and ensuring representation of at least two of the larger faculties as defined by the University Statutes); two student members, one graduate and one undergraduate, nominated by their respective student societies; one representative from Enrolment Services (voice but no vote); one representative from Student Services (voice but no vote); and one representative from Teaching and Learning Services (voice but no vote). The Chair of SCTP is an ex-officio member of APC. A member of the Academic Management Office should be invited when resource implications of proposals for new teaching programs are being considered, in order to provide the necessary expertise.</p> <p>Mandate:</p> <ol style="list-style-type: none"> <li>1. To exercise all the functions and powers of APC as regards courses, and to inform APC about its actions in a timely manner;</li> <li>2. to exercise all the functions and powers of APC as regards revisions to existing teaching programs and to inform APC in a timely manner, except that either SCTP or APC can determine that some changes are sufficiently important to be treated following the procedures for new programs indicated below;</li> <li>3. to evaluate the academic quality of proposals for new teaching programs, taking into account, as appropriate, the resources implications of such proposals and to make recommendations to APC;</li> <li>4. at the request of APC, to review existing courses and teaching programs and to make recommendations to APC.”</li> </ol>
Highlights or key business discussed this year
No business to be highlighted, minor inconsistencies were corrected in various proposals, but other than that all business was approved. The October 20 <sup>th</sup> meeting was cancelled due to a lack of business arising.
Topics that might carry over to next term or expected topics
No expected topics to highlight at this point.



# COMMITTEE ON ENROLMENT AND STUDENT AFFAIRS (CESA)

<b>Committee Name</b>	Committee on Enrolment and Student Affairs (CESA)
<b>Contact Person's Name</b>	Jonathan Nordland
<b>Contact Person's Email</b>	<a href="mailto:jonathan.nordland@mcgill.ca">jonathan.nordland@mcgill.ca</a>
<b>Student Representative(s)</b>	Charles Keita, Alexandre Perron
<b>Meeting Dates</b>	September 20, October 18 (cancelled), November 15, December 20 (cancelled)

The committee is seldom relevant in to the running of the governmental body of the institution. Unlike its position on the hierarchy on McGill's governance structural would suggest, the committee does not produce any insightful discussion nor does it make any suggestions to Senate. Half of the meetings that were scheduled, in accordance to bylaws, were cancelled due to lack of agenda topics, and with the exception of the first meeting the other meetings contain single topics agendas that served to simply organizational formalities. It would seem to me that certain member of the committee would rather have discussions in other mediums such a ESAAC. Altogether, I would not suggest that anyone clears their schedule out in the purpose of getting involved in this particular committee.



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## **ENROLMENT AND STUDENT AFFAIRS ADVISORY COMMITTEE (ESAAC)**

<b>Committee Name</b>	CESA Enrolment and Student Affairs Advisory Committee (ESAAC)
<b>Contact Person's Name</b>	Jonathan Nordland
<b>Contact Person's Email</b>	<a href="mailto:jonathan.nordland@mcgill.ca">jonathan.nordland@mcgill.ca</a>
<b>Student Representative(s)</b>	Casarina Hocevar, Sean Taylor, Erin Sobat
<b>Meeting Dates</b>	September 6, October 4, November 1, December 6

**No report was submitted for Fall 2016 term.**



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## Subcommittee on Academic Integrity (SAI)

<b>Committee Name</b>	ESAAC Subcommittee on Academic Integrity (SAI)
<b>Contact Person's Name</b>	Edith Breiner
<b>Contact Person's Email</b>	<a href="mailto:edith.breiner@mcgill.ca">edith.breiner@mcgill.ca</a>
<b>Student Representative(s)</b>	Greer Nicholson

**No report was submitted for Fall 2016 term.**



## Subcommittee on Undergraduate Student Advising (SUSA)

<b>Committee Name</b>	ESAAC Subcommittee on Undergraduate Student Advising (SUSA)
<b>Contact Person's Name</b>	Penny Kaill-Vinish
<b>Contact Person's Email</b>	<a href="mailto:penny.kaill-vinish@mcgill.ca">penny.kaill-vinish@mcgill.ca</a>
<b>Student Representative(s)</b>	Guy Ettlin, Mitchel Russo, Jeffrey Lee
<b>Meeting Dates</b>	August 22, October 11, November 8, December 13

Overview of the Committee
<p>The Subcommittee on Undergraduate Student Advising is mandated:</p> <ul style="list-style-type: none"> <li>• To provide a forum for ongoing discussion about undergraduate advising needs and challenges</li> <li>• To act as a liaison between SUSA and reporting faculty/unit and as such, communicate accordingly</li> <li>• To encourage and facilitate monitoring of undergraduate advising across the University</li> <li>• To facilitate and encourage advisor networking through work groups and related initiatives</li> <li>• To review professional development needs on a regular basis and liaise with other committees/units to help develop relevant training and meet the needs</li> <li>• To advocate for the recognition of academic advisors</li> <li>• To receive and/or propose recommendations for ESAAC regarding undergraduate advising</li> </ul> <p>The minimum composition for this subcommittee consists of the following:</p> <ul style="list-style-type: none"> <li>• Chair (Dean of Students or delegate)</li> <li>• 2 Faculty advisors</li> <li>• 2 Departmental or School advisors</li> <li>• Registrar and Executive Director of Enrolment Services or delegate</li> <li>• 3 undergraduate students</li> <li>• 1 professor (who is not, nor has been, an academic advisor)</li> </ul> <p>The subcommittee is scheduled to meet 7 times each academic year with the goals of carrying out the above mandate.</p>
Highlights or key business discussed this year
<p>This term the committee met four times during the first portion of the academic year. The main recurring topics of discussion were, the review of “Dean of Students Award for Excellence in Undergraduate Academic Advising” criteria, the first time deferred exam pilot project.</p> <p>The Dean of Students Award for Excellence in Undergraduate Academic Advising (known as The Dean of Students Award for short) recognizes the achievements of Academics Advisors. Revisions</p>





were brought to the Subcommittee after having a few complaints about the lack of student input and the vagueness of the nomination letter. As a result, the subcommittee updated their eligibility requirements as follows:

- Any member who has a hand in “student advising” may be nominated; the specific job title doesn’t necessarily have to be as specific as “Undergraduate Student Advisor.”
- Previous winners may be nominated again
- One student letter is encouraged (but not a required)
- Defining Excellence: such as Recent Achievements or Innovations, Service and/or Involvement

The First Time Deferred Exam Pilot Project, which launched in September for certain faculties, was struck in hopes of helping to alleviate some of the congestion at Health Services and help ease the student in having to obtain appropriate documentation. With various check-ins at our meetings throughout the terms it appears there hasn’t been a large or abnormal spike in Exam Deferrals.

The biggest concern regarding the launch of this project in the beginning months (August/September) was communication. Faculties were unsure about whether they would be the ones communicating this new pilot project or if Enrollment Services would be communicating this information. It was decided Enrollment Services would update the Exams Website (after input from our Subcommittee on the choice of wording and organization) and the various advisors would communicate to their faculties this new project.

The subcommittee is hoping to obtain preliminary numbers from the participating faculties by our next meeting to monitor the progress of this pilot project. Final numbers will be available at our first meeting of the new academic year.

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

For the new term (Winter 2017) the following topics are most likely to be brought up for discussions at our meetings:

- Deferred Exam Policy Pilot
- Indigenous Advising and Education
- Professional Development for Advisors

With the Deferred Exam Policy Pilot carrying over into the Winter Semester (for participating faculties) the preliminary numbers will be addressed as well final numbers. A decision will most likely be discussed in regards to turn this pilot project into a freestanding policy for First Time Deferring Students in participating faculties. The discussion held at our Subcommittee along with the decision results will be forwarded to the Enrolment and Student Affairs Advisory Committee (ESAAC) for approval.



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With the emergence of the Provost's Task Force on Indigenous Education a discussion was brought up regarding Indigenous Advising and Education. Although at this time there was a brief discussion, this will be a topic that will be discussed further in the coming term.

Recently the subcommittee has received a budget for the purchase of professional development materials. Moving forward it is ideal to set up a list of all resources purchased/available within various advising units across all faculties to ensure that both material isn't purchased that another unit already holds access to, and/or sharing of professional development materials across all faculties.



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## Subcommittee on Student Affairs Policy (SSAP)

<b>Committee Name</b>	ESAAC Subcommittee on Student Affairs Policy (SSAP)
<b>Contact Person's Name</b>	Edith Breiner
<b>Contact Person's Email</b>	<a href="mailto:edith.breiner@mcgill.ca">edith.breiner@mcgill.ca</a>
<b>Student Representative(s)</b>	William Cleveland, Ben Ger

**No report was submitted for Fall 2016 term.**



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# HONORARY DEGREES AND CONVOCATIONS COMMITTEE (HDCC)

<b>Committee Name</b>	Honorary Degrees and Convocations Committee (HDCC)
<b>Contact Person's Name</b>	Georgia Ntentis
<b>Contact Person's Email</b>	<a href="mailto:georgia.ntentis@mcgill.ca">georgia.ntentis@mcgill.ca</a>
<b>Student Representative(s)</b>	Guy Ettlin

**The proceedings of this committee are confidential.**



# SENATE COMMITTEE ON LIBRARIES

<b>Committee Name</b>	Senate Committee on Libraries
<b>Contact Person's Name</b>	Valerie Minnett
<b>Contact Person's Email</b>	<a href="mailto:valerie.minnett@mcgill.ca">valerie.minnett@mcgill.ca</a>
<b>Student Representative(s)</b>	Malcolm McClintock (SSMU Library Improvement Fund Coordinator), Lawrence Angel
<b>Meeting Dates</b>	October 13, November 25

N.B.: This report is composed of meeting agenda's combined with explanations and commentary (denoted by ***Italicized/Underlined***).

## October 13 Meeting:

1. **Approval of the Agenda**
2. **Approval of the minutes of the meeting of 17 May 2016**
  - A. <http://www.mcgill.ca/library/files/library/scl-17-may-2016-minutes.pdf>
3. **Dean's Update**
  - A. recruiting several librarian and staff positions.
    - i. Currently advertising and interviewing for 7 positions.
      1. ***(Not certain if this # includes the New DEAN of USER Services that was Hired ( see next meeting)***
    - ii. Prof. Nathalie Cooke, named Associate Dean (ROArA) – Rare books, Osler Archives and Arts collection)
      1. ***<https://www.mcgill.ca/library/channels/news/nathalie-cooke-appointed-new-associate-dean-roaar-262010>***
  - B. FIAT LUX
    - i. Fundraising : philanthropic event at the Blachford's house(Oct 13<sup>th</sup>) – expect 50 attendees.
      1. ***Malcolm attended this event to represent student investment in the Fiat Lux project. It was composed of potential stakeholders in the new project, as well as members of Friends of the Library. There was no formal agenda, mostly conversation about the project as well as a brief presentation from Trenholme Dean of Libraries Colleen Cook.***
    - ii. Part of the Royal Vic (RVH) project to add more study spaces in the Heritage section of the project
      1. ***To be confirmed but the Library will likely be responsible for overseeing these areas...Student consultation will be imperative for this to be successful***



- C. Schulich has been renamed “Schulich Library of Physical Sciences, Life Sciences, and Engineering”.
- D. Budget in “Good shape,” still receiving continued Financial support from provost’s office to maintain the collections due to inflation and currency fluctuations.
- E. External review of the Rare Books collection and unit in December 2016. Three prestigious external reviewers have accepted to serve on the review board (from UC Berkeley, Yale and Hathi Trust <https://www.hathitrust.org/>).

#### 4. Review of Draft (Now Final) FY16 Annual Report

- A. [https://www.mcgill.ca/senate/files/senate/8.\\_d16-30\\_report\\_from\\_the\\_committee\\_on\\_libraries.pdf](https://www.mcgill.ca/senate/files/senate/8._d16-30_report_from_the_committee_on_libraries.pdf)

#### 5. Community Feedback on Libraries

- Increase in seating in the Schulich library
  - **The LIFC was thanked for the funding of this undertaking**
- Update on joint catalogue system project: A grant was given for the Major Quebec universities to explore possible solutions.
  - **We are still a long way from a definitive answer on what this will look like (1-2 YEARS), however given the nature of our collection its unlikely that we will end up becoming fully dependent on "one system".**
  - **Dean Cook assured everyone that User Needs will always be a priority and that Proper advanced communication/consultation will take place**
- Library committee of the Faculty of Arts updating terms of reference update at next meeting
  - **AUS is aware/involved**
- One of the Medical Professors raised concern about the Lyman Duff building and the fact that some staff members want to move to other areas (such Goodman, Glen site) as they feel isolated due to the location.
  - **Not relevant to the library.**

**As Representatives, we mentioned the installation of all the AUS & LIFC Projects including the super successful phone charging stations and potential projects on the horizon.**

**After Hours Sign in system was also mentioned**

**It was and should be mentioned where relevant the continued funding of extended hours and student staff by LIFC**

#### Other Business/Discussion

- A. ***Corrections to the Draft were forward & are reflected in final report linked above***

#### November 25 Meeting:

- a. **Approval of the Agenda**



**b. Approval of the minutes of the Meeting of 13 October 2016**

- <https://www.mcgill.ca/library/about/committees/senatecomm#MINUTES>

**c. Presentation : HathiTrust, Joseph Hafner, Associate Dean (Collection Services)**

- HathiTrust.org
  - Projected start with the Libraries that Google/Microsoft digitized
  - 8 years 122 members
  - 4 CDN university
    - UBC, McGill, University of Calgary,
  - [https://www.hathitrust.org/statistics\\_visualizations](https://www.hathitrust.org/statistics_visualizations)
    - -4,800,469 total volumes
    - 7,372,385 book titles
    - 407,776 serial titles
    - 5,180,164,150 pages
    - 663 terabytes
    - 175 miles
    - 12,025 tons
    - 5,715,782 volumes (~39% of total) in the public domain
  - CRMS Program, **McGill helping open up copy right for CDN docs**
  - **McGill helping with USA GOV documents**
  - 2 major lawsuits in companies past
    - Won right to digital mining of HathiTrust files even copyrighted content
    - <http://newsbreaks.infotoday.com/NewsBreaks/HathiTrust-Lawsuit-Decision-Reaffirms-Libraries-in-the-Digital-Age-85546.asp>
- won law suit against authors guild
- **COST ~25,000 /year and going down**
  - HQ Michigan
  - **Fee goes down every year as other Universities Join**
  - **Data access is super useful** <https://www.hathitrust.org/datasets> at McGill contact [daniel.boyer@mcgill.ca](mailto:daniel.boyer@mcgill.ca) or <https://www.mcgill.ca/library/librarians/sarah-severson>

**d. Dean of Libraries Report, presented by C. Colleen Cook, Trenholme Dean of Libraries**

- HR: 15 open position
  - Jeffery Archer named associate dean user services
    - Starts January
    - From university of Chicago 25+years of public/user services
    - <http://www.mcgill.ca/library/channels/news/jeffrey-archer-appointed-associate-dean-user-services-263770>



- <https://www.linkedin.com/in/jeffry-archer-093149a>
    - <https://twitter.com/archerjeffryd>
    - <https://jeffrydeanarcher.wordpress.com>
    - Has experience with Automated storage systems (ARS)
  - All admin positions will be finally filled !
  - Fiat Lux: Fundraising successful so far
    - **At the Meeting the amount raised to date was mentioned in confidence**
  - Budget : Status Quo
    - New Contract (first of its kind!) with all Oxford publishers
      - 50% off
      - **Students will have access to virtually every oxford publication**
  - Smoke free campus :
    - Library continues to be part of the ongoing discussions
  - Sustainability :
    - Dean Cook was approached with a request to lower the temperature at HSSL at night during the winter starting at the start of exams in an effort to reduce the energy consumption.
      - **Dean Cook Refused :**
        - i. **This would affect students studying for exams**
          - 1. **Students already complain that its either extreme /System complicated to raise lower**
- As Students we support the library not cutting heating during the winter/exam periods, as it is an oft sought-after improvement already.**
- The Majority of the energy usage is due to the rare books department.**
- Solution: Fiat Lux**





# SENATE COMMITTEE ON PHYSICAL DEVELOPMENT (SCPD)

<b>Committee Name</b>	Senate Committee on Physical Development (SCPD)
<b>Contact Person's Name</b>	Brian Karasic
<b>Contact Person's Email</b>	<a href="mailto:brian.karasic@mcgill.ca">brian.karasic@mcgill.ca</a>
<b>Student Representative(s)</b>	Sacha Lefebvre Magder, Ben Ger
<b>Meeting Dates</b>	November 24

Overview of the Committee
The Senate Committee on Physical Development discusses major construction project on campus as well as long-term planning of the McGill campus.
Highlights or key business discussed this year
<ul style="list-style-type: none"> <li>- <b>Long-term vision for the McGill campus</b> <ul style="list-style-type: none"> <li>o Selling Peel and University row houses</li> <li>o Buying and developing the RVH (see below)</li> <li>o Buying the rest of 688 Sherbrooke for use of office spaces and bookstore</li> <li>o Centralization of campus labs in the Duff and Powell buildings</li> </ul> </li> <li>- <b>Vision for the Royal Victoria Hospital</b> <ul style="list-style-type: none"> <li>o Major allocations = school of environment, school of geology, and schools of public policy (environmental and population/global health)</li> <li>o "Discovery hub" → communal high-tech laboratory equipment</li> </ul> </li> </ul>
Topics that might carry over to next term or expected topics
<ul style="list-style-type: none"> <li>- <b>Stewart Biology labs</b> <ul style="list-style-type: none"> <li>o All labs will be closed for an extended period of time to undergo renovations and asbestos abatement</li> <li>o Students need to follow up with the administration to ensure that enough is being done to provide teaching laboratory spaces (i.e BIOL 301)</li> </ul> </li> <li>- <b>Peel Row Houses</b> <ul style="list-style-type: none"> <li>o Make sure that the First-People's House and other relevant groups along Peel are adequately consulted while plans are developed to relocate these groups</li> </ul> </li> </ul>



# COMMITTEE ON STUDENT SERVICES (CSS)

<b>Committee Name</b>	Committee on Student Services
<b>Contact Person's Name</b>	Kyla Hosie
<b>Contact Person's Email</b>	<a href="mailto:kyla.hosie@mcgill.ca">kyla.hosie@mcgill.ca</a>
<b>Student Representative(s)</b>	Dorothy Apedaile (co-chair), Elaine Patterson, Amanda Montaque, William Cleveland, Ahmer Wali, Erin Sobat
<b>Meeting Dates</b>	October 5, November 9, December 9

## Overview of the Committee

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.

Terms of reference:

<https://www.mcgill.ca/senate/committeesofsenate/standingcommittees/studentsservices>

## Highlights or key business discussed this year

### Transition to Integrated Psychological Services – Merger of the Counselling Service and Mental Health Service

- Much of the Fall has been taken up with discussions of the merger of the Counselling and Mental Health Services and the implementation of a stepped care model of service delivery. For a detailed explanation of the merger, see here: <https://www.mcgill.ca/studentsservices/camh>
- There have been a number of issues raised by students about the merger. While we are largely supportive of integrating the two services and the changes to service delivery, there are still many unanswered questions.
  - Concerns over the lack of student consultation on the changes.
  - The changes have yet to be effectively communicated to all McGill students.
  - There is still a 4-week wait time for mental health services, despite promotions stating there is “no wait list.”
  - Changes to urgent care have resulted in difficulties for students trying to get medical documentation to access in-term academic accommodations and final exam deferrals.



- There is still not plan to increase support for health promotion, despite repeated acknowledgements that Student Service cannot provide support to all of the students who need care.

#### Student Services Innovation Fund (SSIF)

- The Innovation Fund was established from surplus funds in 2014-15 to promote initiatives addressing service shortfalls in creative ways.
- CSS approved continued funding of the ExL App project.
- It was announced by the interim Senior Director that the innovation fund would not be continued after this year, to the surprise of many of the committee.
- 100 000\$ have been allocated to the SSIF for the 2016-2017 year. Typically, it would be 250 000\$, but part of that money had already been allocated for multi-year projects last year. Applications for projects over 5000\$ will be considered at the February meeting of the Committee.
- Link to information about the SSIF: [www.mcgill.ca/student-services/funding/innovation](http://www.mcgill.ca/student-services/funding/innovation)

#### Budgeting and Overhead Fees

- Over the past few years, students on the Committee have raised concerns over the lack of consultation and transparency surrounding budgetary matters. Ollivier Dyens (Deputy Provost) attended the November meeting to give an overview of the University Budgetary process. See the November minutes for a detailed overview of his presentation.
- Students continued to express concern about the increases in overhead fees.
- Funds from the surplus will be used for renovations to the Student Health Service clinic to create a centralized triage for all health and wellness services as well as to buy software to support shared Electronic Medical Records and online appointment booking. There was no consultation with the Committee or students at large on these one-time expenses.
- Students also expressed concern over the lack of dedicated funding for health promotion initiatives and preventative mental health services.
- See [here](#) for an article detailing the history of the overhead fees and the Student Services budget.

#### Student Consultation on Health and Wellness Services

- A new advisory board will be set up to allow students to provide input on the Health and Wellness Services (Office for Students with Disabilities, Student Health, Mental Health, Counselling).
- We will continue to press for better consultation and communication with students.



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**New Senior Director**

- Martine Gauthier was announced as the new Senior Director of Student Services after a search that took place over the summer. She will begin in January 2017.
- Cara Piperni (director of Scholarships and Student Aid) took over as interim Senior Director from Robyn Wiltshire in October.

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

We are looking forward to welcoming the new Senior Director, Martine Gauthier, in early January. The Deputy Provost will be returning in February to discuss the Student Services budget, which will be another opportunity to advocate for the reduction of overhead fees. The changes to health and wellness services will continue into the next semester and we will continue to press for more student consultation and the implementation of student-facing communications.



## STUDENT HEALTH SERVICE ADVISORY BOARD (SHS AB)

<b>Committee Name</b>	Student Health Service Advisory Board (SHS AB)
<b>Contact Person's Name</b>	Patricia Strutz
<b>Contact Person's Email</b>	<a href="mailto:patricia.strutz@mcgill.ca">patricia.strutz@mcgill.ca</a>
<b>Student Representative(s)</b>	Vivian Chia Jou Lee, Mckenzie Gingrich-Hadley
<b>Meeting Dates</b>	October 24

Overview of the Committee
Health Services Advisory Board meets three times a year. Members of the board include the Health Services Clinic Director, Nurse Manager, Client Services Administrator, Senators of Medicine, Nursing, and Dentistry, along with representatives from Nursing, PGSS and of the undergraduate student population.
Highlights or key business discussed this year
<ol style="list-style-type: none"> <li>1. Wellness Centre Project <ol style="list-style-type: none"> <li>a. Create common entry point for Health Services, Mental Health and Counselling Services (continues health services operations during construction, hopeful that construction occurs during the summer semester)</li> <li>b. Train new frontline members at the front desk for triage</li> <li>c. Aim to optimize utility space and improve efficiency of care</li> </ol> </li> <li>2. New Student Services Website <ol style="list-style-type: none"> <li>a. Mitchell Miller is the main contact</li> <li>b. Website improvement to allow for easy access</li> <li>c. Include information on Sports Medicine</li> </ol> </li> <li>3. EMR, Electronic Medical Record <ol style="list-style-type: none"> <li>a. Aim to introduce online booking at Health Services</li> <li>b. Much needed requirement as brought up by student health services users from the survey in May 2016 (survey was sent out to 6500 students, with 1300 responses). Access of care, including not enough appointment and hours, remains as a primary concern. Qualitative of Care is generally good.</li> </ol> </li> <li>4. Other improvements <ol style="list-style-type: none"> <li>a. Aim to increase full times to 2-4 physicians</li> <li>b. Booking system no longer 15<sup>th</sup> of the month but rather with roll in appointments</li> </ol> </li> <li>5. Hiring of Nurse Practitioner at the Macdonald Campus <ol style="list-style-type: none"> <li>a. Made post, but no applicants thus far, pool of applicants is small</li> <li>b. Will change posting to attract more people</li> <li>c. Hard to recruit physician for Macdonald Campus</li> <li>d. Find links to outside clinics in the West Island to accommodate students</li> <li>e. Simple billing problem (Pay up front, reimburse by province)</li> </ol> </li> </ol>



6. Overflow Capacity

- a. Not formally addressed in the past (40,000 students for 1 clinic)
- b. Strive to have partner clinics with minimal inconvenience, nevertheless, process is labour intensive for outside clinics to do, volume is very low (1 every out of province patient in 2-3 weeks)
- c. Strong need to accommodate students outside Health Services' Clinic Hours (Evenings and Weekend hours)

7. Trans Health Program

- a. Lack of hormone therapy – no skill set available
- b. Previous physician that has been involved in the program has left
- c. In past, need letters of support to prove that person is “trans” enough – uncomfortable relationship
- d. Need to in house training - November 2<sup>nd</sup> formal training for all physicians

8. Spin Bike Gardens

- a. Garden around spin bike sets
- b. Several sites around campus
- c. Support mental health wellness
- d. Facebook Page set up with potential locations and trail run

9. Smoke Free Campus

- a. McGill Transition to Smoke Free Campus, Townhall Redpath 2:00-4:30

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

- Finding solutions for Medical Notes burden (reference other universities, more discussions to be made with deans, professors and students).
- Update on Wellness Initiative Project – construction progress, how will student users be affected.



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## MENTAL HEALTH SERVICE ADVISORY BOARD (MHS AB)

<b>Committee Name</b>	Mental Health Service Advisory Board (MHS AB)
<b>Contact Person's Name</b>	Tamara Cassis and Chloe Rourke
<b>Contact Person's Email</b>	<a href="mailto:wellness.stuserv@mcgill.ca">wellness.stuserv@mcgill.ca</a>
<b>Student Representative(s)</b>	Shannon Snow, Nikita Mohan, Jiayi Wang (SSMU Mental Health Coordinator)
<b>Meeting Dates</b>	<i>No meetings in Fall 2016</i>

**No meetings were held in the Fall 2016 term.**



## COUNSELLING SERVICE ADVISORY BOARD (CS AB)

<b>Committee Name</b>	Counselling Services Advisory Board (CS AB)
<b>Contact Person's Name</b>	Lorraine Bush
<b>Contact Person's Email</b>	<a href="mailto:lorraine.bush@mcgill.ca">lorraine.bush@mcgill.ca</a>
<b>Student Representative(s)</b>	Vivian Chia Jou Lee, Etienne Flamant, Josika Gupta (SSMU Mental Health Coordinator)
<b>Meeting Dates</b>	November 29

Overview of the Committee
Counselling Services Advisory Board meets three times a year to discuss and evaluate McGill Counselling's administrative changes and student health in both the Macdonald and Downtown campuses.
Highlights or key business discussed this year
<ol style="list-style-type: none"> <li>Merge between Counselling and Mental Health Services from the user's perspective <ol style="list-style-type: none"> <li>Counselling and Mental Health Services Remain independent from administrative standpoint</li> <li>Access through triple C, Client Care Clinician, book appointment ahead of time</li> </ol> </li> <li>Counselling Services removed walk-in appointments <ol style="list-style-type: none"> <li>As stated by student representatives at the meeting, this is a major concern (students that are hyperventilating but not identified as suicidal or at risk of harming self or others, have no where to go).</li> <li>Attention has been given to step-care model for long term improvement, but students will be deterred away from Counselling Services if walk-in appointments are removed</li> <li>Counselling Services will express concern to colleagues, no solution thus far</li> </ol> </li> <li>Soft launch of CCC and step-care <ol style="list-style-type: none"> <li>By absorbing over 50 students from the waitlist via this program, experience bottleneck effect → in the process of recovering from demand</li> </ol> </li> <li>More About the Step-Care Model <ol style="list-style-type: none"> <li>Introduction of TAO: therapist-assisted online, model, check-in with therapist online through skype or via text, self help program, designed for university students</li> <li>Even before consultation, step 0 is prevention: prevention via wellness orientations, community members undertake mental health first aid</li> <li>Goal is to create student autonomy and resilience, offers flexibility</li> <li>Help organize resources available in clinically useful way</li> <li>Need to get students away from idea that counselling and/or mental health services involve the traditional way of 50-minute talk session and drug prescription (what one individual needs at certain time may be different from others)</li> </ol> </li> </ol>





**5. Medical Notes still remain as a burden for those that are concerned**

- a. Occurs when students experience episodic situation – need documentation for lab and examinations
- b. In the past, students use up drop-in appointment slots for documentation purposes, creates bottleneck and barrier for students that needed to be treated
- c. An ecosystem: student services alone cannot solve the medical note burden, professors have autonomy to recognize legitimacy of deferral along with academic chairs

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

- Update on Wellness Initiative Project's construction progress
- Update on bottleneck from launching of CCC
- Finds ways to provide same-day appointments for students in need (non-suicidal cases)
- Update on PR – does the student population know about TOA, Step-care, the Wellness Initiative Project



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## CAREER PLANNING SERVICE ADVISORY BOARD (CAPS AB)

<b>Committee Name</b>	Career Planning Service Advisory Board (CaPS AB)
<b>Contact Person's Name</b>	Darlene Hnatchuk
<b>Contact Person's Email</b>	<a href="mailto:darlene.hnatchuk@mcgill.ca">darlene.hnatchuk@mcgill.ca</a>
<b>Student Representative(s)</b>	Daneese Rao, Jessica Wang, Yuning Bie, Guy Ettlin
<b>Meeting Dates</b>	<i>No meetings in Fall 2016</i>

**No meetings were held in the Fall 2016 term.**



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## **MCGILL OFFICE OF RELIGIOUS AND SPIRITUAL LIFE ADVISORY BOARD (MORSL AB)**

<b>Committee Name</b>	McGill Office of Religious and Spiritual Life Advisory Board (MORSL AB)
<b>Contact Person's Name</b>	Sara Parks and Josee Di Sano
<b>Contact Person's Email</b>	<a href="mailto:sara.parksricker@mcgill.ca">sara.parksricker@mcgill.ca</a> and <a href="mailto:josee.disano@mcgill.ca">josee.disano@mcgill.ca</a>
<b>Student Representative(s)</b>	Muhammad Wali, Miranda Gallo
<b>Meeting Dates</b>	<i>No meetings in Fall 2016</i>

**No meetings were held in the Fall 2016 term.**



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

<b>Committee Name</b>	Scholarship and Student Aid Office Advisory Board (SSAO AB)
<b>Contact Person's Name</b>	Evelina Balut
<b>Contact Person's Email</b>	<a href="mailto:evelina.balut@mcgill.ca">evelina.balut@mcgill.ca</a>
<b>Student Representative(s)</b>	Casarina Hocevar, Patrick O'Donnell, Allyson Taylor, Amelie Fabia, Bess Zafran, Fabrice Appolinary, Jonathan Spring, Mark McGriskin, Nihal Mandanna
<b>Meeting Dates</b>	November 23

<b>Overview of the Committee</b>
This advisory board meets one to two times a semester, whose membership is primarily students. The aim is to discuss and provide feedback to one branch of Student Services: Scholarships and Student Aid.
<b>Highlights or key business discussed this year</b>
The first meeting ran an overview of the offices priorities for the year (including outreach and education on financial literacy), the amount of merit and need-based awards given at the beginning of the 2016/17 year, changes in office technology and management (thus the ability to track appointments, calls, and emails), and a broad discussion on financial aid for transfer students.
<b>Topics that might carry over to next term or expected topics</b>
Financial aid for students Progress in outreach activities, especially for Mac Campus students



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## **MCGILL ATHLETICS AND RECREATION ADVISORY BOARD (MARAB)**

<b>Committee Name</b>	McGill Athletics and Recreation Advisory Board (MARAB)
<b>Contact Person's Name</b>	Philip Quintal
<b>Contact Person's Email</b>	<a href="mailto:philip.quintal@mcgill.ca">philip.quintal@mcgill.ca</a>
<b>Student Representative(s)</b>	Nicole Spadotto, David-Dan Nguyen

**No report was submitted for Fall 2016 term.**



## ADVISORY COMMITTEE ON INTERNATIONAL STUDENTS (ACIS)

<b>Committee Name</b>	Advisory Committee on International Students (ACIS)
<b>Contact Person's Name</b>	Ashley Adam
<b>Contact Person's Email</b>	<a href="mailto:ashley.adam@mcgill.ca">ashley.adam@mcgill.ca</a>
<b>Student Representative(s)</b>	John Butler, Mahnoor Iftikhar, Nikita Mohan, Ying Tong Wu
<b>Meeting Dates</b>	October 27

### Overview of the Committee

This committee meets about 1-2 times per semester and brings together representatives from various student groups (both undergrad and postgrad) and members of the McGill staff, including International Student Services (ISS), to discuss the issues facing international students at McGill, to design plans and actions to address current/future problems, and to follow up on previous committee work. This committee has a total of 15 individuals as permanent representatives; additional representatives from other university offices often attend on a temporary basis.

### Highlights or key business discussed this year

International student involvement in university activities and in the greater McGill community remains high. McGill is continuously searching for better methods to reach out to international students in order to convey information on topics such as immigration, work permits, scholarships, and student aid; recently, ISS and Scholarships and Student Aid have experienced success through the use of Skype and webinars to communicate with international students.

Cost and coverage of the Blue Cross International Student Health Insurance (IHI) coverage has been cited as an issue in the past. Recently, some coverage shortfalls and issues have been addressed (such as cost levels); furthermore, ISS is continuing to pursue reductions in premiums paid by international students. Cost constraints at ISS are causing issues; though the number of international students continues to rise, the amount of funding received by ISS has remained largely stagnant.

ISS hosted a Fall Orientation and plans to host a Winter Orientation for incoming international students. The International Student Leadership Program (ISLP), an initiative of ISS for the development of international students' leadership skills, helped host tours of Montreal as well as meet and greet opportunities to assist new international students in acclimating to life in Montreal. ISLP will also organize i-Week, a week dedicated to intercultural dialogue and learning about the various customs/cultures of students within the McGill community, during the Winter semester.

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

There has been an increased number of Post-Graduation Work Permit refusals by the Canadian federal government. These refusals have largely stemmed from bureaucratic issues and the topic has been addressed with Citizenship and Immigration Canada (CIC); follow up will be necessary on



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the part of students and university officials to ensure that this pathway to work permits and temporary status after graduation remains open.

Blue Cross International Student Health Insurance (IHI) will continue to be a major point of discussion. As the program benefits and features change and McGill transitions to a new broker for the IHI policy, it will be important to ensure that costs are constrained and coverage levels are maintained.

As always, international student involvement and engagement will be a topic of discussion for the long term.



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## **STUDENT CO-CURRICULAR INVOLVEMENT ADVISORY GROUP (SCIAG)**

<b>Committee Name</b>	Student Co-Curricular Involvement Advisory Group (SCIAG)
<b>Contact Person's Name</b>	Tim Wilfong
<b>Contact Person's Email</b>	<a href="mailto:myinvolvement@mcgill.ca">myinvolvement@mcgill.ca</a>
<b>Student Representative(s)</b>	Ryan Shah, Elaine Patterson (SSMU VP Student Life)
<b>Meeting Dates</b>	<i>No meetings in Fall 2016</i>

**No meetings were held in the Fall 2016 term.**





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# JOINT BOARD-SENATE COMMITTEE ON EQUITY (JBSCE)

<b>Committee Name</b>	Joint Board-Senate Committee on Equity (JBSCE)
<b>Contact Person's Name</b>	Angela Campbell
<b>Contact Person's Email</b>	<a href="mailto:angela.campbell@mcgill.ca">angela.campbell@mcgill.ca</a>
<b>Student Representative(s)</b>	Marilyn Verghis (SSMU Equity Commissioner)

**No report was submitted for Fall 2016 term.**



## SENATE SUBCOMMITTEE ON WOMEN (SSCOW)

<b>Committee Name</b>	JBSCE Subcommittee on Women (SSCOW)
<b>Contact Person's Name</b>	Susan Gaskin
<b>Contact Person's Email</b>	<a href="mailto:susan.gaskin@mcgill.ca">susan.gaskin@mcgill.ca</a>
<b>Student Representative(s)</b>	Sarah Bakirci, Megan Phyper, Daneese Rao
<b>Meeting Dates</b>	September 21, November 23

### Overview of the Committee

*Please briefly describe the committee's mandate, membership, meeting frequency, and scope of work. Feel free to include any other relevant general information or links to the Committee terms of references/website, and any information about the committee.*

- **Mandate:**
  - Advocacy of women's rights and promotion of women
  - Initiation and consolidations of women's activities
  - Liaison and networking for women
- **Membership:** members of staff and faculty, alumni, Harm Reduction Officer, Family Care Coordinator, PGSS representative (1), SSMU representatives (3)
- **Meeting frequency:** twice a semester, 1hr/meeting
- **Website:** <http://www.mcgill.ca/senate-subcommittee-women/>

### Highlights or key business discussed this year

*Please include any specific topics that were discussed this year in your committee, as well as any major decisions or projects that were made this year.*

- Harassment, Sexual Harassment and Discrimination Prohibited by Law Policy
- Sexual Violence Policy
- Equity Training course
- Social media to promote SSCOW
  - Would need someone to do that job
- Sub-committee on Accommodation for primary care responsibilities
  - Debate on nature of subcommittee and ideal structure (subcommittee under each JBSCE umbrella or one subcommittee to encompass all groups)

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

*Feel free to include things that you would want to have brought up in the committee next year, and any topics that you think will be discussed in the committee next year.*

- Harassment, Sexual Harassment and Discrimination Prohibited by Law Policy
- Implementation of mandatory equity training for students as well as staff members



## SUBCOMMITTEE ON PERSONS WITH DISABILITIES (SPWD)

<b>Committee Name</b>	JBSCE Subcommittee on Persons with Disabilities (SPwD)
<b>Contact Person's Name</b>	Andrea Miller-Nesbitt
<b>Contact Person's Email</b>	<a href="mailto:andrea.miller-nesbitt@mcgill.ca">andrea.miller-nesbitt@mcgill.ca</a>
<b>Student Representative(s)</b>	Sarah Bakirci, Simone Cavanaugh, Ben Ger, Grace Loten
<b>Meeting Dates</b>	October 5, December 6

### Overview of the Committee

The Subcommittee aims to review the recruitment and status of the persons with disabilities at the University and recommend ameliorations to Senate and the Board of Governors. The fall 2016 semester consisted of four meetings and one mandatory training for all subcommittee members. Much of the work this semester was centered around accessibility issues with regards to the construction taking place on campus.

### Highlights or key business discussed this year

The Subcommittee has been working on a number of initiatives this semester. In terms of projects the Subcommittee is close to finishing as of the end of the first semester, a working group of the Subcommittee has been developing an Accessibility Checklist for events that should be completed soon. Additionally, the Subcommittee has commented on the new Joint Board-Senate Committee on Equity's Terms of Reference, discussed remodelling the Subcommittee itself in order to assure that changes to parking regulation go through it before being approved, creating a website, and has sat down with Gift (Accessibility/Universal Access Auditor for the LSA) to talk about capacity to have these sorts of Audits done elsewhere (however that last conversation predominantly concluded that it would be up to the Universal Access Capital Projects Fund - a Fund that many of the Subcommittee members sit on - to fund these sorts of things if individual units/organizations couldn't do it themselves). The Subcommittee also talked briefly about the potential of making Equity Trainings mandatory to help fight some of the discrimination some students have been facing. This idea could potentially fit nicely with the initiative that recently went to SSAP, and was further pushed up to ESAAC, to have some trainings (originally just Mental Health but there is an opportunity to push for both there) included as mandatory steps in order for a faculty member to be considered for Tenure. Finally, the Subcommittee has begun compiling a list of every Accessibility related Policy, Procedure and Practice at McGill in order to facilitate the completion of the part of its mandate that requires it to be doing active review of these.

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

#### Accessibility Checklist

This initiative will carry over slightly into next year but following the first few meetings of the Working Group on the Accessible Events Checklist + one joint meeting between the Working Group and MOOS (who's working on a Sustainable Events Checklist), hopefully we will have a finished product that we can start working on the implementation of.



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Website

Since the working group that will be developing some of the key principles & info that would be needed for a website was only formed at the last meeting of the semester it hasn't had a chance to meet yet and thus this project will definitely be done predominantly next semester. Past the development of these key principles the Working Group and Subcommittee will have to work with a programmer and McGill IT in order to develop the site.

Equity Trainings for Professors

A few of the Members that brought this idea up will be meeting outside of the Subcommittee early next Semester to discuss some of the potential steps forward on this. Following this outside meeting information will be reported back to the Subcommittee to gather input.



## SUBCOMMITTEE ON FAMILY CARE

<b>Committee Name</b>	JBSCE Subcommittee on Family Care
<b>Contact Person's Name</b>	Audrey Moores
<b>Contact Person's Email</b>	<a href="mailto:audrey.moores@mcgill.ca">audrey.moores@mcgill.ca</a>
<b>Student Representative(s)</b>	Maryam d'Hellencourt, Miranda Labrash
<b>Meeting Dates</b>	November 29, October 25

<b>Overview of the Committee</b>
Meets a couple times per school session. Mandate is all issues linked to family care at McGill with a broad view of what family relationships entail (child care, elder care) and inclusive conception of “family” and caregiving.
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"><li>- New website</li><li>- Drafting an intersectional/inclusive statement on the website to welcome more feedback as a first step to increase our understanding of issues linked to family care/caregiving from different points of view (with help from SEDE)</li></ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"><li>- Advertising new website</li><li>- Efforts towards a more intersectional/inclusive approach to family care</li><li>- Improving guidelines for accommodation of caregivers and pregnant students/staff</li><li>- Issues of accommodation for pregnant/breastfeeding students during exams</li><li>- Elder care initiatives</li></ul>



## SUBCOMMITTEE ON FIRST PEOPLES

<b>Committee Name</b>	JBSCE Subcommittee on First Peoples
<b>Contact Person's Name</b>	Haidee Lefebvre and Kakwiranó:ron Cook
<b>Contact Person's Email</b>	<a href="mailto:haidee.lefebvre@mcgill.ca">haidee.lefebvre@mcgill.ca</a>
<b>Student Representative(s)</b>	Shannon Snow, Christian Quequish (SSMU Indigenous Affairs Coordinator)
<b>Meeting Dates</b>	September 13, November 8, December 13

Overview of the Committee
The SCEFP has been tasked with making recommendations on equity for Indigenous affairs at McGill University. As well, the group looks at external factors such as the local and regional Indigenous communities that McGill either impacts or is impacted by. The sub-committee sees this year as a watershed moment for many of its initiatives, given the launch of the Provost's Task Force on Indigenous Studies and Indigenous Education (TFISIE) and the Dean of Students' Indigenous Affairs Working Group. As the SCEFP will continue after the Task Force and Work Group are completed, the Sub-Committee considers itself to be the body through which the mentioned initiatives will live once their mandates have been fulfilled. Four Task Force members currently sit on the sub-committee. The meetings last 1.5 hours generally, and each member contributes to a general subject or project outside of meetings.
Highlights or key business discussed this year
Key issues include putting forward a proper land acknowledgement for the university to use, agreements that SCEFP will seek to advise and inform work of TFISIE, and the creation of an equity-oriented education module for students and staff at McGill. The subcommittee was able to meet with Assembly of First Nations' Regional Chief Ghislain Picard for consultation and guidance this term.
Topics that might carry over to next term or expected topics
The SCEFP will continue to work on consultation with Indigenous individuals, organizations, and communities in Quebec. These consultations will inform sub-committee decisions about land acknowledgement statements, as well as the Indigenous education module. Students in the sub-committee will be penning and submitting a letter of support for a more appropriate land acknowledgement letter. This will be supported by a staff penned letter, written with the same intention. The sub-committee will be creating a wishlist to submit to the Task Force. This wishlist will contain areas of interest that the committee feels can be addressed by the larger Task Force.



## SUBCOMMITTEE ON RACIALIZED AND ETHNIC PERSONS (SCREP)

<b>Committee Name</b>	JBSCE Subcommittee on Racialized and Ethnic Persons (SCREP)
<b>Contact Person's Name</b>	Adrienne Piggott
<b>Contact Person's Email</b>	<a href="mailto:adrienne.piggott@mcgill.ca">adrienne.piggott@mcgill.ca</a>
<b>Student Representative(s)</b>	Serisha Iyar, Charles Keita, Rene Iwo
<b>Meeting Dates</b>	September 9, October 14, November 11, December 9

<b>Overview of the Committee</b>
<p>The committee meets once a month throughout the year. Per our website <a href="http://mcgill.ca/rep-equity">mcgill.ca/rep-equity</a>, “We are a multi-stakeholder group committed to advancing issues and policies of importance to Racialized and Ethnic Persons in the McGill community. Our group meets monthly to discuss ways in which we can improve the climate for Racialized and Ethnic Persons, as well as fostering relationships and creating a safe space for exchanging ideas and experiences that relate the realities of our community within the larger McGill context.”</p> <p>Blog: <a href="http://blogs.mcgill.ca/racializedandethnicpersons/">http://blogs.mcgill.ca/racializedandethnicpersons/</a></p>
<b>Highlights or key business discussed this year</b>
<ul style="list-style-type: none"><li>- Sustainability Projects Fund Application for a Community Projects Manager</li><li>- Leadership Development Program (OD) Equity Module</li><li>- Course Evaluations: Bias Reporting</li><li>- Vision 2020</li><li>- Social Media Presence + Blog + Website</li></ul>
<b>Topics that might carry over to next term or expected topics</b>
<ul style="list-style-type: none"><li>- Leadership Development Program (OD) Equity Module</li><li>- Social Media + Blog</li></ul>



## SUBCOMMITTEE ON QUEER PEOPLE (SQP)

<b>Committee Name</b>	JBSCE Subcommittee on Queer People (SQP)
<b>Contact Person's Name</b>	Lynn Kozak (Chair) and Michael David Miller (Co-Chair)
<b>Contact Person's Email</b>	<a href="mailto:lynn.kozak@mcgill.ca">lynn.kozak@mcgill.ca</a> and <a href="mailto:michael.david.miller@mcgill.ca">michael.david.miller@mcgill.ca</a>
<b>Student Representative(s)</b>	Mitchel Russo, Florence Paré, Kyle Stewart, Ki-eun Peck
<b>Meeting Dates</b>	September 20, October 18, November 16, December 7

### Overview of the Committee

As a subcommittee of the Joint Board-Senate Committee on Equity (JBSCE), the Subcommittee on Queer People seeks to address the issues of representation, inclusion and support of lesbian, gay, bisexual, trans\*, two-spirited, intersex, asexual, and queer students, staff and faculty members at McGill University with respect to academic and non-academic life on campus. As an advisory body the subcommittee makes recommendations to Senate for changes and improvements, which need to be implemented on campus in order to, ensure equity for all members of the McGill Community.

The subcommittee meets every four weeks for a one-hour duration. Membership on the Subcommittee consists of the following breakdown:

- 1 Student Representative from PGSS
- 1 Student Representative from Macdonald Campus
- Student Representatives from Queer McGill
- Faculty and Staff (Various departments)
- Administrative and Support Staff
- LGBTQ Advisor (Member from the McGill Social Equity and Diversity Education Office (SEDE))
- Alumni Representative
- Community Representative
- Student Representative

### Highlights or key business discussed this year

Some of the most salient topics brought up for discussion amongst the subcommittee were, the Draft Policy against Sexual Violence, Preferred names for Students, Faculty and Staff, Proposed mandatory equity training, revisions on the Joint Board-Senate Committee on Equity Terms of Reference, and the emergence of the JBSCE Subcommittee on Family Care.

The Draft Policy on Sexual Violence sought input from various committees, subcommittees, student groups and committees, working groups, community members etc. The subcommittee on queer people also had input on the various drafts to the policy released to ensure the choice of wording was appropriate for the inclusion of LGBTQ+ students. Various comments were brought up on the choice of phrasing and wording, which were then forwarded to the appropriate units for revision.





Preferred names for Students, Faculty and Staff were originally proposed in 2015 and have been on ongoing issue ever since. There has resistance however from IT and from HR stating they do not hold the recourses necessary at this time and are trying to delay the changes, but informing the JBSCE Chair (Associate Provost Angela Campbell) this has become a basic human rights issue and immediate action needs to be taken or a grievance would be filed. At our December meeting it was brought to our attention that the promise had been made to have the Preferred Names active across the McGill IT Platforms (i.e. Graduation Photos, Emails, Student ID etc.) for students as of Summer 2017, and Staff and Faculty members sometime in 2018.

After an extensive discussion about the dates set out for the changes to Preferred Names the subcommittee agreed this is not an acceptable time frame and would be moving forward to file a grievance as once again, this is a basic human rights issue. A working group has been struck as a result of this within the subcommittee and the goal is to have a preliminary first draft will be organized within the first couple weeks of January.

The Joint Board-Senate Equity Committee subcommittees on Racialized and Ethnic Persons, Queer People and First Peoples put a proposal for mandatory equity training for all students. This training would be similar to that of the Academic Integrity Course (AAAA 100) to provide students with an understanding of the McGill policies and procedures surrounding equity, harassment, discrimination etc. Following in the steps of other Universities who employ such a course, the subcommittees would also make this training mandatory for all faculty and staff members. Ideally there would be one course tailored to students and the types of scenarios they will face after graduation and one for faculty and staff members addressing the current harassment, discrimination, equity, and conflict of interest policies at McGill.

The subcommittee has struck a working group to begin planning the minimum requirements we would like to see incorporated into this training from the standpoint of the LGBTQ+ community. Further discussions within the subcommittee as well as collaborations with other JBSCE Subcommittees to create one cohesive equity-training module.

Revisions on the Join Board-Senate Committee on Equity Terms of Reference in September of this year the Join Board-Senate Committee on Equity's Terms of Reference were proposed for revision to be more specific and inclusive. The committee discussed the outlined revisions and forwarded comments to the Chair Lynn Kozak who brought these comments to the JBSCE.

Trans\* Health Care at McGill was a concern brought up by one of the committee members at the beginning of the term. The only doctor at McGill Health Services who prescribed hormones is no longer at McGill, and students expressed difficulties in finding a doctor who would prescribe the hormones outside of McGill. Dr. Perera has address concerns and the results are very positive! Dr. Perera is now administering hormone prescriptions and is training other Health Care Staff



members to both administer and support students. Overall they're looking to hire more members of the LGBTQ+ community to be apart of the Health Services team and an advisory board of people with Trans\* health experiences will also be struck to ensure students are provided the support and tools they need. As it stands right now, the biggest issue is to have Health Care staff members be trained to provide the necessary ongoing support to students.

In January of 2015 the Subcommittee on Family Care was launched and as of September 2016 it has been in full effect. The Subcommittee on Queer People discussed the emergence of this new subcommittee and had a few concerns in regards to the Terms of Reference and the website layout. The SQP expressed concerns about the lack of inclusionary resources to LGBTQ+ families. The subcommittee has struck a working group to collaborate and discuss comments and revisions they would forward to the Subcommittee on Family Care on inclusion and positive promotion of the LGBTQ+ community members. This topic was discussed at length in our December meeting and will brought up again for discussion in the Winter 2017 term.

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

Topics which will carry over into the next term and perhaps beyond are as follows:

- Preferred Names for Students, Faculty and Staff
- Trans\* Health
- Mandatory Equity Training

As discussed above, Preferred Names for Students, Faculty and Staff have made some headway with dates being set out but ensuring these dates are met will require monitoring and constant communication with various units. As well, since the subcommittee will be filing a grievance regarding this issue this will be up for discussion into the Winter 2017 term.

Although Trans\* health services are going well in the McGill Health Clinic this will be another topic which the subcommittee will monitor to ensure students received the necessary treatments, support and recourses.

Since a working group within the Subcommittee has been struck for the Winter 2017 term, this will be a topic that will be more actively discussed and worked upon. All of the equity subcommittees are on board with this proposal and the goal is to get an introductory model inclusive of all aspects of equity (i.e. input from all Equity Subcommittees).



## INDIGENOUS AFFAIRS WORK GROUP (IAWG)

<b>Committee Name</b>	Indigenous Affairs Work Group (IAWG)
<b>Contact Person's Name</b>	Christopher Buddle
<b>Contact Person's Email</b>	<a href="mailto:christopher.buddle@mcgill.ca">christopher.buddle@mcgill.ca</a>
<b>Student Representative(s)</b>	Denny Choi, Casarina Hocevar, Christian Quequish (SSMU Indigenous Affairs Coordinator)
<b>Meeting Dates</b>	September 14, October 11, November 1

Overview of the Committee
IAWG's mandate is to ameliorate the Indigenous students' presence and well-being through discussing on McGill's academic and administrative affairs. There are deans of different departments, admission officers, and representatives from First Peoples' House and other social sectors present at the committee meetings which occur bimonthly. The meetings last for 1.5 hours approximately, and the members would discuss about current work being done in each unit (ex. Admissions officers would discuss about Indigenous admissions statistics) and would decide on whether there needs to be specific actions to be implemented for a policy change.
Highlights or key business discussed this year
<ul style="list-style-type: none"> <li>o Provost's Task Force on Indigenous Studies and Indigenous Education launching happened in September with 5 working groups (read more <a href="#">here</a>).</li> <li>o McGill's Indigenous Student Admissions program "McGill Journey / Parcours McGill" was implemented and has contributed to Indigenous student admissions for Fall 2016 (106+ newly enrolled Indigenous students this semester).</li> <li>o Relocation of the Hochelaga Rock during Indigenous Awareness Week and the McGill's new official land acknowledgement statement were discussed and the committee concluded that consultation with the Indigenous groups is still lacking.</li> <li>o Indigenous Affairs Working Group has been continuing to look for ways to collaborate with the Task Force group through priority suggestions and cross- committee meetings.</li> </ul>
Topics that might carry over to next term or expected topics
<ul style="list-style-type: none"> <li>o Indigenous student statistics to be provided by Dean of School of Continuing Studies to the Indigenous Affairs Working Group</li> <li>o Committee members should think of ways to sensitize faculty and staff to Indigenous issues</li> <li>o Indigenous Affairs Working Group is interested in supporting the Task Force policy to allow for transfer credit from community colleges to McGill University project</li> <li>o Creating a 'wishlist' for Task Force to assess and potentially act on</li> <li>o Advocating for more integrated Indigenous content throughout the university's faculties and departmental programs</li> <li>o Addressing the Redmen name in a positive, productive way</li> <li>o Alter the land acknowledgement statement offered to the group by McGill Legal Services</li> </ul>



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# ADVISORY COUNCIL ON THE CHARTER OF STUDENTS' RIGHTS

<b>Committee Name</b>	Advisory Council on the Charter of Students' Rights
<b>Contact Person's Name</b>	Edyta Rogowska
<b>Contact Person's Email</b>	<a href="mailto:edyta.rogowska@mcgill.ca">edyta.rogowska@mcgill.ca</a>
<b>Student Representative(s)</b>	Shannon Snow

**No report was submitted for Fall 2016 term.**



## COMMITTEE ON STUDENT DISCIPLINE (CSD)

<b>Committee Name</b>	Committee on Student Discipline (CSD)
<b>Contact Person's Name</b>	Edith Breiner
<b>Contact Person's Email</b>	<a href="mailto:edith.breiner@mcgill.ca">edith.breiner@mcgill.ca</a>
<b>Student Representative(s)</b>	Itai Gibli, Daniel Zackon, Ellen Chen, Geneviève Favre-Savoie, Allen Chen

**The proceedings of this committee are confidential.**  
**A final summary report will be submitted at the end of Winter 2017.**

## COMMITTEE ON STUDENT GRIEVANCES (CSG)

<b>Committee Name</b>	Committee on Student Grievances (CSG)
<b>Contact Person's Name</b>	Bonnie Borenstein
<b>Contact Person's Email</b>	<a href="mailto:bonnie.borenstein@mcgill.ca">bonnie.borenstein@mcgill.ca</a>
<b>Student Representative(s)</b>	Nihal Mandanna, Lucas Perus

**The proceedings of this committee are confidential.**  
**A final summary report will be submitted at the end of Winter 2017.**

## APPEAL COMMITTEE ON STUDENT DISCIPLINE AND GRIEVANCES

<b>Committee Name</b>	Appeal Committee on Student Discipline and Grievances
<b>Contact Person's Name</b>	Bonnie Borenstein
<b>Contact Person's Email</b>	<a href="mailto:bonnie.borenstein@mcgill.ca">bonnie.borenstein@mcgill.ca</a>
<b>Student Representative(s)</b>	Chloe Rourke, Adeline Mladenova, Benjamin Brunot

**The proceedings of this committee are confidential.**  
**A final summary report will be submitted at the end of Winter 2017.**



# AD HOC COMMITTEE TO REVIEW THE CHARTER OF STUDENTS' RIGHTS

<b>Committee Name</b>	Ad Hoc Committee to Review the Charter of Students' Rights
<b>Contact Person's Name</b>	Georgia Ntentis
<b>Contact Person's Email</b>	<a href="mailto:georgia.ntentis@mcgill.ca">georgia.ntentis@mcgill.ca</a>
<b>Student Representative(s)</b>	Erin Sobat

**No report was submitted for Fall 2016 term.**



# MCGILL WRITING CENTRE ADVISORY COMMITTEE (MWC AC)

<b>Committee Name</b>	McGill Writing Center Advisory Committee (MWC AC)
<b>Contact Person's Name</b>	Dr. Sue Laver
<b>Contact Person's Email</b>	<a href="mailto:sue.laver@mcgill.ca">sue.laver@mcgill.ca</a>
<b>Student Representative</b>	Sophie Zhao
<b>Meeting Dates</b>	December 8

Overview of the Committee
<ul style="list-style-type: none"><li>- <b>Mandate:</b> The MWC Advisory Committee deals with the service provision of the McGill Writing Centre.</li><li>- <b>Membership:</b> 3 years, aside from student representatives who have membership for 1 year; in the spirit of having external representation, the committee is seeking a representative from business, government, or industry; several possibilities have been examined and the search for a member to represent business / professional communication continues to be a priority; a final decision is expected early 2017.</li><li>- <b>Meeting frequency:</b> convened once this semester; meetings arranged on an as-needed basis</li><li>- <b>Scope of work:</b> enhancing the efficiency and effectiveness of the MWC as well as examining new writing courses for the years to come. <a href="http://ssmu.mcgill.ca/ua/university/mcgill-committees/#MWCAC">http://ssmu.mcgill.ca/ua/university/mcgill-committees/#MWCAC</a> <a href="https://www.mcgill.ca/mwc/home-page">https://www.mcgill.ca/mwc/home-page</a></li></ul>
Highlights or key business discussed this year
Approved December 12, 2015 minutes Revisions to CEAP 1 and 2 <ul style="list-style-type: none"><li>- Revisions to courses to standardize materials – eliminated redundancies in contact hours and supplementary calendar information</li></ul> Revisions for CEAP 661 and CEAP 665 (two literature review courses) <ul style="list-style-type: none"><li>- Titles of aforementioned courses changed to indicate their serial nature (Literature Review 1 and 2)</li><li>- <b>Approved</b></li></ul> Graphos (graduate program under MWC) <ul style="list-style-type: none"><li>- Offers 1 credit writing courses focusing on foundations of academic writing and specific genres</li></ul>



- Recent requests from various departments interested in discipline specific writing courses or modern genres of writing (i.e. internet and social media)
- Specific content of courses to be undefined until demand is gauged; will be announced in advance of opening registration
- **Approved** (unanimous)

#### Visibility and awareness of the McGill Writing Center

- Many students, staff, units who remain unaware of the Writing Center's existence
- Future embedding of a link to the MWC on all course syllabi and department websites – approval of several other committees and Senate required
- Expanding visibility in undergraduate population is a priority
- Workshop for MAUT members created – members only
- Common complaint among faculty that students need to improve their writing
- Important to remove stigma attached to writing courses
- Examined short term and long term goals of MWC
- MWC = academic department with a service mandate
- Often invited to service type orientation events; haven't traditionally gone to those
- Determined that it is worthwhile going to events that don't have a strictly academic focus – i.e. 2016: overall registration increased by 160 students in the fall
- International student services unit – created posters – strong relations
- Open house – produced post cards – success
- Exploring possibility of the MWC being invited to SSMU councils' initial executive meetings
- *Building citizens, not just professionals*
- First year writing programs explored

#### Several new writing courses approved

- **CCOM 200** – broad foundational multigenre creative writing course (credited course) for undergraduate students; like a lab course – experiential way of learning about literature from the inside out; short fiction, poetry, hybrid forms; advanced seminars offered that requires permission to enter; *idea of being able to construct a narrative instead of just a listing of facts – a matter of convincing people*
- **Approved**
- Communicating science – proposal – course 314 – discipline specific course for undergrads in the faculty of science; content based courses often focused on specialist writing; want to focus here on reaching more diverse audiences; *audience, purpose, organization, style*; writing is now a hard skill
- **Approved**
- Course 315 – writing the internet – instructors beginning to focus on more internet-based things; i.e. social media; course to help students prepare for that, creating content for the web
- **Approved**





- Preferable for profs to just ask students to take writing courses instead of asking them to develop a customized plan themselves
- New donors for MWC always welcomed

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

Given the nature of the committee, it is expected in subsequent years for new writing course requests to be examined before being submitted for finalization. Expanding the visibility of the McGill Writing Center will be another priority; this is particularly relevant for the undergraduate population, as many students remain unaware of this resource. Ultimately, the committee seeks to address the ubiquitous complaint from faculty of limited writing abilities in students. This will be done through an expansion of current writing courses available in both an academic and creative framework, in addition to broadening the student population by which the Writing Center's resources are utilized. It would be promising to explore the possibility of discipline-specific writing courses – in an age in which the ability to construct a compelling narrative is more vital than ever in accruing support, be this through gaining research funding or public sympathies, the ability to write cogently is a skill of unparalleled importance.



# UNIVERSITY HEALTH AND SAFETY COMMITTEE (UHSC)

<b>Committee Name</b>	University Health and Safety Committee (UHSC)
<b>Contact Person's Name</b>	Josée Sansoucy and Wayne Gilfred Wood
<b>Contact Person's Email</b>	<a href="mailto:josee.sansoucy@mcgill.ca">josee.sansoucy@mcgill.ca</a> and <a href="mailto:wayne.wood@mcgill.ca">wayne.wood@mcgill.ca</a>
<b>Student Representative</b>	Alexander Dow
<b>Meeting Dates</b>	October 3, November 7, December 19

## Overview of the Committee

### Mandate:

The committee shall advise the Associate Vice-Principal (University Services) and the Vice-Principal (Administration & Finance) on matters concerning the health and safety of the University community, including standards and policies. Without limiting the generality of the foregoing, the Committee shall:

1. Oversee the University's Internal Responsibility System for health and safety;
2. Ensure mechanisms and procedures are in place for systematic hazard identification and their correction;
3. Address health and safety issues that cannot be addressed adequately by existing mechanisms;
4. Identify and recommend health and safety priority areas for the purpose of safety program implementation;
5. Promote health and safety in the University and affiliated teaching/research/field units and foster a community "safety culture";
6. Receive progress reports on the resolution of issues reported by and to the committee;
7. Prepare an annual report of activities and health and safety concerns of the McGill community and make recommendations to the Vice-Principal (Administration & Finance);
8. Develop internal standards and policies related to health and safety, including but not limited to Section 8 of the Quebec Act Respecting Occupational Health and Safety, and convey information relating to these standards and policies to the University community.

### Membership:

Couvrette, Robert, *Associate Vice-Principal University Services*, **Chair**

Barbarie, Pierre, *Campus Public Safety*

Buddle, Chris, *Dean of Students*

Burnett, James, *AGSEM*



Dow, Alexander, *SSMU Engineering Senator*

**Gamache, Isabelle, AMURE**

Lebrun, Jean-Jacques, *Associate Dean Graduate and Postdoctoral Studies*

Lourenco, Mary, *MUNASA*

Lloyd, Catherine, *MCLIU*

McGraw, Janice, *Associate Director, Risk Management*

Montreuil, Chantal, *MUNACA*

Ng Wan, Melissa, *Risk Management and Insurance (replacing Janice McGraw)*

Shrier, Alvin, *ULSC*

**Tobin, Kathleen, Manager, Benefits, Human Resources**

**Vincelli, Joseph, EHS (Secretary)**

Whyte, Lyle, *Faculty of Agricultural and Environmental Sciences*

**Wood, Wayne, Associate Director, EHS**

**Highlighted frequently ask questions or are good resources for SSMU.**

#### **Highlights or key business discussed this year**

Standing Reports

1. University Laboratory Safety Committee (A. Shrier)

2. Regulatory Agency Interventions (W. Wood)

Business Arising

3. IRS Workgroup (A. Costopoulos/W. Wood)

**4. Smoking Policy (A. Couvrette/ L. White)**

5. Engineering Carbon Fibre Workshops (W. Wood)

6. Reporting on Accidents Procedure (W. Wood)

7. New cleaning company, employee training on chemicals in laboratory settings.

8. Mac-Campus chemical spill response.

**9. Security North-west Portion of Campus (Dr. Penfield and McIntyre Medical Garage)**

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

**4. Smoking Policy:** Town hall responses will be gathered and implemented into the policy by January's meeting. Looking forward to the discussion by the committee.

**9. Security Issues,** namely reports of: flashing, homeless person squatting, intimidation of students, etc. This has increased security patrols to NW portion of campus and has prompted new McGill Security campaigns surrounding the construction sites on McTavish and Dr. Penfield.



## SUSTAINABILITY LABS WORKING GROUP (SLWG)

<b>Committee Name</b>	UHSC Sustainable Lab Working Group (SLWG)
<b>Contact Person's Name</b>	Patrick Julien and Kathleen Ng
<b>Contact Person's Email</b>	<a href="mailto:patrick.julien@mcgill.ca">patrick.julien@mcgill.ca</a> and <a href="mailto:kathleen.ng@mcgill.ca">kathleen.ng@mcgill.ca</a>
<b>Student Representative(s)</b>	Alexander Dow, Sean Taylor
<b>Meeting Dates</b>	September 8, October 20, December 1

### Overview of the Committee

#### Vision for sustainable labs at McGill

*Engage the University community; promote and recognize efforts to reduce material, water, and energy consumption while maximizing cost savings; improve safety and accessibility through optimizing operations, training and awareness.* - Approved by the SLWG 30 January 2015

#### MEMBERSHIP

1. **Teaching and Learning Services:** Adam Finkelstein
2. **Utilities and Energy Management:** Jerome Conraud
3. **University Safety:** Christian Bouchard (Interim Chair), Teodor Mocanu, Wayne Wood (Chair – on leave)
4. **Procurement Services:** Youssef Azad, Graham Currie, Stephanie Leclerc
5. **Office of the Vice-Principal (Research and Innovation):** Anne-Marie Durocher *for* Kristina Ohrvall
6. **PGSS:** Victor Frankel, Avik Ghoshdastidar, Selena Liu, Amir Nosrat
7. **Lumb Research Group:** Ohhyeon Kwon, Jean-Philip Lumb
8. **Student Services:** Tanja Beck, Jessica Anne Giles
9. **McGill Office of Sustainability:** Francois Miller, Kathleen Ng (Steward), Haejoo Oh
10. **Mercury Free Microscopy:** Claire Brown
11. **Laboratory Sustainability initiative – Recycling Glass and Plastic Wastes from Research and Teaching Laboratories:** Ali Akbari, Sai Rajasekar Chandrasekar Rajajayavel (PhD candidates, Environmental Engineering)
12. **Rogers Research Group:** Thomas Di Nardo, Gabriela Gurau, Robin Rogers
13. **Sustainable Engineering at McGill (SEAM):** Kerry Lawless, Amara Slaymaker, Caitlin Knowles
14. **SSMU:** Alexander Dow (Engineering Senator), Sean Taylor (Science Senator)
15. **MCSS:** TBD
16. **Moore's Research Group:** Audrey Moores
17. **NEW: Structures and Composite Materials Lab:** Pascal Hubert (on sabbatical), Lucie Riffard
18. Bruce Lennox (Science)
19. Kevin Manaugh (Geography)
20. Meltem Demirkus (CIM)
21. Patrick Julien (PhD candidate, Friscic Research Group-Chemistry)
22. Alain Li (PhD candidate, Green Chemistry and Organic Synthesis Laboratory)



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23. Amanda Winegardner
24. Jarrod Nichol (Animal Resources Center)
25. Brian Hsu (PhD candidate, Experimental Medicine)
26. Ada Del Rosario Villalobos Mart (MNI Neuroimmunology Unit)
27. Celeste Welch

**Highlights or key business discussed this year**

**Sean and Dow** Will be investigating and leading the pilot project(S)s for the SPF due January 12<sup>th</sup>.  
**For Science:** the biochemistry and biology undergraduate societies, **for Engineering** the chemical and materials undergraduate societies.  
Also have discussed the new lab safety inspection checklist with the new sustainability topics incorporated.

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

Definitely the continuation of the Sustainable Lab Management Training for Students – this is something Patrick has agreed to meet both with Alexander and Sean about to discuss implementation and the SPF strategy to the application to get it approved.

Furthermore, there was a varia number of items that weren't discussed in recent meetings due to the length of the meetings – and thus lots of items from Stephanie Leclerc have been put off until the January 12<sup>th</sup> meeting.



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# SUSTAINABILITY PROJECTS FUND WORKING GROUP (SPF WG)

<b>Committee Name</b>	Sustainability Projects Fund Working Group (SPF WG)
<b>Contact Person's Name</b>	Kim McGrath
<b>Contact Person's Email</b>	<a href="mailto:kim.mcgrath@mcgill.ca">kim.mcgrath@mcgill.ca</a>
<b>Student Representative(s)</b>	Alexandre Angle, Annie Dahan

**Mandates on the SPF WG last for two years, and thus a report will be submitted halfway through the mandate (at the end of the Winter 2017 term).**



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# MASSIVE OPEN ONLINE COURSES (MOOC) ADVISORY GROUP

<b>Committee Name</b>	Massive Open Online Courses (MOOC) Advisory Group
<b>Contact Person's Name</b>	Dilson Rassier and Donna Wilkinson
<b>Contact Person's Email</b>	<a href="mailto:dilson.rassier@mcgill.ca">dilson.rassier@mcgill.ca</a> and <a href="mailto:donna.wilkinson@mcgill.ca">donna.wilkinson@mcgill.ca</a>
<b>Student Representative(s)</b>	Angela Jia Lu
<b>Meeting Dates</b>	<i>No meetings in Fall 2016</i>

**No meetings were held in the Fall 2016 term.**



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# UNIVERSAL ACCESS CAPITAL PROJECTS WORKING GROUP (UACPWG)

<b>Committee Name</b>	Universal Access Capital Projects Working Group (UACPWG)
<b>Contact Person's Name</b>	Maxime Gagnon and Erin Minnett
<b>Contact Person's Email</b>	<a href="mailto:maxime.gagnon@mcgill.ca">maxime.gagnon@mcgill.ca</a> and <a href="mailto:erin.minnett@mcgill.ca">erin.minnett@mcgill.ca</a>
<b>Student Representative(s)</b>	Madeleine MacDonald
<b>Meeting Dates</b>	<i>No meetings in Fall 2016</i>

**No meetings were held in the Fall 2016 term.**





# UNDERGRADUATE SKILLS PROGRAM ADVISORY BOARD

This Advisory Board consists of 3 parts:

- Steering Committee
- Communications Committee
- Curriculum Committee (has not yet met).

The report below covers the Steering and Communications Committees.

<b>Committee Name</b>	Undergraduate Skills Program Advisory Board <b>Steering Committee</b>
<b>Contact Person's Name</b>	Sophia Kapchinsky
<b>Contact Person's Email</b>	<a href="mailto:sophia.kapchinsky@mcgill.ca">sophia.kapchinsky@mcgill.ca</a>
<b>Student Representative(s)</b>	Justine Leblanc, Yeshna Jalim
<b>Meeting Dates</b>	October 14, December 15

Overview of the Committee
<p>The Undergraduate Skills Program Advisory Board was created by the Teaching and Learning Services (TLS) to advise the development process of a university-wide skills program for undergraduate students. This initiative aims to bring together a range of programming under a centralized structure to better facilitate student skill-building outside of the classroom. Members work with various McGill service units and faculty to develop program content. Student representatives on the board concurrently sit on one of the following committees, namely: Steering Committee, Curriculum Committee, Communications Committee, Assessment Committee and IT Committee.</p> <p>Goals for the Steering Committee are as follows:</p> <ol style="list-style-type: none"> <li>1. Create a vision of the knowledge, skills, qualities, and abilities that McGill Undergraduate students will develop in conjunction with their academic degree at the University.</li> <li>2. Identify goals and priorities for the program that support the realization of this vision at the University level.</li> <li>3. Critically evaluate and assess the success of the program across the University.</li> <li>4. Select representatives for committees that will assist in development and implementation of the program across the University.</li> </ol>



The meeting frequency is scheduled for two to four times per year.

### **Highlights or key business discussed this year**

#### Program Structure

- There are 3 points of entry into the program:
- First point: Knowledge Acquisition – to provide students with an opportunity to develop core competencies needed to move forward in the program (Anticipated launch: Fall 2017)
- Second point: Reflection – to provide an opportunity for students to reflect on the skills developed either in Level 1 or in academic studies (Anticipated launch: Fall 2018)
- Third point: Knowledge Application and Creation – to provide students with an opportunity to apply the knowledge gained (Anticipated launch: January 2019)
- Program is set to be offered to all undergraduate students

#### Program Selection

- Students would be offered the opportunity to either follow a pre-determined stream or to choose their workshops “a-la-carte”
- Once a certain number of workshops have been recorded on the student’s co-curricular record, the student would be awarded an attestation or certificate of completion

#### Streams, Competencies & Skills

- Through a literature review of the skills program offered by the Canadian U15 and American AAU universities, the list has been narrowed down to five categories of skills that are highly desirable in the workforce and in further academic pursuits
- These categories will be designed in streams, tentatively named as: Engaged Citizenship, Caring for Yourself, Leadership, Professionalism/Working with Others, and Innovating/Creating/Discovering
- Within the streams, there will be a set of competencies that will be achieved via a specific subset of skills

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

#### Program Website Development

- Development of a website is set to be launched in Winter 2017. This initiative will provide the main platform of communication to the student body. Contents and design of website needs to be approved and the addition of the McGill Signature to this program needs to be further discussed

#### Identifying the McGill Student Profile

- Information obtained from our current database will be used for further discussion at our upcoming meeting. The student profile will be a crucial component to devise the program content.



<b>Committee Name</b>	Undergraduate Skills Program Advisory Board <b>Communications Subcommittee</b>
<b>Contact Person's Name</b>	Sophia Kapchinsky
<b>Contact Person's Email</b>	<a href="mailto:sophia.kapchinsky@mcgill.ca">sophia.kapchinsky@mcgill.ca</a>
<b>Student Representative(s)</b>	Jacob Bershadsky, Amanda Montaque
<b>Meeting Dates</b>	October 28, November 10

## October 28 Meeting:

### 1- Welcome & introductions

### 2- Program structure

Program consists of 3 levels

- Level 1: Knowledge acquisition (website launch Jan 2017; program launch Sept 2017)
  - o Focuses on students gaining skills by attending workshops and seminars
  - o The workshops and seminars are specially chosen to build specialization streams (i.e. Leadership, Global Citizenship, etc)
- Level 2: Reflection (launch 2018)
  - o Focuses on reflection on the ideas and concepts learned in Level 1
  - o Mode of delivery TBD
- Level 3: Creation (launch 2018)
  - o Focuses on applying the skills and reflections gained in Level 1 and 2
  - o Mode of delivery TBD

### 3- TOR

Recommendation was made to ingrate the McGill Commitment into the committee goals and decisions on the Program identity into the committee objectives

The rest of the TOR document was accepted as is, with agreement that modification may occur as the program develops.

### 4- Determine communication channels and timeline

Website

- [www.mcgill.ca/ugskills](http://www.mcgill.ca/ugskills)
- Provide basic information on the program (what it is, how to complete, why is it important, who to contact)
- Ask collaborators to link to the program from their respective sites

Email

- Ask student groups to include information and a link to the UG Skills program
  - o Students are more likely to open emails coming from student organization than administration



- Some groups may be hesitant, unless their offerings are part of the program
  - Potential benefit to the student group: promotes their organization and reaches more people
- Ask service units whose workshops are included in the program to
  - link to program on their website
  - link to program when they advertise their offerings (i.e. asterisk to indicate that the offering is part of the program)
- Connect with McGill listservs

#### Social Media

- Facebook – goal and mission needs further development

#### Other ideas

- Survey students how they prefer to receive information
- Tie to *MyInvolvement* or McGill app

### 5- Website content

Recommendation was made to:

- merge the Offerings page with the Program page
- create a feedback mechanism for students. The latter would function to collect feedback about the program as a whole
- add 'how to register' in the FAQ

Sophia will make basic pages for review at the next meeting

Photos: McGill photo bank may be available for use

- Other photos: collect from Flickr creative commons, etc
- Banner: needs to be selected for main page and subsequent pages
  - Additional images to tie to content/offerings of each page

### 6- Promotional strategies

- Question: how to connect with new incoming students.

### 7- Next steps:

- Schedule meetings for November and December (done)
- Create website structure (done)
- Add Mitch as site editor (done) -anyone else?

## November 10 Meeting:

- 1- **Welcome & agenda overview (5min)**
- 2- **Website review (SK – 10min)**
- 3- **Follow-up on discussion re, communication channels (SK – 10min)**
  - Website



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- Email
- Social Media
- Other

**4- Selecting communication channels for stakeholders (MM – 10min)**

- Students (current, perspective)
- Faculty
- Admin
- Alumni
- General

**5- Timeline and frequency of messaging (MM – 10min)**

- Students (current, perspective)
- Faculty
- Admin
- Alumni
- General

**6- Promotional strategies (SK – 10min)**

- Soft launch (Jan 2017)
- Hard launch (Sept 2017)
- Ongoing (after Sept 2017)

**7- Next steps**

This committee met twice in Fall 2016. What was discussed is outlined above. My main function on this committee is to provide feedback on ongoing changes to the program concerning communications (media, web platforms etc.)

Discussion mainly centred on initial design of the site and longevity of style. As I have outlined in my bi-weekly reports I have approached conversation emphasizing the visual aspect of the website and social media.