

UNDERGRADUATE REPRESENTATION ON UNIVERSITY COMMITTEES

Committee Reports 2016-2017

Updated as of 2017-05-27





OVERVIEW

There were over 50 University-level committees with undergraduate student representation in 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 the complete list of committees on the [SSMU University Affairs website](#).

Prior to the Fall 2016 term, the SSMU VP University Affairs (Erin Sobat) and the University Affairs Secretary General (René Iwo) allocated the 13 SSMU Senators to various committee seats based on each person's preferences. The rest of the open positions were filled through open recruitment in the months of March and September 2016. 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 Winter 2017 term which covers the work of the committees throughout the 2016/2017 academic year. This document is published on the SSMU University Affairs website as a companion to [the report from the Fall 2016 term](#).

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



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ACADEMIC POLICY COMMITTEE (APC)

Committee Name	Academic Policy Committee (APC)
Contact Person's Name	Christopher Manfredi (Secretary: Julie Degans)
Contact Person's Email	christopher.manfredi@mcgill.ca and julie.degans@mcgill.ca
Student Representative(s)	Alexander Dow, Joshua Chin, Erin Sobat
Meeting Dates	September 22, October 13, November 17, December 8 January 19, February 23, March 29, April 13, May 9

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-honorific 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
- Dean of Continuing Studies or delegate
- Board of Governors representative
- Chairs of APC Subcommittees
- Director of Teaching and Learning Services or delegate
- One member from each of the Faculties (named by Senate Nominating Committee).
- Student members:
 - Three undergraduate students
 - One graduate student (and one alternate to serve in the member's absence)
 - One student representative of Macdonald campus
 - One Continuing Studies student
- Member with voice but no vote: University Registrar and Director of Enrolment Services
- Committee Secretary

Highlights or key business discussed this year

New or Revised Research Units

- Creation of School of Population and Global Health
- Creation of the Ludmer Centre
- Renaming of the School of Human Dietetics and Nutrition to the School of Human Nutrition
- Creation of the Tanenbaum Open Science Institute
- Creation of the Centre for Interdisciplinary Research on Montreal
-

New or Revised Academic Programs

- Graduate Diploma in Surgical Innovation
- Minor in Agribusiness Entrepreneurship
- Professional Development Certificates in Parliamentary Management/Parliamentary Governance
- Graduate Certificate in International Leadership in Educational and Administrative Development
- Minor Concentration in Hispanic Studies
- Minor in Jazz Arranging and Composition
- Management Concentration in Business Analytics
- Ph.D. in Quantitative Life Sciences
- Minor in Jazz Performance
- Industrial and Labour Relations (BA)
- B.Ed. for Certified Teachers in Elementary Education: Indigenous Education
- Graduate Certificate in Translational Biomedical Engineering
- Biophysical Chemistry (Major/Honours)
- Biological Physics (Major/Honours)



- M.A. in Education and Society (Non-Thesis, Project, Mathematics and Science Education)
- Ph.D. in Kinesiology Sciences
- M.M. in Analytics; Non-Thesis
- Graduate Certificate in CPA Professional Development
- Graduate Certificate in Legal Translation
- M.Sc. in Experimental Surgery; Non-Thesis
- McGill Arctic Field Study Semester
- Certificate in Craniofacial Orthodontics
- M.Sc. in Oncology; Non-Thesis
- Graduate Certificate in Aviation Leadership
- Materials Engineering (Masters/PhD)
- Mining Engineering (Major/Masters/PhD)
- M.M. in International Masters for Practicing Managers in Health Leadership
- Graduate Certificates in Theory in Mental Health/Pediatrics
- Graduate Diploma/Masters in Mental Health/Pediatric Nurse Practitioner

Cyclical Unit Review Reports

- Department of Performance – Schulich School of Music
- Department of Pharmacology and Therapeutics, Faculty of Medicine
- Department of Obstetrics and Gynecology – Faculty of Medicine
- Department of Pediatrics – Faculty of Medicine

Additional Business

- Revision of the McGill Policy on Intellectual Property (split into the Policy on Copyright and the Policy on Inventions and Software)
- Strategies for Healthy Program Design (Teaching & Learning Services)
- New student exchange partnerships
- Subcommittee annual reports
- Revised composition of the Council of Graduate and Postdoctoral Studies
- Revised composition of the Subcommittee on Courses and Teaching Programs
- Report of the Working Group on Professional Programs
- Revised Guidelines for the Principal's Prize for Excellence in Teaching

Topics that might carry over to next term or expected topics

Cyclical Unit Reviews

Typically, the APC receives all reviews of academic units (including self-study, committee report, and administrative response documents). However, review documents from 2016-17 were not circulated to the committee due to a change in procedure. These can likely be expected in Fall 2017.



Guidelines for Research Commercialization

SSMU has been lobbying the Associate Vice-Principal (Innovation and Partnerships) for the university to adopt a humanitarian licensing framework for pharmaceutical innovations, as per the SSMU *Global Access to Medicines Policy*. Rather than include this in the recently revised *Policy on Intellectual Property*, she has suggested that her office develop a set of commercialization guidelines as a reference for their technology transfer staff. This can include a humanitarian licensing framework as well as other principles of social responsibility. A working group should be convened in the Spring or Summer to begin drafting this document, with student representation from SSMU, PGSS, and the McGill Chapter of Universities Allies for Essential Medicines (UAEM). While it will not require formal approval, it may be brought to the APC and Senate for endorsement during the 2017-18 academic year.

Revisions to the *Regulations on the Conduct of Research*

This document outlines university expectations surrounding research ethics, which has been of interest in regards to military and defense funding of McGill researchers. The *Regulation* has been under review since 2014 but has continued to face delays due to student or faculty dissatisfaction (it is now scheduled for APC and Senate approval in Fall 2017). Undergraduate representatives have previously voiced concerns regarding the lack of specificity in terms of criteria for evaluating social responsibility and potential harmful applications of research. It is likely that the VP (Research and Innovation) and Associate Provost (Equity and Academic Policies) will convene another roundtable of campus stakeholders (including faculty, unions, and student associations) to review final revisions before the *Regulation* is brought back to APC. Please see the SSMU *Policy for a Campus Free from Harmful Military Technology* for more information.



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SUBCOMMITTEE ON TEACHING AND LEARNING (STL)

Committee Name	APC Subcommittee on Teaching and Learning (STL)
Contact Person's Name	Nancy St. Pierre
Contact Person's Email	nancy.stpierre2@mcgill.ca
Student Representative(s)	Mitchel Russo, Muhammad Wali

**No report was submitted for Winter 2017 term.
Please refer to the Fall 2016 report available [here](#).**



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Teaching and Learning Spaces Working Group (TLSWG)

Committee Name	STL Teaching and Learning Spaces Working Group (TLSWG)
Contact Person's Name	Nancy St-Pierre
Contact Person's Email	nancy.stpierre2@mcgill.ca
Student Representative(s)	Sean Taylor, Patricia Neijens, Madeleine Macdonald

**No report was submitted for Winter 2017 term.
Please refer to the Fall 2016 report available [here](#).**



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Teaching and Learning Technologies Working Group (TLTWG)

Committee Name	STL Teaching and Learning Technologies Working Group (TLTWG)
Contact Person's Name	Laura Winer
Contact Person's Email	laura.winer@mcgill.ca
Student Representative(s)	Amanda Montaque, Alexandre Perron

Committee was struck in January 2017.

iNo report was submitted for the Winter 2017 term.



University Teaching Labs Working Group (UTLWG)

Committee Name	STL University Teaching Lab Working Group (UTLWG)
Contact Person's Name	Adam Finkelstein
Contact Person's Email	adam.finkelstein@mcgill.ca
Student Representative(s)	Alexander Dow
Meeting Dates	October 11, December 15 (cancelled) March 30, May 18 (cancelled)

Overview of the Committee

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:

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

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

Meeting Frequency: The UTLWG schedules 2 meetings per semester.

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

Highlights or key business discussed this year

The Deputy Provost approved the Working Group's recommendations for FY2018 as noted below. Adam Finkelstein will be following up with individual faculties regarding their equipment requests. As no further actions are required by the Working Group at this time (January 2017).

UTLWG – FY18

1. Capital (annual allocation of \$2M)

- Education: Multiliteracies Teaching Lab — teaching lab to include digital and non-digital makerspace



- Education: Interdisciplinary Creative Arts Lab — “black box” creative and dramatic arts teaching lab, leveraging construction costs of Multiliteracies Lab
- Education: Counselling Labs — Complete renovation of new Counselling Lab, partner funding with Faculty
- Medicine: Advanced Light Microscopy Training Facility — Small teaching lab for Physiology, microscopes, computers and collaborative tables
- Science: Burnside 11th Floor Math Teaching Tab — teaching lab designed for small group collaboration, writable walls, movable furniture – Part of larger project in partnership with TLSWG
- Science: Freshman Physics Labs — new multi-room Active Learning Physics Lab for first year Science students
- **Note:** we are delaying the Organic Chemistry Lab funding to 2019 as the partner funding in Science is not yet secured

2. Equipment (annual operating fund of \$831,136)

- Engineering: Materials Characterization (Materials Laboratories and Electron Microscopy Laboratories): Wong 0230, 0250, 0251: modern projection and other lab equipment
- FAES: Welding Lab: Technical Services 6: address safety issues by improving ventilation
- FAES: Fluid Mechanics: Technical services 001: replace broken/outdated equipment to support program accreditation in bioresource engineering; partner funding
- Medicine: PHAR 390 Pharmacology Laboratory Course; Interim space: Otto Maass undergrad teaching facilities: modern pharmacology equipment on-site (currently renting/borrowing outdated equipment)
- Music: Open Lab: Wirth Music 245: wide range of recording and amplifying equipment for students’ use
- Science: Earth and Planetary Sciences: Adams 211: replace broken/outdated microscopes

Topics that might carry over to next term or expected topics

Representatives should be well informed of student priorities across different faculties, including labs that are not traditionally thought of as “lab spaces” (educational counselling labs vs. physics labs). Moreover, there will be initiatives in F-19 that can partner with student space, his can set the foundations for future growth in relations between student partnerships and administrative funding.



Course Evaluation Advisory Group (CEAG)

Committee Name	STL Course Evaluation Advisory Group (CEAG)
Contact Person's Name	Justin Fletcher
Contact Person's Email	justin.fletcher@mcgill.ca
Student Representative(s)	Amanda Montaque, Robin Luo, Jonathan Boretsky
Meeting Dates	October 18, December 1 February 8, April 6

Overview of the Committee

The committee's mandate is to review the Mercury course evaluation system and to provide suggestions for how to improve it. Improvements are measured in terms of response rates for course evaluations as well as in terms of user friendliness. User friendliness has three components:

- Ease of use and aesthetic appeal for students who need to access and fill out the surveys.
- The ability to edit the questions for the professors and, once the results are in, the ability to see the results in a concise and convenient format.
- A good interface for supervisors to see the course evaluation for all courses under their supervision. We also got an overview of what the professors can see from their own course evaluations.

Membership is composed of 3 students, a number of professors from departments across the school (e.g Law, bio, engineering, etc.), the Dean of Students and representatives from the Teaching and Learning Services. This list may not be comprehensive but, to the best of my knowledge, this covers everyone.

There were meetings once a semester, plus one "Student Leaders" meeting per semester, where any student or faculty was welcome to come and learn about Mercury and provide feedback. This meeting also encourages student leaders to get their peers and classmates to be involved with the course evaluation process.

We are also responsible for "thank-a-prof", see [here](#).

Goals and mandates of CEAG for 2016-2017:

- To increase visibility of updated policies and resources available to students, educators, administration and the like
- To increase student participation and performance
- Update and develop guidelines for administration and tenure committees
- To find alternate methods for collecting feedback



- To allow students to provide instructor testimonial on site page
- Encourage more instructors to provide specific questions or their evaluations

Highlights or key business discussed this year

We discussed extensively how professors can increase response rates for evaluations in their classes. Important ideas were competitions (“The timbit challenge”, where the class with the highest response rate in a department gets timbits), better advertising (we talked about putting a mercury banner on the mymcgill webpage more permanently and a direct link to evaluations from myCourses) and having teachers give students time during a lecture to fill out the questionnaire. We introduced the thank-a-prof website, which lets students anonymously thank professors for their work.

Another important development was student and professor testimonials, about the benefit of course evaluations for them. 12 of these were filmed and made public to encourage students to fill out the course evaluations. Also, professors were encouraged to submit written testimonials. The teachers got slight modifications to the stats they could see from the course evaluations. The recommended questions are being reviewed. Minor cosmetic changes to the website were made.

Topics that might carry over to next term or expected topics

Continued discussion of how to improve student response rates will certainly be important. I expect they will also make an effort to assess the impact of the testimonial videos. There will continue to be a focus on innovative ideas to increase responses. The default recommended questions need to be evaluated further. Thank a prof has seen success but is very new and will need more work to get off the ground.



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SUBCOMMITTEE ON COURSES AND TEACHING PROGRAMS (SCTP)

Committee Name	APC Subcommittee on Courses and Teaching Programs (SCTP)
Contact Person's Name	Ollivier Dyens and Cindy Smith
Contact Person's Email	ollivier.dyens@mcgill.ca and cindy.smith@mcgill.ca
Student Representative(s)	Guy Ettlin

**No report was submitted for Winter 2017 term.
Please refer to the Fall 2016 report available [here](#).**



COMMITTEE ON ENROLMENT AND STUDENT AFFAIRS (CESA)

Committee Name	Committee on Enrolment and Student Affairs (CESA)
Contact Person's Name	Jonathan Nordland
Contact Person's Email	jonathan.nordland@mcgill.ca
Student Representative(s)	Charles Keita, Shannon Snow

The paragraph below is submitted in Fall 2016:

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.



ENROLMENT AND STUDENT AFFAIRS ADVISORY COMMITTEE (ESAAC)

Committee Name	CESA Enrolment and Student Affairs Advisory Committee (ESAAC)
Contact Person's Name	Jonathan Nordland
Contact Person's Email	jonathan.nordland@mcgill.ca
Student Representative(s)	Casarina Hocevar, Sean Taylor, Erin Sobat
Meeting Dates	September 6, October 4, November 1 (cancelled), December 6 (cancelled), January 10, February 7 (cancelled), March 15 (cancelled), April 11, May 2

Overview of the Committee
<p>This committee is intended as a “sounding board” to discuss improvements to student affairs policies in the areas of advising, accommodations, student records, and more. However, this year ESAAC was poorly managed, with meetings frequently cancelled and continued mix-ups with emails. Moreover, when these concerns were raised for discussion at upcoming meetings, they were ignored.</p> <p>There is very important material that should be covered in this committee, including assessment policies, the add/drop period, registration, exam period changes, and academic accommodations. Unfortunately, the conversations that were held led to very little consensus or productivity. Often, participants could not agree on basic definitions or intentions of the University’s responsibilities and roles (e.g. whether academic advisors should “help” students beyond their “academic capacity” when they are approached about e-flagging or withdrawal requests; or whether “assessment” means demonstrating a student’s learning and growth or a marker of student’s competitive abilities).</p> <p>Lastly, while new ideas were brought forward, including the expansion of online courses for undergraduate students, the committee members (primarily advisors and Associate Deans from each Faculty) seemed out-of-touch with best practices at other universities or comparative programs. It is highly recommended that staff familiarize themselves with innovative programs, research, and best practices at other institutions, rather than only relying only on their own or their peers’ experiences.</p>
Highlights or key business discussed this year
<ul style="list-style-type: none">• Updates on other policy or committee developments (<i>Policy against Sexual Violence</i>, <i>Indigenous Education Task Force</i>, etc.)• Discussion on role and goals of the Office of the Dean of Students;



- Presentation on School of Music wellness initiatives;
- Presentation of subcommittee annual reports (SSAP, SUSA, SAI);
- Discussion on introducing mandatory mental health literacy training for instructors;
- Decision on moving the evening exam time back to 6:30PM;
- Discussion on the expansion of online courses for undergraduate students, which would allow students to take up to 6-credits online;
- Discussion on revising the transfer credit policy for Ontario high schools;
- Proposal from the Deputy Provost to purchase IBM's "Watson" AI for advising (not joking);
- Presentation on "McGill Commitment 2.0" and new need-based financial aid program for experiential learning opportunities (internships, field studies, etc).

Topics that might carry over to next term or expected topics

Work with the Deputy Provost (Student Life and Learning) and the committee secretary to ensure that this committee meets its mandate (or even meets at all).

SLL's Commitment 2.0, which was brought forward for feedback during the last meeting on May, 2nd, promises to create opportunities for students to spend a full semester working on an applied project for credit rather than taking courses; this requires significant follow-up in terms of actual implementation.

Ongoing discussions on the nature of assessment at McGill, with the ultimate goal of moving from norm-based (curving) to criterion-based (rubric) assessment. See the report of the ESAAC Subcommittee on Assessment for more information.

There were a number of important items that *should* have been discussed at ESAAC but were not, such as the results of the first-time free exam deferral pilot project. Student representatives should review the 2015-16 ESAAC report and request that those topics be included on future meeting agendas for follow-up. This could include:

- Changes to the exam period to increase flexibility in the Fall term schedule (with the eventual goal of a Fall Reading Break);
- Revision to guidelines for accommodation of students with dependents (via SEDE Family Resources Coordinator);
- Development of university-wide academic accommodation guidelines and expanding the first-time free exam deferral pilot to other assessments;
- Definition of the "university context" for disciplinary purposes (i.e. the review of the Code of Conduct and Disciplinary Procedures);
- Implementation of the *Policy against Sexual Violence*;
- McGill Health & Wellness Strategy & Faculty role (especially Faculty-based mental health programming & referral resources for advisors & faculty members).



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Subcommittee on Academic Integrity (SAI)

Committee Name	ESAAC Subcommittee on Academic Integrity (SAI)
Contact Person's Name	Edith Breiner
Contact Person's Email	edith.breiner@mcgill.ca
Student Representative(s)	Greer Nicholson

No report was submitted for Fall 2016 and Winter 2017 terms.



Subcommittee on Undergraduate Student Advising (SUSA)

Committee Name	ESAAC Subcommittee on Undergraduate Student Advising (SUSA)
Contact Person's Name	Penny Kaill-Vinish
Contact Person's Email	penny.kaill-vinish@mcgill.ca
Student Representative(s)	Guy Ettlin, Mitchel Russo, Jeffrey Lee
Meeting Dates	August 22, October 11, November 8, December 13 March 28, May 24

Overview of the Committee

The Subcommittee on Undergraduate Student Advising is mandated:

- To provide a forum for ongoing discussion about undergraduate advising needs and challenges
- To act as a liaison between SUSA and reporting faculty/unit and as such, communicate accordingly
- To encourage and facilitate monitoring of undergraduate advising across the University
- To facilitate and encourage advisor networking through work groups and related initiatives
- To review professional development needs on a regular basis and liaise with other committees/units to help develop relevant training and meet the needs
- To advocate for the recognition of academic advisors
- To receive and/or propose recommendations for ESAAC regarding undergraduate advising

The minimum composition for this subcommittee consists of the following:

- Chair (Dean of Students or delegate)
- 2 Faculty advisors
- 2 Departmental or School advisors
- Registrar and Executive Director of Enrolment Services or delegate
- 3 undergraduate students
- 1 professor (who is not, nor has been, an academic advisor)

The subcommittee is scheduled to meet 7 times each academic year with the goals of carrying out the above mandate.

Highlights or key business discussed this year

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.



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 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.

As a follow up, faculties are deferring exams as per the policy. The subcommittee hasn’t noticed a large spike or anything of concern as of yet. Exact numbers aren’t available from Student Affairs Offices as of yet but once again, there aren’t any concerns yet.

During the Winter Semester, one of the main topics was Mental Health and support for students from advisors. Martine Gauthier, Senior Director for Services for Students at McGill, attended our March meeting to discuss her position, goals, and answer any questions advisors may have when it comes to supporting students (in terms of mental health and counselling).

Topics that might carry over to next term or expected topics

For the new year (Fall 2017/ Winter 2018) the following topics are most likely to be brought up for discussions at our meetings:

- Terms of Reference Update
- Deferred Exam Policy Pilot
- New Student Orientation



One topic on the final meeting of the year was a proposal to the Terms of Reference (outlined above). Follow up for this will carry over into the following year regardless of the outcome at the final meeting. The changes in the ToR are mostly in terms of professional development of advisors; increase student awareness of resources (Ask an Advisor etc.).

The numbers from the Deferred Exams should be available and up for further discussion. Expansion to other faculties/schools may occur depending on the numbers and the advise from advisors on the situation (Note: for certain schools like Music, deferring exams aren't possible due to the nature of their exams is performance based and can not be easily re-scheduled).

Finally, new student orientation will be a big topic in the first couple of meetings. Raising student awareness for the various academic resources available to students will be essential.



Subcommittee on Student Affairs Policy (SSAP)

Committee Name	ESAAC Subcommittee on Student Affairs Policy (SSAP)
Contact Person's Name	Edith Breiner
Contact Person's Email	edith.breiner@mcgill.ca
Student Representative(s)	William Cleveland, Erin Sobat
Meeting Dates	October 28, January 10, April 24

Overview of the Committee
<p>As a subcommittee of the Enrolment and Student Affairs Advisory Committee (ESAAC), the SSAP is very much a sounding board for discussing technical and policy issues that affect McGill students. In particular, it is often a venue for Faculty Student Affairs Office staff to raise questions and concerns regarding their own practices, to discuss improving consistency among Faculties, and to receive policy updates from the Office of the Dean of Students or Enrolment Services.</p> <p>It is important for undergraduate representatives to bring the student perspective into these discussions to ensure that our realities are not lost among the technical and administrative details. In addition, student reps can bring forward their own priorities and initiatives, such as proposals related to academic accommodation, mental health literacy, or student rights.</p>
Highlights or key business discussed this year
<ul style="list-style-type: none"> • Mental health: first aid/literacy training for instructors • Academic accommodations: final exam deferral pilot project, e-flagging criteria • Student assessment policy: add-drop assessments, re-read procedures • Student records: registration, conflicting courses, e-flagging • Scheduling: add-drop dates/policies, evening exam scheduling, deferred exam dates
Topics that might carry over to next term or expected topics
<ul style="list-style-type: none"> • Proposal for incentivizing prof mental health literacy training via the tenure application process (the Dean of Students and Associate Provost of Equity were supposed to take this on); • Changes to the exam period to increase flexibility in the Fall term schedule (with the eventual goal of a Fall Reading Break); • Revision to guidelines for accommodation of students with dependents (via SEDE Family Resources Coordinator); • Development of university-wide academic accommodation guidelines and expanding the first-time free exam deferral pilot to other assessments (e.g. midterms); • Definition of the “university context” for disciplinary purposes (i.e. the review of the Code of Conduct and Disciplinary Procedures); • Connect with the students on ESAAC to coordinate and try to push key proposals forward.



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HONORARY DEGREES AND CONVOCATIONS COMMITTEE (HDCC)

Committee Name	Honorary Degrees and Convocations Committee (HDCC)
Contact Person's Name	Georgia Ntentis
Contact Person's Email	georgia.ntentis@mcgill.ca
Student Representative(s)	Guy Ettlin

The proceedings of this committee are confidential.



SENATE COMMITTEE ON LIBRARIES

Committee Name	Senate Committee on Libraries
Contact Person's Name	Valerie Minnett
Contact Person's Email	valerie.minnett@mcgill.ca
Student Representative(s)	Malcolm McClintock (SSMU Library Improvement Fund Coordinator), Lawrence Angel
Meeting Dates	October 13, November 25 February 16, April 6

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 13th) – 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

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
 - -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 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/jeffry-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**

February 16 Meeting:

6. Approval of the Agenda

7. Introduction of Jeffry Archer, Associate Dean (User Services)

- From university of Chicago(21 years) 25+years of public/user services



- Experience with
 - 4 major moves
 - big L Libraries
 - Automation
- <http://www.mcgill.ca/library/channels/news/jeffry-archer-appointed-associate-dean-user-services-263770>
- <https://www.linkedin.com/in/jeffry-archer-093149a>
- <https://twitter.com/archerjeffryd>
- <https://jeffrydeanarcher.wordpress.com>
- **“main role to champion students, faculty and staff causes at the Dean’s level and communicate what new systems will mean to these groups.”**
- currently meeting with all the different committees and working groups to get to know needs / user base
- very interested in the library consortium activities in Quebec (see next meeting)
- Interested in McIntyre Space and finding an efficient use of the space

8. Approval of the minutes of the meeting of 25 of November 2016

- A. http://www.mcgill.ca/library/files/library/25_november_2016_minutes.pdf

9. Dean’s Update

A. Collection :

1. On “target “with budget collection is protected and allocated again FY18
2. Negotiating(Has been renewed) “Up-To-Date” database for faculty of medicine renewal
3. No serial cancellations

B. HR

- i. Still looking to fill a few Librarian position
 1. <http://www.mcgill.ca/library/about/jobs>
 - i. Archives
- ii. ADMIN portfolio is complete
 1. Dean Cook
 2. Diane Koen **Senior Director, Planning and resources**
 3. Jeffry Archer **Associate Dean (User Services)**



4. Nathalie Cooke **Associate Dean, ROAAR (Rare & Special Collections, Osler, Art and Archives)**
5. Jenn Riley **Associate Dean, Digital Initiatives**
6. Joseph Hafner **Associate Dean, Collection services**

C. ROAAR (Rare & Special Collections, Osler, Art and Archives) UNIT REVIEW

i. Mini Presentation next meeting with Nathalie Cooke

1. Cyclical Review

2. No surprises

- a. Space is an issue even more so now that university archives are included (lots of 2X3 Archive box's) ...they include over 44 thousand permeant records and other material
 - i. Some of this material is being kept in less than ideal locations
 1. Peterson tunnels
 2. McLennan basement
 3. Curry gym
 4. Wilson hall swimming pool (?)
 - ii. Confidentiality issues related to the records are being looked at by Dean Archer

D. FIAT LUX

- i. Still communicating with donors, engaging in fundraising and creating a business plan for the principal.
- ii. Fundraising event in Toronto & San Francisco March 23rd
- iii. McGill24 fundraising was not targeted for Fiat Lux (Library and archives needs)
- iv. **Time Line on the Business plan is not firm , the document will not be shared until all the stake holders have signed off and committed**
- v. **1st phase is \$65 million. University would need a signature donor to give \$50-\$100 Million**
 1. **Signature donor is not to manage the project but rather just provide the “name& money” the project has been developed by professionals**
- vi. **Dean made vague remarks about “ A million here & there”**

E. Other/ Community feedback

- i. **The McDonald Stuart Library** needs 23 million in repairs initial work is underway **but construction is planned to start MAY 2018**
- ii. **meeScan self-checkout system on trial**



- iii. **Student Feedback**
- iv. **Second phase of LIFC was underway**
- v. **AUS standing desk project to be implemented**
- vi. **Issue with end of Premier Moission contract, students have been giving a lot of negative feedback to both LIFC & Library, It comes under Deputy provost of Student Life and Learning (Olivier Dynes) however we did suggest that if pressure came from the Library as well it could be influential in having changes occur**
- vii. **Schulich white board comments on “lack of heating” ... very happy to hear AC/Heat project is on track (Fall 2017?)**

April 6 Meeting:

- 1. **Approval of the Agenda**
- 2. **Nathalie Cooke Associate Dean, ROAAR (Rare & Special Collections, Osler, Art and Archives)**
 - A. <http://mcgill.ca/library/contact/departments/roaar>

Cyclical Review

- Reorganization underway – (successful to date)
 - Graduate Art History student was part of the Committee
 - Biggest issue was staffing across unit other than visual arts, they are looking to secure additional funding from the central administration to hire more people.
 - Report suggested moving Osler however this is not going to happen
- 3. **Approval of the minutes of the meeting of 16 February 2017**
 - A. <https://www.mcgill.ca/library/about/committees/senatecomm>
- 4. **Dean’s Update**
 - A. **Collection :**
 - 1. Thanks to the Provost office for the additional funding to secure collection
 - 2. UP-TO-Date has been renewed
 - B. **Recruitment**
 - 1. Still on going , lots of good applicants for Osler however very strict guidelines as to who can be hired
 - C. **Fiat Lux**
 - 1. Fundraising still on going



2. Aiming to have signature donor while in “quiet phase of campaign”
...le they are fundraising but no major campaign is underway yet
3. Dean was impressed that no matter how young/old/Geo location the potential donors all seem to have a “McGill Stare” and offer up the same inquisitive line of questioning

5. Presentation by Carol Urbain (Director, Academic Affairs) on the BCI interuniversity catalogue project in Quebec

- i. <http://www.bci-qc.ca/comites/affaires-academiques/sous-comite-des-bibliotheques/>

Plan calls to choose a new library platform that all libraries in Quebec would migrate to

- BCI is technically not “public” so they are exempt from the traditional Quebec public procurement processes
- 7 possible providers are being considered
 - Still would require advance database tools/others systems its not 100% one size fits all
- Possibility to build a custom platform(unlikely as its expensive/complex)
- Jeff has started talking with various advisory groups about this and how it might affect them

We have the option to opt out but its not as simple as saying “no”

We eventually will have to move to a new system there are currently only 2 systems that would fit most of the needs of McGill

The two that are the

https://www.oclc.org/en/services/a-z.html/F2661/?cmpid=md_prod_management
<http://www.exlibrisgroup.com/category/AlmaOverview>

Recommendations:

FIAT LUX:

As the Fiat Lux project progresses, this Committee will continue to show great interest in the Project,

- Funding conversations will likely occur both before committee and in private with VP UA and LIFC coordinator. McGill students will be asked for some kind of symbolic contribution to the project It is imperative that everyone is on the same page about what position to take on the matter
- Continue to encourage the Library to be as transparent as possible (even if the disclosure is to the committee only)



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Overall

- Encourage student friendly changes to the library
- On a consistent basis, remind the committee that extended hours are funded by LIFC

The best thing a Committee rep can do is pay close attention during Dean's reports, discussion of the Library's future, and ensure student perspective is brought in as much as possible!



SENATE COMMITTEE ON PHYSICAL DEVELOPMENT (SCPD)

Committee Name	Senate Committee on Physical Development (SCPD)
Contact Person's Name	Brian Karasick
Contact Person's Email	brian.karasick@mcgill.ca
Student Representative(s)	Sacha Lefebvre Magder
Meeting Dates	November 24 March 23, May 25

Overview of the Committee

Mandate: The Senate Committee on Physical Development (SCPD) covers all major new construction and developmental projects across campus. This includes major renovations as well as re-allocations, demolitions, and new acquisitions.

Chair: SCPD is chaired by Cameron Charlebois, the Executive Director of Campus Space and Planning, who reports directly to the University AVP (Facilities Management and Ancillary Services), Robert Couvrette. For all major inquiries, it's easier to speak to Brian Karasick (extension 4411).

Highlights or key business discussed this year

- **University Master Plan**
 - Purchase of the Royal Victoria: The university is undergoing evaluations to determine if the University has the capital to purchase the Royal Victoria Hospital (RVH). If so, the university will start creating a more detailed plan. As it stands, the University is considering adding the school of public policy and the school of environment to the RVH site, with new research facilities, libraries, and study spaces. **Make sure that consultation is done at later stages.**
 - Powell Site: The powell student services building is slated to be leveled once funding for the is consolidated. The plan is to build new wet labs and research spaces, and to dedicate the building as a life-science centre. The offices will be moved into 680 Sherbrooke. **Make sure that SEDE in particular is well accommodated.**
- **Maintenance (see below for details)**
 - Wilson Hall
 - Stewart Bio Labs

Topics that might carry over to next term or expected topics



- **Sustainability in new construction:** sustainability standards are being ignored citing budget constraints. The administration needs to hold project managers accountable for being held to campus sustainability standards.
- **University Energy Sources:** Students should push the university to transition to 100% renewable energy → requires converting the powerhouses into stations that use electricity rather than natural gas (there is a new powerhouse project on the table for next year, should follow up with this).
- **Stewart Biology and Wilson Hall renovations projects:** Follow up at meetings throughout the year to make sure student lab groups and nursing groups are being accommodated. Reach out to their student unions (MBSU, NUS) to double-check
- **Other miscellaneous Points to bring up:**
 - Make sure that points brought up at SCPD gets acted upon at McGill → not necessarily well communicated with the relevant departments
 - Try to get the ice rink institutionalized by Campus Space Planning (currently, students pay for it 2/3 of it, but really it should be paid for by the university).



CONSTRUCTION SAFETY WORKING GROUP

Committee Name	SCPD Construction Safety Working Group
Contact Person's Name	Sarah Delisle
Contact Person's Email	sarah.delisle@mcgill.ca
Student Representative(s)	Sacha Levebfre Magder
Meeting Dates	Every-other Wednesday all-year (April 19 th , May 3 rd , etc.)

Overview of the Committee

Mandate: This committee meets to address incidents where construction affects campus safety. This is an important avenue to address accessibility issues caused by construction both on-campus and off. In addition, this venue is important to understand how campus construction might affect large-scale events (i.e. Frosh and OAP).

Membership:

Regulars: **Adrian Nicolicescu (Senior Campus Project Manager)**, Mr. Hugo Bourcier, Mr. Marius Dospinoiu, Mr. Jo-Ann Sciampacone Julie Fortier, Christian Bouchard (Fire Prevention office), Franco Eugenio Nardi (Gardens & Grounds Department), Mr Pierre Barbarie Luiz Fernandes Melissa Ng Wan,

Less frequent attendees: Joseph Vincelli Etienne Yelle Julian Jara, Mr Alessandro Piscitelli, **Mr Doug Sweet (Campus Communications Officer)**, **Mr. Christopher Buddle (Dean of Students)**, Professor Janice McGraw

Highlights or key business discussed this year

Several key accessibility issues were addressed, such as deficiencies in the pathway across McTavish and the lack of accessibility near the Roddick Gates. Other aspects such as changes to access to campus for first responders were discussed, which were relayed back to the SSMU Security Manager, Wallace Sealy.

These are only examples of the various issues which are discussed, which change meeting to meeting.

Topics that might carry over to next term or expected topics

It is important to maintain a presence on this committee to be cognisant of changes to access on campus, as well as to be aware of major projects that might affect campus events.

In particular, there will be a significant amount of construction on campus after convocation, and it will be important to stay on top of the affects to student affairs.



COMMITTEE ON STUDENT SERVICES (CSS)

Committee Name	Committee on Student Services
Contact Person's Name	Kyla Hosie
Contact Person's Email	kyla.hosie@mcgill.ca
Student Representative(s)	Dorothy Apedaile (co-chair), Elaine Patterson, Amanda Montaque, William Cleveland, Ahmer Wali, Erin Sobat
Meeting Dates	October 5, November 9, December 9 January 11, February 21, March – CANCELLED, April 10, May 4

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>

A significant amount of time this year was devoted to discussing what exactly the role of CSS is, particularly when Martine Gauthier started in January as the new Executive Director of Student Services. These conversations will likely continue into the next year. See the next section for more details.

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 was 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.
 - o Concerns over the lack of student consultation on the changes
 - o 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
- The new Senior Director, Martine Gauthier, restarted the Health and Wellness Strategy project. This project has been started, delayed, and re-started at least three times now, starting with a report from the Mental Health Working Group in Student Services in 2014.

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\$ were considered at the February meeting of the Committee.
- Link to information about the SSIF:
<https://www.mcgill.ca/studentsservices/funding/innovation>
- Two projects were approved for Innovation funding this cycle:
 - **International Student Services Transition Out Program** – focused on providing support to International students upon graduation
 - **Wellness Recovery Action Plan Renewal** – funding for WRAP was renewed after a re-submitted application that showed plans to make the program financially sustainable
- An application from First Peoples’ House for a recruitment officer was denied, due to the Committee feeling as though it was outside of the scope of Student Services
- Concerns were raised about the lack of sustainability of SSIF projects.

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. He then attended special meeting May 2017 to present the FY18 budget.

- 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.
- From the budget presented to CSS in early May:
 - Overhead fees were reduced from the FY17
 - Staffing costs have gone up significantly (still seeking concrete answers to why this is the case)
 - OSD is getting an increase in provincial grant funding for students with disabilities
 - There is very little left of the historic surplus
- It has been implied that a fee increase will be requested soon from students, due to the lack of surplus leftover (Student Services has been running a deficit for several years now).

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)
 - This advisory board has not yet met as of May 2017
 - Still lacking in consultation with service users
- We will continue to press for better consultation and communication with students.

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 began in January 2017.
- Cara Piperni (director of Scholarships and Student Aid) took over as interim Senior Director from Robyn Wiltshire in October.

Role of the Committee

- It was brought up that CSS is out of sync with the planning cycle in Student Services
- Faculty members remain unsure about their role on the Committee. There have been requests for better utilization of research and best practices in committee work.



- Concerns have been raised over how little input the committee has on decisions in Student Services.
- CSS continues to be one of the few places where students are able to have direct impact on budgeting and planning in Student Services.

Topics that might carry over to next term or expected topics

Overhead Fees: Dyens has promised a breakdown of where exactly the overhead fees are going and what exact services the University is providing to Student Services. Continue to press for this (and critically examine what “services” are being provided).

Advisory Board Reports: CSS is mandated to receive reports from Service advisory boards. This is an opportunity to assess whether or not individual services are seeking out and responding to student feedback.

Committee Orientation: The need for orientation for committee members (particularly students and academic staff) was mentioned multiple times. This is an important issue that the student co-chair should aim to address at the beginning of the year.

Role of the Committee and Terms of Reference: Building on the conversations in Spring 2017 to make further edits to the terms of reference, particularly for bringing CSS in line with the planning cycle of Student Services.

Health and Wellness Strategy and Mental Health Services: A [student-led petition](#) was released in the spring, criticizing the lack of mental health care on campus. These issues will need continued attention.

Student Consultation: There has been a distinct lack of consultation with students, particularly students with lived experience accessing campus services.



STUDENT HEALTH SERVICE ADVISORY BOARD (SHS AB)

Committee Name	Student Health Service Advisory Board (SHS AB)
Contact Person's Name	Patricia Strutz
Contact Person's Email	patricia.strutz@mcgill.ca
Student Representative(s)	Vivian Chia Jou Lee, Mckenzie Gingrich-Hadley, Muhammad Wali
Meeting Dates	October 24 March 27

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
<ul style="list-style-type: none"> - Smoking Reduction Program <ul style="list-style-type: none"> ○ Move towards smoke free campus ○ PGSS representative suggested “Leave the Pack Behind” initiative for information on booklets free for download ○ Problem: need more promotion, students are unaware of the smoking reduction program available at McGill Health Services - Access <ul style="list-style-type: none"> ○ Recently introduced four full time physicians ○ Booking system no longer 15th of the month but rather with roll in appointments ○ Drop-in remains first come first serve - Macdonald Campus <ul style="list-style-type: none"> ○ Although pool of nurse practitioners in Quebec has been small, successfully hired NP ○ Nurse Manager discontinued position [Symbol] no negative impact on the clinic - Overflow Capacity <ul style="list-style-type: none"> ○ Strong need to accommodate students outside Health Services' Clinic Hours (Evenings and Weekend hours) ○ Efforts have been made to have partner clinics (cost and hours of operation can be found on website) ○ Process for out-of-province billing is labour intensive for outside clinics to do, volume is very low (1 every out of province patient in 2-3 weeks) - Wellness Centre Project <ul style="list-style-type: none"> ○ Create common entry point for Health Services, Mental Health and Counselling Services



<ul style="list-style-type: none"> ○ Renovation has been up on hold due to the introduction of the step-care program between Counselling and Mental Health Services - EMR, Electronic Medical Record <ul style="list-style-type: none"> ○ 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). ○ Remains to be an ongoing challenge because what is on the market does not serve all services (Counselling, Mental Health and Health Services) ○ Health Services is putting emphasis more on online booking to mitigate concerns on access of care (including not enough appointment and hours). - Trans Health Project <ul style="list-style-type: none"> ○ Working with Concordia to train physicians on hormone therapy (3-day training in may) ○ Trans Health remains to be a big gap in family medicine training ○ Will make use of outside of campus resources as Montreal is an urban centre for gender reassignment surgery ○ Speech language pathology (vocal feminization and vocal masculinization) has been a great success, expansion made to the rest of the Montreal community - Spin Bike Garden <ul style="list-style-type: none"> ○ Improve campus culture of wellness ○ Several sites around campus, Facebook Page set up for potential locations and trial runs 	Topics that might carry over to next term or expected topics
<ol style="list-style-type: none"> 1. Updates on the joint Wellness Initiatives, outside clinic partnerships and the Trans Health Project. 2. Finding solutions for Medical Notes burden (reference other universities, more discussions to be made with deans, professors and students). 3. Updates on the incorporation of reimbursement procedures on the Health Services website 	



MENTAL HEALTH SERVICE ADVISORY BOARD (MHS AB)

Committee Name	Mental Health Service Advisory Board (MHS AB)
Contact Person's Name	Tamara Cassis and Chloe Rourke
Contact Person's Email	wellness.stuserv@mcgill.ca
Student Representative(s)	Shannon Snow, Nikita Mohan, Jiayi Wang (SSMU Mental Health Coordinator)
Meeting Dates	<i>No meetings in Fall 2016</i> April 5

Overview of the Committee
The Advisory Committee on Mental Health Services aims to advocate and reform mental health services on campus, discuss issues regarding the same, and advise the Mental Health Service arm of Counselling and Mental Health Service at McGill. The committee meets on average, once per semester.
Highlights or key business discussed this year
At MHSAB's Fall meeting, Dr. Alfonsi and Dr Low explains to the student advisory board the stepped care model and the changes that would go into effect in January 2017. Discussions around promotion of the new program (awareness-building and the changes made) were had. However, none of this was completed and the integration of Counselling and MHS has been riddled with issues. This is arguably due to the lack of leadership in MHS, with the suspension and ultimate resignation of its Director. MHS was without a director for nearly 5 months before an interim director was established. The university administration (that which oversees Student Life, and by extension CMHS) has been criticised for its mishandling of the integration. This is the context in which this Advisory Board was active. The board was not formally kept up to date on these events.
At the Apr 05, 2017 advisory board meeting, the associate director of Mental Health Service shared the statistics on wait-times and usage statistics from May 2016 to Apr 2017. The number of appointments is similar to that of last year. The number of walk-ins, however, had a 50% reduction from previous year, which is largely due to the change in definition from emergency to safety appointment. It has been under discussion that another category of walk-in appointments is needed for urgent care, in addition to safety appointments. Mental Health Service is also currently looking for a new interim director. Feedback surveys on the stepped-care model will be conducted by Student Assessment for students and staff. WRAP groups have also been very successful, especially after students can access them without referrals from their Client Care Clinician.
Topics that might carry over to next term or expected topics



Healthy McGill is developing a card on how to support someone and have a conversation around mental health. They are looking into including them in frosh kits. Chatline has received positive feedback, and they will likely expand their service to every night in the next academic year.

SSMU reps on this committee should be aware that CMHS has undergone major changes this year, given the “integration” of the two service points; thus there is much to be overseen. Although this is a student advisory council, it is also a body that can hold the MHS staff to account. There is soft power: student groups addressing mental health and illness are watching carefully how the Service is conducting itself.

The advisory board is also a space for members of the board (incl. all student stakeholders on campus) to share initiatives and collaborate.

Advisory Board members should be aware that statistics that MHS is able to collect are limited by the software of MHS’ booking system. Funds have been allocated to replace it. Following up on the status of this replacement is important, and for the group to consider what statistics are important for the University and students to be able to collect, and for the university to purchase software with the capability of collecting said data.

Topics that can be discussed in the following year can include easier and faster access to mental health services on campus, not just limited to counselling but other peer networks. Although they exist, it would be a great initiative to make them more visible on campus.



COUNSELLING SERVICE ADVISORY BOARD (CS AB)

Committee Name	Counselling Services Advisory Board (CS AB)
Contact Person's Name	Lorraine Bush
Contact Person's Email	lorraine.bush@mcgill.ca
Student Representative(s)	Vivian Chia Jou Lee, Etienne Flamant, Josika Gupta (SSMU Mental Health Coordinator)
Meeting Dates	November 29 April 6

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
<ul style="list-style-type: none"> • Merge between Counselling and Mental Health Services from the user's perspective <ul style="list-style-type: none"> ◦ Counselling and Mental Health Services Remain independent from administrative standpoint ◦ Access through CCC (Client Care Clinician), book appointment ahead of time <ul style="list-style-type: none"> ▪ The CCC acts as a primary care clinician who coordinates the patient's care and serves as the patient's primary contact ◦ Users will receive the same intake experience regardless of whether they go to Mental Health or Counselling Service • Counselling Services removed walk-in appointments <ul style="list-style-type: none"> ◦ 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). <ul style="list-style-type: none"> ▪ Counselling Service is looking for a solution ◦ 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 • Soft launch of CCC and step-care <ul style="list-style-type: none"> ◦ By absorbing over 50 students from the waitlist via this program, experience bottleneck effect → in the process of recovering from demand • More About the Step-Care Model <ul style="list-style-type: none"> ◦ Introduction of TAO: therapist-assisted online, model, check-in with therapist online through skype or via text, self help program, designed for university students



- Even before consultation, step 0 is prevention: prevention via wellness orientations, community members undertake mental health first aid
 - Goal is to create student autonomy and resilience, offers flexibility
 - Help organize resources available in clinically useful way
 - 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)
- Medical notes remain a burden for those that are concerned
 - Occurs when students experience episodic situation – need documentation for lab and examinations
 - In the past, students use up drop-in appointment slots for documentation purposes, creates bottleneck and barrier for students that needed to be treated
 - An ecosystem: student services alone cannot solve the medical note burden, professors have autonomy to recognize legitimacy of deferral along with academic chairs
- Priority Protocol
 - Way for staff/faculty to flag students for priority in getting help
 - Priority appointment within 72 hours; so far, appointments have been within 24 hours
- Communication
 - Counselling Service is working to improve communication with students/patients to keep users up-to-date with recent changes
 - It is suggested that SSMU helps communicate these big changes to the undergraduate student population

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, CCC changes, merging of Mental Health and Counselling Service



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CAREER PLANNING SERVICE ADVISORY BOARD (CAPS AB)

Committee Name	Career Planning Service Advisory Board (CaPS AB)
Contact Person's Name	Darlene Hnatchuk
Contact Person's Email	darlene.hnatchuk@mcgill.ca
Student Representative(s)	Daneese Rao, Jessica Wang, Yuning Bie, Guy Ettlin
Meeting Dates	<i>No meetings in 2016/2017</i>

No meetings were held in the Fall 2016 and Winter 2017 terms.



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

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

No meetings were held in the Fall 2016 term.

No report submitted in the Winter 2017 term.



SCHOLARSHIP AND STUDENT AID OFFICE ADVISORY BOARD (SSAO AB)

Committee Name	Scholarship and Student Aid Office Advisory Board (SSAO AB)
Contact Person's Name	Amanda Riddles and Cara Piperni
Contact Person's Email	amanda.riddles@mcgill.ca ; cara.piperni@mcgill.ca
Student Representative(s)	Casarina Hocevar, Patrick O'Donnell, Allyson Taylor, Amelie Fabia, Bess Zafran, Fabrice Appolinary, Jonathan Spring, Mark McGriskin, Nihal Mandanna
Meeting Dates	November 23 February 13, April 24

Overview of the Committee
<p>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.</p> <p>However, during the second semester student's representatives failed to meet. The last meeting of the year did not meet quorum. This is partially the fault of the students for not committing to a time, but also the fact that the second meeting took place during a very busy time of year (final exam period).</p>
Highlights or key business discussed this year
<ol style="list-style-type: none"> 1. Because of the US travel ban executive order: "McGill has extended the admissions deadline from January 15th to February 10th for US and international students in response to the US executive order. [And] Applications for admission in the US and international pools have also increased by 25%." > Therefore, admissions and scholarship offers were much more selective this year than in the past. 2. With their new phone system (implemented April '16), SSAO has been able to track phone-statistics to improve response rates and waiting time 3. SSAO is trying to improve their student outreach and asked for feedback on topics and where/when is best for students, especially those at Mac Campus. One of the most popular workshops this year was the Tax Clinic workshop. But other projects have included Café Collab and potentially expanding/creating programs for Transfer Students so they are familiarized with SSAO's resources. 4. Creation of new need-based programs aimed at addressing students who wish to participate in Enriched Educational Opportunities (EEOs), such as internships, research, or study-away programs.
Topics that might carry over to next term or expected topics



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| 5. | Development and feedback on the new need-based program for EEOs |
| 6. | Following up on whether resources aimed at Transfer Students is implemented |
| 7. | Continual improvement to student outreach throughout the year |



MCGILL ATHLETICS AND RECREATION ADVISORY BOARD (MARAB)

Committee Name	McGill Athletics and Recreation Advisory Board (MARAB)
Contact Person's Name	Philip Quintal
Contact Person's Email	philip.quintal@mcgill.ca
Student Representative(s)	Nicole Spadotto, David-Dan Nguyen
Meeting Dates	December January 19, April 5

Notes from the January 19 Meeting:

Facilities Report

- Ceramics for pool → waiting to hear back from architect
- Building reventilation program → continues, and they've bolstered for all the seasons
 - o Putting report together that's supposed to come out next week
- Alouettes looking to improve stadium → they're involved with lease
 - o So looking to diffuse some expenses to Alouettes
 - o New issues linked to Molson → some issues same as 2010, but they weren't evaluated then so they carry over to now
 - o There was an audit in 2010 → water infiltration which must be addressed currently
 - o But also some new issues

Mac Campus Report

- Mac Campus → starting \$400,000 improvement to fitness center at Mac campus
 - o Building needs a lot of work and actually probably isn't suitable
 - o Keeping renovation costs low → looking for new opportunities
 - o Might be better to find new building
 - o Currently, there's water infiltration into the building
 - o Tough because it's the John Abbott building → so any work has to go through Abbott
 - o Hoping to build a new building on the waterfront
 - o Possibilities of new building on waterfront, joined with garage
 - Not the cheapest, but long term it's the best bet
 - o University needs to agree that best thing for Mac campus is new building
 - o Implemented a paddle program for the summer → losing two under-used tennis courts to build a dock
 - o Go forward Mac alone because of funding issues → Dean believes student services is more important than Athletics at Mac

Sports Programs Report

- Higher intramural registration than ever before
- Looking into initiation to weight training classes → to teach those who don't have the background



- Lots of success in varsity side → 7 teams ranked in top 10 for the fall
 - o 4 are still in top 10 in January
- Canadian synchro swimming event happening
- Baseball won 3rd championship in a row
- Due to higher registration for intramural, need for a bit more space to develop within the building, but no opportunity to raise funds to do so
- Facilities being used more and more
 - o 3500 visitors to the facility a day
 - o Likely due to better marketing than before
- Have we done analysis about how we use the space in facilities?
 - o No, but suggestions to use graduate students to research this

New Business

FY18 Budget

- Hoping to expedite this process sometime tomorrow → put information together, sort through, and evaluate

University Advancement (Fundraising)

- Interest in working more closely together, seeing more motivation to donate to Athletics and Rec
- Also 200 year anniversary campaign coming up → working with the university to prepare for this campaign
- Proposals to help nutrition program
- Funding new position in Alumni Relations and Development → Senior Development position
- Another position in Alum Relations that is becoming part-time
- Staffing → progressing quickly to staff Senior Development and then re-staff the above Alumni Relations position
 - o Looking for Senior Dev't to be staffed within 2 months
- If can't generate the funds, might have to cut resources
 - o Currently, they're trying to be lean
 - o But without funding, new initiatives won't be developed
 - o Seeking to increase sponsorship activities, gifting
 - o Looking for fee increase to add new initiatives and continue progress

Anti-Doping

- Dr. Kelsey Eriksson is doing post-doc in Great Britain (Leeds University) working with IOC funded project to prevent doping
 - o Spoke with her, we're willing to work with her
 - o Collect data from students in scientific way
 - o React program to help prevention for doping → training for the bystander



- Help students think through risks → try to build strength in teams so everyone is accountable and helps one another
- Incidents of doping infractions are low at McGill, but belief that one incident is too much → too much impact to school, sport, Athletics, and individual (long-lasting)
- Looking to improve messaging and approach with student athletes
- Pull it out of varsity team setting
- Over 50 varsity student-athletes showed up to anti-doping presentation from Eriksson → new information for athletes, considered valuable
 - So many new infractions that keep being added to the new Canadian Anti-Doping program
- Outline infractions and risks → ie: buying a shelf-product isn't always safe (performance enhancing drugs in supplements sometimes)
- Student-sessions were confidential, but Eriksson did give back information
 - Make this compulsory for first-year students → looking into this
 - Thinking of expanding this to other topics (ie: sexual violence prevention and also concussions)
- Thinking about integrating coaches into this
- Looking to do more work on concussions

U-Sport Rebrand

- Keeping up on it in case of different rules filtering down the line (ie: recruiting, eligibility)
- But likely not to change too much since it's stemming from CIS



ADVISORY COMMITTEE ON INTERNATIONAL STUDENTS (ACIS)

Committee Name	Advisory Committee on International Students (ACIS)
Contact Person's Name	Ashley Adam
Contact Person's Email	ashley.adam@mcgill.ca
Student Representative(s)	Mahnoor Iftikhar, Nikita Mohan, Ying Tong Wu
Meeting Dates	October 27 January 19, April 6

Overview of the Committee
The Advisory Committee on International Students aim to advocate and reform services for international students on campus by discussing issues pertaining to them and establishing ways to improve these services. 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
<p>The key topics discussed this year include:</p> <ol style="list-style-type: none"> 1. Membership reports – happening in different committees around campus 2. International Week – results, progress. It was not as successful as expected, a lot of departments dropped out or had commitment issues. ISS would not be hosting International Week from next year, but other departments are open to take over and conduct it. 3. ISS Survey Results – outstanding response, i.e. 12% response rate. Gained great feedback from students. 4. Winter Orientation – students on the Mac campus are seeing an increasing response rate for orientation that is meant to be inclusive. 5. Annual Report Review 6. International Student Health Insurance 7. Tax Clinics for international students have received an extremely high demand this year leading to more workshops than intended. 8. Rez Project – translated in Mandarin to help Chinese students feel comfortable. 9. International Buddy Program – inviting students to volunteer saw a massive response this year, 1400 students, 700 buddies. 10. SEDE Office: Café Collaboration Series on 12th April
Topics that might carry over to next term or expected topics
Topics that might carry over to next term include:



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| 11. | MasterCard Foundation Scholarship Program |
| 12. | Racism might be an emerging topic for orientations, workshops etc. |
| 13. | Students welcome to help with orientation |
| 14. | Masters, Phd, and Post-Doc students – events targeted at that |
| 15. | Alumni to come in |
| 16. | International Buddy Program recruitment – only a one term commitment, buddy does not have to be an international student |



JOINT BOARD-SENATE COMMITTEE ON EQUITY (JBSCE)

Committee Name	Joint Board-Senate Committee on Equity (JBSCE)
Contact Person's Name	Angela Campbell
Contact Person's Email	angela.campbell@mcgill.ca
Student Representative(s)	Marilyn Verghis (SSMU Equity Commissioner)
Meeting Dates	October 12, December 13 February 8, April 12

Overview of the Committee

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

Highlights or key business discussed this year

After discussing at length last semester, the issue of the Terms of Reference re-surfaced this year with members discussing how to recognize intersectionality and not use such a broad understanding of care responsibilities. The revisions to the TOR were sent to the Senate Nominate Committee and Senate for subsequent approval.

In the Fall, a report was shared by the Ad Hoc Working Group on Systemic Discrimination (WGSD) appointed by former Provost Masi to complete a study of systemic discrimination at McGill in connection with academic recruitment, promotion and retention. It submitted its report in April 2016. The report proceeded to Senate in October 2016. This was discussed at length with respect to how to respond to the recommendations. There was important discussion of training senior administrators and academic personnel on equity issues. There was feedback that similar research should be conducted via Human Resources for non-academic staff.

In the Winter, the committee discussed at length the issues of equitable hiring and implementation of equity practices at the hiring committee level. Chair, Angela Campbell, elucidated the ways this has been carried forward, specifically through additions of “equity appointees” to Hiring Committees. Still, members raised the need for equity ideas to be more mainstream and it has been suggested that hiring targets might be a better solution.



There was some controversy over the appointment of Senior Equity and Inclusion Officer Pascale Legros to the JBSCE, feeling that her role is compromised because of its proximity to the administration, specifically her reporting to the Provost. Especially because it's a 2-year fixed-term contract, there is a worry that the precariousness of the position and the need to perform for retention compromises her role on the JBSCE. This matter was tabled.

Very importantly, the Committee decided to institute more informal proceedings at JBSCE meetings and consensus-decision making procedures to make the space more inclusive and equitable to members who are not familiar with bureaucratized spaces/language.

Chair, Angela Campbell, informed the committee in February that the implementation of the preferred name (vs. legal name) policy is going to begin shortly for the McGill students. Staff members will have to wait until the implementation of R2R but specific issues can be brought to her attention in an effort to look at interim solutions.

The Committee on Racialized and Ethnic Persons has taken over for Lynn Kozack (former Chair of Committee for Queer People) in spearheading the mandatory equity module. There has been some progress on deciding what might be included in that module with the hope of it finalizing by September 2017 for implementation.

The April meeting was during finals; I have brought this up with the Chair that from now on the Spring meeting be conducted at the end of March if possible. Both years of my term on the JBSCE I have been unable to attend the April meetings because of final exams.

Topics that might carry over to next term or expected topics

The Report of the Working Group on Systemic Discrimination identifies a lot of glaring issues with equity in hiring and retention of racialized staff. I think bringing more support from SSMU around the use of hiring targets as a stop-gap way of addressing these issues until equity practice is more mainstreamed across the hiring committee structures is an excellent idea.

I hope to see next year's SSMU Rep to JBSCE work on the equity modules (since both commissioners are racialized they might enjoy working with the Subcommittee for Racialized and Ethnic Persons!).



SENATE SUBCOMMITTEE ON WOMEN (SSCOW)

Committee Name	JBSCE Subcommittee on Women (SSCOW)
Contact Person's Name	Susan Gaskin
Contact Person's Email	susan.gaskin@mcgill.ca
Student Representative(s)	Sarah Bakirci, Megan Phyper, Daneese Rao
Meeting Dates	September 21, November 23 January 25, March 22

Overview of the Committee
<ul style="list-style-type: none"> Mandate: <ul style="list-style-type: none"> 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
<ol style="list-style-type: none"> Harassment, Sexual Harassment and Discrimination Prohibited by Law Policy Sexual Violence Policy Equity Training course Social media to promote SSCOW <ol style="list-style-type: none"> Made a Facebook page run by a SSCOW member Sub-committee on Accommodation for primary care responsibilities <ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> Harassment, Sexual Harassment and Discrimination Prohibited by Law Policy Implementation of mandatory equity training for students as well as staff members Program to increase women in STEM Clarify parental leave provisions for graduate students



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SUBCOMMITTEE ON PERSONS WITH DISABILITIES (SPWD)

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

No report was submitted for Winter 2017 term.

Please refer to the Fall 2016 report available [here](#).



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SUBCOMMITTEE ON FAMILY CARE

Committee Name	JBSCE Subcommittee on Family Care
Contact Person's Name	Audrey Moores
Contact Person's Email	audrey.moores@mcgill.ca
Student Representative(s)	Maryam d'Hellencourt, Miranda Labrash
Meeting Dates	November 29, October 25

No report was submitted for Winter 2017 term.
Please refer to the Fall 2016 report available [here](#).



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SUBCOMMITTEE ON FIRST PEOPLES

Committee Name	JBSCE Subcommittee on First Peoples
Contact Person's Name	Haidee Lefebvre and Kakwiranó:ron Cook
Contact Person's Email	haidee.lefebvre@mcgill.ca ; kakwiranoron.cook@mcgill.ca
Student Representative(s)	Shannon Snow, Christian Quequish (SSMU Indigenous Affairs Coordinator)
Meeting Dates	September 13, November 8, December 13

**No report was submitted for Winter 2017 term.
Please refer to the Fall 2016 report available [here](#).**



SUBCOMMITTEE ON RACIALIZED AND ETHNIC PERSONS (SCREP)

Committee Name	JBSCE Subcommittee on Racialized and Ethnic Persons (SCREP)
Contact Person's Name	Adrienne Piggott
Contact Person's Email	adrienne.piggott@mcgill.ca
Student Representative(s)	Serisha Iyar, Charles Keita
Meeting Dates	September 9, October 14, November 11, December 9 January 13, February 10, March 10, April 13

Overview of the Committee
<ul style="list-style-type: none"> General: The committee meets once a month throughout the year. (Sept – June) Mandate: Per our website mcgill.ca/rep-equity, “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.” Membership: Per our website, “If you are interested in membership, please contact the Chair.” Facebook: https://www.facebook.com/REP-Equity-McGill-775472659274868/ Twitter: https://www.mcgill.ca/rep-equity/ Blog: http://blogs.mcgill.ca/racializedandethnicpersons/ Website: https://www.mcgill.ca/rep-equity/
Highlights or key business discussed this year
<ul style="list-style-type: none"> Sustainability Projects Fund Application for a Community Projects Manager Leadership Development Program (OD) Equity Module Course Evaluation Policy: Bias Reporting (implemented at McGill and presented to Community Service Policy Vision 2020 Social Media Presence + Blog + Website + Twitter + Facebook Collaborative events: <i>Moonlight</i> Film Screening Black History Month initiatives. Community Projects Manager: creating spaces for students of colour via discussion events. CMHS Initiative for Racialized Students
Topics that might carry over to next term or expected topics
<ul style="list-style-type: none"> Leadership Development Program (OD) Equity Module Further increase social media presence. Community Service Policy



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- Continue Black History Month events and initiatives.
- Offer other heritage celebrations. Ex. Latinx Heritage Month in Sept.
- Joint events with other equity groups.



SUBCOMMITTEE ON QUEER PEOPLE (SQP)

Committee Name	JBSCE Subcommittee on Queer People (SQP)
Contact Person's Name	Lynn Kozak (Chair) and Michael David Miller (Co-Chair)
Contact Person's Email	lynn.kozak@mcgill.ca and michael.david.miller@mcgill.ca
Student Representative(s)	Mitchel Russo, Florence Paré, Kyle Stewart, Ki-eun Peck
Meeting Dates	September 20, October 18, November 16, December 7 February 21, March 23, April 25

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 topic brought up for discussion amongst the subcommittee include:

1. The Draft Policy Against Sexual Violence
2. Preferred names for Students, Faculty and Staff
3. Proposed mandatory equity training
4. Revisions to the Joint Board-Senate Committee on Equity Terms of Reference
5. 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 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.

As of March, students are now able to input their preferred names and have that name displayed across the McGill IT platforms, however Faculty and Staff have a projected date of Summer 2018 before they'll be able to update their names. As a result, any faculty or staff member can contact Angela Campbell directly and she'll handle this on a case-by-case basis for the time being. Although some progress is being made, the subcommittee is keen on ensuring all parties (HR, IT Services etc.) keep with their outlined and proposed dates. Monthly check-ins with Angela will most likely be arranged just so the subcommittee can stay in the loop with what is happening and how progress is going.

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.

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
- Mandatory Equity Training
- Promoting Queer Awareness on Campus

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.

A working group within the Subcommittee was struck for the Winter 2017 term to help brainstorm what we would like to see part of the Mandatory Equity Training. As it stands, we the JBSCE has yet to meet with all subcommittee members to discuss this in further details thus, this will be carried on into the next academic year.



Office of Vice-President (University Affairs)

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Towards the end of the Winter term, the subcommittee was looking into ways to becoming more proactive on campus (including obtaining an official McGill email). The subcommittee was looking into holding more queer events in addition to the Return to the Rainbow fall mixer. One idea was a bi-monthly speaker series of queer guest speakers. This idea was still in the planning stages and will gain further momentum in the Fall term once school is back in session. As well we will have our co-chair Lynn Kozak joining us once again after being on sabbatical.



INDIGENOUS AFFAIRS WORK GROUP (IAWG)

Committee Name	Indigenous Affairs Work Group (IAWG)
Contact Person's Name	Christopher Buddle
Contact Person's Email	christopher.buddle@mcgill.ca
Student Representative(s)	Denny Choi, Casarina Hocevar, Christian Quequish (SSMU Indigenous Affairs Coordinator)
Meeting Dates	September 14, October 11, November 1 January 11, March 17

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
<p>Fall 2016:</p> <ul style="list-style-type: none"> Provost's Task Force on Indigenous Studies and Indigenous Education launching happened in September with 5 working groups (https://www.mcgill.ca/ptisie2016/launch-provosts-task-force-0) 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) 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. 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. <p>Winter 2017:</p> <ul style="list-style-type: none"> IAWG task force group priorities were reviewed and posted on ODoS website. (http://www.mcgill.ca/deanofstudents/files/deanofstudents/iawg_priorities_and_suggestions_w2017_0.pdf) Cybertheque Indigenous Photo Project was initiated in March to collect photos of indigenous cultures and people from the McGill community to be displayed in Redpath library



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- School of continuing studies launched outreach projects for indigenous communities (i.e. online video)
- Drafting of the final report of the Task Force was discussed to meet the June 21st deadline
- End-of-the-year faculty admission statistics and retention data was analyzed and discussed as a group

Topics that might carry over to next term or expected topics

- Increasing outreach to more faculties in terms of increasing IAWG membership and collaborating with more faculty staff
- Admission statistics reviews and analysis
- Increasing feedback from the general McGill community
- Faculty-specific aboriginal outreach programs (similar to the ones done by the school of continuing studies)



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ADVISORY COUNCIL ON THE CHARTER OF STUDENTS' RIGHTS

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

No report was submitted for Fall 2016 and Winter 2017 terms.



COMMITTEE ON STUDENT DISCIPLINE (CSD)

Committee Name	Committee on Student Discipline (CSD)
Contact Person's Name	Edith Breiner
Contact Person's Email	edith.breiner@mcgill.ca
Student Representative(s)	Itai Gibli, Daniel Zackon, Ellen Chen, Geneviève Favre-Savoie, Allen Chen

The proceedings of this committee are confidential.

COMMITTEE ON STUDENT GRIEVANCES (CSG)

Committee Name	Committee on Student Grievances (CSG)
Contact Person's Name	Bonnie Borenstein
Contact Person's Email	bonnie.borenstein@mcgill.ca
Student Representative(s)	Nihal Mandanna, Lucas Perus

The proceedings of this committee are confidential.

APPEAL COMMITTEE ON STUDENT DISCIPLINE AND GRIEVANCES

Committee Name	Appeal Committee on Student Discipline and Grievances
Contact Person's Name	Bonnie Borenstein
Contact Person's Email	bonnie.borenstein@mcgill.ca
Student Representative(s)	Chloe Rourke, Adeline Mladenova, Benjamin Brunot

The proceedings of this committee are confidential.



AD HOC COMMITTEE TO REVIEW THE CHARTER OF STUDENTS' RIGHTS

Committee Name	Ad Hoc Committee to Review the Charter of Students' Rights
Contact Person's Name	Georgia Ntentis
Contact Person's Email	georgia.ntentis@mcgill.ca
Student Representative(s)	Erin Sobat

No report was submitted for Fall 2016 and Winter 2017 terms.



MCGILL WRITING CENTRE ADVISORY COMMITTEE (MWC AC)

Committee Name	McGill Writing Center Advisory Committee (MWC AC)
Contact Person's Name	Dr. Sue Laver
Contact Person's Email	sue.laver@mcgill.ca
Student Representative	Sophie Zhao
Meeting Dates	December 8

Overview of the Committee
<ul style="list-style-type: none"> - Mandate: The MWC Advisory Committee deals with the service provision of the McGill Writing Centre. - Membership: 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. - Meeting frequency: convened once this semester; meetings arranged on an as-needed basis - Scope of work: enhancing the efficiency and effectiveness of the MWC as well as examining new writing courses for the years to come. http://ssmu.mcgill.ca/ua/university/mcgill-committees/#MWCAC https://www.mcgill.ca/mwc/home-page
Highlights or key business discussed this year
<p>Approved December 12, 2015 minutes</p> <p>Revisions to CEAP 1 and 2</p> <ul style="list-style-type: none"> - Revisions to courses to standardize materials – eliminated redundancies in contact hours and supplementary calendar information <p>Revisions for CEAP 661 and CEAP 665 (two literature review courses)</p> <ul style="list-style-type: none"> - Titles of aforementioned courses changed to indicate their serial nature (Literature Review 1 and 2) - Approved <p>Graphos (graduate program under MWC)</p> <ul style="list-style-type: none"> - Offers 1 credit writing courses focusing on foundations of academic writing and specific genres



- 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

Note: As a student in the faculty of arts, I was eligible to attend one of the workshops offered based on the designs above; the session focused on improving academic writing in the discipline of psychology – it ran smoothly and was useful for subsequent assignments in various classes.

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)

Committee Name	University Health and Safety Committee (UHSC)
Contact Person's Name	Josée Sansoucy and Wayne Gilfred Wood
Contact Person's Email	josee.sansoucy@mcgill.ca and wayne.wood@mcgill.ca
Student Representative	Alexander Dow
Meeting Dates	October 3, November 7, December 19 January 23, March 6, May 1

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:

- Oversee the University's Internal Responsibility System for health and safety;
- Ensure mechanisms and procedures are in place for systematic hazard identification and their correction;
- Address health and safety issues that cannot be addressed adequately by existing mechanisms;
- Identify and recommend health and safety priority areas for the purpose of safety program implementation;
- Promote health and safety in the University and affiliated teaching/research/field units and foster a community "safety culture";
- Receive progress reports on the resolution of issues reported by and to the committee;
- Prepare an annual report of activities and health and safety concerns of the McGill community and make recommendations to the Vice-Principal (Administration & Finance);
- 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)

This is a university committee that reports on lab initiatives

2. Regulatory Agency Interventions (W. Wood)

This is a time where Wayne updates the committee when EHS has had to respond to any interventions or acts of compliance by Canadian Government Agencies like Transport Canada, Canadian Food Inspection Agency, etc.

Business Arising

3. IRS Workgroup (C. Buddle/G. Zabowski)

The IRS is a response system that is slowly being worked on by Buddle to address how crises managed, as discussed in the May 1, 2017 meeting, they're hoping to look at it more in the fall of 2017, however there is consensus at UHSC that this needs to be furthered although it not of the highest priority.

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

The Smoking Policy was adopted by UHSC at our January meeting, however, the policy was rejected by the P7 (a group of administrators that decide things before they go to Senate or BoG), thus the September 2017 start date is no longer feasible, and will likely have a January 2018 or September 2018 start date.



5. Reporting on Accidents Procedure (W. Wood) & New cleaning company/employee training on chemicals in laboratory settings (I. Gamache)

Isabelle Gamache has repeatedly requested a list of where accidents occur and they're severity so we can further understand where we need to improve our facilities. There are two fundamental errors with this (1) being that we do not have any money for the committee to use to do these renovations, and (2) EHS (Environment Health and Safety) doesn't collect this data as the heat ticket system they use only records the location and no details.

6. Mac-Campus Response

Will be further included in 2017 under emergency response procedures as there is a lack of essential services near the campus, EHS and McGill are looking to improve the presence situated on that campus to prevent serious issues from arising.

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

The McIntyre Medical Garage will be undergoing complete renovations in the Summer and Fall of 2017 to improve existing safety features that do not work. Also the garage will be used as a pilot project for all other McGill car garages for a new key system that will allow non-McGill personnel to use the garage without needing a McGill ID card to access secure areas, just the parking ticket presented upon entry to the garages. As well, the School of Social Work will be beginning a programme to help homeless people on McGill Campus. Unfortunately this is just a research project under Campus Security and may take up to a full year to be reported on (expect the report May 2018).

Topics that might carry over to next term or expected topics

3. IRS Working Group: Buddle will be looking for input as will Glen Zabowski, expect that to come about well into next year (sometime around January 2018)

4. Smoking Policy: Expect an immediate update at the first meeting of the year on whether or not P7 has overturned their initial rejection. Also be on the lookout for the policy itself which is not completely written yet and needs to become public before heading to Senate for Approval.

7. 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.



SUSTAINABLE LABS WORKING GROUP (SLWG)

Committee Name	UHSC Sustainable Lab Working Group (SLWG)
Contact Person's Name	Christian Bouchard and Kathleen Ng
Contact Person's Email	christian.bouchard@mcgill.ca and kathleen.ng@mcgill.ca
Student Representative(s)	Alexander Dow, Sean Taylor
Meeting Dates	September 8, October 20, December 1 January 12, February 23, April 6, May 18, July 13

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 (regular members highlighted in yellow)

- **Teaching and Learning Services:** Adam Finkelstein
- **Utilities and Energy Management:** Jerome Conraud
- **University Safety:** Christian Bouchard (Chair), Teodor Mocanu, Wayne Wood
- **Procurement Services:** Youssef Azad, Graham Currie, Stephanie Leclerc
- **Office of the Vice-Principal (Research and Innovation):** Anne-Marie Durocher for Kristina Ohrvall
- **PGSS:** Victor Frankel, Avik Ghoshdastidar, Selena Liu, Amir Nosrat
- **Lumb Research Group:** Ohhyeon Kwon, Jean-Philip Lumb
- **Student Services:** Tanja Beck, Jessica Anne Giles
- **McGill Office of Sustainability:** Francois Miller, Kathleen Ng (Secretary), Haejoo (Eva) Oh, Amelia Brinkerhoff (Vision 2020 Coordinator)
- **Mercury Free Microscopy:** Claire Brown
- **Laboratory Sustainability initiative – Recycling Glass and Plastic Wastes from Research and Teaching Laboratories:** Ali Akbari,
- **Rogers Research Group:** Thomas Di Nardo, Gabriela Gurau, Robin Rogers
- **Sustainable Engineering at McGill (SEAM):** Amara Slaymaker, Caitlin Knowles
- **SSMU:** Alexander Dow (Engineering Senator), Sean Taylor (Science Senator)
- **MCSS:** n/a
- **Moore's Research Group:** Audrey Moores
- **Structures and Composite Materials Lab:** Pascal Hubert (on sabbatical), Lucie Riffard
- Bruce Lennox (Dean of Science)
- Kevin Manaugh (Geography)
- Meltem Demirkus (CIM)
- **Patrick Julien (PhD candidate, Friscic Research Group-Chemistry)**
- Alain Li (PhD candidate, Green Chemistry and Organic Synthesis Laboratory)
- Amanda Winegardner
- Jarrod Nichol (Animal Resources Center)



- Brian Hsu (PhD candidate, Experimental Medicine)
- Ada Del Rosario Villalobos Mart (MNI Neuroimmunology Unit)
- Celeste Welch

Highlights or key business discussed this year

Dow: Completed a full investigation into the feasibility of pilot projects for the SPF (*Sustainable Project Fund) for Student Sustainability Training Initiatives. Learned the entire process for applying to SPFs and about the MOoS Office resources, as well as loophole for applications. For Engineering the Chemical and Materials undergraduate societies (ChESS and MEUS) met with me to determine where there could be substantial improvements to labs, however it was noted that issues arising from laboratory sustainability issues actually had more safety concerns than environmental concerns. Thus emails were sent to the Materials Laboratory Safety Committee for changes regarding undergraduate student training, and materials for training students in chemical engineering were obtained from EHS (Environmental Health and Safety) which runs training, all of which was substantial to fix the safety problems. Predecessors (The Presidents of ChESS and MEUS) should follow up on the success of these programs in the future, however a larger scale project of student sustainability training has been shelved due to the decentralized structure of engineering, and the large variance in wet and dry lab contents. In order for this project to get off the ground, it requires significant collaboration between engineering students (undergrad and graduate), lab administrators, and departmental higher ups; without this incentive or a continual funding source behind the project (not like SPF which is a one time grant), the project may be successful. Also discussed with upper Engineering Administration regarding the new lab safety inspection checklist with the new sustainability topics incorporated, they were in favour of its implementation.

Taylor: Reached out to the 19 departments in Science and heard back from the Biochemistry Undergraduate Society (BUGS) and the McGill Biology Student Union (MBSU) who were interested in participating in a pilot project on how to improve sustainability in labs. For MBSU, the large problem was improving the lab manuals and the way that the TAs were taught in relation to improving the sustainability of their procedures. For BUGS, and also the Chemistry department at McGill, a lot of work had already been done to try and bring in 'green' chemistry techniques. The major point of improvement for them would be repairing the acetone recycler and working from there.

Topics that might carry over to next term or expected topics

Continue with MBSU and BUGS next year to file for an SPF that would consider paying a past TA who is comfortable with the Biology 111 and 112 lab manuals to go over them with sustainability in mind. Also, look into diagnosing what part is broken in the acetone recycler and prepare an application to fund its repair, as well as streamline who is responsible for repairs to it in the future instead of depending on SPF's for funding. Keep in mind that these laboratories will be moving into a shared space with the renovation of the Stewart Biology Building.



SUSTAINABILITY PROJECTS FUND WORKING GROUP (SPF WG)

Committee Name	Sustainability Projects Fund Working Group (SPF WG)
Contact Person's Name	Kim McGrath
Contact Person's Email	kim.mcgrath@mcgill.ca
Student Representative(s)	Alexandre Angle, Annie Dahan
Meeting Dates	First or second Friday of the month 2017: January 13, February 10, March 7, April 5

Overview of the Committee

The SPF mandate is to “Build a culture of sustainability on McGill campuses through the development and seed funding of interdisciplinary projects.” Composed of four students and four members of faculty and staff, the Working Group evaluates project proposals from the McGill community (i.e. Students, faculty, staff, and ideally a combination) relating to sustainability on campus. The committee operates on a consensus-based decision making model, meeting once per month and reviewing anywhere from 2 to 12 applications in any given meeting, depending on the volume of applications received.

Funding for the SPF is composed in part of a non-opt-outable fee of \$.50 per credit levied on all SSMU, PGSS and MCSS students.

For the composition of the Working Group: <http://www.mcgill.ca/sustainability/spf/about-spf/spf-working-group>

For the evaluation criteria used at each meeting: <http://www.mcgill.ca/sustainability/spf/apply-spf/project-evaluation-criteria>

For successful projects: <http://www.mcgill.ca/sustainability/spf/spf-projects>

For annual reports and budgets: <http://www.mcgill.ca/sustainability/vision-2020-sustainability-strategy/governance-administration/spf-reports>

For the working group's terms of reference (by-laws):

http://www.mcgill.ca/sustainability/files/sustainability/spf_wg_tors.pdf

Highlights or key business discussed this year

All of the SPF's approved projects are posted at the link above. One project that has gained a great deal of momentum is the McGill Spin Bike Garden (<http://www.mcgill.ca/sustainability/mcgill-spin-bike-gardens-sp0155>).



The Working Group made a notable change to its operations this year by introducing a slimmed-down application process for projects under \$5,000 – this allows smaller projects – especially student run – to get off the ground more quickly. So far, it has been a great success.

Topics that might carry over to next term or expected topics

The most important concern going forward will be the SPF's visibility. The fund is worth over \$900,000.00 and students should be encouraged to apply as much as possible. The work that the SPF can do is only as good as the applications it receives, so we anticipate much of next year will be dedicated to seeking out new applicants and projects. To that end, the Working Group has considered introducing goals or themes to inspire potential applicants to come up with solutions to identifiable problems, and we would encourage the McGill Community to send us their thoughts on what some of those goals should be!



UNIVERSAL ACCESS CAPITAL PROJECTS WORKING GROUP (UACPWG)

Committee Name	Universal Access Capital Projects Working Group (UACPWG)
Contact Person's Name	Maxime Gagnon and Erin Minnett
Contact Person's Email	maxime.gagnon@mcgill.ca and erin.minnett@mcgill.ca
Student Representative(s)	Madeleine MacDonald
Meeting Dates	<i>No meetings in Fall 2016</i> January 16, March 21, May 19

Overview of the Committee
<p>To approve capital spending projects related to improving physical accessibility. Annual Budget ~400,000\$. Does not apply to other forms of universal accessibility such as IT infrastructure, despite a need for this.</p> <p>Meets twice annually to decide how money is spent. Solicits proposals and then votes on them. Advertising of fund could be better.</p> <p>Members: Angela Campbell (Chair), Chuck Adler (Vice Chair), Andrea Miller-Nesbit (JBSCE Subcommittee on Persons with Disabilities), Tara Flannagan (JBSCE Subcommittee on Persons with Disabilities), Madeleine Macdonald (SSMU), Kathleen Tobin (HR), Tynan Jarrett (member at large), Terri Phillips (OSD), Biagio D'Onofrio (Facilities Management and Ancillary Services), Maxime Gagnon (CSP), Stephanie Chipeur (PGSS), Jonathan Sterne (member at large), Lorraine Mercier (Facilities Design Services), Gift Tshuma (Law Faculty Accessibility Advisor)</p>
Highlights or key business discussed this year
<p>At Jan 2017, had ~\$739,500 to spend. \$400,000 will be available per year, starting June 1st 2017. In making decisions, the committee prioritized resolving safety issues, maximizing impact on greatest # of users, and making inaccessible spaces accessible (vs improving accessibility of imperfect spaces).</p> <p>Open Projects: Macdonald Stewart Library-Modify Universal Ramp:</p>



This project will be closed and its fund returned to the budget. After some negotiating, it was agreed that the ramp would be funded and completed as part of the current masonry capital project.

Otto Maass - Washroom Accessibility:

The project is completed. Bathroom in the basement and on the third floor were made accessible.
Total cost: 211,800\$

Barrier Free Access to Cafeteria - McConnell Engineering:

The project is going forward and was recently presented to the design review committee. It was agreed to raise the budget by \$100,000 to prepare for contingencies.

Auto. Door Openers 4 buildings (FDA, MC Eng. PnP, Trottier)

Door openers were installed in these four buildings.

Gender Neutral Washrooms:

A Budget of \$50,000 was approved at the previous meeting and the design phase for construction is completed.

Currie Gym Building Audit:

Waiting on audit executive summary.

Projects approved or rejected for funding:

3715 Peel Street Access (Education): REJECTED

This project is estimated at \$275,000. The low volume of students and researchers using this facility does not warrant such an investment. The committee agreed not to pursue this project.

Macdonald Engineering Building Access (Engineering): APPROVED

The project is ready to go to design and is estimated at \$565,000. Currently, the wheelchair access is through a working lab and is unsafe. The classrooms at the mezzanine level will also be redesigned by TLS and will be more accessible (different budget envelope). The committee agrees that this intervention would create the most impact on the project ready for funding. It was agreed to fund it for the amount requested. The availability of accessible washrooms should be monitored.

Pollack Hall seating access: REJECTED

The project was presented for funding and is estimated at \$615,000. Since the seating area is already accessible, although the seats are located near the scene, it was agreed not to finance this project at this time. It was suggested that a major donor should be solicited for this project.



SSMU – ECOLE pre-design:

It was agreed to investigate the costs of a pre-feasibility study to design a ramp for both the front and back entrance as well as accessible bathroom on the main floor and the basement (grab bars and lighter doors). The committee committed \$15,000 of its budget to this project.

3550 University 2 door operators: APPROVED

It was agreed to open a project to install a new door equipped with door opener to access the main floor. The Lenel card reader will be at the cost of the department. The committee committed \$25,000 of its budget to this project.

Old Chancellor Day Hall - Faculty of Law pre-design: APPROVED

It was agreed to finance the pre-design fees to make the common room (room 21) accessible. The committee committed \$15,000 of its budget to this project.

Thomson House back entrance accessibility was discussed, although it was unclear whose responsibility this was (city, private, McGill).

All-morning Visioning Meeting was held May 19 2017.

Purpose was to begin to develop a comprehensive accessibility plan for the University that went beyond simply physical infrastructure and retrofits – scope beyond the mandate of the Committee.

Consensus around the creation of a single info point to help any community member (student, staff, visitor) navigate the physical and virtual university space to ensure barrier free access. Similar to Service Point or info desk model, but with more case management and accompaniment until all barriers have been addressed and resolved.

Would also like to see a campus-wide audit, and a change in culture from the top down, which considers accessibility at the beginning of every new initiative.

Topics that might carry over to next term or expected topics

Continue discussion towards creation of a campus-wide accessibility master-plan, and execution strategy. A lot of good energy on this committee. Will require more publicity, awareness-building, and culture change at all levels, particularly higher administration and faculty. Silos remain a problem, leading to inefficiencies and wasted money.

Not much awareness on committee of specific barriers students face vs other community members, will need to continue to advocate on this front.



UNDERGRADUATE SKILLS PROGRAM ADVISORY BOARD

Committee Name	Undergraduate Skills Program (UG Skills) Advisory Board
Contact Person's Name	Sophia Kapchinsky
Contact Person's Email	sophia.kapchinsky@mcgill.ca
Student Representative(s)	Corrina Vali, Yeshna Jalim, Justine Leblanc, Jacoba Barber-Rozema, Jacob Bershadsky, Amanda Montague, Hui Wang, Steven Raspa, Michelle Guo
Meeting Dates	September 16, October 14, October 28, November 10, December 15 January 17-18, February 1-2, March 8, March 28, April 4-5, May

Overview of the Committee

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.

Link to the UG Skills Program Website: <https://www.mcgill.ca/ugskills/>

Steering Committee

This committee is responsible for realizing four main goals:

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.
2. Identify goals and priorities for the program that support the realization of this vision at the University level.
3. Critically evaluate and assess the success of the program across the University.
4. Select representatives for committees that will assist in development and implementation of the program across the University.

Program Development Committee



This committee aims to identify learning outcomes for program streams, identify relevant content for streams, discuss implementation and assessment strategies for streams and their respective competencies, and select representatives across faculties, student services, and the administration to implement the program.

Communications Committee

Committee goals include:

1. Develop an inclusive and coordinated communications plan that will engage the McGill community and reflect the goals of the McGill Commitment.
2. Get input on communication strategies for a diverse group of experts and stakeholders.
3. Continually assess and modify strategies to improve communication.

Highlights or key business discussed this year

The Steering Committee is responsible for overlooking the framework of the program as a whole. The chair of the committee, Dr. Laura Winer, and project lead, Sophia Kapchinsky, met with faculty deans and advisors to discuss the implications and goals of this program for the undergraduate student body.

The Program Development Committee mainly refined the learning outcomes of the streams, and their specific competencies. In general, the focus was on making the language more targeted and specific to each stream. The chairs also reached out to student services and faculty representatives to discuss workshops that could be included in the program. Members also categorized workshops into their respective streams and offered suggestions as to what skills could be acquired from the participation in the workshops.

Topics that might carry over to next term or expected topics

The Steering Committee faculty and staff members will reconvene during the summer period to work on reconceptualising the skills to create a transversal set that applies more generally and highlight those that are specific to the individual streams. This scheme aims to simplify the presentation and aid in communicating the objectives of the specific programs to the student body.

The official launch of the program is scheduled for September 2017, so the Assessment, IT, and Curriculum committees will become more active next year. Since only the “Knowledge Acquisition” portion of the program will be launched in 2017, committees will be responsible for planning the subsequent “Reflection” and “Knowledge Creation” aspects scheduled for launch in 2018.