January 3, 2018

TO: Members of the McMaster University Senate

FROM: Christi Garneau
University Secretary

I am writing to inform you that the next meeting of the McMaster University Senate will be held on Wednesday, January 10, 2018 at 3:30 p.m. in the Council Room, Gilmour Hall.

The agenda and supporting documents for this meeting are enclosed.

If you are unable to attend this meeting, please notify the University Secretariat at extension 24337 or e-mail univsec@mcmaster.ca.

Enclosures
NOTE: Members who wish to have items moved from the Consent to the Regular Agenda should contact the University Secretariat before the Senate meeting. Members may also request to have items moved when the Agenda is presented for approval.

A. OPEN SESSION

OPENING REMARKS

I APPROVAL OF AGENDA – OPEN SESSION

CONSENT

II MINUTES of the Meeting of December 13, 2017 – Open Session (enclosed)

MOTION: That item II be approved by Consent

REGULAR

III BUSINESS ARISING

IV ENQUIRIES

V COMMUNICATIONS
VI REPORTS FROM COUNCILS

a. Graduate Council (enclosed)  
   D. Welch
   
i. Recommendation to Discontinue Part-Time Option for Master of Technology, Entrepreneurship and Innovation and Master of Engineering Entrepreneurship and Innovation Programs
   ii. Change to Course Requirements and Calendar Copy for MTEI and MEEI Programs (for information)
   iii. Change to Course Requirements and Calendar Copy for Master of Engineering and Public Policy Program (for information)
   iv. Change to Course Requirements and Calendar Copy for Master of Engineering Design Program (for information)
   v. New Program Calendar Copy for Master of Financial Mathematics Program (for information)
   vi. Cancellation of Financial Mathematics Specialization in Master of Science in Mathematics Program (for information)
   vii. Change to Course Requirements and Calendar Copy for Psychology, Neuroscience and Behaviour M.Sc. and PhD Programs (for information)

b. Undergraduate Council (enclosed)  
   S. Searls Giroux
   
i. Program Name Changes for Bachelor of Technology Programs (for information)
   ii. Program Revisions and Name Changes for Honours Bachelor of Arts in Gerontology Programs (for information)
   iii. Program Revisions and Name Changes for Honours Bachelor of Arts in Health Studies Programs (for information)
   iv. Curriculum Revisions for Inclusion in the 2018-19 Undergraduate Calendar (for information)

VII REPORT FROM THE COMMITTEE ON APPOINTMENTS (enclosed)  
   B. Vrkljan
   
a. Proposed Revisions to the Terms of Reference for Vice-Provost (Equity and Inclusion)

VIII OTHER BUSINESS

B. CLOSED SESSION

IX APPROVAL OF AGENDA – CLOSED SESSION

CONSENT

X MINUTES of the Regular Meeting of December 13, 2017 – Closed Session (enclosed)
XI REPORT FROM THE COMMITTEE ON APPOINTMENTS (enclosed)  B. Vrkljan

a. Recommendations for the Following Appointments and Re-Appointments:
   i. Chair, Department of Biochemistry and Biomedical Sciences
   ii. Eli Lilly Canada / May Cohen Chair in Women’s Health
   iii. McMaster University / GlaxoSmithKline Chair in Lung Immunology at St. Joseph’s Healthcare
   iv. Government of Ontario / Children’s Secretariat Chair in Early Child Development
   v. Marta and Owen Boris Chair in Stroke Research and Care

MOTION: That items X and XI be approved by Consent

REGULAR

XII BUSINESS ARISING

XIII REPORT FROM THE COMMITTEE ON APPOINTMENTS (enclosed)  B. Vrkljan

a. Recommendations for the Following Appointments and Re-Appointments:
   i. Vice-Provost (Faculty)
   ii. Associate Vice-President (Equity and Inclusion)
   iii. Senator William McMaster Chair in Social Sciences
   iv. Associate Professor With Tenure, Department of Psychology, Neuroscience and Behaviour

b. Proposed Compositions of the Following Selection Committees:
   i. Associate Dean, Health Sciences, and Director, School of Nursing
   ii. Associate Dean, Health Sciences, and Director, School of Rehabilitation Science

XIV BOARD FOR STUDENT APPEALS (enclosed)

a. Report on a Recent Student Appeal

XV OTHER BUSINESS

a. Request for Early Graduation (enclosed)
McMaster University

SENATE MINUTES

Wednesday, December 13, 2017 at 3:30 p.m.
In the Council Room (111), Gilmour Hall

PRESENT: Dr. Patrick Deane (Chair), Ms Anita Acai, Ms Leah Allan, Dr. Catherine Anderson, Dr. Vishwanath Baba, Dr. Rob Baker, Dr. Sigal Balshine, Dr. Lee Beach, Mr. Cam Brandreth, Dr. Ana Campos, Dr. Philippa Carter, Dr. Narat Charupat, Dr. David Clark, Mr. Andrew Colgoni, Mr. Gary Collins, Dr. Nancy Doubleday, Dr. David Earn, Dr. Diane Enns, Dr. David Farrar, Dr. Carlos Filipe, Dr. James Gillett, Dr. Meridith Griffin, Dr. Bhagwati Gupta (Acting Vice-Provost and Dean of Graduate Studies), Dr. Jerry Hurley, Dr. Graeme Luke, Dr. Maureen MacDonald, Prof. Judy Major-Girardin, Ms Beth Manganelli Staite, Mr. Jim McCaughey, Mr. Sid Nath, Dr. Robert O’Brien, Ms Rina Patel, Ms Muffy Phull, Dr. Ishwar Puri, Mr. Aaron Roberts, Dr. Jonathan Schertzer, Dr. Susan Searls Giroux, Dr. Spencer Smith, Dr. Erik Sorensen, Ms Moira Taylor, Ms Veronica Van der Vliet; Dr. Brenda Vrkljan, Dr. Len Waverman, Ms Christi Garneau (Secretary of the Senate), Susan Welstead (Governance Advisor and Assistant University Secretary)

OBSERVERS: Ms Carolyn Brendon, Ms Esme Davies, Dr. Susan Denburg, Ms Andrea Farquhar, Dr. Jacy Lee, Dr. Karen Mossman, Dr. Laura Parker, Mr. Sean Van Koughnett, Dr. Gary Warner

BY INVITATION: Ms Pilar Michaud

REGRETS RECEIVED: Dr. Pamela Baxter, Dr. Ian Dworkin, Dr. Sheila Harms, Dr. Alison Holloway, Dr. Thia Kirubarajan, Dr. Suzanne Labarge, Ms Vivian Lewis, Dr. Paul O’Byrne, Dr. Stephanie Ross, Dr. Doug Welch, Ms Mary Williams

A. OPEN SESSION

OPENING REMARKS

Dr. Deane said Senators would remember that, over a year ago, the Council of Ontario Universities began a campaign to bring the cause of universities to public awareness, triggered by the sense that the college sector had successfully positioned itself as the only avenue to employment for today’s young people. The implied corollary was that the universities did not foster the skills needed to get a job. COU wanted to present, in a more nuanced way, the benefits of a university education, and to demonstrate that Ontario’s universities were vital partners in helping students thrive, supporting vibrant communities, and enabling a growing, dynamic province.
Following a year-long listening initiative, the second phase of the campaign, launched November 28, would target political parties, candidates, and the government by creating an advocacy platform leading into the 2018 provincial election.

Dr. Deane reported that McMaster’s annual advocacy day in Ottawa was on November 29 was very successful. Presentations by Drs. Bruce Gaulin, Director of the Brockhouse Institute for Materials Research, and Fiona McNeill, Director of the Radiation Sciences and Health and Radiation Physics interdisciplinary graduate programs, were warmly received.

Finally, Dr. Deane noted that Senators would have seen various signs of the “Brighter World” campaign on campus, as well as the new “Brighter World” website which was recently launched. The first series of “Brighter World” ads were now running in the Globe and Mail and were intended to provide a compelling introduction to some of the University’s most significant research areas. The ads would be running over the next several weeks with a more extensive campaign planned for early in the New Year.

I APPROVAL OF AGENDA – OPEN SESSION

Dr. Deane confirmed that no requests had been received to move any items from the Consent to the Regular agenda of the Open Session.

It was duly moved and seconded,

“that the Senate approve the Open Session agenda for the meeting of December 13, 2017 and that items II to III be approved by Consent.”

The motion was carried.

CONSENT

II MINUTES

Motion:

that the minutes of the Open Session portion of the meeting held on November 8, 2017 be approved as circulated

Approved by Consent
III BUSINESS ARISING

a. Report From the Committee on Appointments (Appendix A)

i. Correction to Recommended Revisions to SPS A3, “Procedures for Other Appointments (Except in Health Sciences)”

Dr. Vrkljan explained that, at its last meeting, Senate had approved a revision to SPS A3 (“Procedures for Other Appointments (Except in Health Sciences)”) that was incomplete. The then-Provost had intended that the entire phrase “or McMaster University staff who participate in academic endeavours beyond those normally associated with their staff positions” be approved as an addition to the policy, but the document forwarded for approval seemed to indicate that only a rewording of the phrase was being requested. To clarify the actual change, Senate was being asked to approve the policy revision again more specifically.

It was duly moved and seconded,

“that the Senate approve, for recommendation to the Board of Governors, revisions to Supplementary Policy Statement A3, ‘Procedures for Other Appointments (Except in Health Sciences),’ as set out in Appendix A.”

The motion was carried.

b. Follow-up on Canada 150 Research Chairs Enquiry

Dr. Farrar addressed several of the questions that had come up at the last Senate meeting regarding the enquiry about the Canada 150 Research Chairs competition.

He said McMaster had put forward six chair proposals and one was selected; but it was possible that the University could pick up as many as three more.

He added that the University would definitely entertain the idea of recruiting other scholars who made the list, but the challenge would be the financial commitment. Together with the Deans, he was looking at budget envelopes and thinking about possibilities for generating the necessary funds.

There was no other business arising.

IV ENQUIRIES

There were no enquiries.
V COMMUNICATIONS

a. Enrolment Figures

i. Graduate (Appendix B)

Dr. Gupta reported that, as of November 1, 2017, McMaster had enrolled 3,811 full-time and 750 part-time graduate students, resulting in a total enrolment of 4,561. Compared to last year at this time, these numbers represented growth of about 2% in graduate enrolment.

ii. Undergraduate (Appendix C)

Mr. Van Koughnett noted that, at a total of 4,940 Level I students, enrolment was slightly below the target (5,135), but this was intentional, since for the past several years Level I enrolments were significantly above targets.

He further noted that Levels II and up showed an approximately 2% increase over the same time last year, and explained that this was due to Level I enrolment being so unusually large last year. This increase would affect the numbers every year as the class moved through the levels.

b. Equity and Inclusion Office Annual Report for 2016-17 (Appendix D)

Dr. Deane invited Ms Pilar Michaud, Director, Human Rights and Dispute Resolution, to present the Equity and Inclusion Office Annual Report for 2016-17 and to make comments.

Ms Michaud explained that, although Senate had received an annual report from the office in the spring, the intention going forward was to publish the annual report at this time of year.

The latest report would include activity affected by two new policies that had come into effect this year: the Sexual Violence Policy, which was effective January 1 and reflected a government mandate, and the Policy on Discrimination and Harassment: Prevention and Response, which was a significantly revised version of the University’s previous policy on discrimination and harassment and became effective in June.

She said that this report refrained from publishing any numbers or information regarding cases, since the office was waiting for direction from the government about how the data should be reported.

A member asked if Ms Michaud could confirm that students were going to be surveyed for comments on harassment and discrimination at McMaster. Ms Michaud confirmed that a student survey of that nature was going to be conducted in March.
VI REPORTS FROM COUNCILS

a. Graduate Council (Appendix D)

i. Proposed Revisions to Fields for the M.Sc. in Global Health

It was duly moved and seconded,

"that the Senate approve, on recommendation of Graduate Council, changes to the names of fields in the M.Sc. in Global Health program as set out in Appendix D."

The motion was carried.

ii. Proposed Name Change for the PhD in Health Studies

Dr. Gupta explained that the Department of Health, Aging, and Society was proposing changing the name of the PhD in Health Studies program to "PhD in Health and Society" to ensure greater consistency between the name of the Department and its programs and areas of faculty expertise.

It was duly moved and seconded,

"that the Senate approve, on recommendation of Graduate Council, the proposed name change for the PhD in Health Studies program as set out in Appendix D."

The motion was carried.

iii. Change to Course Requirements and Calendar Copy for the M.Sc. in Global Health

Senate received the above-listed report for information.

b. Undergraduate Council (Appendix E)

i. Proposed Revisions to Undergraduate Course Management Policies

Dr. Sears Giroux provided a brief overview of the proposed revisions to Undergraduate Course Management policies, some of which were informed by the Report of the Undergraduate Council Ad Hoc Committee on Academic Structures for Student Success.

The revisions included: routine updates for increased clarity; elimination of the term "assessment ban" in favour of stating what is permissible during the final week of classes, rather than what is prohibited; introduction of a maximum value for academic assessment to
ensure students are graded on more than one piece of work; and addition of a section on accommodations and petitions.

It was duly moved and seconded,

"that the Senate approve, on recommendation of Undergraduate Council, revisions to the Undergraduate Course Management Policies, effective September 1, 2018, as set out in Attachment I of Appendix E."

A member commented that he felt the statement on academic integrity presented in course outlines also needed to be clarified and made more accessible. He realized that this was not the focus of the current report, but he felt that a student-centred approach called for clarification of this important component of academic life.

Dr. Searls Giroux said she would take that comment back to Undergraduate Council for action.

Another member commented that the language surrounding the descriptions of awards and how to apply for them was very off-putting; he personally would never apply if he were a student. There was too much detail and “legalese.”

Dr. Searls Giroux explained that the awards language was tied to the University’s guidelines on equity and inclusion.

A third member asked, regarding awards, how donors were prevented from imposing their own preferences on the terms of an award. Dr. Deane replied that he would refer that question to Ms Mary Williams, the Vice-President (University Advancement), who was not able to attend Senate that day. He knew that this could be an issue and that University Advancement was scrupulous about preserving academic integrity surrounding awards.

The motion was then voted on and carried.

ii. Proposed Revisions to Awards Regulations in the Undergraduate Calendar

Dr. Searls Giroux explained that the proposed revisions to the Awards Regulations in the Undergraduate Calendar were driven by changes to the University Aid and Awards Policy.

It was duly moved and seconded,

"that the Senate approve, on recommendation of Undergraduate Council, revisions to the Award Regulations for inclusion in the 2018-19 Undergraduate Calendar as set out in Attachment II of Appendix E."

The motion was carried.
iii. Proposals to Establish New Certificate and Diploma Programs

Dr. Searls Giroux explained that the proposed Professional Addiction Studies Diploma and Professional Addition Studies Certificate programs would replace the existing Addiction Careworker Diploma and Addiction Studies Certificate programs, respectively. Proposals to close these programs would come forward to Senate in the New Year.

It was duly moved and seconded,

"that the Senate approve, on recommendation of Undergraduate Council and the Centre for Continuing Education, the establishment of a Professional Addiction Studies Diploma program and a Professional Addiction Studies Certificate program, as set out in Attachment III of Appendix E."

The motion was carried.

iv. Report From the Ad Hoc Committee on Academic Structures for Student Success

v. Terms of Award

vi. Award Value Changes

vii. Revisions to Certificate of Completion Programs

Senate received the above-listed reports for information.

VII REPORT FROM THE COMMITTEE ON APPOINTMENTS (Appendix F)

a. Recommendations of the Drafting Committee to Review Material Provided to External Referees for Promotion of Teaching-Stream Faculty

Dr. Vrkljan explained that the Committee on Appointments had approved the recommendations of the Drafting Committee to Review Material Provided to External Referees for Promotion of Teaching-Stream Faculty, which were also endorsed by the Faculty Association Executive.

She said the changes made the criteria for attaining permanence and for promotion to Associate and full Professor more explicit and also required that more information about a candidate, and particularly about their teaching, be sent to external referees.

It was duly moved and seconded,

"that the Senate approve, for recommendation to the Board of Governors, revisions to the ‘McMaster University Revised Policy Regulations with Respect to Academic Appointment, Tenure and Promotion (2012)’ and to Supplementary Policy Statements B5, B8, and B12 as set out in Appendix F.”
A member said she would suggest that the statement regarding demonstration of achievements be made more broad to also include peer-reviewed exhibitions, videos and performances as well as peer-reviewed publications in scholarly journals on teaching with national and/or international audiences, in order to be more inclusive of people in the arts or in humanities whose activities were unique compared to other disciplines.

Dr. Vrkljan pointed out that Recommendation 6 (p. 4 of Appendix F) did offer some examples of arts/humanities achievements, and that the Appointments Committee was very flexible in terms of understanding these activities when it made tenure/permanence and promotion decisions.

A member suggested that the statement could alternatively be made more general to say simply “peer-reviewed materials on teaching with national and/or international audiences,” rather than offering more examples, which the original speaker also supported.

Dr. Deane commented that this was an important issue and, rather than working out wording on the Senate floor, it might be desirable to refer the revisions back to the Appointments Committee and MUFA for further discussion.

It was duly moved and seconded,

“that the recommendations of the Drafting Committee to Review Material Provided to External Referees for Promotion of Teaching-Stream Faculty be referred back to the Committee on Appointments for amendment in light of the discussion at Senate.”

A member said he would not support referring the revisions back, because he thought that, overall, they elevated the Teaching Professor rank, and he would like to see them in place before it was too late to apply them to the next tenure cycle. He suggested that the Appointments Committee could propose further revisions at a future juncture.

The MUFA observer, a member of the MUFA Executive, commented that MUFA had discussed at length whether it was desirable to provide more detail in this section and had decided against it, since the criteria for achieving tenure did not detail all the various kinds of research that might be conducted, and the intention was to treat the two ranks as similarly as possible.

The motion was then voted on and carried.

Dr. Deane noted that the motion to approve was thus suspended and the revisions would be referred back to the Committee on Appointments.

VIII OTHER BUSINESS

There was no other business in Open Session.
In Closed Session, Senate:

a. approved the Closed Session portion of the minutes of the meeting of November 8, 2017;

b. approved, on recommendation of the President, the appointment of a Category 2 (Faculty) member to the Advisory Committee of the McMaster Museum of Art for a three-year, once-renewable term, effective July 1, 2017;

c. approved, on recommendation of the Committee on Appointments, the following appointments and re-appointments:

   - Co-Directors of the Integrated Biomedical Engineering and Health Sciences Program for five-year terms, effective July 1, 2017;
   - the Cisco Professor in Integrated Health Biosystems for the period July 1, 2018 to December 31, 2021; and
   - a Michael Lee-Chin and Family Professor in Strategic Business Studies for a three-year term, effective July 1, 2017;

d. approved, on recommendation of the Committee on Appointments, the compositions of the following selection committees:

   - Distinguished University Professor; and
   - Associate Dean (Academic), Faculty of Social Sciences;

e. approved amendments to the Fall 2017 Undergraduate Graduands Report and to the Fall 2017 Graduate Graduands Report;

f. approved, on recommendation of the Committee on Honorary Degrees, a list of proposed honorary degree candidates for the 2018 Convocations; and

g. received from the Board for Student Appeals, for information, a report on a recent appeal.
To: Senate

From: Christina Bryce
Assistant Graduate Secretary

Re: Report from Graduate Council

At its meeting on December 5th, Graduate Council approved the following for recommendation to Senate:

For Approval:

1. Faculty of Engineering
   School of Engineering Practice and Technology
   Cancellation of Part-Time Option (M.T.E.I, M.E.E.I)
   The program proposed cancelling the part-time option for the above-noted programs. They said that it took a long time for part-time students to complete the studies and the impact of having part-time studies is not as expected. In addition, with the current increase in enrollment, there is simply no bandwidth to offer a high-quality part-time program.

   These changes will be included in the next Graduate Calendar, effective September 2018.

For Information:

2. Faculty of Engineering
   School of Engineering Practice and Technology
   Change to Course Requirements and Calendar Copy (M.T.E.I, M.E.E.I)

   The program introduced a new zero-credit mandatory course for all Entrepreneurship students (Proof of Concept Studio) where students will review their proof of concept plan and review progress. The program proposed a change to their calendar copy to note that SEP 771 would now be delivered in two parts. The program also proposed a change to their advanced credit option, removing the proscribed 600-level list of courses available to students for this option to provide greater flexibility.

   These changes will be included in the next Graduate Calendar, effective September 2018.
The program proposed a change to their course requirements allowing students to take either SEP 773 “Leadership for Innovation” or course SEP 6EL3 “Leading Innovation”. Previously students had been required to take SEP 773. The program also proposed a change to their calendar copy to note that 771 would now be delivered in two parts.

The program also revised their calendar copy to note that part-time students in this program require a minimum of two years plus one term to complete the program. This is to reflect current practice within the program.

The program proposed a change to their advanced credit option, removing the proscribed 600-level list of courses available to students for this option to provide greater flexibility.

These changes will be included in the next Graduate Calendar, effective September 2018.

Change to Course Requirements and Calendar Copy (M.Eng.D.)

The program proposed changes to their calendar copy around SEP 700 and 771, noting that the courses would now be delivered in two parts.

They also changed their course requirements so that 758 and 757 would become optional for all Design students, rather than mandatory for those in the Product Design stream and noted that some students already had the requisite background that those courses provided.

The program proposed a change to their course requirements allowing students to take either SEP 773 “Leadership for Innovation” or course SEP 6EL3 “Leading Innovation”. Previously students had been required to take SEP 773.

They also adjusted their calendar copy to note that either SEP 748, Development of Sustainable Communities, or SEP 6X03, Liveable Cities, Revitalization of Built and Natural Assets, is strongly recommended for Sustainable Community Infrastructure stream.

The program also revised their calendar copy to note that part-time students in this program require a minimum of two years plus one term to complete the program. This is to reflect the addition in the previous cycle of an additional project course.

The program proposed a change to their advanced credit option, removing the proscribed 600-level list of courses available to students for this option to provide greater flexibility.

These changes will be included in the next Graduate Calendar, effective September 2018.

3. Faculty of Science
Financial Math
New Program Calendar Copy (M.F.M.)
The program submitted their calendar copy describing degree requirements for their new program launching in September 2018.

**Mathematics and Statistics**

**Cancellation of Option (M.Sc.)**
The program proposed the cancellation of the specialization in Financial Mathematics from within their M.Sc. in Mathematics degree. The option was made redundant with the introduction of the new program, Master of Financial Math.

This change will be included in the next Graduate Calendar, effective September 2018.

**Psychology, Neuroscience and Behaviour**

**Change to Course Requirements and Calendar Copy (M.Sc. and Ph.D.)**

The program proposed a number of changes to their calendar copy to add additional clarity. They reworded the paragraph that describes expectations for years of graduate training, not changing the expectations, but stating them more clearly. They made a couple of changes to ensure that the Research and Clinical Training stream was referred to consistently through their calendar copy.

They also removed a sentence stating that RCT stream interviews were held in the spring/summer. This sentence was no longer needed as interviews take place at the same time as all the other incoming PNB students.

They changed the sequence of when some of the courses were offered (between year 1 masters and year 1 Ph.D.) and revised the calendar copy accordingly.

They removed a sentence for the RCT stream that noted that transfer to PhD required a written report and presentation of the report. It was not necessary because transfer is the same for both PNB and PNB RCT stream students.

They also reworded a paragraph so that expectations for length of time in graduate training is clarified to note that students in the RCT stream should expect to complete their studies in six years of graduate training.

These changes will be included in the next Graduate Calendar, effective September 2018.
REPORT TO SENATE  
FROM  
UNDERGRADUATE COUNCIL  

For Information:  

I  Major Modifications to Existing Programs  

i. Program Name Changes to Bachelor of Technology Programs  
At its meeting of December 5, 2017, Undergraduate Council approved name changes to the Bachelor of Technology suite of programs as follows: from Automotive and Vehicle Engineering Technology to Automotive and Vehicle Engineering Technology Co-op, from Automation Engineering Technology to Automation Engineering Technology Co-op, from Biotechnology to Biotechnology Co-op, from Civil Engineering Infrastructure Technology to Civil Engineering Infrastructure Technology Co-op, from Manufacturing Engineering Technology to Manufacturing Engineering Technology Co-op, from Power and Energy Engineering Technology to Power and Energy Engineering Technology Co-op, and from Software Engineering Technology to Software Engineering Technology Co-op. The new names are for inclusion in the 2018-2019 Undergraduate Calendar.  

ii. Program Revisions and Name Changes to Honours Bachelor of Arts in Gerontology Programs  
At the same meeting, Undergraduate Council approved revisions to the Honours Bachelor of Arts in Gerontology and Combined Honours Bachelor of Arts in Gerontology and Another Subject programs. The changes include changes in the name of the programs, to Honours Bachelor of Arts in Aging and Society and Combined Honours Bachelor of Arts in Aging and Society and Another Subject programs, respectively. A specialization, Honours Bachelor of Arts in Aging and Society - Specialization in Mental Health and Addiction, is also being introduced as an alternative to the existing program and reflects the above name change. The name change will better align with the name of the department and with the focus and content of the program. The specialization will enable students in the program develop a greater body of knowledge in mental health and addiction. Both the new names and the new specialization are for inclusion in the 2018-2019 Undergraduate Calendar.  

iii. Program Revisions and Name Changes to Honours Bachelor of Arts in Health Studies Programs  
At the same meeting, Undergraduate Council approved revisions to the Honours Bachelor of Arts in Health Studies and Combined Honours Bachelor of Arts in Health Studies and Another Subject programs. The changes include changes in the name of the programs, to Honours Bachelor of Arts in Health and Society and Combined Honours Bachelor of Arts in Health and Society and Another Subject programs, respectively. A specialization, Honours
Bachelor of Arts in Health and Society - Specialization in Mental Health and Addiction, is also being introduced as an alternative to the existing program and reflects the above name change. As in the case of the changes to the Gerontology programs above, the name change will better align with the name of the department and with the focus and content of the program, and the specialization will enable students in the program develop a greater body of knowledge in mental health and addiction. Both the new names and the new specialization are for inclusion in the 2018-2019 Undergraduate Calendar.

II Curriculum Revisions for Inclusion in the 2018-19 Undergraduate Calendar
At the same meeting, Undergraduate Council approved curriculum revisions in the Arts & Science Program, and in the Faculty of Business, Faculty of Engineering, Faculty of Health Sciences, Faculty of Humanities, Faculty of Science, and Faculty of Social Sciences, for inclusion in the 2018-2019 Undergraduate Calendar.

Documents detailing items for information are available for review on the Undergraduate Council Meeting Materials Page [http://www.mcmaster.ca/univsec/agendas/agendaUGC.cfm](http://www.mcmaster.ca/univsec/agendas/agendaUGC.cfm)

Senate: January 10, 2017
REPORT TO SENATE
FROM THE
COMMITTEE ON APPOINTMENTS

Open Session

a. Proposed Revisions to the Terms of Reference for Vice-Provost (Equity and Inclusion)

At its December 18, 2017 meeting, the Committee on Appointments approved revisions to the terms of reference for this position and now recommends:

"that the Senate approve, for recommendation to the Board of Governors, revisions to the terms of reference for Vice-Provost (Equity and Inclusion), as set out in the attached report."

Senate: For Approval
January 10, 2018
December 8, 2017

TO: Senate Committee on Appointments

FROM: Patrick Deane, President and Vice-Chancellor

RE: TERMS OF REFERENCE FOR ASSOCIATE VICE-PRESIDENT (EQUITY AND INCLUSION)

At the outset of its work, the Selection Committee for an Associate Vice-President (Equity and Inclusion) submitted detailed Terms of Reference for this position, which were approved by Senate and the Board of Governors in February and March, 2017, respectively. The position was originally assumed to be an academic appointment but as the Committee became more deeply involved in the discussions regarding the exact nature of the role, the key attributes and level of experience required by candidates, and the complexity of the issues to be addressed, it became clear that the position could also be held by a skilled and experienced non-academic equity practitioner.

The Committee is therefore recommending removing the requirement that this be an academic appointment and is also recommending a number of housekeeping revisions to the previously approved Terms of Reference. The revisions are shown as tracked changes on the attached updated version of the Terms of Reference and can be summarized as follows:

- Senior Administrator – The reference to “academic” administrator has been removed to indicate that a non-academic administrative appointment is not precluded.
- Title – The title has been adjusted to “Associate Vice-President (Equity and Inclusion)” in line with the other senior non-academic administrative positions in the Provost’s area.
- Dispute Resolution – The responsibility for oversight of the dispute resolution process has been clarified.
- Relevant Policies – The reference to current policies has been revised to avoid the need for the Terms of Reference to be updated in the event that current policies are revised or the names changed.
- Term – The requirement that the position be held by a faculty member has been removed.

On behalf of the Selection Committee for an Associate Vice-President (Equity and Inclusion), I accordingly request that the Senate Committee on Appointments approve, for recommendation to Senate and the Board of Governors, the revised Terms of Reference for the position of Associate Vice-President (Equity and Inclusion) attached.
Primary Purpose of the Position:

The Vice-Provost/Associate Vice-President (Equity and Inclusion) is a senior academic administrator with University-wide responsibilities. Reporting to the Provost and Vice-President (Academic), this role has over-arching responsibility for the promotion, development, coordination and support of initiatives related to equity, diversity, and inclusivity across the Institution. The Vice-Provost/Associate Vice-President (Equity and Inclusion) has a broad, proactive mandate to identify and address campus-wide systemic issues; play a central role in education and awareness-raising initiatives; support the development and implementation of relevant policies and processes, including those for the handling of concerns and complaints; provide expertise, insight, advice and assistance across the Institution on matters of equity, diversity and inclusivity; and ensure a visible presence for and sustained focus on these issues in order to infuse the values of equity, diversity and inclusivity into the day-to-day work of the University. The work of the Vice-Provost/Associate Vice-President (Equity and Inclusion) is expected to advance the University’s commitment to building an inclusive community, and foster a culture which embraces and promotes respect, equity and fairness, and celebrates the rich diversity of the campus community.

Accountability and Partnerships:

The Vice-Provost/Associate Vice-President (Equity and Inclusion) is accountable to the Provost and Vice-President (Academic) and works closely with the Vice President (Research), the Vice Provost (Faculty), the AVP (Students and Learning), the Vice Provost and Dean of Graduate Studies, the AVP (Academic) in the Faculty of Health Sciences, the Faculty Deans, and the Assistant Vice-President and Chief Human Resources Officer, as well as with other members of the senior administration with regard to matters of equity, diversity and inclusivity. The Vice-Provost/Associate Vice-President (Equity and Inclusion) directly oversees the Equity and Inclusion Office and supports and sustains the work of the President’s Advisory Committee on Building an Inclusive Community (PACBIC), the Indigenous Education Council (IEC), and the McMaster Accessibility Council (MAC).

Key Responsibilities:

1. Strategic Leadership
   a. Take leadership responsibility for developing and maintaining a university equity plan, including ensuring that this plan meets the requirements imposed by major external funding bodies such as the tri-Council agencies.
   b. Provide vision and leadership across the Institution for equity-focused initiatives. Working in close collaboration with key members of the senior administration, identify and develop strategies to address systemic issues, support equity-seeking groups, and promote diversity throughout the campus community.
c. Working in close collaboration with the AVP (Students and Learning), the Vice Provost and Dean of Graduate Studies, and the Faculty Deans, as well as with PACBIC, MAC and the IEC, identify the barriers to post-secondary education facing particular groups (including members of Indigenous and racialized communities, faith-based and LGBTQ+ community members and persons with disabilities), and support the development of pathways, strategies and policies intended to address such barriers.

d. Partner with the Indigenous community at McMaster to embrace and implement the recommendations of the Truth and Reconciliation Commission of Canada Final Report.

e. Work closely with the Vice President (Research) and Faculty Deans to ensure that selection processes for prestigious positions (e.g. CRCs and CERCs) as well as nominations for prestigious awards (e.g. FRSC) use processes that address issues of equity and diversity.

f. Support the work of the AVP and Chief Human Resources Officer in developing and implementing strategies and policies to advance and support employment equity across the University, as well as the work of the Vice Provost (Faculty) in supporting the recruitment and development of faculty members.

g. Provide leadership, guidance and advice to advance McMaster as an inclusive community, and to support the University's proactive engagement in creating a positive, respectful and inclusive culture and climate throughout the Institution.

2. Promotion and Support of Equity and Diversity

a. Work with units across the University to foster a culture of respect and inclusivity, oversee the development of equity initiatives intended to promote an understanding of diversity, raise awareness of historically marginalized groups, and incorporate an anti-oppressive framework.

b. Working closely with the faculty Co-Chair, act as Co-Chair of the President's Advisory Committee on Building an Inclusive Community, ensuring that issues identified by the Committee are taken up and communicated within the senior administration, and that appropriate strategies to enhance equity and diversity are developed and implemented.

c. Support the work of the Indigenous Education Council, acting as an important liaison with the Council from the senior administration, supporting their work and assisting in the advancement of Indigenous communities and initiatives across the University.

d. Support and assist the work of the McMaster Accessibility Council, taking up the recommendations of the Council and working with the Provost and Vice-President (Academic) and Vice-President (Administration) to ensure the University's adherence to AODA Accessibility Standards.

3. Guidance and Advice

a. Provide leadership, guidance and support to members of the senior administration and others on emerging issues, opportunities and challenges with regard to equity-related issues, and matters of campus climate, acting as the key point of contact with regard to such matters for members of the internal and external communities.

b. Provide support and assistance in the implementation of equity-focused initiatives across the University incorporating input from equity-seeking campus groups and organizations.
c. Ensure the building of positive, safe, and constructive relationships with other University groups, units and offices engaged in such initiatives (including Human Resources Services, Ombuds Office, MSU Diversity Services, Student Affairs, Security Services and the Faculty of Health Sciences Professionalism Office) to ensure the sharing of best practices across the University.

d. Represent McMaster externally and build networks with peers at other institutions across Canada and elsewhere in order to build relationships and engage in a community of best practice with regard to the promotion of equity and diversity.

4. Dispute Resolution and Complaint Handling
   a. Overseer the office of Human Rights and Dispute Resolution work of dispute resolution and complaints handling, including direct supervision of the Director, Human Rights and Dispute Resolution of this office. This office has responsibility for handling all concerns, complaints and issues brought forward, including complaints of discrimination, harassment and sexual violence, ensuring the provision of timely advice and responses, the availability of effective counselling, support, mediation, and alternative dispute resolution services, and ensuring an effective process for the conduct of formal investigations when required.
   b. Ensure collaboration with colleagues in Human Resources Services, the Faculty of Health Sciences Professionalism Office, Student Support and Case Management, the University Secretariat, and other offices and senior administrators as appropriate, to ensure a consistent approach to the handling of complaints, and the effective implementation of policies and practices related to human rights and equity-related issues across the Institution.

5. Policy Advice, Training and Reporting
   a. Monitor legislative and policy developments in areas related to equity, human rights, sexual violence, and accessibility, and provide advice and support on the development and effective implementation of appropriate policies and strategies to ensure institutional compliance with legislative and reporting requirements.
   b. Collaborate with colleagues in Human Resources Services, the Faculty of Health Sciences Professionalism Office, the University Secretariat, and other offices and senior administrators as appropriate, to provide a training program and to raise awareness of human rights and equity-related policies, practices and legislative requirements throughout the Institution, including the University’s policies related to discrimination and harassment, sexual violence, accessibility, and occupational health and safety, University’s Discrimination, Harassment and Sexual Harassment: Prevention and Response, the Sexual Violence and Accessibility policies, and the Occupational Health and Safety Act, support the effective implementation of relevant policies, and ensure that members of the senior administration and persons in authority have a thorough understanding of relevant processes and responsibilities under relevant policies and/ or legislation.
   c. Ensure pan-University statistical data is collected and maintained, recording the numbers of concerns brought forward, disclosures made, complaints dropped or withdrawn, informal resolutions effected and formal complaints pursued under the University’s Discrimination, Harassment and Sexual Harassment: Prevention and Response and Sexual Violence University’s discrimination and harassment and sexual violence policies, and provide anonymized annual statistical reports to the University’s governing bodies, including an analysis of such data and identifying areas or issues of repeated concern.
Specific Accountabilities:

a. Provide overall leadership and direction to the Equity and Inclusion Office in a manner that is consistent with the strategic direction of the University, developing short-term and long-term strategic plans.
b. Lead, engage and inspire a team of Equity and Inclusion professionals. Ensure the ongoing development of staff and provide for an effective and productive work environment.
c. Support and sustain the work of the President’s Advisory Committee on Building an Inclusive Community (PACBIC), the Indigenous Education Council (IEC), and the McMaster Accessibility Council (MAC).

Term of Office:

The position of Vice Provost (Equity and Inclusion) shall be held by a qualified faculty member, appointed by the Senate and Board of Governors for a five-year, renewable term.