McMaster University

SENATE MINUTES

Wednesday, October 14, 2015 at 3:30 p.m.
In the Council Room (111), Gilmour Hall

PRESENT: Dr. Patrick Deane (Chair), Ms Leah Allan, Dr. Vishwanath Baba, Dr. Robert Baker, Dr. Lee Beach, Dr. Patrick Bennett, Dr. Mark Boda, Mr. Ken Clarke, Mr. Roger Couldrey, Mr. Ian Cowan, Dr. Ken Cruikshank, Dr. Tim Davidson, Dr. Susan Denburg, Mr. Daniel Elbirt, Dr. Carlos Filipe, Mr. Peter Gardhouse, Dr. Elzbieta Grodek, Mr. Mitchell Hajnal, Dr. Sheila Harms, Dr. Alison Holloway, Dr. Jerry Hurley, Ms Rebecca Jamieson, Dr. John Kelton, Dr. Ivona Kucerova, Dr. Graeme Luke, Dr. Colleen McKey, Dr. Patricia McNiven, Mr. Sid Nath, Dr. Dorothy Pawluch, Dr. Ishwar Puri, Dr. Christine Quail, Dr. Petra Rethmann, Dr. Carl Richards, Dr. Aaron Schat, Dr. Susan Searls Giroux, Dr. Allison Sekuler, Dr. Ravi Selvaganapathy, Dr. Chris Sinding, Ms Moira Taylor, Dr. Brenda Vrk]jan, Dr. Doug Welch, Ms Mary Williams, Dr. J.P. Xu, Ms Helen Ayre (Secretary of the Senate), Susan Welstead (Assistant University Secretary)

OBSERVERS: Ms Esme Davies, Ms Andrea Farquhar, Dr. Bonnie Freeman, Dr. Jacy Lee, Dr. Fiona Smaill

REGRETS RECEIVED: Dr. Roy Cain, Ms Natalie D’Silva, Dr. James Dunn, Dr. Susan Fast, Dr. Don Goellnicht, Dr. Janice Hladki, Dr. Shafiqul Huque, Ms Varda Khan, Dr. Suzanne Labarge, Dr. Paul McNicholas, Ms Melissa Pool, Mr. Peter Tice, Mr. Philip Tominac, Dr. Matt Valeriote, Dr. Leonard Waverman

A. OPEN SESSION

OPENING REMARKS

Dr. Deane commented on a number of ongoing University initiatives, such as the research showcase series “The Engaged University,” the lecture series “Perspectives on Peace,” and recent updates to the “Forward With Integrity” planning exercise.

Province-wide, the universities were watching with interest any developments in re-working the funding formula. The Council of Ontario Universities had made a submission arguing in favour of using differentiation as a factor in a new formula.

Federally, universities were preparing for the second round of submissions to the Canada First Research Excellence Fund. It was expected that universities would find out in January which ones would be invited to make a full submission.
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 October 14, 2015 and that items II to IV 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 September 9, 2015 be approved as circulated

Approved by Consent

III COMMUNICATIONS


Senate received this report by consent, for information.

IV REPORTS FROM SENATE COMMITTEES

a. University Planning Committee (Appendix B)

i. Revisions to Governing Board Memberships for the McMaster Immunology Research Centre and the McMaster Institute of Urology at St. Joseph’s Healthcare Hamilton

Senate received this report by consent, for information.

b. Committee on Appointments (Appendix C)

i. Proposed Revisions to the Terms of Reference for the Michael G. DeGroote Chair in Stroke Prevention

Motion:
that the Senate approve, for recommendation to the Board of Governors, revisions to the terms of reference for the Michael G. DeGroote Chair in Stroke Prevention as set out in Appendix C

Approved by Consent

REGULAR

V BUSINESS ARISING

There was no business arising from the Open Session minutes for the regular agenda.

VI ENQUIRIES

There were no enquiries.

VII COMMUNICATIONS

There had been no communications to the Senate since the last meeting that were not dealt with elsewhere on the agenda.

VIII REPORT FROM THE FACULTY OF ENGINEERING (Appendix D)

a. Recommendation to Revise the Faculty By-laws

Dr. Puri explained that the Faculty of Engineering was proposing changes to its by-laws to specify that the graduate student members of various Faculty committees be chosen by and from the members of the Engineering Graduate Society Council. The changes had been approved by the Faculty and were now being submitted to Senate for approval in principle.

It was duly moved and seconded,

"that the Senate approve in principle proposed revisions to the By-laws of the Faculty of Engineering as set out in Appendix D and refer the changes to the Committee on By-laws for review."

A member asked what the Faculty’s motivation was in making this membership specific. Had it been difficult to find graduate students to serve on these committees?

Dr. Puri said that it was actually related to the creation of a graduate student society in Engineering. Until now there had not been such a society, and, now that there was, the Faculty wanted the students to handle their own destiny.

The motion was then voted on and carried.
Dr. Deane noted that once they had been reviewed by the Committee on By-laws, the revisions would come back to Senate for final approval.

IX REPORT FROM GRADUATE COUNCIL (Appendix E)

a. Quality Assurance Committee Membership
b. New Graduate Scholarships

Senate received the above-listed reports for information.

X 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 September 9, 2015;

b. approved, on recommendation of the Executive Committee, nominations to fill vacancies on the Committee on Appointments, the Committee on Honorary Degrees, the Tenure and Promotion Appeals Nominating, the Committee on Student Affairs, and the Board-Senate Research Misconduct Hearings Panel;

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

- a Dean of Social Sciences for the period November 15, 2015 to June 30, 2020;
- the Acting Dean of Social Sciences until November 14, 2015;
- an Acting Associate Dean, Graduate Studies and Research, Faculty of Humanities, for the period August 1, 2015 to June 30, 2016;
- a Director of the School of Interdisciplinary Science for the period July 1, 2015 to June 30, 2018;
- the Chair of the Automotive and Vehicle Technology Program, School of Engineering Technology, for the period July 1, 2015 to June 30, 2018;
- a Barber-Gennum Chair in Information Technology for the period September 1, 2015 to June 30, 2019;
- the David Braley and Nancy Gordon Chair in Urology and Director of the McMaster Institute of Urology for a five-year term, effective July 1, 2015;
- the Chair in Heavy Construction for the period July 1, 2015 to June 30, 2017;
- the Joe Ng / JNE Chair in Design Construction and Management of Infrastructure Renewal for a five-year term, effective January 1, 2016;
- a Salim Yusuf Chair in Cardiology for a five-year term, effective July 1, 2015;
- a Michael G. DeGroote Chair in Stroke Prevention for the period January 1, 2016 to June 30, 2020;
d. received from the Committee on Appointments, for information, reports on the following appointment decisions:

- an Assistant Dean for the Undergraduate Nursing Education Programs for a five-year term, effective July 1, 2015;
- a Director of the Master of Science in Health Science Education Program for the period July 1, 2015 to June 30, 2016;
- a Chair of the Operations Management Area, Faculty of Business, for the period July 1, 2015 to June 30, 2016; a Chair of the Information Systems Area, Faculty of Business, for the period July 1, 2015 to June 30, 2018; and a Chair of the Health Policy and Management Area, Faculty of Business, for the period July 1, 2015 to June 30, 2016;
- an Acting Director of the School for Engineering Technology for the period August 9 to December 9, 2015;
- an Acting Director of the Institute for Multi-Hazard Systemic Risk Studies for the period July 1 to November 1, 2015;
- the Associate Chair (Graduate) for the Department of Biochemistry and Biomedical Sciences for a five-year term, effective July 1, 2015;
- an Associate Chair (Undergraduate) and an Associate Chair (Graduate) for the Department of Psychology, Neuroscience and Behaviour, both for the period July 1, 2015 to June 30, 2016; and
- an Acting Associate Chair (Graduate) for the Department of Engineering Physics for the period January 1 to June 30, 2016; and

e. approved two requests for early graduation.
2014-2015

Annual Report: McMaster Research Ethics Board

Dr. Brian Detlor
Chair, McMaster Research Ethics Board
June 30, 2015
detlorb@mcmaster.ca
Executive Summary

The McMaster Research Ethics Board (MREB) is responsible for ensuring that all non-medical research involving humans carried out by McMaster faculty, students and staff is in compliance with Canada’s Tri-Council Policy Statement (TCPS) on the Ethical Conduct for Research Involving Humans.

In 2014-2015, MREB and its SRECs reviewed 340 new protocols, and 114 amendments, for a total of 454. This includes a 14% increase in new protocols for MREB over the record number of protocols processed the previous year and thus a new record for MREB. Peak submission periods for protocols were July/August 2014 and February/March, 2015.

In addition, MREB’s activities over 2014-2015 included: on-going systems development, the provision of educational opportunities for McMaster researchers, training and professional development opportunities for MREB members and personnel, policy development, promotional activities, and improvements to the review and administration of protocols. Among the highlights are:

- The development of a new online MREB application tool developed by Stewardly Solutions, currently in pilot phase. The system comprises a new and improved set of forms and procedures for the handling and administration of research protocols. This includes a brand new set of forms for MREB’s main application, change requests, and course-based research forms.

- The implementation of a new supplementary form for research projects that involve the creation and use of research data banks.

- The continued provision of an online LimeSurvey template service that helps McMaster researchers create online survey instruments that comply with TCPS guidelines.

Goals and objectives for 2015-2016 include:

- Full roll-out, implementation and education of the new MREB application tool developed by Stewardly Solutions.

- The creation of new tools for researchers who engage in studies using Community-based Participatory Research methods.

- Offer the research community training on special topics such as: research using student data, pedagogical research, new technological devices or social media.

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Mandate and Role of the McMaster Research Ethics Board

The McMaster Research Ethics Board (MREB), created by the President’s Council in 1974, is an autonomous entity within McMaster University charged with reviewing all non-medical research to ensure the safety and well-being of human participants involved in research carried out by McMaster faculty, students, and personnel. McMaster University mandates its Research Ethics Boards (REBs) to ensure that all research investigations involving humans are in compliance with Canada’s Tri-Council Policy Statement on the Ethical Conduct for Research Involving Humans. MREB is responsible for educating the University community on non-medical research ethics involving human participants, and setting University policies with respect to non-medical research involving human participants. Board members represent a broad range of disciplines and faculties, particularly those in which non-medical research with humans takes place. Board membership includes at least one member knowledgeable in ethics, and at least one community member with no affiliation with the university. In addition, the Board has representation from the Aboriginal community, a member knowledgeable in research with Aboriginal communities and a member knowledgeable in the law. The MREB Chair, in addition to chairing the Board, is also a member of the McMaster University Advisory Committee on Human Research Ethics (MUACHRE), which facilitates the development of policy and communication between McMaster University’s medical and non-medical board. The MREB Chair is also a member of the McMaster University, Hamilton Health Sciences and St. Joseph’s Healthcare Hamilton Appeals Board.

How the McMaster Research Ethics Board Works

MREB’s guiding principles are based on the Tri-Council Policy Statement (TCPS) on the Ethical Conduct for Research Involving Human, as well as McMaster University’s Research Involving Human Participants Policy Statement. To ensure the adequate review of research ethics protocols and the continual education of MREB members, MREB convenes face-to-face, once a month, from September to June, with a pause during the summer months unless additional meetings are required. Quorum is established with 51% of the members in attendance; included in that number, a member with knowledge of ethics and a community member must be present. Minutes of meetings are recorded and approved by the REB. Discussions and minutes are kept confidential.

Decision Making Process

Any non-medical research involving human participants is subject to full review by MREB. Most ethics protocols reviewed by MREB go through a delegated review process (i.e., two members and the Chair or Vice-Chair). McMaster University mandates MREB, in accordance with the TCPS, to review the ethical acceptability of non-medical research. In this regard, MREB may recommend clearance, propose modifications, reject or even terminate any planned or ongoing non-medical research involving human participants that is conducted under the auspices or within the jurisdiction of McMaster University. MREB delegates to various Student Research Ethics Committees (SRECs) on campus the review of most minimal risk undergraduate research and course-based research. The main MREB committee reviews faculty, staff, and graduate student research.
Members of the Board – as of June 2015

1. Chair: Brian Detlor, DeGroote School of Business
2. Vice-Chair: Catherine Anderson, Department of Linguistics & Languages, Faculty of Humanities
3. William Allender, DeGroote School of Business
4. Steven Bray, Kinesiology, Faculty of Science
5. Ellen Badone, Anthropology and Religious Studies, Faculty of Social Sciences
6. Kathryn Ball, Mills Library
7. Lee Beach, Divinity College
8. Glenys Currie, St. Joseph’s Home Care, Community Member
9. Robert Fleisig, W. Booth School of Engineering Practice, Faculty of Engineering
10. Caitlin Fralick, Hamilton Public Library, Community Member
11. Greg Flynn, Department of Political Science, Faculty of Social Science
12. Chelsea Gabel, Department of Health, Aging, & Society, Faculty of Social Sciences
13. Jim Gladstone, School of Social Work, Faculty of Social Sciences
14. Sarah Glen, Health Sciences, Faculty of Science
15. Richard Godsmark, Director, Technology, University Technology Services (UTS)
16. Catherine Graham, School of the Arts, Faculty of Humanities
17. Maureen Hupfer, DeGroote School of Business
18. Sadhna Jayatunge, Community Member
19. Mark Johnstone, Department of Philosophy, Faculty of Humanities
20. Renata Kis, Ross & McBride, L.L.P., Community Member
21. Beth Marquis, McMaster Institute for Innovation and Excellence in Teaching and School of the Arts
22. Walter Peace, School of Geography and Earth Sciences, Faculty of Sciences
23. Danny Pincivero, Department of Kinesiology, Faculty of Sciences
24. Sandra Preston, School of Social Work, Faculty of Social Sciences
25. Christine Quail, Communication Studies and Multimedia, Faculty of Humanities
26. Cheryl Quenneville, Mechanical Engineering, Faculty of Engineering
27. Mel Rutherford, Department of Psychology, Neuroscience & Behaviour, Faculty of Science
28. Ranil Sonnadara, Research and High Performance Computing
29. Kathleen Steeves, Department of Sociology, Faculty of Social Sciences
30. Carol Wood, University Chaplain
31. Nancy Worth, Department of Geography and Earth Sciences, Faculty of Science
32. Dawn Zivanovich, Dawn Associates, Community Member

MREB Administrative Personnel
Senior Ethics Advisor: Karen Szala-Meneok
Research Ethics Officer: Michael J. Wilson

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Chair’s Message

I am pleased, as Chair of MREB for 2014-15, to report that the McMaster Research Ethics Board has had another successful year. Once again, MREB processed a record number of research protocols, reflecting both the growing number of research projects involving human participants conducted by students, faculty and staff, and the growing awareness on campus that such projects require ethics review and clearance.

Last August, we processed four times the number of protocols than we normally do, and expect the volume of protocols the Board handles to continue to increase in the future. Though we strive to provide feedback to researchers on their submitted protocols within three weeks on average, this year that turn-around time has regrettably lengthened to somewhere in the neighbourhood of four to five weeks. This is still a respectable response time given the human resource constraints and complexity of the protocols under review, but improvements could be made in ensuring a speedier review process.

To address this concern, the Board took positive steps this past year in securing the development and roll-out of a new protocol application system developed by Stewardly Solutions. The new system is in pilot phase as of June 2015 and will be soft-launched over the next few months. It is exciting to see this new system finally in place after several unsuccessful attempts over the last few years in adopting a different system solution. The new Stewardly Solution also addresses a goal outlined in last year’s annual report to redesign and make improvements to our course-based application forms.

Results from a Canada-wide survey to REB administrators and members on the satisfaction and use of REB systems that Michael Wilson (Research Ethics Officer) and I conducted a couple years ago helped inform the selection and design of the new Stewardly system. A manuscript outlining the results from that study was recently accepted for publication in a Special Section of a forthcoming issue in the peer-reviewed journal entitled: *Journal of Empirical Research on Human Research Ethics*.

The Board also created a new databank application form in response to the new trend of researchers on campus conducting research in the area of Big Data. The Board’s previous application form was not sufficient to ask the necessary questions regarding the ethical handling of human participant information and the new databank application form addresses this gap.

The Board continued with its offering of a free LimeSurvey service for the McMaster community that allows McMaster researchers to create ethically-compliant online surveys. The initiative launched a couple years ago is administered by Research and High Performance Computing Support (RHPCS), and continues to be financially supported by Dr. Fiona McNeill, Associate Vice-President (Research).

The Board welcomed improvements to an updated version of the Tri-Council Policy Statement that was released in December 2014. One of the changes made was in regards to new wording to help

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researchers and institutions to resolve issues where conflicts result between ethics and legal obligations. This new wording asks researchers to seek independent legal advice to help resolve any conflicts between law and ethics. Specifically, Article 5.1 of the TCPS requires institutions to “support their researchers in maintaining promises of confidentiality.” This institutional support includes providing the means for researchers to obtain independent legal advice where such advice is required. This is useful information for researchers on campus to know.

As usual, my work as Chair was made lighter by the strong support I received from MREB office staff. Karen Szala-Meneok’s (Senior Ethics Advisor) and Michael Wilson’s (Research Ethics Officer) dedication and commitment are unparalleled. Karen is tireless in her educational efforts, organizing and delivering in-class presentations and workshops to a broad range of groups across campus and providing one-on-one consultation services. Michael is indispensable in ensuring that protocols are processed quickly and efficiently.

I thank MREB Vice-Chair, Dr. Catherine Anderson, for her important contribution. Catherine shared the task of adjudicating protocols and took charge when I was away or unavailable. She was also an invaluable sounding board, particularly in thinking through challenging cases. Catherine is taking a well-deserved research leave in 2015-2016 and the Board wishes her well during this special time. I also want to thank Dr. Dorothy Pawluch for serving as MREB Acting-Chair while I was away on a one year research leave. Her previous experience as MREB Vice-Chair was invaluable in guaranteeing a smooth transition for board members, ethics personnel and researchers.

I also acknowledge, with tremendous appreciation, the dedication of the members of the Board. MREB members spend countless hours reviewing protocols and grappling with complicated issues on an ongoing basis.

Last, but not least, the valuable work of the various Student Research Ethics Committees (SRECs) across campus must be recognized. In handling the review of course-based research and protocols for research conducted by undergraduate students, these sub-committees are a vital part of our effort to ensure that all protocols are dealt with fairly and efficiently.

On a final note, I want to say “thanks” to McMaster for giving me the opportunity to serve as Chair of the McMaster Research Ethics Board. This is my last year in my three-year term serving as Chair. All in all, it has been a rewarding experience. I am very impressed at both the quality and quantity of research conducted at McMaster. I have learned so much by having the privilege to read and review protocols from such a knowledgeable and diverse research community. The role provided me with the opportunity to meet and interact with researchers from across campus – most of whom I likely would not have had a chance to know otherwise. It has been an amazing experience.

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Operational and Policy Development Activities

Internal Meetings

- Monthly MREB meetings: The purpose of these meetings was to review protocols, deliver continuing education to MREB members, and address MREB operational matters. The June 2015 monthly meeting was a joint MREB/SREC member appreciation luncheon. At that meeting, SREC Chairs reported on their annual activities, and the goals and objectives for the upcoming year were finalized.

- Monthly meetings of the Chair, Vice-Chair, and MREB personnel: These meetings were held to address routine operational matters and to set the agenda for the full Board meetings.

- Monthly SREC meetings: These were attended by SREC Chairs and SREC members along with MREB personnel to deal with protocols and administrative matters relevant to the functioning of the SRECs.

Administrative Activities

- The Research Ethics Officer continued to support through refinement and reengineering, the daily administration of MREB protocols using an information system developed in-house, but with paper files still serving as the master record. Applications and supporting documents must now be submitted as MSWord documents. This has been a significant in-road to moving toward a more paperless system. More MREB members now prefer completing paperless reviews.

- The Researcher Annual Report/Project Status form was revised to ensure it is in compliance with the TCPS requirement of ongoing review. MREB personnel ensured that researchers complete their required short annual project status reports in advance of the anniversary of their initial clearance in order to remain in compliance with the Tri-Council Policy Statement, the Tri-Agency’s Framework: Responsible Conduct for Research, and university policies and funding requirements. Wording has also been created for annual reports related to “in-principle” clearance to help researchers ensure that they complete the full application form and maintain their clearance status. The Research Finance Department can freeze accounts if researchers are not in compliance with reporting requirements.

- An MREB member background and skills inventory was developed to assist the Board in tracking areas of expertise among its members and in identifying gaps that require filling when new members are being recruited to serve on MREB.

- In 2013-2014, MREB determined that the ad hoc Business & Engineering SREC (BESREC) that was established in 2012 was functioning well, and in consultation with the Associate Deans from Engineering and the DeGroote School of Business member, a decision was made in July 2014 to make this arrangement permanent. Part of that process was to revise the BESREC Terms of Reference to reflect the new arrangement. In turn, the revised and updated BESREC Terms of

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Reference initiated a process of revisiting other SREC’s Terms of Reference and those created for the BSREC served as a template for other SRECs to use.

- In response to growing interest among researchers in the development of large databases, MREB developed a supplementary application form designed specifically for projects of this nature to accompany the general application form. This process included consulting Canadian and International best practice guidelines for protection of participant data including the Hamilton Integrated Research Ethics Board (HiREB), which has considerable experience with such projects. The HiREB database creation form was used as a template. The MREB is continuing to monitor the use of this form and based on the input from researchers, MREB members and staff has been revised.

- Several revisions were made to MREB’s main protocol application form. The form now includes a question related to the creation of large databases and prompts the researcher to complete and submit a supplementary form for the creation of large databanks.

- Prompts were added to the main protocol application form to better guide researchers through the application process, ensuring that they are in compliance with new Tri-Agency financial reporting requirements and McMaster’s Research Integrity Policy.

- The MREB Change-Request (amendment) form was overhauled to reflect changes made to the main protocol application form, the new databank creation form, and to incorporate feedback from researchers on how to make the form more user-friendly.

- The In-Principle release procedures and conditions were reviewed and revised to increase clarity and to ensure that McMaster researchers remained in compliance with university and granting agency requirements.

- Ethics Office Personnel created a toolkit for the AVP-Research to assist in the search for a new interim MREB Chair.

**Information Systems Development**

- Stewardly Solutions has offered MREB a two-year pilot of its FluidReview REB application system. At the end of the pilot, MREB and the new VP of Research will have enough data to decide whether to adopt the system long-term. The pilot includes the local implementation of FluidReview as well as Stewardly’s software services. All McMaster data will be stored on servers in Canada (Québec, more specifically), with enterprise-grade security and routine, fully redundant database backups across multiple physical locations in case of environmental disasters, etc. Stewardly’s security, data protection and backup measures have passed numerous reviews by the Canadian federal government, as well as provincial government agencies in Canada, as FluidSurvey and FluidReview are used to conduct government internal and external activities. Further details on security, data backups, etc. can be found here: [https://fluidreview.com/security](https://fluidreview.com/security).
MREB personnel continued to refine the MREB website. Content was updated and the overall presentation was redesigned to make it possible for researchers to find the information they need quickly and easily. New guidance documents on the secure video-conferencing and resources for researchers conducting studies with Aboriginal people were added to the Tips and Samples area which now brings the total to 32. The existing samples, templates, checklists and FAQs on the MREB website were reviewed for accuracy and revised accordingly.

The LimeSurvey survey template service is growing in popularity and has guaranteed funding by Dr. Fiona McNeill (AVP-Research) for another two years. The service, which is supported by Research and High Performance Computing Support (RHPCS), provides McMaster researchers with an online survey template that enables researchers to develop and administer online surveys that are compliant with TCPS2 guidelines without needing to do any programming. For example, the template incorporates MREB-recommended wording for survey preambles and closing statements, allows participants to “quit” the survey without saving any of their data, and handles the collection of contact information for follow-up interviews and incentive draws in a way that guarantees personal contact information is stored separately from actual survey data responses.

Policy Development

- MREB submitted a formal request for interpretation and clarification on the newest (2014) TCPS2 edition related to requirements for ethics review and requirements for consent related to secondary use of participant data.

- The MREB Chair served on the review panel of the McMaster Research Integrity Policy which was approved and put in place in July 2013 and is up for review and revisions. MREB’s Senior Ethics Advisor also submitted comments to the McMaster Research Integrity Policy’s Review Panel.

Education and Professional Development

Educational Activities

- MREB’s Senior Ethics Advisor, made a presentation to Department and Program Chairs at the May meeting of the Dean’s Council in the Faculty of Engineering to discuss research ethics requirements, the review process and to outline the education on and consultative services the MREB provides to researchers.

- Monthly ethics *drop-in consultations* were held. These sessions have proven to be a particularly effective way to open channels of communication between researchers and the MREB. They allow researchers to chat informally with the Chair, Vice-Chair, and MREB personnel about their projects, raising questions and seeking advice about how best to proceed with the clearance process. For the August drop-in consultation, a special effort was made to target new faculty members and instructors who might require course-based clearances for courses to be taught in the fall academic term or hoped to conduct pedagogical research with their classes. The assistance of administrators was enlisted in getting information about the consultation to instructors.

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• The Senior Ethics Advisor collaborated with the Academic Integrity Office and the Associate Dean of Research and Graduate Studies (Social Sciences) to update McMaster’s required graduate student Academic and Research Integrity online tutorial known as SGS-101. This work continues from last year’s collaboration on the creation of one of the training modules for the Central Graduate Professional skills Portal. This video-based module, with an accompanying set of test questions, deals specifically with academic and research integrity and research ethics. This and other modules in the portal are made available to graduate students across Ontario’s universities at www.mygradskills.ca.

• Numerous one-on-one ethics consultations were provided throughout the year, often on a daily basis, by MREB personnel. These consultations were conducted face-to-face, by telephone and videoconferencing and through email exchanges.

• 2014-2015 was busy year for collaboration and work related to community engaged research and community based participatory research. The MREB Chair and Senior Ethics Advisor took part in meetings, workshops and research projects related to increasing the university research community on issues related to conducting community engaged research such as the community engagement idea exchange. MREB has offered to work with researchers on creating sample boilerplate language on community based participatory research that can be used by researchers to explain their research to REBs. This is based on the MREB’s previous successful collaboration with McMaster Ethnographers. The Senior Ethics Advisor has joined a Forward With Integrity funded research project facilitating greater engagement between university-based researchers and community-based researchers with the goal of creating a toolkit to facilitate future collaborative research.

Educational Presentations

• The MREB Chair made a presentation on September 24th 2014 on the ethics surrounding the collection of big data at a one-day seminar event on Big Data hosted by the MacData Institute at McMaster Innovation Park.

• The Senior Ethics Advisor made presentations during the School of Graduate Studies research funding workshop for Post-doctoral fellows and PhD candidates and to the McMaster Science Students Association on research ethics.

• In-class presentations on research ethics were made in Masters and PhD level courses in Anthropology, Civil Engineering, Geography and Earth Sciences, Linguistics and Languages, School of Engineering Practice, Masters of Communication Management, Masters of Engineering, Entrepreneurship and Innovation, the Divinity College and the School of Social Work. Similar presentations were made in undergraduate courses in Arts and Sciences, Communications and Multimedia, Engineering, Health Aging and Society, Integrated Science Program (I-Sci), Labour Studies, Language and Linguistics, Peace Studies, Psychology, Sociology. Over 35 presentations were made.
• Presentations were made to new staff members at the Research Office of Administration Development and Support (ROADS) and to staff in the Research Finance Office who support faculty researchers in obtaining grants or managing their funds once awarded. The presentations focused on the mandate of the REB and in particular Tri-Agency requirements for reporting certification status, and how to direct researchers who might have basic questions about how to obtain ethics clearance.

• Nine undergraduate student research ethics workshops, designed specifically for Honours thesis students were presented in September, October, and November and again in January and February. Additional sessions were presented for Undergraduate Student Research Award (USRA) applicants in April and June. These presentations were repeated in different time slots and different days to accommodate students’ class schedules.

• The MREB Chair held an orientation session for new MREB members, introducing new Board members to the protocol reviewer role. MREB personnel also oriented new members on the practical aspects of interacting with the MREB online reviewer system, and answered practical questions about their new positions.

• The Chair, Vice-Chair, and MREB personnel planned and co-organized McMaster’s 15th annual Research Ethics Training Workshop in January 2015, which was held in conjunction with representatives from the Hamilton Integrated Research Ethics Board (HiREB) and the School of Graduate Studies. The workshop was open to McMaster faculty, post-doctoral fellows, graduate students and staff from all programs. About 55 researchers attended. Based on feedback from last year’s attendees, the workshop was streamlined so that it could be completed in a morning session rather than extending through the day. This year’s workshop included a presentation on the philosophical foundations of research ethics and provided attendees with the opportunity to talk directly to the chairs of the two REBs about their research ethics questions. The workshop retained its popular interactive component consisting of small group review of a mock research ethics application form facilitated by REB chairs, staff and REB members.

• In September the annual “Tips and Traps – Or how to get my application from through the REB” workshop was held.

• On October, MREB hosted the 14th annual “How to Review a Protocol Training Workshop” attended by MREB and SREC members, HiREB members, and members of REBs across Southern Ontario. The workshop was well-received and provided REB and SREC members with information about the TCPS and the review process, hands-on experience with individual and group review and discussion of a mock protocol for training purposes.

REB Capacity Building

• MREB expanded its ongoing capacity building efforts by regularly inviting other REBs to send their new members to attend MREB’s “How to Review a Protocol” training workshop. In October and March, the Senior Ethics advisor accepted invitations of the Fleming College REB and the Humber College REB respectively to present the “How to Review a Protocol” training workshop to their
members. This workshop has now drawn the attention of the Canadian Association of Research Ethics Boards Professional Development Committee, which is hoping to work with the MREB to develop a webinar based on this training session to be made available on a national level.

- The Senior Ethics Advisor continues in her role as a member of the Canadian Association of Research Ethics Boards REB Accreditation Steering Committee whose major responsibility is to develop training modules for REB professionals.

- Accepted Queen’s University REB request to use cases from the McMaster Ethics tutorial.

- Accepted Durham College and Fleming College requests to link to the MREB Website’s Resources and Tips and samples areas.

- The McMaster Research Ethics online tutorial has now had 4331 researchers complete it since June 2007.

Promotional Initiatives

- MREB personnel staffed information tables at new faculty orientations, Grad Week, and Undergraduate Student Research Awards events to educate new faculty and student researchers about research ethics.

- MREB personnel revised the “Researcher’s Quick Information Sheet” about human participant research used at all MREB education events from the monthly Drop-Ins to “Grad Week” events.

- The Senior Ethics Advisor accepted an invitation to take part in the W. Booth School of Engineering Practices’, “Engineering Challenge” and offered to be a client for students who interested in creating an “app” related to recruiting study participants.

Guidance Documents and templates

- A PowerPoint presentation entitled “Myths and Misconceptions” was updated and used at various research ethics education events such as the “How to Review a Protocol” and the “Annual Research Ethics Workshop” to address common misconceptions about the research ethics and the application review process.

- A brief guidance document was created on more secure alternatives to video conferences such as VSee to help researchers ensure that they data collection technology better protected participant data when conducting interviews over the web.

- Revisions were made to brief guidance document on doing research and obtaining research clearance in School Boards in the Greater Hamilton Region.

Professional Development

June 30, 2015
• The MREB Chair and MREB Research Ethics Officer received notification that the results of their national Canadian survey to research ethics board members and personnel will be published as an article in a special section of an upcoming issue of the Journal of Empirical Research on Human Research Ethics.

• MREB personnel and MREB Chairs continue to promote the use of the Action Research Commons Hamilton known as “The ARCH” (a small multi-use store-front space in East Hamilton http://graduate.mcmaster.ca/graduate-student-life/the-arch.html) with McMaster researchers looking for spaces suitable for community meetings, interviews and focus group discussions and to engage the community generally about research opportunities with McMaster researchers.

• SREC Chairs were invited to attend MREB’s meetings when discussions that presented good educational opportunities were scheduled.

• A total of 26 MREB members (almost all) have completed the Tri-Council Policy Statement Course of Research Ethics (CORE) tutorial.

• Members of the MREB completed a tour of the McMaster Institute for Music and the Mind’s LiveLab to obtain a firsthand understanding of this innovative research space which will help when they review protocols that use it for collecting data.

• Research Ethics Officer and the Senior Ethics Advisor participated in a workshop presented by the University Secretariat of privacy protection.

• The Senior Ethics Advisor completed online webinars on the Framework for the Responsible Conduct of Research and on the development of databanks.

• MREB personnel continue to meet semi-annually with other regional REB professionals to network, share best practices, and discuss emerging issues related to the management of REB offices and the overall review of human participant research protocols. MREB will be hosting the next meeting this year.
Goals and Objectives for Year (July 1, 2015 – June 30, 2016)

GOAL: Pilot test the new Stewardly REB application system and fully implement this software upon successful pilot-testing.

Objectives

- Have several protocols vetted and reviewed through the Stewardly system over Summer 2015.
- Have all new protocols use the new system starting Fall 2015.
- Ensure previously approved protocols are appropriately represented and handled in the new Stewardly system by Fall 2015.
- Organize education events on the new Stewardly for researchers who normally apply to the MREB
- Educate MREB and SREC members on the use of the Stewardly system to complete reviews

GOAL: Ensure that training and networking opportunities, at the local, regional and national levels, are available for all interested MREB/SREC members and administrative personnel.

Objectives

Conferences

- Have at least 2 Board members and 2 administrative personnel represent MREB at both the Annual CAREB and/or Ontario CAREB meetings in 2015 - 2016.

- Have MREB representation at the PRIM&R Conference in 2015 - 2016.

PRE Online Tutorial

- Ensure all current MREB members complete the Panel on Research Ethics (PRE) online tutorial “Course On Research Ethics” (CORE) by September 1, 2015.

- Have all new MREB members starting July 1, 2015 take and complete this tutorial prior to conducting any protocol reviews as part of MREB’s new member training.

- Have all SREC Chairs take this tutorial by September 1, 2015. Encourage other SREC members to take this tutorial.

Training Sessions and Workshops

- Ensure that all new Board members and SREC members participate in a “New MREB Member” training session with the Chair prior to conducting any protocol reviews.

- Encourage all new Board members and SREC members to attend the training workshop “How to Review a Protocol” given by the Chair in early Fall 2015.

- Encourage SREC Chairs to attend educational seminars given at MREB monthly meetings.

June 30, 2015
**GOAL:** Provide educational opportunities for researchers to learn about research ethics.

**Objectives**

- Encourage McMaster researchers, as well members from other Research Ethics Boards at McMaster or elsewhere, to attend the training workshop “How to Review a Protocol” given by the Chair in early Fall 2015.

- Present the graduate student research ethics workshop in collaboration with HIREB in Winter 2016.

- Present undergraduate student research ethics workshops, specifically for Honours thesis students in the Fall term 2015, and for USRA applicants in January, February, and May 2016.

- Present the “Tips & Traps” seminar for faculty, graduate students and staff in the Fall and Winter terms.

- Offer the research community training on specialized topics such as: research using student data, pedagogical research, new technological devices or social media.

- Expand the pilot education initiative specifically for department administrators and graduate secretaries who support faculty and students to educate these important gatekeepers about the requirement for obtaining clearance before research with humans, their tissue or their records can begin and begin presenting this workshop on a biennial basis (every two years).

- Offer training sessions for new support personnel in such departments as the McMaster Research Finance Office and Research Office for Administration, Development and Support, as well as McMaster Industry Liaison Office (MILO) personnel, on human research ethics requirements and the review process.

**GOAL:** Create and promote new tools for researchers who engage in studies using Community-based Participatory Research methods.

**GOAL:** Work with the Office of the Vice-President of Institutional Research and Analysis, the Registrar's Office, and the University’s Privacy Officer to develop a harmonized policy concerning access to, and use of, student data for research purposes.

June 30, 2015
### Statistical Overview of Protocols Received in 2014-2015

#### Table 1: Number of Protocols Received by MREB and its SRECs (Including Amendments) by Academic Year

<table>
<thead>
<tr>
<th>Year</th>
<th>MREB</th>
<th>SREC</th>
<th>Total</th>
<th>Amendments</th>
<th>Total Including Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 – 2010</td>
<td>215</td>
<td>91</td>
<td>306</td>
<td>73</td>
<td>379</td>
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<tr>
<td>2010 – 2011</td>
<td>216</td>
<td>89</td>
<td>305</td>
<td>76</td>
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<tr>
<td>2011 – 2012</td>
<td>214</td>
<td>61</td>
<td>275</td>
<td>99</td>
<td>374</td>
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<tr>
<td>2012 – 2013</td>
<td>232</td>
<td>105</td>
<td>337</td>
<td>100</td>
<td>437</td>
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<tr>
<td>2013 – 2014</td>
<td>235</td>
<td>81</td>
<td>316</td>
<td>143</td>
<td>459</td>
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<tr>
<td>2014 - 2015</td>
<td>268</td>
<td>72</td>
<td>340</td>
<td>114</td>
<td>454</td>
</tr>
</tbody>
</table>

#### Table 2: Number of Protocols Received by MREB and SRECs by Month for 2014-2015

<table>
<thead>
<tr>
<th>Month</th>
<th>MREB</th>
<th>SREC</th>
<th>Total</th>
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<tbody>
<tr>
<td>July 2014</td>
<td>31</td>
<td>1</td>
<td>32</td>
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<tr>
<td>August 2014</td>
<td>24</td>
<td>6</td>
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<td>September 2014</td>
<td>13</td>
<td>5</td>
<td>18</td>
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<td>October 2014</td>
<td>23</td>
<td>13</td>
<td>36</td>
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<tr>
<td>November 2014</td>
<td>18</td>
<td>10</td>
<td>28</td>
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<tr>
<td>December 2014</td>
<td>18</td>
<td>8</td>
<td>26</td>
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<tr>
<td>January 2015</td>
<td>24</td>
<td>9</td>
<td>33</td>
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<tr>
<td>February 2015</td>
<td>27</td>
<td>9</td>
<td>36</td>
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<td>March 2015</td>
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<td>April 2015</td>
<td>19</td>
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<td>May 2015</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>June 2015</td>
<td>12</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>268</td>
<td>72</td>
<td>340</td>
</tr>
</tbody>
</table>
Table 3: Number of Protocols Received by MREB by Faculty/School (Last 3 Years)

<table>
<thead>
<tr>
<th>Faculty</th>
<th>2012-2013</th>
<th>2013-2014</th>
<th>2014-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>9</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Arts &amp; Science</td>
<td>3</td>
<td>14</td>
<td>7</td>
</tr>
<tr>
<td>Business</td>
<td>26</td>
<td>19</td>
<td>31</td>
</tr>
<tr>
<td>Divinity College</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Engineering</td>
<td>16</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>External</td>
<td>6</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Humanities</td>
<td>39</td>
<td>28</td>
<td>50</td>
</tr>
<tr>
<td>Science</td>
<td>47</td>
<td>57</td>
<td>61</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>86</td>
<td>98</td>
<td>93</td>
</tr>
<tr>
<td>Total</td>
<td>232</td>
<td>235</td>
<td>268</td>
</tr>
</tbody>
</table>

Table 4: Number of Protocols Received by MREB by Type of Research (Last 3 Years)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>89</td>
<td>91</td>
<td>128</td>
</tr>
<tr>
<td>Post-Doctoral</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>PhD</td>
<td>39</td>
<td>52</td>
<td>31</td>
</tr>
<tr>
<td>Doctor of Ministry</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Major Research Paper</td>
<td>27</td>
<td>22</td>
<td>33</td>
</tr>
<tr>
<td>MA</td>
<td>46</td>
<td>32</td>
<td>44</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>17</td>
<td>29</td>
<td>15</td>
</tr>
<tr>
<td>Administration</td>
<td>8</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>232</td>
<td>235</td>
<td>268</td>
</tr>
</tbody>
</table>
REPORT TO THE SENATE
FROM THE
UNIVERSITY PLANNING COMMITTEE

For Information

(i) Revisions to Governing Board Memberships - McMaster Immunology Research Centre and the McMaster Institute of Urology at St. Joseph’s Health Care Hamilton

At its meeting on September 16, 2015, the University Planning Committee received, for information, notice of revisions to the membership of the Governing Boards of the McMaster Immunology Research Centre and the McMaster Institute of Urology at St. Joseph’s Health Care Hamilton. In both cases, the revisions to the governing boards were the result of a review under the Guidelines for the Governance and Review of Research Institutes, Centres and Groups.
MEMO

TO: University Planning Committee

FROM: Allison Sekuler, Acting Vice-President, Research

RE: Revised Governing Board Membership for the McMaster Immunology Research Centre (MIRC)

DATE: August 13, 2015

I would like to inform the University Planning Committee of a revision in the Governing Board membership for the McMaster Immunology Research Centre (MIRC).

This change has been made in response to a review of the Centre, and in accordance with the University’s Guidelines for the Governance and Review of Research Institutes, Centres and Groups.

A letter from Dr. Stephen Collins is attached and can provide additional details regarding the revision.

attach.
July 24, 2015

Dr. Allison Sekuler  
Vice-President, Research (Acting)  
Chair, Committee on Research Institutes  
c/o Gilmour Hall, Room 208

Dear Dr. Sekuler,

Re: For information: revised Governing Board membership for the McMaster Immunology Research Centre (MIRC)

The McMaster Immunology Research Centre (MIRC) is a research centre in the Faculty of Health Sciences devoted to integrated health research and training. Its faculty members are mainly housed within the Department of Pathology, with some primary/associate members and collaborators within other departments. The Centre’s current Director is Dr. Carl Richards, having taken over from Dr. Jonathan Bramson who stepped down at the end of 2014.

This recent change within the Centre has prompted a review of the Centre’s governance. According to its approved proposal document (excerpt attached), the Governing Board is comprised of the Dean and Vice-President (delegated to the Associate Dean Research) and the Chair of Pathology. Following internal discussions within the Faculty, it was agreed it would be useful to have the Chairs of the other departments with a stake in the Centre (i.e. Biochemistry and Biomedical Sciences, Medicine and Oncology) join the Governing Board as well.

The current Department Chairs for Biochemistry and Oncology are affiliated with the MIRC, as a primary member and collaborator, respectively. Thus these Chairs have chosen delegates to sit on the Board in their place. The revised membership of the Board is enclosed for your reference.

If you require further information please do not hesitate to contact me.

Yours sincerely,

Stephen M. Collins, MBBS, FRCP(UK), FRCPC  
Associate Dean (Research)  
Faculty of Health Sciences  
Distinguished University Professor  
Department of Medicine

cc: J. Kelton

SC:rl
6. **Physical Resources**

Faculty members who are members of the MIRC will have appropriate office and research space either at McMaster University or affiliated hospitals as assigned by the Department in which they have their primary academic appointment.

Common research space and meeting rooms accessible by the members have been established at McMaster University on the 4th and 5th floors of the Michael G. DeGroote Centre for Learning and Discovery. This will provide a footprint for the Centre and create a common home to assist in bringing together its members and their trainees.

7. **Staff Resources**

Administrative support for the MIRC will be provided through the Department of Pathology.

8. **Organizational Structure**

8.1 **Director**

The Director will set the research and academic direction of the MIRC in consultation with the Governing Board and Advisory Committee. The Director will articulate the leadership of the Centre, set milestones and provide the business plan. The Director will report annually to the Governing Board.

The Director will be appointed for a 5-year renewable term.

The Director will have accountability to the Governing Board (see section 8.2), as chaired by the Dean and Vice-President of the Faculty of Health Sciences (delegated to the Associate Dean (Research)).

Dr. Jonathan Bramson is to be named the holder of this position. Dr. Bramson is a recognized leader in research in cancer immunotherapy.

8.2 **Governing Board**

The Governing Board (GB) will oversee the status, progress, and financial viability of the MIRC. According to the University’s *Guidelines for the Governance and Review of Research Institutes, Centres and Groups*, the GB will be comprised of:

- Dean and Vice-President, Faculty of Health Sciences (delegated to the Associate Dean, Research) – Chair
- Chair, Department of Pathology and Molecular Medicine

The Centre Director will report to the GB on an annual basis.

8.3 **Advisory Committee**

The Advisory Committee (AC) will provide advice to the Director with regard to scientific or scholarly priorities and the direction for the Centre. The AC is chosen by the Director, and is consulted at least every two years, or more frequently at the discretion of the Director.
GOVERNING BOARD

McMaster Immunology Research Centre

CHAIR  
Associate Dean, Research (as delegated by the Dean and Vice-President, Faculty of Health Sciences)  
current incumbent: Dr. Stephen Collins

Members  
Chair, Department of Biochemistry and Biomedical Sciences  
current incumbent: Dr. Karen Mossman  
(delegated to Dr. Lori Burrows)

Chair, Department of Medicine  
current incumbent: Dr. Paul O’Byrne

Chair, Department of Oncology  
current incumbent: Dr. Mark Levine  
(delegated to Dr. Tim Whelan)

Chair, Department of Pathology and Molecular Medicine  
current incumbent: Dr. Mark Crowther

Revised membership, 2015
September 8, 2015

TO: University Planning Committee

FROM: Allison Sekuler

RE: Revised Documentation for the McMaster Institute of Urology at St. Joseph’s Healthcare Hamilton

Please see attached revisions to the Governing Board of the McMaster Institute of Urology at St. Joseph’s Healthcare Hamilton, as per the policies and guidelines.

Kindly include this as an Agenda Item for the next University Planning Committee Meeting.

ABS: pb

Attch.

cc: Susan Denburg
    John Kelton
    Doug Welch
    Helen Ayre
August 28, 2015

Dr. Allison Sekuler  
Vice-President, Research (Acting)  
Chair, Committee on Research Institutes  
c/o Gilmour Hall, Room 208

Dear Dr. Sekuler,

Re: For information: Revisions to documentation for the McMaster Institute of Urology at St. Joseph’s Healthcare Hamilton

The McMaster Institute of Urology at St. Joseph’s Healthcare Hamilton is a joint university-hospital research institute housed in the Faculty of Health Sciences and devoted to the treatment of urologic diseases. It was officially established via Senate in 2005.

The Institute’s Inaugural director, Dr. Paul Whelan, left McMaster in December 2013 to accept a position as Chief of Surgery with the Vancouver Island Health Authority. This recent change has prompted a review of the Institute’s governance.

The initial proposal document, approved in 2005, has been updated to reflect our current practices for joint Institutes. This includes a Governing Board comprised of: the Dean and VP, Faculty of Health Sciences, (co-chair); President, St. Joseph’s Healthcare Hamilton (co-chair); Associate Dean, Research, Faculty of Health Sciences; VP Research, St. Joseph’s Healthcare Hamilton; Chair, Department of Surgery; Chief of Surgery, St. Joseph’s Healthcare Hamilton. The Director is no longer listed as a member of this Board. Other updates include the addition of an annual meeting of this Board with the Director.

Copies of the original proposal and the updated document are enclosed for your reference.

If you require further information please do not hesitate to contact me.

Yours sincerely,

John G. Kelton, M.D.  
Dean and Vice-President

JGK/rl

Encl.

cc: S. Collins
1. **Official Name**

The McMaster Institute of Urology at St. Joseph’s Healthcare

2. **Mission Statement**

The formal mission of the Institute is:

- to provide the best care and health education related to urological disorders through excellence in clinical practice and research.

- to prepare future medical, nursing and allied health care professionals to specialize in the management of urological disorders.

The McMaster Institute of Urology at St. Joseph’s Healthcare is a centre of excellence for the treatment and study of urological disorders, and also a focus for the specialized education for health care for FHS students and health care professionals.

The Institute works closely in partnership with other services, centres, academic groups and organizations to ensure:

- a continuum of care for urology patients that integrates the provision of medical, surgical and mental health services;

- strong collaborative research initiatives with other groups both internal and external to St. Joseph’s Healthcare, Hamilton and McMaster University;

- and, effective education partnerships with the Royal College, McMaster University, Cleveland Clinic and other relevant accredited educational organizations.

3. **Governing Body**

3.1 **Membership**

Dr. William Orovan, Chair, Department of Surgery, McMaster

Dr. Paul Whelan, Associate Professor, McMaster University

Dr. David Higgins, Chief of Staff, St. Joseph’s Healthcare, Hamilton

Dr. Jennifer Sturgess, Vice President, Research, St. Joseph’s Healthcare, Hamilton

Dr. John Capone, Associate Dean, Research, Faculty of Health Sciences, McMaster University
3.2 Terms of Reference

The Governing Body shall:

- Define the role description for the Director
- Establish a clear mission statement and business description for the Institute
- Approve the strategic direction, annual business plan and operating budget of the Institute
- Monitor performance against strategic milestones
- Review performance against benchmarks for clinical and academic goals including grants, awards, publications and education performance
- Oversee relationship building with funders and donors in concert with FHS Development Office and University Advancement Office
- Advise the President/CEO and/or Chief of Staff of St. Joseph’s Healthcare in any matter that affects the interests of the Institute, St. Joseph’s Healthcare, patients or sponsors
- Advise the Dean/Vice President, Faculty of Health Sciences and Chair of Surgery in any matters that affect the interests of the Institute, McMaster University, granting agencies, educational accreditation bodies and sponsors

3.3 Chair

The current Chair of the Governing Body is Dr. William Orovian, Chair of Surgery, McMaster University. The selection of any subsequent chairs will be done by the Governing Body. The Chair will alternate between persons holding McMaster University and St. Joseph’s Healthcare executive positions.

4. Director

4.1 Role Description

The Director will have a formal position description approved by the Governing Body of the Institute and hold the Chair of Surgery, McMaster University.

4.2 Term of Appointment

The Director will be appointed for five-year terms, renewable. This will coincide with his or her appointment to the David Braley, Nancy Gordon Chair in Urology.
4.3 Incumbent

As holder of the David Braley, Nancy Gordon Chair in Urology Dr. Paul Whelan has been recommended to the sponsoring Institutions for appointment for a five-year term ending June 30, 2009.

4.4 Lines of Accountability

The Director will have dual accountability through the Dean/Vice President, Faculty of Health Sciences as delegated to the Chair of the University Department of Surgery and to the Hospital through the President/CEO or their delegate.

5. Fiscal Resources

5.1 McMaster University

McMaster University through the academic Department of Surgery provides salary support to full-time faculty members associated with the Institute. Additionally, McMaster University in partnership with a local philanthropist has funded a fully endowed chair entitled the David Braley and Nancy Gordon Chair in Urology at McMaster University. The endowed chairholder serves as the Director of the Institute.

5.2 St. Joseph’s Healthcare, Hamilton

St. Joseph’s Healthcare, Hamilton has committed to invest in the facilities and equipment required to support the Institute. This commitment includes office space for physicians and researchers, ambulatory care clinics and outpatient cystology suites. Initially, the urology ward will be upgraded to support best practice patient care. Significant investments will be made in the cystology suite and cysto table, laparoscopy suite, basic science facilities and upgraded endoscopy equipment. St. Joseph’s Healthcare, Hamilton through its Foundation has a leadership role in solicitation of donor funding for the capital infrastructure costs.

5.3 Research Contracts and Peer-Reviewed Grants

The Institute is aggressively pursuing peer-reviewed grants-in-aid and industry-sponsored research contracts.

6. Appointments to the Institute

The physicians and scientists in the Institute will hold a faculty appointment in relevant University Department.
Recruitment, appointment and hiring will occur as a partnership and respect each institution's normal approval process. There will be full disclosure of funding lines, both current and anticipated future support. Where individuals are recruited on external career awards, but anticipated to ultimately become the fiscal responsibility of the University Department, this must be explicitly agreed to in writing at the time of recruitment.

The Director’s role will be to identify potential candidates to join the Institute drawing upon current physicians and scientists and through external recruitment. The Director will work collaboratively with the Hospital Chiefs and University Chair during the search process. The final authority for medical staff appointments will remain with the Hospital. Appointments to the Institute will be made by mutual agreement of the Hospital and University on the advice of the Director.

7. Physical Resources

The Institute will be the focal point for the Urology residency program and for urological patient care at St. Joseph's Healthcare. The Institute will be 10,000 square feet in size and located at St. Joseph's Healthcare downtown site. The Institute's physical resources will include:

- 10 patient examination rooms
- Two procedure rooms
- Seven doctors' offices
- A conference centre
- A learning centre
- Counseling and patient education areas
- Dry lab research unit
- Residence offices
- A library
The McMaster Institute of Urology at St. Joseph’s Healthcare Hamilton

1. Official Name
McMaster Institute of Urology at St. Joseph’s Healthcare Hamilton

2. Mission Statement
The formal mission of the Institute is:

- To provide the best care and health education related to urological disorders through excellence in clinical practice and research.
- To prepare future medical, nursing and allied health care professionals to specialize in the management of urological disorders.

The McMaster Institute of Urology at St. Joseph’s Healthcare Hamilton is a centre of excellence for the treatment and study of urological disorders, and also a focus for the specialized education for health care for FHS students and health care professionals.

The Institute works closely in partnership with other services, centres, academic groups and organizations to ensure:

- A continuum of care for urology patients that integrates the provision of medical, surgical and mental health services;
- Strong collaborative research initiatives with other groups both internal and external to St. Joseph’s Healthcare Hamilton and McMaster University;
- Effective education partnerships with the Royal College, McMaster University, Cleveland Clinic and other relevant accredited educational organizations.

3. Governing Board

3.1 Membership
Dean and Vice-President, Faculty of Health Sciences, McMaster University (co-chair)

President, St. Joseph’s Healthcare Hamilton (co-chair)

Associate Dean, Research, Faculty of Health Sciences, McMaster University

Vice- President, Research, St. Joseph’s Healthcare Hamilton

Chair, Department of Surgery, McMaster University

Chief of Surgery, St. Joseph’s Healthcare Hamilton
3.2 Terms of Reference

The Governing Board shall:

- Define the role description for the Director
- Establish a clear mission statement and business description for the Institute
- Approve the strategic direction, annual business plan and operating budget of the Institute
- Monitor performance against strategic milestones
- Review performance against benchmarks for clinical and academic goals including grants, awards, publications and education performance
- Oversee relationship building with funders and donors in concert with the FHS Development Office and University Advancement
- Advise in any matter that affects the interests of the Institute, St. Joseph's Healthcare, patients or sponsors
- Advise in any matters that affect the interests of the Institute, McMaster University, granting agencies, educational accreditation bodies and sponsors

4. Director

4.1 Role Description

The Director will have a formal position description approved by the Governing Board of the Institute.

4.2 Term of Appointment

The Director will be appointed for five-year, renewable terms. This will coincide with his or her appointment to the David Braley and Nancy Gordon Chair in Urology.

4.3 Lines of Accountability

1. The Director will have dual accountability through the Dean and Vice-President, Faculty of Health Sciences as delegated to the Chair of the University Department of Surgery and to the Hospital through the President or their delegate.
2. There will be a minimum of one meeting of the Governing Board annually where the Director will present a report on achievements and future plans. Additional meetings will be at the call of the chair to advise on emerging issues or initiatives.
5. Fiscal Resources

5.1 McMaster University

McMaster University through the academic Department of Surgery provides salary support to full-time faculty members associated with the Institute. Additionally, McMaster University in partnership with a local philanthropist has funded a fully endowed chair entitled the David Braley and Nancy Gordon Chair in Urology at McMaster University. The endowed chairholder serves as the Director of the Institute.

5.2 St. Joseph’s Healthcare Hamilton

St. Joseph’s Healthcare Hamilton has committed to invest in the facilities and equipment required to support the Institute. This commitment includes office space for physicians and researchers, ambulatory care clinics and outpatient cytology suites. In concert with University and Hospital fundraising efforts, St. Joseph’s Healthcare will participate in supporting adoption and implementation of surgical technology and facilities as appropriate to fulfill mandate of excellence in clinical care, innovation and research.

5.3 Research Contracts and Peer-Reviewed Grants

The Institute is aggressively pursuing peer-reviewed grants-in-aid and industry-sponsored research contracts.

6. Appointments to the Institute

The physicians and scientists in the Institute will hold a faculty appointment in the relevant University Department.

Recruitment, appointment and hiring will occur as a partnership and respect each institution’s normal approval process. There will be full disclosure of funding lines, both current and anticipated future support. Where individuals are recruited on external career awards, but anticipated to ultimately become the fiscal responsibility of the University Department, this must be explicitly agreed to in writing at the time of recruitment.

The Director’s role will be to identify potential candidates to join the Institute drawing upon current physicians and scientists and through external recruitment. The Director will work collaboratively with the Hospital Chiefs and University Chair during the search process. The final authority for medical staff appointments will remain with the Hospital. Appointments to the Institute will be made by mutual agreement of the Hospital and University on the advice of the Director.
7. Physical Resources

The Institute will be the focal point for the Urology residency program and for urological patient care at St. Joseph’s Healthcare. The Institute will be 10,000 square feet in size and located at St. Joseph’s Healthcare Hamilton’s downtown site. The Institute’s physical resources will include:

- 10 patient examination rooms
- Two procedure rooms
- Seven doctors' offices
- A conference centre
- A learning centre
- Counseling and patient education areas
- Dry lab research unit
- Residence offices
- A library
REPORT TO SENATE
FROM THE
COMMITTEE ON APPOINTMENTS

Open Session

At its meeting on September 21, 2015, the Committee on Appointments approved, for recommendation to the Senate, revisions to the terms of reference for the Michael G. DeGroote Chair in Stroke Prevention as contained in the attached.

The Committee now recommends:

“that the Senate approve, for recommendation to the Board of Governors, revisions to the terms of reference for the Michael G. DeGroote Chair in Stroke Prevention as detailed in this report.”

Senate: For Approval
October 14, 2015
September 14, 2015

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Revision to the terms of reference for the Michael G. DeGroote Chair in Stroke Prevention

On behalf of the Faculty of Health Sciences, I would like to recommend updates to the terms of reference for the Michael G. DeGroote Chair in Stroke Prevention.

As part of Michael G. DeGroote’s historic $105 million gift to the Faculty of Health Sciences at McMaster in 2003, $2 million was allocated toward an endowment known as the Michael G. DeGroote Chair in Stroke Management. In 2008, following agreement from the donor, the Faculty decided to split the endowment into two $1 million Professorships (one in Stroke Management, another in Stroke Prevention) to support the recruitment of two junior faculty members.

As part of the initial recruitment of a faculty member into the latter position, the Michael G. DeGroote Professorship in Stroke Prevention was elevated to a Chair known as the Michael G. DeGroote Chair in Stroke Prevention. This was contingent upon a transfer of $40,000 on an annual basis from the Department of Medicine.

The initial plan was for the matching funds to be contingent upon the inaugural recipient holding the Chair and maintaining their academic appointment at the University. Upon resignation, retirement or their appointment otherwise ending, the matching funding was to cease and the Chair was to revert back to a Professorship known as the Michael G. DeGroote Professorship in Stroke Prevention.

As of 2015, the inaugural chairholder has chosen to resign the position and has recommended that it be reassigned to a colleague. The Faculty and the Department of Medicine have agreed with this recommendation. In order to ensure the ongoing sustainability of this Chair, the Faculty and the Department have agreed to provide the annual matching funds to keep the position at the level of a Chair, in perpetuity.

Since the 2011 version of the terms of reference are now outdated, they are being updated to reflect the ongoing status of this position as a fully endowed chair. Copies of the original and revised terms of reference are attached for your review.
Thank you for considering this recommendation. If you require further information, please do not hesitate to contact me.

Yours sincerely,

[Signature]

John G. Kelton, MD
Dean & Vice-President

Encl.

JGK/rI
TERMS OF REFERENCE

Michael G. DeGroote Chair in Stroke Prevention

General

In 2003, this Chair was initially created with $2 million of Michael G. DeGroote’s historic $105 million gift to the Faculty of Health Sciences. In 2008, with the agreement of the donor, the Faculty decided to split the endowment into two $1 million Professorships to support the recruitment of two junior faculty. Recruitment into one of the Professorships, known as the Michael G. DeGroote Professorship in Stroke Management, was completed in 2008. The other, the Michael G. DeGroote Professorship in Stroke Prevention, has remained vacant.

As part of the recruitment of the Chair from the University of Texas, the Faculty’s Department of Medicine will provide matching funds on an annual basis to elevate the Professorship to a Chair. It is to be appointed to the Chair, to be known as the Michael G. DeGroote Chair in Stroke Prevention. The matching funds are contingent on the Chair maintaining his academic appointment at the University. Upon his resignation, retirement or his appointment otherwise ending, the matching funding will cease and the Chair will revert back to a Professorship known as the Michael G. DeGroote Professorship in Stroke Prevention.

Details and Duties of the Professor

The holder of the Chair shall be an individual with sufficient research and education experience, who has demonstrated interest in and capability to implement the objectives set out below.

Specifically the Incumbent Will

• As the Michael G. DeGroote Chair in Stroke Prevention, hold an appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University.

• Be an integral part of the institutional vision towards establishing and maintaining a world class Centre of Excellence which exemplifies the central values of the University and the Department of Medicine.

• Contribute significantly to the body of scholarship in the area of stroke prevention, through teaching and research at McMaster University.

• Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participation in the education programs of the Department.

Selection Process

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc Selection Committee, which shall include, at a minimum, the Associate Dean (Research) and the Chair of the Department of Medicine. The Selection Committee will recommend the appointment to the Michael G. DeGroote Chair in Stroke Prevention.
Term

Appointments to the Michael G. DeGroote Professorship in Stroke Chair shall be for five (5) years, with the understanding that renewal for additional terms is possible. The incumbent will acknowledge that they hold the “Michael G. DeGroote Chair in Stroke Prevention” in all publications, lectures and any other activities in which the faculty member participates.

Revised April 2011
TERMS OF REFERENCE

Michael G. DeGroote Chair in Stroke Prevention

General

A gift from the Michael G. DeGroote, along with matching funds from the Department of Medicine, has been directed to the Faculty of Health Sciences to provide support for the Michael G. DeGroote Chair in Stroke Prevention. The research, education interests and accomplishments of the incumbent will encompass a broad and comprehensive range of issues.

Details and Duties

The holder of the Chair shall be an individual with sufficient research and education experience and who has demonstrated interest in and capability to implement the objectives set out below.

Specifically, the chairholder will:

- Hold an appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;
- Be an integral part of the institutional vision towards establishing and maintaining a world-class program in stroke prevention which exemplifies the central values of the University and the Department of Medicine;
- Contribute significantly to the body of scholarship in the area of stroke prevention, through teaching, research and/or clinical work at McMaster University;
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participation in the education programs of the Department.

Selection Process

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc Selection Committee, which shall include, at a minimum, the Associate Dean, Research and the Chair of the Department of Medicine. The Committee will forward its recommendation to the Senate Committee on Appointments.

Term

An appointment to the Michael G. DeGroote Chair in Stroke Prevention shall be for up to five (5) years, with the understanding that renewal for additional terms is possible.

Acknowledgement

The incumbent will acknowledge that she/he holds the “Michael G. DeGroote Chair in Stroke Prevention” in all publications, lectures and any other activities supported through the fund.

September 2015
MEMORANDUM

Date: September 22, 2015

To: Helen Ayre, University Secretariat

From: Ishwar Puri, Dean and Professor

SUBJECT: Amendments to Engineering By-laws

Further to my memo dated April 28th regarding the Faculty of Engineering By-law changes, I wish to inform you that a few more changes should have been captured regarding the Engineering Graduate Society. These changes were approved at the Dean’s Council meeting on Tuesday, March 10, 2015 and the general meeting of the Faculty on Wednesday, March 25, 2015.

Attached please find a copy of the Engineering By-laws containing the changes that were approved, however, not captured in my original memo. Full details are provided below.

Changes include the following:

- The Faculty of Engineering, Page 2, item (i) d: Students - Omit 2nd paragraph
  
  “Three graduate students, selected annually by and from the elected graduate student departmental representatives on the Graduate Curriculum and Policy Committee”

  Replace with:
  
  “The president of the Engineering Graduate Society and two graduate students, selected annually by and from the students sitting on the Engineering Graduate Society Council.”

- Graduate Curriculum and Policy Committee - Page 9
  Top of Page 10-Students. Omit the following paragraph
"One engineering graduate student from each department and school offering graduate work in the Faculty, to be elected annually by the Engineering Graduate Society. These students shall annually select two of their number (at least one of whom shall be a Ph.D. student) to be the Engineering representatives on Graduate Council, three of their number to be the graduate student members of the Faculty, and two of their number to serve on the Faculty’s Student and Professional Affairs Committee.”

Replace with:

“One Engineering graduate student from each department and school currently offering graduate work in the Faculty. Students currently sitting on the Engineering Graduate Society Council will represent their department or school on the committee. If no representative is available from the Engineering Graduate Society Council one will be appointed from the department or school by the Engineering Graduate Society Council in conjunction with the department or school’s administration.”

- Student and Professional Affairs Committee - Page 11-Students

Omit:

“Two graduate students, chosen by the Engineering Graduate Society”

Replace with:

“Two graduate students, appointed by the Engineering Graduate Society from the students sitting on the Engineering Graduate Society Council.”

- Elections, Page 18

At the bottom of the section on Page 19 add the following item:

(xii) Elections of the student members to the Graduate Council is shall be held before the end of August. The Engineering Graduate Society Council shall provide the student members for the Graduate Council in accordance with bylaws of the Engineering Graduate Society and the Senate.

Thank you.
THE FACULTY OF ENGINEERING

(i) Membership

(a) Ex Officio: President
   Provost
   Vice-President (Research and International Affairs)
   Dean of the Faculty (Chair)
   Associate Deans of the Faculty
   Assistant Dean (Studies)
   Associate Vice-President and Dean of Graduate Studies or delegate
   Director, Engineering and Management Program
   Director, Engineering and Society Program
   Director, School of Biomedical Engineering
   Director, School of Computational Engineering and Science
   Director, School of Engineering Practice
   Directors of Senate-approved Offices, Centres and Institutes in which Engineering is involved (see Schedule A)
   Chairs of the Departments of Chemistry, Mathematics and Statistics, and Physics and Astronomy
   Director, Engineering I Program
   Director of Administration
   Director, School of Engineering Technology

(b) Faculty: All faculty members holding appointment at the rank of Lecturer or higher in the Departments of Chemical Engineering, Civil Engineering, Computing and Software, Electrical and Computer Engineering, Engineering Physics, Materials Science and Engineering and Mechanical Engineering, as well as in the Walter G. Booth School for Engineering Practice, the School of Engineering Technology, and in such other Departments, schools and programs as may be added to the Faculty of Engineering by the Senate.

One faculty member from each of the other Faculties
Such other faculty members, holding full-time appointments, as shall from time to time be designated by the Faculty of Engineering to hold membership, for any period designated by the Faculty, by virtue of their responsibilities for, or interest in, the work and the students of the Faculty

(c) Staff: Three full-time staff members in the Faculty of Engineering, elected for two-year terms, one to be elected by and from each of the following groups: Professional/Management, Technical, and Clerical/Secretarial

(d) Students: The President of the McMaster Engineering Society and four undergraduate students, elected annually by and from the full-time undergraduate students in the Faculty of Engineering

Three graduate students, selected annually by and from the elected graduate student Departmental representatives on the Graduate Curriculum and Policy Committee

Students may be asked to withdraw when the cases of specific students are under consideration, but on other matters they shall have full voting privileges.

(e) Secretary: Secretary of the Senate or delegate

(f) Consultants: Registrar
Associate/Assistant Registrar (Admissions and Liaison) or delegate
Co-ordinator of Part-time Degree Studies
Director of the Centre for Continuing Education
Manager, Environmental and Occupational Health Support Services
(ii) Regular Meetings

(a) The Faculty shall meet at least five times during the period September to June, inclusive. A notice of meeting shall normally be circulated at least one week before a meeting, and an agenda shall be circulated not less than forty-eight hours before a meeting.

(b) Meetings of the Faculty shall be conducted in accordance with the rules and procedures of the Senate with the provision that matters related to individual cases or records be dealt with in Closed Session.

(c) A quorum shall consist of those present at the meeting, provided that the meeting has been properly called and that regrets have not been received by the Secretary from more than one half of the members of the Faculty. However, for action on items not on the circulated agenda, a quorum shall consist of one half of the members of the Faculty.

(d) In the absence of the Dean of the Faculty, the Chair shall be the Associate Dean (Academic) of the Faculty or, in his/her absence, a member of the Faculty designated by the Dean.

(iii) Special Meetings

Special meetings may be called, under the same conditions of notice and agenda, at the request of the Dean of the Faculty or upon the submission of a written request to the Dean by ten or more voting members of the Faculty.

(iv) Authority of the Faculty

(a) The Faculty shall, within its area of jurisdiction and subject to the constraints imposed by these By-laws, determine the various levels of responsibility within the Faculty and establish appropriate Standing and Ad Hoc Committees.

(b) Under the authority of these By-laws, which are subject to approval and amendment by the Senate, the Faculty shall determine the functions and powers that may be delegated to subordinate bodies.
II  DEAN'S COUNCIL

Functions:

To deal with such matters as may be referred to it by the Dean of the Faculty or by the Faculty; to act on behalf of the Faculty in the period between the last regular Faculty meeting of one academic year and the first regular Faculty meeting of the succeeding academic year, submitting a written report to the Faculty at that latter meeting on all actions taken; to advise the Dean on matters of concern; to make recommendations to the Faculty on any appropriate matter.

To do short-term and long-term planning for the Faculty; to establish the objectives and priorities of the Faculty within the context of a comprehensive Faculty plan and in consultation with the individual Departments in the Faculty and its programs and schools; to be responsible for the planning of the Faculty’s physical facilities and services.

To act as a nominating committee, as set out in Sections V (i) and V (ii) below.

Composition:

Chair: Dean of the Faculty

Ex Officio: President
Provost
Associate Deans of the Faculty
Assistant Dean (Studies)
Any Engineering faculty member(s) elected to the University Planning Committee
Director, Engineering and Management Program
Director, Engineering I Program
Director, Engineering and Society Program
Director, School of Biomedical Engineering
Director, School of Computational Engineering and Science
Director, School of Engineering Practice
Chairs of Departments in the Faculty
Director of Administration
Director, School of Engineering Technology

Secretary: Secretary of the Senate or delegate

(non-voting)
III  DEAN’S OPERATING COMMITTEES

The Dean of the Faculty may appoint Dean’s Operating Committees for assistance and advice in the operation of the Faculty, or as requested by the Faculty, and the Faculty shall be informed regarding the function and the composition of any such committees. Such committees shall report, at least annually, to the Faculty.

All such committees shall annually review and update their operating procedures and file a copy in the Office of the Dean.

IV  STANDING COMMITTEES

General

The President, the Provost, and the Dean of the Faculty are *ex officio* members of all Standing Committees, except that the President and Provost are not *ex officio* members of the Tenure and Promotion Committee.

The Standing Committees listed below, and such other committees as the Faculty or the Dean’s Council may establish, shall meet at the call of the Chair. With respect to the Committees that hear certain student appeals and cases of alleged academic dishonesty, the Senate policies governing such hearings shall prevail. Student members of committees may be asked to withdraw when cases of specific students are under consideration.

Unless otherwise specified, a quorum shall consist of one half of the voting committee members.

Any of the Standing Committees may establish sub-committees. The Chairs of any such sub-committees shall be appointed by the Committee, normally from among its members.

All Standing Committees shall annually review and update their operating procedures, and file a copy in the Office of the Dean.

All Standing Committees shall report to the Faculty at least annually.
Undergraduate Recruiting and Admissions Committee

Functions:

1. To make recommendations for the Faculty on admission of applicants to Level I; to make recommendations to the Faculty on undergraduate admissions policy;

2. To plan, for approval by the Faculty, the secondary school student liaison and recruitment activities; to assist in the organization of, and to attend, Faculty-approved events (e.g. Experience Weekend, Discovery Days, design competitions, Open House, Science and Engineering Fairs, etc.) for recruiting of students.

Composition:

Chair: Director, Engineering I Program

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean (Academic) of the Faculty
Assistant Dean (Studies)
Director, Engineering and Management Program
Director, Engineering and Society Program
Manager, Engineering Co-Op and Career Services and Internship Program
Student and Alumni Liaison Officer
Associate Registrar (Liaison and Admissions)
Assistant Registrar (Liaison)

Faculty: One member selected by and from each Department in the Faculty
One member selected by and from the School of Engineering Technology

Student: President, McMaster Engineering Society (MES) (or delegate)
One undergraduate student appointed annually by the Dean

Consultants: Director of Administration
Director, Alumni Advancement (or delegate)
Representatives of other Faculties and groups as required
High School Teacher/Counsellor, appointed by the Dean of the Faculty (as required)

Secretary: To be provided by the Office of the Associate Dean (Academic) of the Faculty
(ii) Undergraduate Reviewing Committee

Functions:

To review, at the end of an academic session, the grades of all students registered in undergraduate programs in the Faculty of Engineering; to make recommendations to the Faculty concerning the status of in-course students; and to recommend to the Faculty candidates for undergraduate degrees.

Composition:

Chair: Associate Dean (Academic)

Ex Officio: President
Provost
Dean of the Faculty
Assistant Dean (Studies)
Director, Engineering I Program
Director, Engineering and Management Program
Director, Engineering and Society Program

Faculty: One member selected by and from each Department in the Faculty
One member selected by and from the School of Engineering Technology

Consultants: Associate Registrar (Records and Registration)
(non-voting) Faculty of Engineering Undergraduate Student Advisor

(iii) Undergraduate Curriculum and Policy Committee

Functions:

To make recommendations to the Faculty on all matters of curriculum policy, including consideration of the requirements of the Canadian Engineering Accreditation Board; to make recommendations on curriculum changes to the Faculty, arising from the consideration of Departmental proposals and from the curriculum policies adopted by the Faculty; to report to the Faculty on the curricula of programmes in the Faculty; to ensure that the undergraduate calendar contains up-to-date programme curricula; to consider and make recommendations to the Faculty concerning course evaluation procedures, and to review the effectiveness of such evaluations.

Composition:
Chair: Associate Dean (Academic)

Ex Officio: President
Provost
Dean of the Faculty
Assistant Dean (Studies)
Director, Engineering and Management Program
Director, Engineering and Society Program
Director, Engineering I Program
Director, School of Engineering Technology

Faculty: One member selected by and from each Department in the Faculty, such member normally to be the Chair of the Departmental Undergraduate Curriculum Committee or equivalent
Two members selected by and from the School of Engineering Technology, one to represent the four-year programs, one to represent the degree completion programs

Student: One undergraduate student appointed annually by the Dean of the Faculty

Consultants: The member of Undergraduate Council elected by the Faculty (non-voting)

Secretary: To be provided by the Office of the Associate Dean (Academic) of the Faculty (non-voting)

(iv) Undergraduate Student Awards Committee

Functions:

To make recommendations to the Undergraduate Council for the award of prizes and scholarships restricted to undergraduate students in the Faculty of Engineering; to prepare information for the use of committees responsible for university-wide awards such as the Chancellor’s Gold Medal and the Governor General’s Medal; to make recommendations to the Undergraduate Council concerning the establishment of new awards and other related matters; to rank the applicants for other competitive awards; and to initiate and coordinate Faculty-sponsored events which recognize academic excellence.
Composition:

Chair: To be appointed by the Dean of the Faculty in consultation with Dean’s Council

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean (Academic)

Faculty: Three or more members, representing at least three Departments in the Faculty, appointed by the Dean in consultation with Dean’s Council

Consultants: Director, Student Financial Aid and Scholarships
(non-voting) Director of Administration
The Committee shall have power to add additional members, including non-faculty members, where such are needed to meet the requirements attendant on making an award.

(v) Graduate Curriculum and Policy Committee

Functions:

To make recommendations to the Faculty on matters of graduate policy, on curriculum changes arising from consideration of Departmental proposals and from the curriculum policies adopted by the Faculty, and on new Programs and fields of study, arising from Departmental proposals; and to deal with matters referred to it by the Graduate Admissions and Study Committee.

Composition:

Chair: Associate Dean of Graduate Studies (Engineering)

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean (Academic)
Associate Vice-President and Dean of Graduate Studies

Faculty: One member selected by and from each Department offering graduate work in the Faculty
One member selected by and from each of the Schools offering graduate programs in the Faculty
Students: One Engineering graduate student from each department and School offering graduate work in the Faculty, to be elected annually by the Engineering Graduate Society. These students shall annually select two of their number (at least one of whom shall be a Ph.D. student) to be the Engineering representatives on Graduate Council, three of their number to be the graduate student members of the Faculty, and two of their number to serve on the Faculty's Student and Professional Affairs Committee.

Consultants: The three members of the Graduate Council elected by the Faculty (non-voting)

Secretary: Secretary of the School of Graduate Studies or delegate (non-voting)

(vi) Graduate Admissions and Study Committee

Functions:

To rule on the admissibility of applicants to graduate Programs in the Faculty; to oversee the progress of students in course; to recommend to the Graduate Council, and to report to the Faculty, students to receive graduate degrees; to refer, before taking action, to the Graduate Curriculum and Policy Committee, any matter deemed by either the Associate Vice-President and Dean of Graduate Studies or the Committee to involve matters of precedent or policy; and to consider and make decisions on petitions from graduate students with respect to off-campus or part-time study, extension of time to complete degree requirements, etc.

Composition:

Chair: Associate Dean of Graduate Studies (Engineering)

Ex Officio: President
Provost
Dean of the Faculty
Associate Vice-President and Dean of Graduate Studies

Faculty: One member selected by and from each Department offering graduate work in the Faculty
One member appointed by the Graduate Council from Departments other than those of the Faculty
One member selected by and from each of the Schools offering graduate work in the Faculty
Consultant: Chair of the Graduate Curriculum and Policy Committee  
(non-voting)

Secretary: Secretary of the School of Graduate Studies or delegate  
(non-voting)

(vii) Student and Professional Affairs Committee

Functions:

To initiate short-term and long-term planning, and to recommend to the Faculty policies and actions regarding: relations among the faculty, students and alumni; improving student engagement; student employment and career development; interactions with industry, governmental bodies, professional organizations, professional societies, and the general public; and professional development and continuing education.

Composition:

Co-Chairs: Dean of the Faculty or delegate  
President, McMaster Engineering Society

Ex Officio: President  
Provost  
Associate Dean (Academic)  
Associate Dean of Graduate Studies (Engineering)  
Director, Engineering I Program  
Director, Engineering and Management Program  
Director, Engineering and Society Program  
Director, School of Biomedical Engineering  
Director, School of Computational Engineering and Science  
Director, School of Engineering Practice  
Director, School of Engineering Technology  
Manager, Engineering Co-Op and Career Services and Internship Program  
Manager, Engineering Alumni Office  
Director of Administration

Faculty: Two members of Departments not represented by the ex officio members, to be selected by the Dean

Students: Eight undergraduate students chosen by the McMaster Engineering Society Executive, representing the leadership of student clubs and teams.  
Two graduate students, chosen by the Engineering Graduate Society
Alumni: President, McMaster Engineering Alumni Branch, or delegate

Consultants: Director, Public and Government Relations, Office of Public Relations

Manager, Career Services

Director, Alumni Advancement

(viii) Tenure and Promotion Committee

Functions:

To receive from Chairs of Departments, and to consider, all recommendations for the granting or withholding of tenure or permanence. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that (a) tenure or permanence be granted, (b) the appointment be allowed to lapse, (c) the period of the appointment be extended, or (d) no action be taken on the case.

To receive from Chairs of Departments, and to consider, all recommendations for promotion, and to recommend to the Senate Committee on Appointments the granting or withholding of promotion.

Composition:

Chair: Dean of the Faculty

Faculty: Six tenured members of the full-time rank elected from those holding the rank of Professor or Associate Professor. Of these, at least three shall be Professors and at least one shall be an Associate Professor. They shall be elected for staggered three-year terms by the full-time members of the faculty.

Quorum: Faculty Dean and the rest of the Committee save one.
(ix) (a) Faculty Joint Health and Safety Committee

Functions:

For all buildings and areas under the control of the Faculty:

to receive information on safety and hazards from the University and other sources, and disseminate it to faculty members, staff and students as needed;

to provide advice to the Dean of the Faculty, Department Chairs, faculty members, staff or students, wherever appropriate, concerning potential hazards;

to assist in formulating policy relating to the safe conduct of undergraduate laboratories and research laboratories, in consultation with teaching assistants, graduate students, and research staff;

to monitor compliance by McMaster University with the spirit and the letter of the Ontario Occupational Health and Safety Act and other relevant legislation, and to report to the Dean of the Faculty on any departure from the above, for action;

to remind all employees, including teaching assistants, of their rights and responsibilities under the Ontario Occupational Health and Safety Act and other relevant legislation; and,

to represent the Faculty of Engineering legally in all matters of health and safety designated under the Occupational Health and Safety Act.

Composition:

Co-Chairs: One to be appointed by the Dean of the Faculty
            One to be selected by and from the elected Committee members

Ex Officio: President
            Provost
            Dean of the Faculty

Members: One employer-designated member from each Department/Unit
One elected committee member from the Health and Safety Committee of each Department/Unit, selected by the elected members of the Department/Unit

Additional members as may be appointed by the Co-Chairs, in consultation with the Dean, from other groups which use the facilities of the Faculty of Engineering, as long as the total number of elected members on the Committee comprises at least 50% of the Committee membership.

Consultants:
(non-voting) Manager, Environmental and Occupational Health Support Services
Safety Specialist, Environmental and Occupational Health Support Services
Additional resource persons appointed by the Co-Chairs as required by the legislation

Secretary: Assigned by Dean’s Office
(non-voting)

(b) Department/Unit Health and Safety Committees

Functions:
To provide advice to the Department Chair or Unit Director concerning health and safety matters having to do with the safe conduct of undergraduate laboratories and all research activities at the Department/Unit level and to report to the Department Chair or Unit Director on potential hazards; to conduct safety surveys within the Department/Unit in accordance with the Ontario Occupational Health and Safety Act; and to provide representation to the Faculty Joint Health and Safety Committee

Composition:
Co-Chairs: One person to be appointed by the Department Chair/Unit Director from among the faculty members in that Department/Unit
One person to be selected by and from the non-supervisory employees

Ex Officio: President
Provost
Dean of the Faculty
Members: One or more non-supervisory employees to be elected by and from the non-supervisory employees of the Department/Unit, one of whom shall be a non-supervisory technician. One graduate student to be elected by and from the graduate students in the Department/Unit. One person to be appointed by the Department Chair or Unit Director from among the employed members of the Department/Unit.

(x) Faculty Awards Committee

Functions:

To encourage, develop and promote applications for prestigious awards for Engineering faculty. Awards can be international, national or specific to the University. Such awards include, but are not limited to, the Killam Award, membership in the Royal Society of Canada, membership in the Canadian Academy of Engineers, the NSERC Steacie Award and the 3M Teaching awards. To encourage and develop applications for prestigious awards to alumni and friends of the Faculty. The Committee will work with the Faculty Advancement Officer to ensure that awards recipients are appropriately recognized within the Faculty.

Composition:

Chair: Associate Dean, Research and External Relations

Ex Officio: President
Provost
Dean of the Faculty

Members: One faculty member from each academic Department

Secretary/Consultant: Advancement Officer of the Faculty of Engineering

(xi) Faculty Committee on Scholarships

Functions:

To rank scholarship applicants in compliance with the eligibility criteria and selection instructions of the Tri-Council agencies (NSERC, CIHR and SSHRC) and Ontario Ministry of Training, Colleges and Universities.

Composition:
Chair: Associate Dean of Graduate Studies, Engineering

Ex Officio: Dean of the Faculty

Members: Two faculty members per Department with one-year terms nominated by Departmental Chairs

(xii) Engineering and Management Operating Committee

Functions:

To develop curriculum recommendations for the Engineering and Management program to the Undergraduate and Curriculum Policy of the Faculty of Engineering, and the Faculty of Business where appropriate.

To work closely with the Engineering and Management Industrial Advisory Council by seeking advice on the continuing development of the Engineering and Management program and career development component of the program.

Composition:

Chair: Director, Engineering and Management Program

Ex Officio: President
Provost
Dean, Faculty of Business
Dean, Faculty of Engineering
Associate Dean (Academic), Faculty of Business
Associate Dean (Academic), Faculty of Engineering

Faculty: Seven faculty members from each of the Faculties of Business and Engineering, representing the different Departments and Areas, to be appointed by their respective Deans on the recommendations of their Department or Area Chairs, for staggered three-year terms

Students: One undergraduate student, registered in the Engineering and Management program, to be appointed by both Deans on the recommendation of the executives of the McMaster Engineering and Management Society, for a one-year term

Consultants: Assistant Dean (Studies), Faculty of Engineering
(non-voting) Manager, Academic Programs Office, at the Faculty of Business Resource Staff, as appropriate
(xiii) Engineering and Management Policy Committee

Functions:

To consider and make recommendations regarding the operation of the Engineering and Management Program; to recommend, to the appropriate Faculty committees, policy on admission numbers and major Program changes; and to consider proposals from the Director requiring policy decisions.

Composition:

Chair: Dean of the Faculty of Engineering and Dean of the Faculty of Business, alternately, for two-year terms

Ex Officio: President
          Provost
          Dean of the Faculty of Business, when not serving as Chair
          Dean of the Faculty of Engineering, when not serving as Chair
          Director, Engineering and Management Program
          Associate Dean of Business (Academic)
          Associate Dean (Academic) of Engineering

Secretary: Administrator, Engineering and Management Program
          (non-voting)

(xiv) Engineering and Society Policy Committee

Functions:

To consider and make recommendations regarding the operation of the Engineering and Society Program; to make recommendations, to the appropriate Faculty committees, on policy changes; and to consider proposals from the Director requiring policy decisions.

Composition:

Chair: Dean of the Faculty

Ex Officio: President
          Provost
          Director, Engineering and Society Program
          Associate Dean (Academic)
          One member to be appointed by the Director
V ELECTIONS

(i) Elections of Faculty of Engineering representatives to the Senate, the Graduate Council, and the Undergraduate Council, and to fill vacancies on the Faculty’s Standing Committees, shall be held before the end of April each year. The Dean’s Council shall prepare sufficient nominations to ensure an election for all such positions. The nominations shall be mailed to all members of the electorate, at their University address, giving members the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nominations to be supported by five members of the electorate. The elections shall be conducted by the Secretary of the Senate by means of ballots mailed to the University address of each member of the electorate.

(ii) The Dean’s Council shall nominate a representative of the Faculty of Engineering, for a three-year renewable term, to each of the other Faculties in which the Faculty of Engineering has representation. Additional nominations may be made by members of the Faculty of Engineering within a designated period, any such nomination to be supported by five members of the Faculty of Engineering. If an election for any of these representatives be necessary, it shall be held concurrently with the election of members of Standing Committees.

(iii) Appointments to all Standing Committees from Departments shall be forwarded by the Department Chairs to the Dean prior to July 1 of each year.

(iv) The electorate shall consist of all faculty members holding the rank of Lecturer and above in Departments in the Faculty of Engineering, except insofar as the electorate for the Tenure and Promotion Committee is restricted by Senate to full-time faculty members.

(v) All elections shall be conducted in accordance with the single transferable vote procedure.

(vi) In the election of faculty members from the Faculty of Engineering to the Senate, of the three allotted seats, at least one shall be filled by a professor and at least one by an associate or assistant professor.

(vii) The conduct of the election of undergraduate students to the Faculty is the responsibility of the Dean of the Faculty, who will normally delegate the task to the McMaster Engineering Society, in consultation with the Associate Dean (Academic).

(viii) In the election of staff members to the Faculty, of the three allotted seats, one shall be filled for each of the following categories: professional/management, technical and clerical/secretarial. Elections shall be conducted by the Office of the Dean.

(ix) If a position on a standing committee, except for the Tenure and Promotion Committee, becomes vacant, the Faculty Council may fill that position for the
remainder of the term. In the case of the Tenure and Promotion Committee, a by-
election shall be held to fill the position for the remainder of the term.

(x) All committee memberships shall take effect from July 1, with the exception of the
Undergraduate Hearings Committee, for which membership will take effect from
September 1.

(xi) The terms of office of Standing Committee members and Chairs shall normally be
two years, staggered, unless otherwise specified.

VI AMENDMENTS TO THE BY-LAWS

(i) Any amendment to these By-laws shall require the approval of the Senate.

(ii) A recommendation to the Senate for any amendment to any By-law, or for any
new By-law, shall be made only after the proposed change in the By-laws has
been approved at a meeting of the Faculty. Notice of motion to request such
amendment shall be given at a previous meeting of the Faculty, or in writing to all
members of the Faculty at least four weeks before the Faculty meeting.

VII IMPLEMENTATION

The date of effect for these By-laws, and any amendments thereto, shall be the date on
which they receive the approval of the Senate.

Approved by Senate: June 9, 1982
revision July 1, 1998 to reflect new Departmental structure, effective on that date,
Faculty of Engineering By-laws: Schedule A

Senate approved Offices, Centres and Institutes in which the Faculty of Engineering is involved:

Brockhouse Institute for Materials Research
Centre for Advanced Polymer Processing and Design
Centre for Effective Design of Structures
Centre for Emerging Device Technologies
Centre for Research in Micro-and-Nano-Systems
Dofasco Centre for Engineering and Public Policy
GMC Centre for Automotive Materials and Corrosion
GMC Centre for Engineering Design
McMaster Centre for Pulp and Paper
McMaster Centre for Software Certification
McMaster Centre for Automotive Research and Technology (MacAUTO)
McMaster Institute for Energy Studies
McMaster Institute for Polymer Production Technology
McMaster Manufacturing Research Institute
Software Quality Research Laboratory
Steel Research Centre
Xerox Centre for Engineering Entrepreneurship and Innovation
Office of International Affairs
October 1st, 2015

To : Senate

From : Christina Bryce
       Assistant Graduate Secretary

Re : Report from Graduate Council

At its meeting on September 22nd, 2015 Graduate Council approved the following items and is now reporting them for the Senate's information:

1. Quality Assurance Committee Membership
   Drs. Christina Baade, Alison Holloway and Sue McCracken were approved by Graduate Council as members of the Quality Assurance Committee.

2. New Scholarships

The Broad Family MBA Scholarship
   Established in 2015 by Quentin Broad, B.A. (Class of '86), MBA (Class of '88), and his family. One or more scholarships to be awarded to a student(s) entering the 2nd year of the MBA program at the DeGroote School of Business who, in the judgment of the awards selection committee, has achieved high academic standing and who demonstrated qualities of leadership and altruistic service as a volunteer. Included with the application must be a statement by the student pertaining to the stated criteria.

The Jane Aronson Graduate Scholarship in Social Work and Social Justice
   Established in 2014 to honour the contribution of Jane Aronson to the McMaster School of Social Work, to McMaster University and the Hamilton community, and to the social work profession in Canada. To be awarded by the School of Graduate Studies to a full time PhD student in the Social Work program, based on the recommendation of the School of Social Work. Preference will be given to a student who has at least five years professional practice, a
track record of critical leadership in social work practice, a previous degree in social work, and is not holding any other major scholarships.

**The Noble Pursuit: MBA Leadership Scholarship in Health Services Management**
Established in 2015 by Ron Noble, MBA (Class of ’84). To be awarded annually by the School of Graduate Studies, on the recommendation of the DeGroote School of Business awards selection committee, to a full time student entering Level II of the MBA program who has declared a specialization in Health Services Management. Preference will be given to those students who achieved high academic standing, and demonstrate qualities of leadership and commitment to health management.

**The Naomi Cermak Memorial Graduate Travel Award**
Established in 2015 in memory of Dr. Naomi Cermak B.Sc. (Class of ’04) Ph.D. (Class of ’10). An accomplished scientist and competitive athlete, Dr. Cermak was a passionate advocate for translational research that could enhance human health and performance. To be awarded by the School of Graduate Studies to doctoral students or post-doctoral fellows in the Department of Kinesiology who are travelling to Maastricht University, or to registered full-time visiting students or fellows who are travelling from Maastricht University to study in the Department of Kinesiology, and who are engaged in research related to nutrition, exercise or health.