McMaster University

SENATE MINUTES

Wednesday, November 9, 2016 at 3:30 p.m.
In the Council Room (111), Gilmour Hall

PRESENT: Dr. Patrick Deane (Chair), Ms Leah Allan, Dr. Catherine Anderson, Dr. Vishwanath Baba, Mr. Jacob Bailey, Dr. Robert Baker, Dr. Sigal Balshine, Dr. Lee Beach, Mr. Jack Boshart, Dr. Ana Campos, Dr. Lorraine Carter, Dr. Philippa Carter, Dr. Narat Charupat, Dr. David Clark, Dr. David Earn, Dr. Carlos Filipe, Dr. Michele George, Dr. Meridith Griffin, Mr. Mitchell Hajnal, Dr. Sheila Harms, Dr. Alison Holloway, Dr. Jerry Hurley, Dr. Violetta Igneski, Ms Katilyn Laslo, Mr. Luke Little, Dr. Graeme Luke; Ms Beth Manganelli Staite, Dr. Bruce Milliken, Mr. Sid Nath, Mr. Alexander Nielsen, Dr. Paul O’Byrne, Prof. Bridget O’Shaughnessy, Dr. Dorothy Pawluch, Dr. Robert Pelton, Dr. Christine Quail, Dr. Petra Rethmann, Dr. Jonathan Schertzer, Dr. Susan Searls Giroux, Dr. Spencer Smith, Ms Moira Taylor, Dr. Lehana Thabane, Mr. Peter Tice, Mr. Philip Tominac, Ms Veronica van der Vliet, Dr. Brenda Vrkljan, Dr. Patricia Wakefield, Dr. Leonard Waverman, Dr. Doug Welch, Dr. David Wilkinson, Ms Mary Williams, Dr. J.P. Xu, Ms Helen Ayre (Secretary of the Senate), Susan Welstead (Assistant University Secretary)

OBSERVERS: Ms Carolyn Brendon, Ms Esme Davies, Ms Andrea Farquhar, Dr. Del Harnish, Dr. Martin Horn, Dr. Bonny Ibhwahoh, Dr. Jacy Lee, Dr. Peter Mascher, Mr. Sean Van Koughnett

BY INVITATION: Dr. Steven Bray, Dr. Allison Sekuler

REGRETS RECEIVED: Mr. Ken Clarke, Mr. Roger Couldrey, Dr. Ken Cruikshank, Dr. Susan Denburg, Dr. Janice Hladki, Dr. Shaqiqul Huque, Ms Rebecca Jamieson, Dr. Suzanne Labarge, Dr. Colleen McKee, Dr. Ishwar Puri, Dr. Ravi Selvaganapathy, Dr. Matt Valeriote

A. OPEN SESSION

OPENING REMARKS

Dr. Deane welcomed the newly elected undergraduate student Senators, Mr. Jack Boshart (Engineering), Ms Katilyn Laslo (Humanities), and Mr. Luke Little (Business).

He then updated Senators on the ongoing discussions around the funding formula and tuition framework, and outlined the expected timelines for the Strategic Mandate Agreement renewal process.

He also reminded Senators that the annual Senate Reception would take place in the Great Hall of the University Club immediately following the meeting.
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 November 9, 2016 and that items II to V be approved or received by Consent.”

The motion was carried.

CONSENT

II MINUTES

Motion:

that the minutes of the Open Session portion of the meeting held on October 12, 2016 be approved as circulated

Approved by Consent

III BUSINESS ARISING

There was no business arising from the Open Session minutes.

IV COMMUNICATIONS

a. Results of the Fall 2016 Student Elections to Senate and the University Planning Committee (Appendix A)

Senate received the above-listed reports for information, by Consent.

V REPORT FROM THE COMMITTEE ON APPOINTMENTS (Appendix C)

a. Proposal to Establish the Jack Hirsh / Population Health Research Institute Chair in Thrombosis and Atherosclerosis Research

Motion:

that the Senate approve, for recommendation to the Board of Governors, the establishment of the Jack Hirsh / Population Health Research Institute Chair in Thrombosis and Atherosclerosis Research with terms of reference as set out in Attachment I of Appendix C
Approved by Consent

b. Proposal to Establish the Population Health Research Institute Chair in Cardiology Research

Motion:

that the Senate approve, for recommendation to the Board of Governors, the establishment of the Population Health Research Institute Chair in Cardiology Research with terms of reference as set out in Attachment II of Appendix C

Approved by Consent

c. Proposal to Establish the Position Associate Dean (Faculty Affairs), Faculty of Health Sciences

Motion:

that the Senate approve, for recommendation to the Board of Governors, the establishment of the position Associate Dean (Faculty Affairs), Faculty of Health Sciences, with terms of reference as set out in Attachment III of Appendix C

Approved by Consent

REGULAR

VI BUSINESS ARISING

There was no business arising for Open Session.

VII ENQUIRIES

There were no enquiries.

VIII COMMUNICATIONS

a. Memorandum re Confidentiality (Appendix D)

Senate received, for information, a communication from the Secretary of the Senate which had been circulated to remind continuing Senate members and inform new members of the rules of confidentiality for open and closed sessions of Senate and Senate Committee meetings.
b. Oral Report From the COU Colleague on the October 13, 2016 Meeting of the Council of Ontario Universities

The Academic Colleague, Dr. Sekuler, provided an oral summary of the October 13, 2016 meeting of the Council of Ontario Universities.

Just prior to the meeting, Dr. Peter Gooch, COU’s Senior Director, Policy and Analysis, updated Colleagues on current issues involving COU and the Ministry of Advanced Education and Skills Development. The Ministry is finalizing recommendations for Cabinet on a new funding model for universities that would be implemented during the next few rounds of Strategic Mandate Agreements. The proposed model is based on enrolment, differentiation, student success, and special funding.

The meeting itself opened with a presentation by Academic Colleagues on the faculty role in developing a highly skilled workforce, a discussion informed by the recent report “Building the Workforce of Tomorrow,” by the Premier’s Highly Skilled Workforce Expert Panel. This report is featured in the new mandate letter for every ministry in Ontario.

In the President’s Report, Mr. David Lindsay spoke about COU’s communication strategy to engage the public in a conversation about university education in Ontario. The initiative was launched in September at the Ontario Universities’ Fair. Members of the public are encouraged to go online to take a brief survey on how they feel about the future and how universities might help make it better. The survey can be found at www.ontariosuniversities.ca.

A member asked about the “special funding” aspect of the funding model the government was considering for universities. Drs. Sekuler and Wilkinson explained that this referred to one-time funding for non-competitive initiatives like student mental health and Indigenous education.

The Director of the Centre for Continuing Education, Dr. Lorraine Carter, said she hoped the CCE will be included in any discussion about preparing students for the workforce since it had an important role to play.

IX RECOMMENDATION FROM THE VICE-PRESIDENT (RESEARCH)

a. Proposed Revisions to the Policy on the Care and Use of Animals in Research and Teaching (Appendix E)

Dr. Baker explained that the Animal Research Ethics Board recently reviewed the Policy on the Care and Use of Animals in Research and Teaching, which had not been updated since 1994. The Ethics Board was recommending a number of revisions to bring the policy into line with current practice. The proposed new policy spells out in greater detail than before the principles and protocols surrounding the use and treatment of animals, and defines more clearly the authority of the University Veterinarian.
It was duly moved and seconded,

"that the Senate approve revisions to the Policy on the Care and Use of Animals in Research and Teaching, as recommended by the Vice-President (Research) and set out in Appendix E."

The motion was carried.

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 October 12, 2016;

b. approved, on recommendation of the Executive Committee, nominations to fill vacancies on the Committee on Student Affairs;

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

- a Chair of the Department of Materials Science and Engineering for the period January 1, 2017 to June 30, 2021;
- a Director of the BioInterfaces Institute, Faculty of Science, for the period November 1, 2016 to June 30, 2021;
- the Acting Chair of the Department of Psychology, Neuroscience and Behaviour for the period January 1 to June 30, 2017 or until the Chair is able to return to the position, whichever comes first;
- a Jack Hirsh / Population Health Research Institute Chair in Thrombosis and Atherosclerosis Research for the period September 1, 2016 to June 30, 2021;
- a Population Health Research Institute Chair in Cardiology Research for the period September 1, 2016 to June 30, 2021;
- an Audrey Campbell Chair in Ulcerative Colitis Research for the period October 1, 2016 to June 30, 2021;
- a Richard Hunt - AstraZeneca Chair in Gastroenterology for the period October 1, 2016 to June 30, 2021;
- a Canada Research Chair nomination for the October 2016 competition; and
- two Faculty Adjudicators of the Academic Integrity Policy;

d. nominated through the President to the Board of Governors, on recommendation of the Committee on Appointments, the appointment of a Professor with continuing appointment without annual review in the Department of Health Research Methods, Evidence and Impact, effective January 1, 2017, and the appointment of an Associate Professor with tenure in the Faculty of Business, effective January 1, 2017;
e. received from the Committee on Appointments, for information, a report from the Faculty of Science on the appointment of an Associate Director of the Biointerfaces Institute for the period November 1, 2016 to June 30, 2021;

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

**Associate Dean (Academic), Faculty of Business**

Dr. Leonard Waverman (Chair) Dean of Business  
Dr. Lilian Chan  Professor, Accounting and Financial Management Services  
Dr. Prakash Abad  Professor, Operations Management  
Dr. Milena Head  Professor, Information Systems  
Dr. Jiaping Qiu  Professor, Finance and Business Economics  
Dr. Maureen Hupfer  Associate Professor, Health Policy and Management  
Dr. Willi Wiesner  Associate Professor, Human Resources and Management  
Dr. Will Allender  Assistant Professor, Marketing  
Prof. Rita Cossa  Assistant Professor, Strategic Management  
Ms Jennifer McCleary  Director, Student Experience, Faculty of Business  
Mr. Aaron Kimber  Undergraduate student, Commerce;

**Associate Dean (Faculty Affairs and Accreditation), Faculty of Business**

Dr. Leonard Waverman (Chair) Dean of Business  
Dr. Lilian Chan  Professor, Accounting and Financial Management Services  
Dr. Prakash Abad  Professor, Operations Management  
Dr. Milena Head  Professor, Information Systems  
Dr. Jiaping Qiu  Professor, Finance and Business Economics  
Dr. Maureen Hupfer  Associate Professor, Health Policy and Management  
Dr. Willi Wiesner  Associate Professor, Human Resources and Management  
Dr. Will Allender  Assistant Professor, Marketing  
Prof. Rita Cossa  Assistant Professor, Strategic Management  
Ms Jennifer McCleary  Director, Student Experience, Faculty of Business  
Mr. Aaron Kimber  Undergraduate student, Commerce;

**Associate Dean (Graduate Studies and Research), Faculty of Business**

Dr. Leonard Waverman (Chair) Dean of Business  
Dr. Lilian Chan  Professor, Accounting and Financial Management Services  
Dr. Prakash Abad  Professor, Operations Management  
Dr. Milena Head  Professor, Information Systems  
Dr. Jiaping Qiu  Professor, Finance and Business Economics  
Dr. Maureen Hupfer  Associate Professor, Health Policy and Management  
Dr. Willi Wiesner  Associate Professor, Human Resources and Management  
Dr. Will Allender  Assistant Professor, Marketing
Prof. Rita Cossa          Assistant Professor, Strategic Management
Ms Jennifer McCleary    Director, Student Experience, Faculty of Business
Mr. Aaron Kimber        Undergraduate student, Commerce
Mr. Michael Widlicki     MBA student;

Associate Dean (Graduate Studies and Research), Faculty of Social Sciences

Dr. Douglas Welch (Co-Chair) Acting Associate Vice-President and Dean of Graduate Studies
Dr. Jeremiah Hurley (Co-Chair) Dean of Social Sciences
Dr. Tina Moffatt        Associate Professor, Anthropology
Dr. Byron Spencer       Professor, Economics
Dr. Michel Grignon      Professor, Health, Aging and Society
Dr. Rachel Zhou         Associate Professor, Globalization and the Human Condition
Dr. Stephanie Ross      Associate Professor, Labour Studies
Dr. Robert O’Brien      Professor, Political Science
Dr. Stephanie Baker Collins  Associate Professor, Social Work
Dr. Melanie Heath       Associate Professor, Sociology
Ms Christine Hollins    Research Assistant, Faculty of Social Sciences; and

Associate Vice-President and Dean of Graduate Studies

Dr. David Wilkinson (Chair) Provost and Vice-President (Academic)
Dr. Rob Baker           Vice-President Research
Dr. Ken Cruikshank      Dean of Humanities
Dr. Ron Balvers         Professor, Business
Dr. Ravi Selvaganapathy Professor, Mechanical Engineering
Dr. Cathy Hayward       Professor, Pathology and Molecular Medicine
Dr. Stephen Heathom     Professor, History
Dr. Bartosz Protas     Assistant Professor, Mathematics and Statistics
Dr. Tina Fetner         Associate Professor, Sociology
Ms Stephanie Baschiera  Associate Registrar and Graduate Secretary
Ms Deb Randall-Baldry   Graduate Program Co-ordinator, Faculty of Business
Ms Maryam Badv         PhD candidate, Biomedical Engineering
Ms Jenna Smith          PhD candidate, Rehabilitation Science;

g. approved, on recommendation of the Committee on Appointments, nominations to fill vacancies on the Executive Committee;

h. approved the list of fall undergraduate degree graduands from the Arts and Science Program and the six Faculties, and the fall graduands from the School of Graduate Studies;

i. received from the Committee on Appointments decisions made with respect to recommendations for tenure and promotion, or continuing appointment without annual review and promotion, or continuing appointment without annual review, or permanence in the six Faculties. Senate nominated, through the President to the Board
of Governors, those candidates for whom tenure and promotion, continuing appointment without annual review and promotion, or continuing appointment without annual review, or permanence had been approved;

j. received from the Committee on Appointments, for information, reports on decisions made with respect to recommendations to extend tenure-stream and teaching-stream appointments in the six Faculties; and

k. approved, on recommendation of the Acting Associate Vice-President and Dean of Graduate Studies, a list of candidates eligible for a McMaster Certificate of Post-Doctoral Study.
Results of the Fall 2016 Elections to Senate and the University Planning Committee

The following student representatives were elected to Senate and the University Planning Committee in the October 2016 elections. The term of office for each position is indicated.

**SENATE**

**Undergraduate Student Representatives:**

**Faculty of Business:**
- Mr. Luke Little  
  Level 3  
  Honours Commerce  
  July 1, 2016-June 30, 2017

**Faculty of Engineering:**
- Mr. Jack Boshart  
  Level 2  
  Engineering 1  
  July 1, 2016-June 30, 2018

**Faculty of Humanities:**
- Ms Katelyn Laslo  
  Level 2  
  Honours History  
  July 1, 2016-June 30, 2017

**Graduate Student Representatives:**

**Faculty of Humanities:**
- No nominations received.  
  July 1, 2016-June 30, 2018

**Faculty of Social Sciences:**
- No nominations received.  
  July 1, 2016-June 30, 2017

**UNIVERSITY PLANNING COMMITTEE**

**Graduate Student Representative:**
- Mr. Arun Jacobs  
  Year 1  
  M.A. - Work and Society  
  July 1, 2016-June 30, 2018
2015-2016

Annual Report:
McMaster Research Ethics Board

Dr. Susan Fast
Interim Chair, McMaster Research Ethics Board
June 30, 2016
fastfs@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): *Ethical Conduct for Research Involving Humans*.

In 2015-2016, MREB and its Student Research Ethics Committees (SRECs) reviewed 307 new protocols, and 106 amendments, for a total of 413. This would be a 9% decrease in protocols reviewed by MREB over the record number of protocols processed the previous 2 years, which was a new volume record for MREB. Peak submission periods for protocols were November 2015 and May 2016.

In addition, MREB’s activities over 2015-2016 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 continued provision of an online LimeSurvey template service that helps McMaster researchers create online survey instruments that comply with TCPS guidelines. The Associate VP Research has committed to funding the LimeSurvey template service at $15,000 per year for a period of three years.

Goals and objectives for 2016-2017 include:

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

- Education for Researchers using the new FluidReview system.

- Work with other McMaster University key players (Office of Legal Services, University Secretariat etc.) to create a policy regarding legal representation where researchers are protecting confidentiality of participants against subpoena as per TCPS2 guidelines

- Guidance document for REB/SREC reviewers and for researchers on research data security

- Education for REB/SREC reviewers on the use of social media in research

- Guidance document/policy for researchers regarding how long they can keep their data on LimeSurvey

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- Talk to University Student Research Award (USRA) committees or their chairs regarding issues with novice undergraduate researchers who are awarded funds for research that is very risky and continue to present our January & February Ethics workshops for USRA applicants.

- Promote knowledge and use of LimeSurvey now that its funding has been extended

- Establish, train and work with the new School of Interdisciplinary Science SREC

- Creation of a training module that all McMaster researchers must complete before submitting an ethics application.
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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 Canadian Indigenous 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.

June 30, 2016
Members of the Board – as of June 2016

1. **Interim Chair**: Susan Fast, Department of English and Cultural Studies
2. **Vice-Chair**: David Young, Department of Sociology
3. **Vice-Chair**: Tracy McDonald, Department of History
4. Hodon Abdi, Community Member
5. Kathy Ball, Mills Library Administration
6. Lee Beach, Divinity College
7. Sue Becker, Department of Psychology, Neuroscience & Behaviour
8. Steven Bray, Kinesiology
9. Steve Brown, Department of Psychology, Neuroscience & Behaviour
10. Krista D’Aoust, Community Member
11. Robert Fleisig, W. Booth School of Engineering Practice
12. Caitlin Fralick, Community Member
13. Greg Flynn, Department of Political Science
14. Chelsea Gabel, Department of Health, Aging, & Society
15. Sarah Glen, Faculty of Health Sciences
16. Richard Godsmark, Director of Technology Innovation, Partnerships and Risk, UTS
17. Catherine Graham, School of the Arts
18. Maureen Hupfer, DeGroote School of Business
19. Sadhna Jayatunge, Community Member
20. Mark Johnstone, Department of Philosophy
21. Celeste Loricish, Community Member
22. Beth Marquis, McMaster Institute for Innovation and Excellence in Teaching and School of the Arts
23. Maureen Padden, School of Geography & Earth Sciences
24. Sandra Preston, School of Social Work
25. Cheryl Quenneville, Mechanical Engineering
26. Ranil Sonnadara, Research and High Performance Computing
27. Kathleen Steeves, Department of Sociology
28. Nicole Wagner, School of Business
29. Lauren Wallace, Department of Anthropology
30. Susan Watt, Department of Social Work
31. Dawn Zivanovich, Community Member

**MREB Administrative Personnel**

**Senior Ethics Advisor**: Karen Szala-Meneok  
**Research Ethics Officer**: Michael J. Wilson

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Chair's Message

It has been my pleasure to serve as Interim Chair of MREB for 2015-16. The Board’s primary task is to review the applications of McMaster researchers whose work involves human participants to ensure that they comply with the Tri-Council’s guidelines on ethical conduct. What I have observed over the course of the year is the way in which this review process also strengthens how research is carried out across the University in many other ways. It is an especially significant learning process for undergraduate and graduate students who are submitting their first ethics applications and it has been particularly rewarding for me to help guide these young researchers through this task. While not often viewed in this way, MREB plays an important role in strengthening research and in training young researchers at McMaster.

This year, we reviewed 307 new ethics applications and 106 amendments to existing applications. While this is a bit lower than last year’s record number, it nevertheless represents a robust community of scholars engaging in non-medical research with human participants throughout the University. It means, also, that the staff, Board members and MREB’s academic leadership carry a significant administrative load. We strive to turn applications around within a month of receiving them, but this is sometimes difficult given their complexity and our other research, teaching and administrative responsibilities. We’re very hopeful that the new online application system will make the process run more efficiently, but the careful attention required in the review process will still rely on human resources that are stretched thin. I have some concern that with diminishing faculty resources across campus and therefore heavier administrative loads for faculty members, it is becoming increasingly difficult to populate MREB.

I came to the process of developing the new online application system late, and my participation in its design was minimal, but I did meet with Josh Leslie, the developer from Stewardly Solutions, and Michael Wilson and Karen Szala-Meneok several times throughout the year to troubleshoot various elements of the system. We are extremely fortunate to be able to draw on Mr. Leslie’s expertise with the REB process and for him and the MREB personnel to have developed a system that is tailored to our ethics process; ours may well serve as a model for online systems at other Canadian universities. We are about to begin testing the system with researchers and are confident that it will be fully implemented in the 2016-17 academic year.

Based on a significant level of use by McMaster researchers, The Associate VP Research agreed to fund the Board’s free LimeSurvey service for a period of three years at $15,000 per year. LimeSurvey allows McMaster researchers to create ethically-compliant online surveys. The initiative, launched a couple of years ago, is administered by Research and High Performance Computing Support (RHPCS). In discussions with The AVPR and RHPCS Director Ranil Sonnadara, it was made clear that McMaster should keep abreast of technological developments that aid researchers and make these available to our

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community. One reason we decided to fund LimeSurvey for a period of three years and not longer is because of the rapidly-shifting technological landscape, which may well make this tool obsolete in a few years. Tools such as Qualtrics or Dedoose—two of many that we encountered researchers using this year—could be made available for researchers at McMaster free of charge, as they are at some other Canadian universities.

In general, we have grappled throughout the year with issues related to the collection, analysis, sharing and storage of research data using new technologies. As researchers continue to make use of these technologies, MREB staff, Chairs and Board Members must keep up-to-date and develop policies and/or guidelines around their ethical use in research. With Board member Richard Godsmark (UTS), MREB has begun work on a set of guidelines for the secure storage of research data and in 2016, the Board will hold a session on the use of social media in research. As noted below, we submitted a question to the Panel on Research Ethics asking for guidance on the use of social media; the response indicates that because this is such a new means through which to conduct research, ethical guidelines are underdeveloped. Through MREB, McMaster has an opportunity to lead the way in developing ethical guidelines for the use of social media in research.

Among the many goals listed for the coming year there is one in particular that seems urgent, and that is the development of a policy by the University—mandated by the TCPS2—to indicate what protection/legal representation would be offered to researchers should they be asked to break confidentiality or surrender research data to government authorities. Again, it appears that not many Canadian universities have begun the work of developing such a policy, so McMaster could take a leadership role in doing so quickly.

My work as Chair was certainly made lighter by the strong support I received from MREB office staff. Karen Szala-Meneok (Senior Ethics Advisor) and Michael Wilson (Research Ethics Officer) provided training and guidance without which it would have been impossible for me to do this job. Michael processes all MREB and SREC applications, reading through each of them for completeness and accuracy and communicating with researchers before assigning them to reviewers. Karen works one-on-one with researchers and offers in-class presentations and workshops across campus, helping to raise awareness about the ethics process and helping to ensure that by the time applications are sent for review, major ethical issues have been flagged. I consulted with both Michael and Karen almost every day of my term as Chair; their experience and insight is invaluable to McMaster.

I wish to thank MREB Vice-Chair, Dr. Tracy McDonald (Department of History) and Dr. David Young (Department of Sociology) for their important contribution. They shared the task of adjudicating protocols and took charge when I was away or unavailable. I am grateful that they agreed to take on this important administrative task at short notice last year and very happy to have gotten to know them better. Working with colleagues who are intellectually on the same page is a great gift.

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

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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.

It has been a very rewarding experience to serve as Chair of MREB. In particular, the opportunity to become familiar with a wide range of scholarship from across the University and to, in some small way, help to shape that research, has been a privilege.

I am grateful to have met faculty and students that I otherwise would probably not have encountered and to have had many rich conversations about important ground-breaking research.
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 2016 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-Chairs, and MREB personnel: These meetings were held to address routine operational matters and to set the agenda for the monthly 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. The recent procedure for requiring applications and supporting documents to be submitted as MSWord documents has proven to be a significant inroad to moving toward a more paperless system. All MREB members are now completing paperless reviews.

• The Researcher Annual Report/Project Status process 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.

• The MREB member background and skills inventory has been revised and updated and completed by new members. The information gathered from the members, assists the Board in tracking areas of expertise among its members, identifying gaps that require filling when new members are being recruited to serve on MREB and helps the board assign protocols to reviewers.

• The initiative to form a new Science Student Research Ethics Committee (SciSREC) to deal with the expanding number of research ethics protocol coming from undergraduate students from the Faculty of Science was explored with and welcomed by Faculty of Sciences administration. Given that the establishment of the new School of Interdisciplinary Science was slated for January 2016, it was determined in consultation with the Director of the School, Dr. Maureen MacDonald, that the

June 30, 2016
new committee be formed after the administrative work of launching the new program was done. Over the summer the new committee is slated to be formed in time for late 2016.

- Several revisions were made to MREB’s main protocol application form in response to questions or elements are unclear for Researchers. The revisions came into effect in September 2015.

- Ethics Office Personnel revised and updated a recently created toolkit for the AVP-Research to assist in the search for a new 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.

- The MREB held 4 User Acceptance Testing (UAT) sessions with McMaster researchers for the new MREB online application system. During these sessions, researchers entered test applications into the system to give the REB personnel and the developers’ feedback on the application form. MREB reviewers had the same opportunity to give feedback on the effectiveness of the system.

- 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. Link to a new guidance document entitled: “Clear Print Accessibility Guidelines” (A legibility and readability guide for typefaces for the visually impaired) and “Paths to Research Collaboration: A guide to Working with McMaster Researchers” was added to the Tips and Samples researcher resources area which now brings the total to 33. 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. Bonny Ibhawoh (AVP-Research) for another year. The service, which is supported by Research and High Performance Computing Support (RHPCS), provides McMaster researchers with an online survey 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.

June 30, 2016
Policy Development

- MREB submitted two formal requests for interpretation and clarification on the newest (2014) TCPS2 edition related to (a) requirements for ethics review and consent related to secondary use of participant data and (b) on guidance related to the use of social media especially as it relates to participant privacy and consent.

- Work has begun on revising the “McMaster Accounts Payable Guidelines for Participants Compensation” to align with funding agency requirements and Tri-Council Policy Statement requirements for maintaining confidentiality requirements.

- The Senior Ethics Advisor provided stakeholder input during the university’s recent IT Services Review of information technology services and delivery.

Education and Professional Development

Educational Activities

- 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.

- 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 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, videoconferencing, and through email exchanges.

- 2015-2016 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 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.

June 30, 2016
• The Senior Ethics Advisor joined a Forward with Integrity funded research project facilitating greater engagement between university-based researchers and community-based researchers. This group developed an easy to use toolkit for community based researchers and organizations when considering collaboration with McMaster researchers. The twelve-page booklet entitled: *Paths to Research Collaboration: A Guide to Working with McMaster Researchers* has been launched in the community and the team has encouraged offices and programs at the university to urge researchers considering community-based research to pass it on to the potential collaborators in the community. The booklet is also available on a variety of McMaster websites including the MREB’s.

**Educational Presentations**

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

• 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, Business, 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 and through the Office of Undergraduate Research. 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 research ethics questions.

• Seven 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 Chair, Vice-Chair, and MREB personnel planned and co-organized McMaster’s 16th annual *Research Ethics Training Workshop* in January 2016, 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

June 30, 2016
students and staff from all programs. About 55 researchers attended. 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 the 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 presented to faculty, graduate and undergraduate students.

- In October, MREB hosted the 15th 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.

- An Educational workshop was conducted on the McMaster LimeSurvey service for all researchers and support staff. It was facilitated by the MREB Research Ethics Officer, the Learning Technology Consultant for the Faculty of Social Science, and the Research Computing Specialist with Research and High Performance Computing. An outcome of this workshop is the impetus for the creation of a McMaster community of practice for researchers who use LimeSurvey in their work.

**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. 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 Professional Accreditation Steering Committee whose major responsibility is to develop training modules for REB professionals across Canada.

- The MREB granted the University of Waterloo, Western University, and the Mohawk College REB’s request for permission to use the MREB’s wording from its general application form regarding Canadian Aboriginal People, questions about researcher experience with their proposed research, attestation statements, supporting document checklists. In addition MREB granted permission for the University of Waterloo to adapt our Course-based application form.

- The McMaster Research Ethics online tutorial has now had 5190 researchers complete it since June 2007 here in Canada and abroad. This year the tutorial was updated with feedback from researchers in order to make further adjustments to the tutorial content and operation. Many institutions and instructors from across Canada continue to make it mandatory for their researchers.

**Promotional Initiatives**

June 30, 2016
MREB Annual Report 2015-2016

- MREB personnel staffed *information tables* at new faculty orientations, Grad Week, and 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 were 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.

- The new community engaged toolkit for community based researchers entitled, “Paths to Research Collaboration: A guide to Working with McMaster Researchers was posted on the MREB website.

- The researcher guidance document entitled: “Data Security Checklist” is being updated by the Ethics Office personnel and the UTS Technology Director.

- Clear Print Accessibility Guidelines created by the Canadian National Institute of the Blind have been added to the “Tips and Samples area of the MREB website to provide researchers with evidence-based guidelines when conducting research with visually impaired participants.

**Professional Development**

- 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](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 28 MREB members (almost all) have completed the Tri-Council Policy Statement Course of Research Ethics (CORE) tutorial.

- The Senior Ethics Advisor completed a tour of the McMaster PACE research laboratory in the Department of Kinesiology at the Ivor Wynne Centre to obtain a firsthand understanding of this innovative research space which will help when the MREB reviews protocols that use it for collecting data.

June 30, 2016
• Senior Ethics Advisor and Research Ethics Officer completed the McMaster Primer on Privacy Course

• The MREB Senior Ethics Advisors and the Research Ethics Office attended the McMaster Autism Research Team inaugural symposium to learn more about this area of research. MREB is seeing more applications in this area.

• Senior Ethics Advisor and Research Ethics Officer attended a university wide training session on Discrimination, Harassment & Sexual Harassment: Prevention & Response Policy.

• The Research Ethics Officer attended a workshop on Copyright and Fair Dealing presented by McMaster’s Office of Legal Services.

• The Senior Ethics Advisor and the Research Ethics Officer attended a training session on new Tri-Agency regulations related to data management of funded research data.
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.

- The Chair and MREB administrative personnel continued to work with Steward on the new MREB application system. Testing by MREB office personnel was undertaken of the system to ensure smooth operations before launch takes place.

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.

- The Senior Ethics Advisor and the Research Ethics Officer attended Annual Canadian Association of Research Ethics Boards (CAREB) meetings in the spring of 2016.
- All new members of MREB completed the Panel on Research Ethics (PRE) online tutorial “Course on Research Ethics” (CORE) before conducting protocol review.
- All new Board members and SREC members participated in a “New MREB Member” training session with the Chair prior to conducting any protocol reviews.
- New Board members and SREC members were invited training workshop entitled: “How to Review a Protocol”
- SREC Chairs were invited to attend educational seminars given at MREB monthly meetings.

GOAL: Provide educational opportunities for researchers to learn about research ethics.

- Presented the graduate student research ethics workshop in collaboration with HIREB in the winter term.
- Presented undergraduate student research ethics workshops, specifically for Honours thesis students in the autumn term 2015, and for USRA applicants in January, February, and May 2016.
- Presented the “Tips & Traps” seminar for faculty, graduate students and staff in the Fall and Winter terms.
- Investigated the expansion of 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) with the next session in late spring 2017. Presented 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.

June 30, 2016
GOAL: Create and promote new tools for researchers who engage in studies using Community-based Participatory Research methods.

- Worked collaboratively with a team Hamilton community-based organizations and McMaster-based researchers to create a toolkit for community members interested in working with McMaster researchers entitled: “Paths to Research Collaboration”.

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.

- MREB Chair and Senior Ethics Advisor met with members Office of the Vice-President of Institutional Research and Analysis, the Registrar’s Office, and the University Secretariat to discuss emerging privacy issues as they relate to research ethics.

Goals and Objectives for Year (July 1, 2016 – June 30, 2017)

- Invite Andrea Zeffiro, Academic Director of the Lewis and Ruth Sherman Centre for Digital Scholarship to make a presentation on social media and research ethics.
- Discuss the proposal from Acting VP Research Allison Sekuler to make the TCPS CORE tutorial mandatory for all researchers submitting applications to MREB
- Test, and launch the FluidReview ethics data management and application system
- Educate MREB and SREC chairs and members on the operation of the new data management and application system, as well as the research community at large.
- Work collaboratively with other McMaster University key players (Office of Legal Services, University Secretariat and VPR, etc.) to assist the university in development of a policy that will describe the nature and extent of the institutions’ responsibilities to “support their researchers in maintaining promises of confidentiality” where complying with legal obligations would conflict with those promises.
- Create a guidance document for REB/SREC reviewers and for researchers on research data management, including best-practice guidelines for data security and storage.
- Create a guidance document/policy for researchers regarding how long they can keep their data on LimeSurvey.
- Initiate discussions with Undergraduate Student Research Award (USRA) awards committees or their chairs, regarding issues related to higher risk projects involving human participants when conducted by novice USRA funded researchers.
- Continue to present the January & February Ethics workshops for USRA applicants.
- Promote knowledge and use of LimeSurvey now that funding has been extended.
- Establish, train and work with the new School of Interdisciplinary Science SREC.

June 30, 2016
## Statistical Overview of Protocols Received in 2015-2016

### Table 1: Number of Protocols Received by MREB and its SRECs 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>2010 – 2011</td>
<td>216</td>
<td>89</td>
<td>305</td>
<td>76</td>
<td>381</td>
</tr>
<tr>
<td>2011 – 2012</td>
<td>214</td>
<td>61</td>
<td>275</td>
<td>99</td>
<td>374</td>
</tr>
<tr>
<td>2012 – 2013</td>
<td>232</td>
<td>105</td>
<td>337</td>
<td>100</td>
<td>437</td>
</tr>
<tr>
<td>2013 - 2014</td>
<td>235</td>
<td>81</td>
<td>316</td>
<td>143</td>
<td>459</td>
</tr>
<tr>
<td>2014 - 2015</td>
<td>267</td>
<td>72</td>
<td>339</td>
<td>114</td>
<td>453</td>
</tr>
<tr>
<td>2015 - 2016</td>
<td>244</td>
<td>63</td>
<td>307</td>
<td>106</td>
<td>413</td>
</tr>
</tbody>
</table>

### Table 2: Number of Protocols Received by MREB and SRECs by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>MREB</th>
<th>SREC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2015</td>
<td>20</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>August 2015</td>
<td>22</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>September 2015</td>
<td>18</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>October 2015</td>
<td>17</td>
<td>20</td>
<td>37</td>
</tr>
<tr>
<td>November 2015</td>
<td>23</td>
<td>20</td>
<td>43</td>
</tr>
<tr>
<td>December 2015</td>
<td>21</td>
<td>7</td>
<td>28</td>
</tr>
<tr>
<td>January 2016</td>
<td>11</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>February 2016</td>
<td>21</td>
<td>2</td>
<td>23</td>
</tr>
<tr>
<td>March 2016</td>
<td>23</td>
<td>2</td>
<td>25</td>
</tr>
<tr>
<td>April 2016</td>
<td>14</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>May 2016</td>
<td>31</td>
<td>1</td>
<td>32</td>
</tr>
<tr>
<td>June 2016</td>
<td>23</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>244</td>
<td>63</td>
<td>307</td>
</tr>
</tbody>
</table>
Table 3: Number of Protocols Received by MREB by Faculty/School (Last 3 Years)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>8</td>
<td>9</td>
<td>17</td>
</tr>
<tr>
<td>Arts &amp; Science</td>
<td>14</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>Business</td>
<td>19</td>
<td>31</td>
<td>24</td>
</tr>
<tr>
<td>Divinity College</td>
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<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Engineering</td>
<td>5</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>External</td>
<td>5</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Humanities</td>
<td>28</td>
<td>50</td>
<td>45</td>
</tr>
<tr>
<td>Science</td>
<td>57</td>
<td>61</td>
<td>59</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>98</td>
<td>93</td>
<td>77</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>235</strong></td>
<td><strong>267</strong></td>
<td><strong>244</strong></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>
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<td>127</td>
<td>115</td>
</tr>
<tr>
<td>Post-Doctoral</td>
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<td>6</td>
<td>6</td>
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<tr>
<td>PhD</td>
<td>52</td>
<td>31</td>
<td>36</td>
</tr>
<tr>
<td>Doctor of Ministry</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Major Research Paper</td>
<td>22</td>
<td>33</td>
<td>18</td>
</tr>
<tr>
<td>Master’s</td>
<td>32</td>
<td>44</td>
<td>36</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>29</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Administration</td>
<td>7</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>235</strong></td>
<td><strong>267</strong></td>
<td><strong>244</strong></td>
</tr>
</tbody>
</table>
REPORT TO SENATE
FROM THE
COMMITTEE ON APPOINTMENTS

Open Session (Consent Agenda)

At its October 24, 2016 meeting, the Committee on Appointments approved the following recommendations and now recommends them to Senate for approval:

a. Proposal to Establish the Jack Hirsh / Population Health Research Institute Chair in Thrombosis and Atherosclerosis Research (Attachment I)

b. Proposal to Establish the Population Health Research Institute Chair in Cardiology Research (Attachment II)

c. Proposal to Establish the Position Associate Dean (Faculty Affairs), Faculty of Health Sciences (Attachment III)

Senate: For Approval
November 9, 2016
September 22, 2016

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

Re: Establishment of the Jack Hirsh/PHRI Chair in Thrombosis and Atherosclerosis Research

On behalf of the Faculty of Health Sciences, I would like to recommend the establishment of the Jack Hirsh/PHRI Chair in Thrombosis and Atherosclerosis Research.

The Population Health Research Institute (via funding held at McMaster and HHS) has provided funds to permanently support a Chair at McMaster University in honour of Dr. Jack Hirsh. The Department of Medicine has also committed annual installments of matching funds. The Chair will help support research into thrombosis and atherosclerosis.

The terms of reference for the Chair are attached.

Yours sincerely,

[Signature]

Paul O’Byrne MB, FRCP(C), FRSC
Dean & Vice-President

Encl.

PO/rI
EXHIBIT A - TERMS OF REFERENCE

Jack Hirsh/PHRI Chair in Thrombosis and Atherosclerosis

GENERAL

A transfer of funds has been directed to the Faculty of Health Sciences to provide support for the Jack Hirsh/PHRI Chair in Thrombosis and Atherosclerosis. This Clinical Research Chair is created to support the research activity of an individual who has already achieved or has the potential to achieve within 5 years, international leadership in the relevant area of research. This chair in thrombosis is intended to strengthen the continued development of the program of research in Thrombosis and Atherosclerosis at PHRI. This chair is to be named the “Jack Hirsh- PHRI Chair in Thrombosis and Atherosclerosis Research” and the incumbent will have demonstrated excellence in the area of Thrombosis and Atherosclerosis and Cardiovascular research.

DETAILS AND DUTIES

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience to lead and develop a clinical research program in the area of Thrombosis. Specifically, the Chair-holder will:

- Be an active faculty member in the Department of Medicine in the Faculty of Health Sciences at McMaster University and a researcher at PHRI at the designation of Scientist or higher. The Chair holder will spend at least 50% of his or her time in research;
- Participate in the institutional vision towards establishing and maintaining a world-class program in Thrombosis and Atherosclerosis which exemplifies the central values of the University, the Department of Medicine and PHRI;
- Contribute significantly to the body of scholarship in the area of Thrombosis and Atherosclerosis through research at McMaster University and PHRI;
- Will mentor junior scientists, faculty and fellows and build capacity for research in the relevant area at PHRI and the Department of Medicine.
- 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.

NOMINATION AND DESIGNATION OF THE CLINICAL RESEARCH CHAIRHOLDER:

The selection and designation of the chair holder will be determined as follows:

- The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc selection committee, with recommendations sought from the Executive Committee of the PHRI.
- The Selection Committee shall include, at a minimum, the Associate Dean, Research, the Chair of the Department of Medicine and the Executive Director of the PHRI.
- The selection committee will invite and receive nominations for the newly created chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences.
- The Dean and Vice-President will forward the ad hoc selection committee’s recommendation to the Senate Committee on Appointments.

**CHAIR HOLDER ELIGIBILITY:**

- Hold an appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;
- Hold a Scientist or higher designation at PHRI while the Clinical Research Chair designation is in effect.
- Hold at least two grants (at least one of which is a peer review grant)
- Have a sustained record of high levels of publication in high impact journals
- Have supervised and/or mentored PhD or Master’s level research students or junior faculty.

**TERM:**

An appointment to the Jack Hirsh/PHRI Chair in Thrombosis and Atherosclerosis shall be for up to five (5) years, with the understanding that renewal for additional terms is possible based on satisfactory reviews.

**REPORTING, EVALUATION AND RENEWAL OF RESEARCH CHAIRS:**

Annual reporting and formal 5 year reviews are required of all PHRI Research Chairs. The PHRI Executive Committee and the Chair of the Department of Medicine will establish a committee to review the renewal and submit a recommendation for renewal to the Dean and Vice-President of the Faculty of Health Sciences.

**ACKNOWLEDGEMENT**

The incumbent will acknowledge that she/he holds the "Jack Hirsh- PHRI Chair in Thrombosis and Atherosclerosis Research" in all publications, lectures and any other activities supported through the fund and will use this designation on letter heads.

July 2016
September 22, 2016

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

Re: Establishment of the PHRI Chair in Cardiology Research

On behalf of the Faculty of Health Sciences, I would like to recommend the establishment of the PHRI Chair in Cardiology Research.

The Population Health Research Institute (via funding held at McMaster and HHS) has provided funds to permanently support this Chair at McMaster. The Department of Medicine has also committed annual installments of matching funds. The Chair will help support research into cardiology.

The terms of reference for the Chair are attached.

Yours sincerely,

[Signature]

Paul O’Byrne MB, FRCP(C), FRSC
Dean & Vice-President

Encl.

PO/r1
EXHIBIT A - TERMS OF REFERENCE

PHRI Chair in Cardiology Research

GENERAL

A transfer of funds has been directed to the Faculty of Health Sciences to provide support for the PHRI Chair in Cardiology Research. This Clinical Research Chair is created to support the research activity of an individual who has already achieved or has the potential to achieve within 5 years, international leadership in the relevant area of research. This chair in cardiology is intended to strengthen the continued development of the program of research in cardiovascular disease at PHRI. This chair is to be named the "PHRI Chair in Cardiology Research." The incumbent will have demonstrated excellence in the field of cardiology research.

DETAILS AND DUTIES

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience to lead and develop a clinical research program in the area of cardiology. Specifically, the chair holder will:

- Be an active faculty member in the Department of Medicine in the Faculty of Health Sciences at McMaster University and a researcher at PHRI at the designation of Scientist or higher. The Chair holder will spend at least 50% of his or her time in research;
- Participate as an integral part of the institutional vision towards establishing and maintaining a world-class program in cardiology which exemplifies the central values of the University, the Department of Medicine and the PHRI;
- Contribute significantly to the body of scholarship in the area of cardiology, through research at McMaster University and the PHRI;
- Mentor junior scientists, faculty and fellows and build capacity for research in the relevant area of the Department of Medicine and the PHRI;
- 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.

NOMINATION AND DESIGNATION OF THE CLINICAL RESEARCH CHAIRHOLDER:

The selection and designation of the chair holder will be determined as follows:

- The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc selection committee, with recommendations sought from the Executive Committee of the PHRI.
- The Selection Committee shall include, at a minimum, the Chair of the Department of Medicine, the Director of the Division of Cardiology and the Executive Director of the PHRI.
- The selection committee will invite and receive nominations for the newly created chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences.
- The Dean and Vice-President will forward the ad hoc committee’s recommendation to the Senate Committee on Appointments.
CHAIR-HOLDER ELIGIBILITY:

- Hold an appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;
- Hold a Scientist or higher designation at PHRI while the Clinical Research Chair designation is in effect.
- Hold at least two grants (at least one of which is a peer review grant)
- Have a sustained record of high levels of publication in high impact journals
- Have supervised and/or mentored PhD or Master's level research students or junior faculty.

TERM

An appointment to the PHRI Chair in Cardiology Research shall be for up to five (5) years, with the understanding that renewal for additional terms is possible based on satisfactory reviews.

REPORTING, EVALUATION AND RENEWAL OF RESEARCH CHAIRS:

Annual reporting and formal 5 year reviews are required of all PHRI Research Chairs. The PHRI Executive Committee and the Chair of the Dept. of Medicine will establish a committee to review the renewal and submit a recommendation for renewal to the Dean and Vice-President of the Faculty of Health Sciences.

ACKNOWLEDGEMENT

The incumbent will acknowledge that she/he holds the “PHRI Chair in Cardiology Research” in all publications, lectures and any other activities supported through the fund.

July 2016
October 3, 2016

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

For approval: Terms of Reference for Associate Dean, Faculty Affairs

On behalf of the Health Sciences Faculty Executive Council I am writing to request approval of the attached terms of reference.

The position of Associate Dean, Faculty Affairs is being created to address a gap in leadership within the Faculty. During the recent accreditation of the Medical School, it came to light that we are the only school who does not have this someone specifically responsible for this portfolio. As the Faculty of Health Sciences prides itself on interprofessional models of care, and as issues around professionalism, professional development and equity are becoming important in all health professional fields, we feel that this position needed to be at the Faculty level, rather than only in the School of Medicine.

The attached terms of reference have been vetted by all three schools and have been approved at Faculty Executive Council.

Thank you for facilitating this request. If you require additional information, please do not hesitate to contact me.

Yours Sincerely,

Paul M. O’Byrne, MB, FRCPC, FRSC
Dean and Vice President

Encl.

POB/rc
TERMS OF REFERENCE

ASSOCIATE DEAN, FACULTY AFFAIRS

FACULTY OF HEALTH SCIENCES

The Associate Dean, Faculty Affairs is a senior academic administrator who assists the Dean and Vice President, Faculty of Health Sciences with guiding matters of faculty affairs, professional development and engagement. The Associate Dean will oversee the Faculty’s strategy for furthering the success, well-being and academic advancement of our faculty.

In collaboration with senior academic leaders in the Faculty of Health Sciences, the Associate Dean, Faculty Affairs will promote and champion an environment of professionalism, inter-professionalism, inclusivity, fairness, equity and diversity efforts.

Reporting Relationship:

The Associate Dean, Faculty Affairs is accountable to the Dean and VP, Faculty of Health Sciences.

Responsibilities:

1. Oversee the continuing development and evaluation of Faculty-wide initiatives and resources that optimize recruitment, development, promotion and retention of top academic talent in a culture that values innovation, excellence, collaboration and the highest levels of scholarship and professionalism.

2. Together with health science education program leaders, advance professionalism across all programs and health professions within the Faculty of Health Sciences. Provide expertise and advice to the Faculty leadership on matters related to faculty professionalism and professional behaviours.

3. Oversee the Office of Professionalism and ensure effective and appropriate policies, procedures and resources are in place.

4. Champion inter-professionalism with faculty across the clinical and research areas and collaborate with education programs to promote inter-professionalism within and across the programs.

5. Engage the growing part time (including adjunct) faculty complement to ensure programming builds an inclusive academic community. Ensure any needs unique to this community are integrated into Faculty programming.

6. Promote and co-ordinate continuing professional development resources that assist faculty members in advancing their professional success in research, education, clinical scholarship, leadership and administrative roles.
7. Collaborate with University and Hospital partners, as well as AFMC colleagues and others as appropriate to develop Faculty Affairs activities and programming.

Conditions of Employment

The position of Associate Dean, Faculty Affairs shall be held by a qualified faculty member, appointed for a five year term (renewable). The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by the McMaster University Act, 1976, and the Senate By-laws.
November 2, 2016

TO: Members and Observers of the McMaster University Senate

FROM: Helen Ayre
University Secretary

RE: Confidentiality of Senate and Senate Committee Discussions

For many years there has been an annual reminder to members of Senate and Senate committees of their responsibilities in terms of confidentiality.

The operation of the Senate is governed by The McMaster University Act, 1976 and the Senate By-laws. Much of Senate’s business is conducted in Open Session and that part of each Senate meeting may be attended by any member of the University or the wider community. Matters discussed in Open Session are not confidential and the record of Senate’s Open Session proceedings is available to the general public.

The University Act, however, provides for certain matters to be dealt with in Closed Session, i.e., “matters confidential to the University” and “matters of a personal nature concerning an individual.” Items discussed in the Closed Session portion of Senate meetings are confidential and are not to be divulged to anyone not entitled to be present. This rule applies also to the meetings of Senate committees and boards (Senate By-law 2(l)). The University is now also governed by Ontario’s Freedom of Information and Protection of Privacy Act (RSO 1990) (FIPPA). Despite the provisions of this Act with respect to Freedom of Information, the substance of Closed Session discussions are normally exempt from disclosure. This Act does, however, impose on the University an even greater level of accountability with respect to the protection of confidential information about individuals.

Senate members and observers are urged to treat Closed Session discussions and materials with the necessary confidentiality, not only to protect the individuals whose names may be mentioned, but also to provide an atmosphere in which Senate and committee members may engage in frank debate on what are sometimes very sensitive issues. In this way, the dignity and authority of the Senate will not be undermined and the decisions made will more likely be based on full and candid discussion.
TO: Helen Ayre, University Secretary and Privacy Officer
FROM: Robert Baker
RE: Revised Policy on the Care and Use of Animals in Research and Teaching

Please find attached a Revised Policy on the Care and Use of Animals in Research and Teaching.

The original Policy on the Care and Use of Animals in Research and Teaching was approved by the Senate on November 9, 1994. The Animal Research Ethics Board (AREB) felt it was time to update and expand the policy as the guidelines and practices around the use of animals in research and teaching has progressed extensively over the past 20 plus years.

The changes and additions to the policy from the original 1994 version that have been approved by AREB and me are summarized as follows:

- McMaster's commitment to the 3Rs - Replacement (of animals) Reduction (animal numbers) and Refinement (of procedures) in research and teaching protocols.
- References the positions represented on AREB and frequency of meetings.
- References the use of anesthesia and analgesia.
- Details of the AREB approval process, facility auditing and ethical considerations have been expanded.
- Defines the authority of the University Veterinarian.
- The expectations and responsibilities of use of animals in teaching have been expanded.
- Acknowledges the important role animals have played in research and teaching at McMaster University.
- The Student Code of Conduct is renamed to the Code of Student Rights and Responsibilities, per the recent change a few months ago.

Please include this policy as an Agenda Item for the next Senate Committee Meeting.

attach.
1 Introduction

1.1 McMaster University maintains a policy supporting the ethical use of animals in research for the purpose of obtaining new scientific knowledge, knowledge essential to understanding, preventing, treating and curing human and animal disease, eliminating pain and suffering, and in teaching for the purpose of scientific and technical education where no alternative exists.

1.2 McMaster University co-operates and complies with all agencies regulating the use of animals including the Canadian Council on Animal Care (CCAC) and the Animals for Research Act of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

1.3 McMaster University is proactively committed to the reduction and replacement of animal use and the refinement of procedures in teaching and research wherever possible (the 3Rs—replace, reduce, refine).

2 Principles of Animal Care

2.1 The provision of humane care of animals in research and teaching will be assured by adherence to the following principles:

2.1.1 All projects and teaching involving the use of animals must hold a valid Animal Utilization Protocol (AUP) approved by the Animal Research Ethics Board (AREB) in accordance with the regulations of the Animals for Research Act of OMAFRA and the guidelines of the CCAC. AREB reports to the Vice-President, Research. It is comprised of animal researchers, non-animal researchers, community members not associated with McMaster University, animal health technicians, graduate students and laboratory animal veterinarians. AREB meets 9 to 12 times per year.

2.1.2 Animals will only be used when alternative procedures are not feasible.

2.1.3 The species will be carefully selected to ensure the most effective use of animals.

2.1.4 The least invasive techniques possible will be employed.

2.1.5 The number of animals used will be the minimum required to achieve the objectives of the research/teaching program.

2.1.6 Alleviation/reduction of pain and distress will be of prime concern during and following all procedures. Anaesthesia and analgesia are properly and effectively used.

2.1.7 All chronic studies will have established humane endpoints.

2.1.8 All protocols receive annual review. Any changes to approved protocols must receive prior approval.

2.1.9 All animals will be cared for according to current CCAC Guidelines, Animals for Research Act and Canadian Association of Laboratory Animal Medicine (CALAM) standards.

2.1.10 Animal use areas are monitored through regular inspections to ensure compliance with guidelines.
2.1.11 All due consideration is given to animal welfare, including environmental refinement.
2.1.12 The University Veterinarian has the ultimate authority to treat or euthanize an animal in pain or distress. The University Veterinarian is responsible to ensure that the Animals for Research Act and CCAC guidelines are followed in all McMaster University animal facilities. He/she will also notify McMaster University and Health Canada of all reportable diseases as outlined in the Health of Animals Act and Reportable Diseases Regulations.

2.2 Animals or animal tissues may be required for teaching purposes. In these instances, instructors and departments should first ensure that no appropriate alternative to the use of animals/tissues exists (i.e., computer simulation). In situations where no alternative exists and the animals/tissues are required for classroom teaching purposes, it should be handled professionally, respectfully and ethically. There is an expectation that all students follow Code of Student Rights and Responsibilities. Failure to handle animals/tissues appropriately will be treated as a serious breach of this policy and may result in significant disciplinary sanctions being applied. The procedure for handling any misconduct is described in the Code of Student Rights and Responsibilities. This would also be addressed by AREB and could result in the AUP being revoked.

2.3 AREB is responsible and committed to assisting researchers in identifying, considering and addressing the issues of animal well-being inherent in their research, recognizing that all members of the McMaster University community share a common commitment to maintaining high standards in research with animals. McMaster University endorses the importance of the ethics review and approval processes as a mechanism to facilitate and ensure the conduct of ethical and responsible research with animals. In addition, AREB is responsible for developing guidelines and procedures for the ethics review process. These guidelines/procedures are reviewed regularly and revisions made where appropriate, taking into account changing societal values, evolution in the area of animal research ethics and evolving provincial, federal and professional ethics requirements.

2.4 McMaster University also recognizes the important role animals have played in the past, and the valuable contribution they will continue to make, to the advancement of science. Thus, McMaster University is committed to ensuring the highest possible standards in the care, well-being, quality of life and use of its animals.

3 Official Policy on Institutional Use of Animals

3.1 We are a research intensive institution involving extensive use of animals in biological and medical research.

3.1.1 Internal
To enable AREB and the University Veterinarian to ensure compliance with the regulations of OMAFRA (necessary for maintaining provincial licensing under the Animals for Research Act of an animal facility) and the guidelines of the CCAC (necessary for compliance and awarding of grants) with the researchers/users.

3.1.2 External
To promote positive public relations with the community at large regarding our concerns for appropriate care of animals and use for scientific research and teaching, and to respond to potential challenges from animal activists/welfare groups.
Complete Policy Title: Policy on the Care and Use of Animals in Research and Teaching

Approved by: Senate

Date of Original Approval(s): November 9, 1994

Responsible Executive: Vice-President (Research)

Date of Most Recent Approval: November 9, 1994

Supersedes/Amends Policy dated: Enquiries: University Secretariat

DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails

McMaster University maintains a policy supporting the responsible use of animals in research for the purpose of obtaining knowledge essential to preventing and curing human and animal disease, eliminating pain and suffering, and in teaching for the purpose of scientific and technical education. McMaster University co-operates and complies with all agencies regulating the use of laboratory animals.

PRINCIPLES OF ANIMAL CARE

The provision of humane care of animals in research and teaching will be assured by adherence to the following principles:

1. All projects involving the use of animals must be approved by the Animal Research Ethics Board in accordance with the regulations of the Animals for Research Act of the Province of Ontario and the guidelines of the Canadian Council on Animal Care.

2. Animals will only be used when alternative procedures are not feasible.

3. The species will be carefully selected to ensure the most effective use of animals.

4. The least invasive techniques possible will be employed.
5. The number of animals used will be the minimum required to achieve the objectives of the research/teaching program.

6. Alleviation/reduction of pain and distress will be of prime concern during and following all procedures.

7. All animals will be cared for according to current veterinary standards.

OFFICIAL POLICY ON INSTITUTIONAL USE OF ANIMALS

We are a research intensive institution, involving extensive use of animals in biomedical research. Our high ranking in life science research (first in Canada ahead of the University of Toronto and Queen's University) by Science Watch, the newsletter published by the Institute for Scientific Information, is largely due to results from animal experimentation.

We need an official policy for internal and external reasons:

Internal

- to enable the Animal Research Ethics Board and the University Veterinarian to enforce the guidelines of the Canadian Council for Animal Care (necessary for compliance and awarding of grants) and the regulations of the Ontario Ministry of Agriculture and Food (necessary for maintaining an animal facility) with the researchers/users.

External

- to respond to potential challenges from Animal Rights/Welfare groups and to promote positive public relations with the community at large regarding our concern for appropriate care of animals.