McMaster University

SENATE MINUTES

Wednesday, April 12, 2017 at 3:30 p.m.
In the Council Room (111), Gilmour Hall

PRESENT: Dr. Patrick Deane (Chair), Dr. Catherine Anderson, Dr. Vishwanath Baba, Dr. Ana Campos, Dr. Lorraine Carter, Dr. Philippa Carter, Dr. David Clark, Mr. Gary Collins, Dr. Ken Cruikshank, Dr. David Earn, Dr. Meridith Griffin, Mr. Mitchell Hajnal, Dr. Janice Hladki, Dr. Alison Holloway, Dr. Jerry Hurley, Dr. Violetta Igneski, Ms Rebecca Jamieson, Mr. Luke Little, Ms Beth Manganelli Staite, Dr. Bruce Milliken, Mr. Sid Nath, Prof. Bridget O’Shaughnessy, Dr. Dorothy Pawluch, Dr. Ishwar Puri, Dr. Christine Quail, Dr. Susan Searls Giroux, Ms Moira Taylor, Mr. Peter Tice, Mr. Philip Tominac, Dr. Len Waverman, Dr. Doug Welch, Dr. David Wilkinson, Ms Mary Williams, Ms Helen Ayre (Secretary of the Senate), Susan Welstead (Governance Advisor and Assistant University Secretary)

OBSERVERS: Ms Carolyn Brendan, Ms Esme Davies, Ms Andrea Farquhar, Dr. Martin Horn, Dr. Jacy Lee, Ms Vivian Lewis, Mr. Justin Monaco-Barnes, Ms Melissa Pool, Ms Karen Richmond, Mr. Sean Van Koughnett

BY INVITATION: Ms Kim Mason, Ms Pilar Michaud, Dr. A. Sekuler

REGrets RECEIVED: Ms Leah Allan, Mr. Jacob Bailey, Dr. Sigal Balshine, Mr. Rogerouldrey, Dr. Susan Denburg, Dr. Michele George, Dr. Sheila Harms, Dr. Suzanne Labarge, Dr. Paul O’Byrne, Dr. Petra Rethmann, Dr. Ravi Selvaganapathy, Dr. Spencer Smith, Dr. Lehana Thabane, Dr. Matt Valeriote, Dr. Brenda Vrkljan, Dr. Patricia Wakefield, Dr. J.P. Xu

A. OPEN SESSION

OPENING REMARKS

Dr. Deane noted that the most exciting development coming out of the recent federal budget announcements was the promise of $950 million over five years to support a small number of business-led innovation “superclusters” that are judged to have the greatest potential to accelerate economic growth in Canada. The hope is to encourage a Canadian version of Silicon Valley. It was not clear how the distributions would be done, but McMaster was already taking part in at least two discussions.

The budget also announced that 25 “Canada 150” Research Chairs would be created, designed to attract internationally esteemed researchers and Canadian expatriates who wish to relocate to Canada in order to further knowledge in the sciences, technology, health, engineering and the social sciences and humanities. Dr. Deane said the intention was laudable but the number of planned chairs was disappointingly small, given the current opportunities to recruit scholars from the U.S.
Also affecting the post-secondary education sector were plans to change student assistance, including a comprehensive and collaborative review with Indigenous partners of all current federal programs that support Indigenous students who wish to pursue post-secondary education.

The federal government’s fundamental science review was released the previous week and reported that Canada has fallen drastically behind in terms of fundamental research. The study made several suggestions for remedying the situation, which had developed over the past 10 years. The study did not recommend amalgamation of the funding councils but, rather, the creation of a single body to oversee the various funding sources and the granting councils. The sense was that the country’s approach to science was not co-ordinated well.

Dr. Deane then turned to McMaster’s high profile in the media for two weeks following the visit of Dr. Jordan Peterson to the University to take part in a panel on free speech and political correctness, which was disrupted by very active protesters. Dr. Deane said the event threw into relief the need to review the principles of academic freedom; this included the right of speakers to speak but also included the right to protest. He said that, even though he did not support Dr. Peterson’s views, it was not a great moment for the University.

He had consequently established an ad hoc group to develop guidelines for organizers of events in order to balance the airing of controversial views with a safe environment. He said judging where the line should be drawn should not to be left to security personnel, and the appropriate freedoms of the academy must be honoured.

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 April 12, 2017 and that items II to IV 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 March 8, 2017 be approved as circulated
Approved by Consent

III COMMUNICATIONS

a. Report on the Spring 2017 Elections to Senate and to the University Planning Committee (Appendix A)

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

IV REPORTS FROM SENATE COMMITTEES

a. Executive Committee (Appendix B)

   i. Recommendations to Revise the Senate By-Laws

      1. Faculty of Theology
      2. Regulations Governing Student Elections to Senate
      3. Academic Administrator Titles

   Motion:

   that the Senate approve in principle proposed revisions to the Senate By-laws as set out in Appendix B, and refer the changes to the Committee on By-laws for review

   Approved by Consent

b. Committee on Appointments (Appendix C)

   i. Revised Terms of Reference and Name Change for the Ontario Research Chair in Educational Achievement and At-Risk Students

   Motion:

   that the Senate approve, for recommendation to the Board of Governors, that the name of the Ontario Research Chair in Educational Achievement and At-Risk Students be changed to the ‘Ontario Research Chair in Educational Achievement and At-Risk Youth,’ and that the terms of reference for the chair be revised as set out in Attachment I of Appendix C

   Approved by Consent
ii. Recommended Revisions to SPS B11, “Curriculum Vitae Requirements”

Motion:

that the Senate approve, for recommendation to the Board of Governors, revisions to SPS B11, ‘Curriculum Vitae Requirements,’ as set out in Attachment I of Appendix C

Approved by Consent

iii. Terms of Reference and Composition of a Drafting Committee to Review the Assessment of Teaching-Stream Faculty

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

REGULAR

V BUSINESS ARISING

There was no business arising for Open Session.

VI ENQUIRIES

There were no enquiries.

VII COMMUNICATIONS

a. Oral Report From the COU Colleague on the April 6, 2017 Meeting of the Council of Ontario Universities

The COU Colleague, Dr. Allison Sekuler, reported that the April 6, 2017 meeting of the Council of Ontario Universities was held at McMaster.

Dr. Bonnie Patterson spoke to members about the ongoing Strategic Mandate Agreement process and about the metrics being developed collaboratively with the universities regarding the enrolment corridors.

An important agenda item was the Indigenization of Canadian campuses in the wake of the Truth and Reconciliation Commission’s report and the Report of the Royal Commission on Aboriginal Peoples. A recent COU report indicated that Ontario universities have been implementing strategies to incorporate Indigenous histories, cultures, traditions, and culturally appropriate supports for some time. This work has laid critical foundations, opening up further opportunities for universities to support the Commission’s Calls to Action.
b. Equity and Inclusion Office Annual Report for 2015-16 (Appendix D)

Senate received the above-listed report for information

VIII REPORT FROM GRADUATE COUNCIL (Appendix E)

a. Proposal to Establish a Co-op and Work Experience Option for the Master of Engineering, Master of Applied Science, Master of Science and Doctoral Degrees in the Faculty of Engineering

Dr. Welch reported that the Faculty of Engineering was introducing Co-op and Work Experience options whereby students in Engineering graduate programs (M.Eng., M.A.Sc., M.Sc., and PhD) would be able to enroll in a paid Co-op or Work Experience term during their program. Students in a master’s program and taking the Co-op option would be required to complete an eight-month experience with an industrial, government or non-governmental organization employer, and students in a doctoral program would be required to complete a 12-month Co-op experience. In both cases, students would be required to return to the academic program for at least one term following the Co-op experience. The Co-op experience could be completed in four-month blocks, if desired.

Students opting for the Work Experience version of the program would have flexibility regarding the length of the work experience, up to a maximum of 12 months for a doctoral student and eight months for a master’s student. Students taking the Work Experience option would not be required to return to the academic program prior to graduation.

It was duly moved and seconded,

“that the Senate approve the establishment of Co-op and Work Experience Options for Faculty of Engineering graduate programs, as detailed in Appendix E, effective September 2017.”

The motion was carried.

b. Recommendation to Change Admission Requirements for the M.Sc. in Occupational Therapy

Dr. Welch explained that Graduate Council was recommending an increase in the admission requirements for the M.Sc. in Occupational Therapy, partly to bring the program in line with similar programs at other institutions, and (on the advice of the Institutional Quality Assurance Process reviewers) to increase efficiency in the admission process, thus providing a more realistic expectation for applicants.

It was duly moved and seconded,
“that the Senate approve the recommendation from Graduate Council that the admission requirements for the M.Sc. in Occupational Therapy be increased from a B to a B+, effective September 2017.”

The motion was carried.

c. Change to Calendar Copy re Graduate Degrees in Engineering Physics
d. Change to Course Requirements and Calendar Copy for the PhD in Materials Science and Engineering
e. Change to Course Requirements and Program Length for the Master of Technology Entrepreneurship and Innovation and the Master of Engineering Entrepreneurship and Innovation Programs
f. Change to Course Requirements for the Master of Engineering Design Program
g. Change to Program Requirements for the Master of Biomedical Discovery and Commercialization Program
h. New Graduate Scholarships

Senate received the above-listed report for information

IX REPORTS FROM SENATE COMMITTEES

a. University Planning Committee (Appendix F)

i. Proposal to Establish the McMaster Digital Transformation Research Centre

Dr. Wilkinson reported that the University Planning Committee was recommending the establishment of a Digital Transformation Research Centre, in order to foster and support scholarly examination of the growing wave of digitization of products, processes and organizations.

It was duly moved and seconded,

“that the Senate approve, for recommendation to the Board of Governors, the establishment of the McMaster Digital Transformation Research Centre, effective immediately, as detailed in the report of the University Planning Committee.”

The motion was carried.

ii. Recommendation to Terminate the McMaster Brain-Body Institute

Dr. Wilkinson explained that the Faculty of Health Sciences and St. Joseph’s Healthcare Hamilton had requested the closure of the Brain-Body Institute, which was established in 2008 as a joint University / hospital research institute. The Institute had produced high-
quality research, but financial considerations now necessitated its proposed closure, effective as of April 30, 2017.

It was duly moved and seconded,

“that the Senate approve, for recommendation to the Board of Governors, the termination of the McMaster Brain-Body Institute, effective April 30, 2017, as outlined in Appendix F.”

The motion was carried.

b. Committee on University Ceremonials and Insignia (Appendix G)

i. Recommendation to Expand Information on Degree Parchments

Dr. Deane explained that the Ceremonials Committee had received a number of requests from students who wanted to have their program name included on the parchment in addition to the name of their degree. The Committee asked a small working group to examine the matter, and that group determined that it would be feasible to include the program name, in most circumstances. The Ceremonials Committee was now recommending this to Senate.

Program names that repeat the degree names, such as Bachelor of Arts and Science in Arts and Science, will continue to be printed with the degree designation only. Specializations and minors will not be printed on degree parchments.

A sample parchment (Appendix G) was provided to Senate for illustrative purposes; however, the final parchment design might be slightly different, pending minor adjustments to font size and spacing to accommodate the length of degree program names. Because there was still some work to be done before the Registrar’s Office could provide the new parchment design, the Committee was recommending that the change be introduced for the Spring 2018 Convocations.

It was duly moved and seconded,

“that the Senate approve the inclusion of degree program (plan) names on undergraduate and graduate degree parchments, effective Spring 2018, as detailed in Appendix G.”

A member asked whether students who have already graduated would be allowed to have their degree parchment re-issued in the new style. The University Registrar, Ms Pool, said they would.

The motion was then voted on and carried.
ii. Proposed Degree Abbreviations and Hoods for the Master of Science (Speech Language Pathology) and Bachelor of Engineering and Biomedical Engineering

It was duly moved and seconded,

"that the Senate approve the following degree abbreviations and hood descriptions:

- The abbreviation M.Sc. (SLP) for the Master of Science (Speech Language Pathology), with the hood to be the same as that currently used for the Master of Science: Black silk, lined and bound with old gold silk.

- The abbreviation B.Eng.BME for the Bachelor of Engineering and Biomedical Engineering with the hood to be the same as that currently used for the Bachelor of Engineering: Black stuff, lined with old gold silk, faced down the anterior side with steel grey silk."

The motion was carried.

c. Committee on Academic Integrity (Appendix H)

i. Office of Academic Integrity Annual Report for 2015-16

Senate received the above-listed report for information.

d. Committee on Student Affairs (Appendix I)

i. Proposal to Establish a Policy on Student Groups (Recognition, Risk Assessment and Event Planning)

Mr. Van Koughnett explained that the proposal before Senate was for the establishment of a new policy that would consolidate into one document the current Policy on the Recognition of Student Groups and the Student Event Risk Management Policy. The new policy was designed to be simpler to navigate and more user-friendly, and would provide access to online tools for event management purposes.

He noted that there was a clerical error in clause 57 -- “Transportation and Travel” were listed twice.

It was duly moved and seconded,

"that the Senate approve the Policy on Student Groups (Recognition, Risk Assessment and Event Planning), effective May 1, 2017, as provided in Attachment I of Appendix I.”
The motion was carried.

ii. Proposed Revisions to the Residence Agreement / Contract

Mr. Van Koughnett reported that the 2017-18 Residence Agreement / Contract was being presented to Senate for approval. The most significant changes were the clarification that applications from returning students would be added to a wait-list, and the inclusion of a clause about the use of refrigerators, which reflected long-standing policy. Other changes were editorial in nature.

It was duly moved and seconded,

"that the Senate approve the revisions to the Residence Agreement / Contract for 2017-18, effective May 1, 2017, as set out in Attachment II of Appendix I."

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 March 8, 2017;

b. approved, on recommendation of the Executive Committee, the designation of a Vice-Chair for the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence, effective April 12, 2017;

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

- an Associate Vice-President and Dean of Graduate Studies, for the period April 20, 2017 to June 30, 2022;
- an Associate Dean (Academic), Faculty of Business, for a five-year term, effective July 1, 2017;
- an Associate Dean (Faculty Affairs and Accreditation), Faculty of Business, for a five-year term, effective July 1, 2017;
- an Associate Dean (Graduate Studies and Research), Faculty of Business, for a five-year term, effective July 1, 2017;
- an Associate Dean (Graduate Studies and Research), Faculty of Social Sciences, for a five-year term, effective July 1, 2017;
- a Chair of the Department of Anthropology for the period January 1, 2018 to June 30, 2022;
- a Chair of the Department of Political Science for a five-year term, effective July 1, 2017;
• a Director of the MBA Program for a three-year term, effective July 1, 2017;
• a Co-Director of the Master of Health Management Program, Faculty of Business, for a three-year term, effective July 1, 2017;
• a Director of the Health Services Management Specialization of the MBA Program for a three-year term, effective July 1, 2017;
• the Chair of the Department of Surgery and the John A. Bauer Chair in Surgery for a five-year term, effective July 1, 2017;
• an Acting Chair of the Department of Anthropology for the period July 1 to December 31, 2017;
• the Amgen Canada Chair in Nephrology for a five-year term, effective July 1, 2017;
• the BMO Financial Group Chair in Capital Markets -- Financial Literacy and the Individual Investor for a five-year term, effective July 1, 2017;
• the Boris Family Chair in Education and Internal Medicine for a five-year term, effective July 1, 2017;
• the CIBC Chair in Financial Markets for a five-year term, effective July 1, 2017;
• the Eli Lilly Canada Chair in Osteoporosis for a five-year term, effective July 1, 2017;
• the Dorothy C. Hall Chair in Primary Health Care Nursing for a five-year term, effective July 1, 2017;
• the Michael Lee-Chin and Family Chair in Investment and Portfolio Management for a five-year term, effective July 1, 2017;
• the Schlegel Chair in Clinical Epidemiology and Aging for the period July 1, 2017 to June 30, 2019;
• the AstraZeneca Chair in Respiratory Epidemiology for the period July 1, 2017 to June 30, 2019; and
• nominees for the title University Scholar;

d. received from the Committee on Appointments a decision made with respect to a recommendation for promotion to Professor in the Faculty of Science, and nominated, through the President to the Board of Governors, the candidate for whom promotion had been approved by the Appointments Committee;

e. received from the Committee on Appointments a decision made with respect to a recommendation for continuing appointment without annual review and promotion in the Faculty of Health Sciences. Senate nominated, through the President to the Board of Governors, the candidate for whom continuing appointment without annual review and promotion had been approved by the Appointments Committee;

f. received from the Committee on Appointments, for information, a report on the appointment of an Area Chair of Operations Management, Faculty of Business, for a three-year term, effective July 1, 2017;

g. approved, on recommendation of the President, two appointments to the Advisory Committee of the McMaster Museum of Art;
h. approved, on recommendation of the Committee on Appointments, the composition of a selection committee for an Associate Dean (Research), Faculty of Health Sciences as follows:

Dr. Paul O’Byrne, Dean and Vice-President (Health Sciences) (Chair)
Dr. Rob Baker, Vice-President (Research)
Dr. Susan Denburg, Associate Vice-President (Academic), Health Sciences
Dr. Catherine Hayward, Associate Dean of Graduate Studies (Health Sciences)
Dr. Del Harnish, Associate Dean (Undergraduate Education), Health Sciences
Dr. Alan Neville, Associate Dean (Health Professional Education), Health Sciences
Dr. William Orovan, Associate Dean (Clinical Services), Health Sciences
Dr. Mohit Bhandari, Professor, Surgery
Dr. Mark Crowther, Professor and Chair, Pathology and Molecular Medicine
Dr. Michael McGillion, Assistant Professor, Nursing
Dr. Holger Schünemann, Professor and Chair, Health Research Methods, Evidence, and Impact
Dr. Greg Steinberg, Professor, Medicine
Dr. Brenda Vrkljan, Associate Professor, Rehabilitation Science
Dr. Tim Whelan, Professor, Oncology
Dr. Gerry Wright, Professor, Biochemistry and Biomedical Sciences
Dr. Jack Gauldie, Vice-President, Research, St. Joseph’s Healthcare Hamilton
Mr. Frank Naus, Vice-President, Research, Hamilton Health Sciences
Mr. Greg Weiler, Director, Health Research Services

i. received, for information, two reports on recent appeals from the Board for Student Appeals; and

j. approved a request for early graduation.
## Results of the Spring 2017 Elections to Senate and the University Planning Committee

The following representatives were elected to Senate and the University Planning Committee in the Spring 2017 elections. The term of office for each position is indicated.

### Senate:

#### Faculty Representatives:

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<th>Faculty of Business</th>
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<tr>
<td>Dr. Aaron Schat</td>
<td>Associate Professor</td>
<td>Human Resources &amp; Management</td>
<td>July 1, 2017 to June 30, 2020</td>
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<tr>
<th>Faculty of Engineering</th>
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<tr>
<td>Dr. Thia Kirubarajan</td>
<td>Professor</td>
<td>Electrical &amp; Computer Engineering</td>
<td>July 1, 2017 to June 30, 2020</td>
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<th>Faculty of Health Sciences</th>
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<tr>
<td>Dr. Pamela Baxter</td>
<td>Associate Professor</td>
<td>School of Nursing</td>
<td>July 1, 2017 to June 30, 2018</td>
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<tr>
<td>Dr. Alison Holloway</td>
<td>Professor</td>
<td>Obstetrics &amp; Gynecology</td>
<td>July 1, 2017 to June 30, 2020</td>
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<tr>
<td>Dr. Anne Niec</td>
<td>Professor</td>
<td>Pediatrics</td>
<td>July 1, 2017 to June 30, 2020</td>
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<th>Faculty of Humanities</th>
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<tr>
<td>Dr. Martin Beckmann</td>
<td>Associate Professor</td>
<td>Classics</td>
<td>July 1, 2017 to June 30, 2020</td>
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<tr>
<td>Dr. Nancy Doubleday</td>
<td>Associate Professor</td>
<td>Philosophy</td>
<td>July 1, 2017 to June 30, 2020</td>
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<tr>
<td>Dr. Diane Enns</td>
<td>Professor (01/07/17)</td>
<td>Philosophy</td>
<td>July 1, 2017 to June 30, 2019</td>
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<tr>
<td>Prof. Judy Major-Girardin</td>
<td>Associate Professor</td>
<td>School of the Arts</td>
<td>July 1, 2017 to June 30, 2018</td>
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<th>Faculty of Science</th>
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<tr>
<td>Dr. Ian Dworkin</td>
<td>Associate Professor (01/07/17)</td>
<td>Biology</td>
<td>July 1, 2017 to June 30, 2020</td>
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<tr>
<td>Dr. Erik Sorensen</td>
<td>Professor</td>
<td>Physics &amp; Astronomy</td>
<td>July 1, 2017 to June 30, 2020</td>
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<th>Faculty of Social Sciences</th>
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<tr>
<td>Dr. James Gillett</td>
<td>Associate Professor</td>
<td>Health, Aging &amp; Society</td>
<td>July 1, 2017 to June 30, 2018</td>
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<tr>
<td>Dr. Robert O'Brien</td>
<td>Professor</td>
<td>Political Science</td>
<td>July 1, 2017 to June 30, 2020</td>
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<tr>
<td>Dr. Stephanie Ross</td>
<td>Associate Professor</td>
<td>School of Labour Studies</td>
<td>July 1, 2017 to June 30, 2018</td>
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<tr>
<td>Dr. Victor Satzewich</td>
<td>Professor</td>
<td>Sociology</td>
<td>July 1, 2017 to June 30, 2020</td>
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Undergraduate Student Representatives:

**Faculty of Business:**
| No nominations received. | July 1, 2017-June 30, 2019 |

**Faculty of Health Sciences:**
| Ms Rina Patel | Level II | Honours Bachelor of Health Sciences | July 1, 2017-June 30, 2019 |

**Faculty of Humanities:**
| Mr. Jason Chestney | Level III | Justice, Political Philosophy, & Law | July 1, 2017-June 30, 2019 |

**Faculty of Social Sciences:**
| Mr. Cam Brandreth | Level I | Social Sciences | July 1, 2017-June 30, 2019 |

Graduate Student Representatives:

**Faculty of Engineering:**
| No nominations received. | July 1, 2017-June 30, 2019 |

**Faculty of Humanities:**
| No nominations received. | July 1, 2017-June 30, 2018 |

**Faculty of Science:**
| Ms Anita Acai | Year 1 | Ph.D., Psychology, Neuroscience & Behaviour | July 1, 2017-June 30, 2019 |

**Faculty of Social Sciences:**
| No nominations received. | July 1, 2017-June 30, 2019 |

University Planning Committee:

Teaching Staff Representatives

| Dr. Gillian Goward | Faculty of Science | July 1, 2017 to June 30, 2020 |
| Dr. Julie Richardson | Faculty of Health Sciences | July 1, 2017 to June 30, 2020 |

*By-elections will be held in the fall election period to fill the remaining vacancies.*
REPORT TO SENATE
FROM THE
EXECUTIVE COMMITTEE
Open Session

i. Recommendations to Revise the Senate By-Laws

At its March 22, 2017 meeting, the Executive Committee approved the following recommendations to revise the Senate By-laws and now recommends these revisions to Senate for final approval.

1. Faculty of Theology

The Executive Committee recommends:

“that the Senate approve revisions to Schedule A of the Senate By-laws, to reflect the termination of the Faculty of Theology.”

2. Regulations Governing Student Elections to Senate

The Executive Committee recommends:

“that the Senate approve a revision to Clause 6 of the Campaign Rules for Student Elections to Senate, as outlined in Attachment I.”

3. Academic Administrator Titles

The Executive Committee recommends:

“that the Senate approve the revision of the Senate By-laws to reflect the change in title from Associate Vice-President to Vice-Provost for those academic administrators with that title who report to the Provost, in regard to Article VI, 43; Article IX, 114 (a), 114 (b) iii, 115 (c), 116, 118, 133; Article X, 146, 147; Article XI, 157, 158; and to Schedule A, and, further, that the University Secretariat be authorized to make the same editorial change to all Senate policies and procedures.”

Senate: For Approval
April 12, 2017
March 15, 2017

TO: Senate Executive Committee

FROM: Helen Ayre
Unversity Secretary

RE: Proposed Revisions to Senate By-laws

I am recommending some relatively minor revisions to the Senate By-laws.

Faculty of Theology

You will recall that, on the recommendation of the Senate, the Board of Governors terminated the Faculty of Theology as of December 31, 2016. The Senate By-laws should now be amended to remove that Faculty from the list of those represented on the Senate.

Schedule A – Composition of the Senate

Elected by and from the Teaching Staff of the University:

<table>
<thead>
<tr>
<th>34-30 members</th>
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<tbody>
<tr>
<td>Faculty of Business - three members</td>
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<tr>
<td>Faculty of Humanities - six members</td>
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<td>Faculty of Engineering - three members</td>
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<td>Faculty of Health Sciences - six members</td>
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<tr>
<td>Faculty of Science - six members</td>
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<tr>
<td>Faculty of Social Sciences - six members</td>
</tr>
<tr>
<td>Faculty of Theology – one member</td>
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Recommendation:

that the Senate Executive Committee approve, for recommendation to the Senate, revisions to Schedule A of the Senate By-laws, to reflect the termination of the Faculty of Theology
Regulations Governing Student Elections to Senate

Attachment I outlines a request for a revision to the Regulations for student elections to Senate, in particular, the campaign rules for those elections. It is proposed that clause 6 of the current campaign rules be amended to allow students to use social media for campaigning, even on voting days.

Recommendation:

that the Senate Executive Committee approve, for recommendation to the Senate, a revision to clause 6 of the Campaign Rules for Student Elections to Senate, as outlined in Attachment I

Academic Administrator Titles

On October 12, 2016, Senate approved a recommendation that the titles of those academic Associate Vice-Presidents who report to the Provost be changed to 'Vice-Provost' effective July 1, 2017. The Senate By-laws should be amended to reflect this change in title, as should the various policies and procedures approved by the Senate.

Recommendation:

that the Senate Executive Committee approve, for recommendation to the Senate, that the Senate By-laws be revised to reflect the change in title from Associate Vice-President to Vice-Provost for those academic administrators with that title who report to the Provost. This revision would apply to Article VI, 43; Article IX, 114 (a), 114 (b) iii, 115 (c), 116, 118, 133; Article X, 146, 147; Article XI, 157, 158; and to Schedule A, and further that the University Secretariat be authorised to make the same editorial change to all Senate policies and procedures.
March 15, 2017

TO: Senate Executive Committee

FROM: Tamara Bates
Governance Advisor and Assistant University Secretary

SUBJECT: Regulations Governing Student Elections to the Senate

The Senate By-Laws set out the requirements for students when running for election to McMaster’s Senate. In recent years, the campaign rules have been updated to reflect the shift to electronic voting and to update the regulations regarding use of social media for campaigning. The increased use of social media, in particular, has generated a number of questions from candidates about what is and is not permitted under the rules, and complaints about how their opponents are campaigning.

Social media has created challenges for candidates, whether or not they are using it to campaign. The regulations include a campaign ban, whereby students are required to stop campaigning at 11:59 pm the night before the voting begins. Under the ban, candidates are required to remove any and all campaign posters from within sight of the computer labs, they cannot approach voters to solicit votes on election day(s) and they must refrain from posting on social media platforms. Candidates are strongly encouraged to maintain as much control over their own posts and profile pages as possible and to be vigilant throughout the voting period. Although candidates are generally respectful of the ban and most are cautious about posts, this is becoming increasingly difficult to police. There are inevitably concerns from candidates about what constitutes a post (versus a repost, a like or a share). Moreover, the majority of voters and supporters are unaware of the election regulations or the campaign ban. Candidates often report that third parties have posted messages of support for other candidates, and allege that this is a breach of the regulations. Candidates themselves are concerned about such third party postings. Given the nature of social media, the campaign ban causes more anxiety among candidates than is necessary and increases the amount of questions, concerns and complaints from them.

I propose that candidates be permitted to continue to campaign using social media during the voting period, but that the campaign ban continue for campaigning done in person. Upholding the ban for campaigning in person prevents candidates from interfering with voters during the act of voting and from setting up makeshift or mobile polling stations, which are both prohibited under the election regulations.

The following revision to the election regulations is recommended:

Campaign Rules

1...5

6. All in-person campaigning must end at 11:59 p.m. the night prior to the start of the first day of voting. Candidates may, however, continue to campaign using social media platforms on election day(s).

7...13
REPORT TO SENATE

FROM THE

COMMITTEE ON APPOINTMENTS

Open Session

At its March 13, 2017 meeting, the Committee on Appointments approved the following recommendations and now recommends them to Senate for approval where appropriate.

i. Revised Terms of Reference and Name Change for the Ontario Research Chair in Educational Achievement and At-Risk Students (Attachment I)

ii. Recommended Revisions to SPS B11, “Curriculum Vitae Requirements” (Attachment II)

iii. Terms of Reference and Composition of a Drafting Committee to Review the Assessment of Teaching-Stream Faculty (for information) (Attachment III)

Senate: For Approval Information
April 12, 2017
February 24, 2017

TO: Senate Committee on Appointments

FROM: Jeremiah Hurley, Dean

RE: Revised Terms of Reference and Name Change, Ontario Research Chair in Educational Achievement and At-Risk Students

In 2008, the Ontario Research Chair in Educational Achievement and At Risk Students was established and Dr. Scott Davis was appointed as Chair. Dr. Davis left the University in 2014 and a search began for the position with a joint selection committee between the Faculty of Social Sciences and the Faculty of Health Sciences.

The successful candidate, Dr. Karen Robson, was appointed in July 2016 as an Associate Professor with tenure in the Department of Sociology and the Ontario Research Chair in Educational Achievement and At-Risk Students.

The terms of reference for the Ontario Research Chair in Educational Achievement and At Risk Students have subsequently been revised to accord with the research program of Dr. Robson. The name of the position has also been modified from Ontario Research Chair in Educational Achievement and At-Risk Students to Ontario Research Chair in Educational Achievement and At-Risk Youth. I am attaching the revised terms of reference for approval.

Attach.

cc: G. Hooks
    K. Robson
Ontario Research Chair in Educational Achievement and At-Risk Youth  
McMaster University

Terms of Reference

The Ontario Research Chair in Educational Achievement and At-Risk Youth will significantly contribute to McMaster's achievement of its research goals and objectives. Through the excellence of his/her research and leadership qualities, the Chair will lead a comprehensive multi-disciplinary team research program in educational achievement; stimulate/guide public policy debate on health deficits and socioeconomics disadvantage and their impact on children's academic achievement among a broad range of stakeholder groups; and build linkages within and among academics, policy-makers, practitioners, students and families.

The terms of the Ontario Research Chair in Educational Achievement and At-Risk Youth at McMaster University with regard to the Chair's proposed research and teaching program is described below.

Description of the Proposed Research and Teaching Program

The research plan entails five components:

a) *Analysis of longitudinal data in Ontario*

   The Chair will analyze longitudinal data sources from Ontario -- primarily the Toronto District School Board (TDSB)-- which includes student census survey, administrative data, and links to post-secondary pathways. These data are unique as they allow for student characteristics to be measured throughout high school and linked to post-secondary transitions. New cohorts are available approximately every five years when the census is undertaken by the school board. These data are one of the few -- if not the only -- containing the self-identified race of the student. The data contain numerous risk markers (sociodemographic characteristics, parental characteristics, and absenteeism and suspension rates) for students, which can be associated with their educational achievement and attainment.

b) *Comparative analyses*

   The Chair will engage in comparative analyses and the development of partnerships with other cities to examine how student risk characteristics influence educational achievement. Thus far, comparisons have been undertaken with Chicago, New York City, London (UK), and Vancouver, with the possibility of adding other cities (e.g. Los Angeles and Paris). By examining the relative determinants of achievement across the cities, context must be taken into consideration when explaining observed differences. These contextual features include history, education policies, and political climates.

c) *Analysis of surveys*

   The Chair will assist other McMaster researchers and students to conduct analyses on publically-accessible data sets on school achievement and family characteristics including: The National Longitudinal Student of Children and Youth, the Youth in Transition Survey, the Trends in International Mathematics and Science Study, and the Programme for International Student Assessment.
d) **Critical engagement with policy**
The Chair will examine how education policies impact upon the educational attainment of at-risk youth. This will be undertaken by examining the data from Multi Year Accessibility Report Backs (data collected by the Ministry of Advanced Education and Skills Development) and by examining changes in provincial education policies and how these changes may relate to any changes in educational achievement observed in school board data.

e) **Long term projects**
Two major long term projects are in the planning stages. One is participation in expanding the TDSB student census to other school boards in Ontario, a project that has been started by the previous TDSB Executive Director Donna Quan. The other is to use the Early Development Instrument Data, working with colleagues in the Offord Centre, and link them to the TDSB cohort data to examine long term outcomes associated with early risk markers.

**Teaching Program**

The Chair will supervise graduate students and encourage the development of theses pertaining to educational issues and at risk children and teach undergraduate courses and graduate courses as appropriate. In terms of graduate training, the Chair's program will fill a large gap in educational research in Ontario by offering graduate students a program with direct relevance to the design and evaluation of policy and interventions that address the complexity of health and socioeconomic factors that contribute to educational underachievement.

The original 2008 terms of reference were revised in January 2017 to accord with the research program of the new Chairholder.
March 9, 2017

TO: Senate Committee on Appointments

FROM: Helen Ayre
University Secretary

RE: Proposed Revision to SPS B11, Curriculum Vitae Requirements

In response to a request from the Dean of Humanities, supported by the Provost and the Vice-President (Research), MUFA has agreed that there should be a revision to section 14 of SPS B11. This revision is intended to make it easier for faculty who work in the area of research creation to have their work properly acknowledged and quantified on their CV.

In his request, the Dean noted the Tri-Council definition of research creation:

An approach to research that combines creative and academic research practices, and supports the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. The creation process is situated within the research activity and produces critically informed work in a variety of media (art forms). Examples offered by Tri-Council include: visual arts (e.g., painting, drawing, sculpture, ceramics, textiles), performing arts (e.g., dance, music, theatre), creative writing, film, video, performance art, interdisciplinary arts, media and electronic arts, and new artistic practices.

The proposed revision to section 14 would allow the inclusion of contributions to research creation to be included in the Lifetime Publications section of the CV, rather than in the Other category which is where such work is currently often included.

MUFA has accepted this revision as a minor amendment and, in keeping with Section III, clause 4.b., of the Tenure and Promotion Policy, this revision is now being presented to the Senate Committee on Appointments for its approval and transmittal to Senate.
Faculty members being considered for re-appointment, tenure, permanence, promotion or as a candidate for an academic or administrative office at McMaster University should have an up-to-date curriculum vitae prepared for consideration. It is the faculty member’s own responsibility to prepare and keep the curriculum vitae up-to-date and it is the responsibility of the Department Chair to ensure that it is accurate for cases of re-appointment, tenure, permanence, and promotion. 

Curricula vitae must follow the exact format, in the sequence presented, including the sequence within every category. Any category that is not applicable should be identified as such.

1. Name in full, with common designate underlined
2. Business address (including postcode) and telephone number(s) (including area code)
3. Educational Background (since high school)
   o degrees, fellowships, diplomas, certificates including designation (BSc, PhD, FRCP(C), etc.); institution, department and location, year received
4. Current Status at McMaster
   o rank and title, joint appointments, associate memberships
   o status (tenured, continuing appointment without annual review, permanent, contract etc.)
5. Professional Organizations
   o name (note those that are elected)

6. Employment History (include starting and ending [if appropriate] dates, ranks, departments, institutions, locations)
   a. academic    b. consultations    c. other

7. Scholarly and Professional Activities (include starting and ending [if appropriate] dates, and number of reviews, if appropriate)
   a. editorial boards    c. executive positions
   b. grant & personnel committees    d. journal referee
   e. external grant reviews

8. Areas of Interest (research, teaching, consulting)

9. Honours
   o FRSC, Governor General's Award, Honorary Degrees
   o fellowships, scholarships, scientific awards (including title, agency, as well as starting and ending [if appropriate] dates)

10. Courses Taught¹ (last five years) (include department [program] number, title, dates taught).
    a. undergraduate    c. postgraduate (medical)
    b. graduate    d. other

---
¹ In the Faculty of Health Sciences, this includes program components without course designations i.e. tutorials, large group sessions non-clinical electives, etc.
11. Contributions to Teaching Practice
   a. pedagogic innovation and/or development of technology-enhanced learning
   b. leadership in delivery of educational programs
   c. course/curriculum development
   d. development/evaluation of educational materials and programs
   e. other

12. Supervisorships (include department [program] numbers completed, in progress, inactive and dates)
   a. master
   b. doctoral
   c. post-doctoral/fellowship
   d. clinical/professional
   e. supervisory committees
   f. other

13. Lifetime Research Funding

   The names of all the individual(s) to whom the grant is awarded should be listed and the principal investigator's name must be underlined.

   o include type, source agency, amount, purpose, title

14. Lifetime Publications

   The sequence of authors must be the exact replica of the sequence in which the work was published.

   a. Peer Reviewed

   i) books
   ii) contributions to books
   iii) journal articles

   iv) research creation and artistic contributions (e.g., exhibitions, performances, recordings, screenings)
   v) journal abstracts
   vi) other, including Proceedings of Meetings

   b. Not Peer Reviewed

   i) books
   ii) contributions to books
   iii) journal articles

   iv) research creation and artistic contributions (e.g., exhibitions, performances, recordings, screenings)
   v) journal abstracts
   vi) other, including Proceedings of Meetings
c. Accepted for Publication (in final form)
d. Submitted for Publication
e. Unpublished Documents
   i) technical report series   ii) other

15. Presentations at Meetings

   For presentations attributable to multiple authors, the sequence of authors must
   replicate that in which the abstract was accepted, with the name(s) of the
   presenter(s) underlined.

   a. Invited
   b. Contributed
      i) peer reviewed   ii) not peer reviewed

16. Patents, Inventions and Copyrights

17. Administrative Responsibilities (include name, role: member or chair, starting and [if
    appropriate] ending date)

18. Other Responsibilities
REPORT TO SENATE
FROM THE
COMMITTEE ON APPOINTMENTS

Open Session

Mandate and Membership

Drafting Committee to Review the Assessment of Teaching-Stream Faculty

At the request of the Committee on Appointments, the McMaster University Faculty Association has agreed to the establishment of a drafting committee to review the assessment for promotion of teaching-stream faculty as set out in the McMaster University Revised Policy and Regulations With Respect to Academic Appointment, Tenure and Promotion (2012).

The mandate of the drafting committee is:

To review those Supplementary Policy Statements that outline the process for soliciting the views of external referees for the promotion of teaching-stream faculty and to recommend revisions to that process, if considered necessary.

Membership:

Dr. Lori Campbell  Associate Professor, Sociology; Associate Dean (Academic), Social Sciences
Dr. Carolyn Eyles  Professor, Interdisciplinary Science
Dr. Joe Kim  Associate Professor, Psychology, Neuroscience and Behaviour
Dr. Michelle MacDonald  Associate Professor, Biochemistry and Biomedical Sciences
Dr. John Medcof  Professor, Human Resources and Management; Associate Dean, Faculty Affairs and Accreditation, Faculty of Business
Dr. Briana Palmer  Assistant Professor, School of the Arts

Senate: For Information
April 12, 2017

Equity and Inclusion Office Annual Report
September 1, 2015—August 31, 2016

McMaster University
Equity and Inclusion Office
Mandate

This is the annual report of the Equity and Inclusion Office at McMaster University. It includes updates from the two program areas within the Equity and Inclusion Office. These programs are: the Human Rights Program and the Equity Services Program which encompasses education, McMaster’s Accessibility Program – AccessMac and the Sexual Violence Response Protocol.

Under section 58 (e) of the Policy, the Human Rights Program within McMaster’s Equity and Inclusion Office is responsible for gathering pan-University statistical data and using that data to inform ongoing learning and preventive measures. Section 59 charges the Human Rights Program with preparing and presenting annual statistical reports to the University’s governing bodies and campus community.

Report Parameters

Unless otherwise stated, this report covers data collected for the period September 1, 2015 to August 31, 2016.

This report also presents historical human rights complaints data for the period 2010 to 2015 collected under the former Anti-Discrimination and Sexual Harassment Policies.

Future Publications

Starting in 2017, the Equity and Inclusion Office will publish its annual report every fall. The timing of the current report is a reflection of the Office’s transitional year, which includes restructuring and recruitment of the new Vice Provost, Equity and Inclusion.

Relevant Links

Accessibility Policy: www.mcmaster.ca/policy/General/HR/Accessibility.pdf
DHSH Policy: www.mcmaster.ca/respectfulcommunity/policy-procedures.html
DHSH website: www.mcmaster.ca/respectfulcommunity
Equity and Inclusion Office: equity.mcmaster.ca
Equity and Inclusion on Facebook: https://www.facebook.com/EIOMcMaster/
President’s Advisory Committee on Building an Inclusive Community: pabcic.mcmaster.ca
Sexual Violence Response Protocol: svrp.mcmaster.ca

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Executive Summary

On July 1, 2015, McMaster University’s new Discrimination, Harassment, Sexual Harassment: Prevention and Response Policy (the Policy or DSH Policy) took effect. This new Policy replaced the former Anti-Discrimination and Sexual Harassment Policies.

The Policy reinforces McMaster’s commitment to foster a respectful and inclusive organizational culture. In particular, the Policy:

- sets out a robust complainant driven process for addressing concerns;
- establishes clear pathways for complainants to access;
- articulates responsibilities of leaders and persons in authority; and
- commits to gathering and using data on the incidence and character of reported discrimination and harassment to inform ongoing institutional learning and prevention initiatives.

In addition to implementing the new Policy, the 2015-2016 reporting year was significant in at least three other key ways:

- The University restructured its Human Rights and Equity Services Office, adopting a new name—Equity and Inclusion—and creating two new senior roles.
- In the fall of 2015, the University launched its Sexual Violence Response Protocol and introduced a dedicated Sexual Violence Response Coordinator.
- Along with the City of Hamilton and the Hamilton Centre for Civic Inclusion, the University was instrumental in laying the foundation for the Anti-Racism Resource Centre, approved by the City in 2016.

The results of this past year’s activity are a stronger, University-wide commitment to understanding, preventing and responding to discrimination, harassment and sexual harassment; a clearer complaints process with well-defined steps and roles; and greater overall transparency around these important issues.

Of course, the University still has work to do. For example, we need to improve our data collection so that we have the most accurate and up to date picture possible.

With the commitment that is clearly in place, we are confident we will continue to develop the policies, tools and training initiatives we need to ensure a campus-wide coordinated approach to responding to and preventing discrimination, harassment and sexual harassment.
2016: A Transition Year for the Equity and Inclusion Office

Office Restructured

In July 2016, the University announced a restructuring of the Office of Human Rights and Equity Services:

- The office’s name, Human Rights and Equity Services, changed to the **Equity and Inclusion Office**.
- The program areas AccessMac and Equity Services combined to form one program area, the **Equity Services Program**, reporting to a Senior Program Manager.
- Two new positions were created: a **Director of Human Rights and Dispute Resolution** with responsibility for investigative and dispute resolution activities and a **Vice Provost (Equity and Inclusion)** to lead the office and champion equity and diversity initiatives at a senior level. A search is currently underway for the new Vice Provost (Equity and Inclusion) position: it is anticipated the position will be filled by July 2017.

Mandate: Foster A Fair and Equitable Campus Environment

The Equity and Inclusion Office has a broad and proactive mandate to work with campus and community partners to promote, develop and support equity, diversity and inclusion initiatives, which contribute to the development of a culture of collegiality, respect, safety and openness.

The primary role of the Office is to:

- provide expert advice and assistance on matters of equity, diversity and inclusion;
- advance the University’s commitment to building an inclusive community;
- receive concerns and complaints and facilitate their resolution; and
- promote respect, equity and fairness, and celebrate the rich diversity of the campus community.

The Office also provides support to the **President’s Advisory Committee on Building an Inclusive Community (PACBIC)** which extends to each of PACBIC’s working groups, including sexual violence, racism, accessibility, mental health, interfaith issues, First Nations, Métis and Inuit priorities, LGBTQ+, and employment equity.

Equity and Inclusion: Recent Evolution

**July 1, 2015**
Introduction of McMaster’s new Discrimination, Harassment, Sexual Harassment: Prevention and Response Policy.

**September 2015**

**July 2016**
Human Rights and Equity Services restructured and renamed to Equity and Inclusion Office.

**September 1, 2015**
Annual Report
Start of reporting year.

**August 31, 2016**
Annual Report
End of reporting year.
Equity and Inclusion Office Sister Programs: Human Rights and Equity Services

Human Rights Program

Led by the Director, Human Rights and Dispute Resolution, the Human Rights Program offers confidential advice, guidance and consultation to students, staff, and faculty at McMaster University on issues related to human rights.

As one of the three Intake Offices* listed in McMaster's DHSH Policy, the Human Rights Program is accountable for facilitating the resolution of concerns and complaints and the investigation of formal complaints, related to issues of discrimination, harassment, and sexual violence.

The Human Rights Program is also responsible for gathering and publishing pan-University statistical data and using that data to inform ongoing learning and prevention measures. It is also a key partner in the Anti-Racism Resource Centre mentioned in the Executive Summary.

* The other intake offices are Human Resources Services and the Faculty of Health Sciences Professionalism Office. The Human Rights Program is available to all students, staff and faculty. Human Resources Services is available to McMaster employees, and the Faculty of Health Sciences Professionalism Office is available to students, staff and faculty in the Faculty of Health Sciences.

L - R: Alisha Carr, OHRC, Vilma Rossi, Senior Program Manager, Equity and Inclusion, Runako Gregg, OHRC
Equity Services Program

The Equity Services Program partners with members of the University community to advance a culture of accessibility, equity and human rights.

Through consultations, customized educational workshops, remedial training, robust social media sites, and the offering of equity events on campus, the Equity Services Program develops, promotes and supports educational and community development initiatives that engage students, staff and faculty members.

Educational programming is an important component of the Equity Services Program’s mandate. Under its H.E.A.R.T. series—Human rights, Equity, Accessibility, Respect Toolkit Workshops—Equity Services offers a Certificate of Attendance to participants who complete three workshops on topics such as Anti-Racism, Positive Space, and Anti-Oppression. This is just one example of the broad-ranging educational initiatives spearheaded by the Program. The Challenging Islamophobia Initiative on Campus, highlighted on page 10, is another.

The Equity Services Program also houses AccessMac and the newly established Sexual Violence Response Protocol.

AccessMac partners with faculty, staff and students to create and maintain a culture of accessibility and inclusion on campus. The Accessibility Specialist works closely with the McMaster Accessibility Council and its members, who are responsible for ensuring the University adheres to Accessibility for Ontarians with Disabilities Act (AODA) Accessibility Standards. AccessMac provides workshops and training opportunities on accessibility, and it oversees the University’s Accessibility Policy and the AODA.

The Sexual Violence Response Protocol was launched in the fall of 2015. The Protocol sets out guidelines for how staff, faculty and students can provide a consistent and supportive response to those who disclose sexual and gender-based violence. An accompanying website outlines the steps found in the Protocol and lists resources available both on and off campus.

As part of the launch, the University introduced a dedicated Sexual Violence Response Coordinator. The Coordinator manages a comprehensive survivor-centred response protocol to disclosures of sexual and gender-based violence.

A significant part of the Coordinator’s work in 2015/16 involved collaborating with a working group comprised of students, staff, and faculty to develop a stand-alone Sexual Violence Policy as mandated by Ontario’s Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), 2016. McMaster’s new Sexual Violence Policy was launched on target on January 1, 2017 and will be elaborated on in our 2016/17 report.

Challenging ISLAMOPHOBIA ON CAMPUS

Thursday, March 31
2:30pm - 4:00pm
MUSC (Student Union Building)

For all students, staff, and faculty who want to learn more about Islamophobia.

Please register at: hres@mcmaster.ca

For more information & accessibility measures:
905-525-0140 x 2798
Or hres@mcmaster.ca

Equity and Inclusion Office Annual Report 2015 – 2016 | 5
Discrimination, Harassment, Sexual Harassment and Sexual Violence Response Protocol Data

1. DHSH: Overview

<table>
<thead>
<tr>
<th>Total cases</th>
<th>Resolved</th>
<th>Unresolved</th>
<th>Abandoned</th>
</tr>
</thead>
<tbody>
<tr>
<td>452</td>
<td>410</td>
<td>25</td>
<td>17</td>
</tr>
</tbody>
</table>

"Resolved" refers to complaints that have been resolved (i.e. informal resolution efforts were successful) or consultations that have been responded to.

"Unresolved" refers to matters that are pending or ongoing, or where informal resolution efforts have not been successful. When the latter occurs, complainants are advised of such and made aware of the alternate recourses available to them.

"Abandoned" refers to cases that were withdrawn, or situations where participants elected to pursue an alternative recourse outside of Equity and Inclusion.

2. DHSH: Breakdown by Type of Complaint

- 18 Formal complaint
- 4 University-initiated complaint
- 128 Informal resolution
- 302 Concerns with no further action

Note: Of the 18 formal complaints, six concluded, two were abandoned, and 10 are still ongoing. Of the six that concluded, four resulted in a finding of "no violation"; one was resolved between the parties; and only one resulted in a finding of a violation.
3. DHSH: Breakdown by Issue

- Sexual Harassment: 12 cases
- Poisoned Environment: 5 cases
- Discrimination: 92 cases
- Harassment – Personal: 132 cases
- Accommodation: 103 cases
- Harassment – Human Rights: 108 cases

4. DHSH: Cases by Ground

- Place of origin: 1 case
- Employee group status: 2 cases
- Membership or non-membership in a trade union, employer/employer organization: 2 cases
- Membership or non-membership in a political organization: 3 cases
- Ethnic origin: 3 cases
- Sexual orientation: 4 cases
- Citizenship: 6 cases
- Gender identity/gender expression: 7 cases
- Age: 8 cases
- Family status: 10 cases
- Political belief: 16 cases
- Creed/religion: 17 cases
- Ancestry, colour, race: 34 cases
- Sex: 69 cases
- Personal harassment (bullying): 116 cases
- Disability: 161 cases
5. DHSH: Participant Type

- Undergraduate Student: Complainant 134,Respondent 104
- Graduate Student: Complainant 54,Respondent 20
- Staff: Complainant 195,Respondent 177
- Faculty: Complainant 59,Respondent 139
- Other (external, anonymous): Complainant 10,Respondent 12

6. DHSH: Origin of Concern

Reflects the area of campus experience that gave rise to the complaint.

- 112 Campus community
- 154 Employment
- 168 Academic
- 16 Residence
- 2 Off campus (with nexus to campus)
7. Sexual Violence Protocol Overview

Disclosures and Consultations: 96
Academic Accommodations: 18
Informal Resolutions: 5

*Data collected August 17, 2015 - October 17, 2016

McMaster University
Sexual Violence Support

McMaster University

Sexual Violence Response Protocol

This website is a place where survivors of all backgrounds and social identities can find support and information about sexual, intimate partnership or family violence including rape. It's also a place where campus members can find tips on how to provide the best support possible to survivors who disclose sexual, intimate partnership or family violence.

If you're not sure what to do or where to turn, a good starting point is talking with the Sexual Violence Response Coordinator. You can talk with them about what happened to you, how it feels and, above all, ask what advice they might consider taking.

Equity and Accessibility

Equity Services

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<tr>
<th>Consultations</th>
<th>Workshops and events</th>
<th>People reached</th>
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<td>109</td>
<td>35</td>
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Accessibility

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<th>Training and events</th>
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<tbody>
<tr>
<td>82</td>
<td>16</td>
<td>276</td>
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</table>

Challenging Islamophobia Initiative

The Challenging Islamophobia on Campus Initiative (the Initiative) was developed by Equity and Inclusion Office Staff Khadijah Rakie and Raihanna Hirji-Khalfan in response to the global, violent backlash targeting Muslims, and those perceived to be Muslims, after the deadly attacks in Paris, France in November, 2015.

As part of the Office’s education and training portfolio, the Initiative’s objectives were to:

1. Contribute to the development of a shared understanding of how Islamophobia manifests on campus.
2. Offer a supportive space for those who have experienced, or fear experiencing, Islamophobia.
3. Identify practical means of challenging Islamophobia on campus.

Through drop-in sessions, a roundtable discussion, workshops, presentations and self-defence classes, the Initiative engaged students, staff and faculty. While the Initiative facilitated an important dialogue on campus, it also revealed a need for ongoing work to appropriately address the reality and the impact of Islamophobia on our University campus. The Office is writing a report to be provided to the University in the 2016-2017 reporting year.

Taking It Local: A Collaborative Equity Education Day

On June 22, 2016, McMaster’s Equity Services Program, in collaboration with the City of Hamilton and the Ontario Human Rights Commission, hosted a free one-day learning event for the Hamilton community. Called Taking It Local: An update on human rights, the day featured speakers from the OHRC, the City of Hamilton and McMaster University and provided the community with up-to-date information on what’s happening in human rights in Ontario.

L - R: Shaheen Azmi, OHRC, Vanessa Tamburro, OHRC, Renu Mandhane, OHRC, Milé Komlen, former Director, Human Rights and Equity Services
Human Rights Complaints: A 5-Year Historical View

Total Complaints and Consultations

*Of these 376 consultations, 64 were non-policy related. As such, they are not captured in the grounds.

Outcomes
### Cases by Ground

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*Gender expression and gender identity were added to the Ontario Human Rights Code as prohibited grounds of discrimination and harassment on June 19, 2012. Prior to this, complaints pertaining to these issues fell under the prohibited ground of sex.

Note: There were no complaints based on the grounds of citizenship, receipt of public assistance or membership or non-membership in a political organization.

### Top 5 Grounds

![Graph showing the top 5 grounds over the years](image-url)

- Disability
- Personal harassment (bullying)
- Sex
- Creed/religion
- Ancestry, colour, race
Participant Type

- Undergraduate student
- Graduate student
- Staff
- Faculty
- Other (external, anonymous)

Origin of concern

- Academic
- Employment
- Campus community
- Residence
What's on the Horizon for 2016/17?

- Introduction of the new Vice Provost, Equity and Inclusion
- New Sexual Violence Policy—January 2017
- DHSH Policy Review—July 1, 2017
- Accessibility Policy Review
- Introduction of an Anti-Racism Officer
- Heightened collaboration with community advocates and stakeholders through the new Anti-Racism Resource Centre
- More equity-related initiatives, including trans inclusion projects and sexual violence initiatives
- Strengthened partnerships between the Equity and Inclusion Office and campus and community members
- Improved processes and tools for more complete data collection
At its meetings on March 21st Graduate Council approved the following for recommendation to Senate:

1. Faculty of Engineering
   Co-op and Work Experience Option
   Full time graduate students in the Faculty of Engineering can enroll in a paid Co-op or in a Work Experience (non-Co-op) option while in their graduate programmes (Master of Engineering, Master of Applied Science, Master of Science and Doctoral degrees). Students enrolled in the Co-op version will be required to complete 12 months (Doctoral) or 8 months (Master’s) of a paid work experience at an industrial, government or NGO employer and must return to their program for at least one term prior to graduation. The 8- or 12-months Co-op experience may be acquired through a combination of 4-months scheduled breaks, sequential or not sequential. The Work Experience offers flexibility in regards to the duration of the work term and does not require the student to return for one term prior to graduation, though the cumulative work term duration may still not exceed 12 months (Doctoral) or 8 months (Master’s). The time that the student is off-campus on an approved co-op or work experience will not be counted towards their time-to-degree completion though their term count will continue. Students may not generally switch from the Co-op option to the Work Experience option once they have begun their first work term placement, but under special circumstances may be allowed with the permission of the Co-op manager. Participating in either option will increase the length of the time to degree completion by up to one year and may only be done with the permission of the student’s supervisor.

Students must remain enrolled as full-time students while off-campus at the work placement, enrolled in a zero-credit placeholder course, but will be ineligible to collect any scholarship or stipend from their department/supervisor/university for its duration. No tuition will be collected for the term(s) while on an approved placement but the student will be responsible for normal supplementary fees as well as a ‘career training fee’, which will normally occur in the terms before a placement, to cover the administration expenses of the office of the Career Development and Relationship Manager (including courses, workshops, one-on-one placement preparation, resume critiques, etc.) and access to the OSCAR plus (McMaster’s online career portal). There will be no fee related to getting a placement and no promise made of getting a placement.
Each graduate programme in the Faculty of Engineering will include the Co-op and Work Experience option. Enrolled students must complete ENG 701 – ‘Work Term Preparation’ to go on a work term placement, which is a 1.5-unit extra credit course; this course will not count toward the course requirements of a degree programme. Returning students under the Co-op option must provide a work term report to fulfill the milestone on the transcript.

Neither Co-op nor Work Experience option constitutes a curriculum requirement for any degree programme. Students may enter the Co-op option at any time up to what would normally be the last term of their degree program. International students must consult with Citizenship and Immigration Canada and their own consulate about visa requirements for a Co-op work visa.

The proposed option aligns with recent announcements (News Release, June 23, 2016) by the Ontario government and its highly skilled workforce expert panel (set up December 2015) looking to integrate the education system of Ontario with professional skills development.

This proposed change will be included in the next Graduate Calendar, effective September 2017.

2. Faculty of Health Sciences

Occupational Therapy

Change to Admission Requirements (M.Sc.)

The program proposed a change to their admission requirements, raising it from a B to a B+. The change is proposed in large part to align their program expectations with those of other graduate programs. Additionally, their IQAP reviewers encouraged them to review their data from previous years to optimize efficiency in the admissions process and they found that applicants invited to interview in recent years have had increasing GPAs and that applicants with a GPA of less than a B+ are unlikely to be invited to interview. This change will be included in the next Graduate Calendar, effective September 2017.

For Information:

3. Faculty of Engineering

Engineering Physics

Change to Calendar Copy

The program proposed the addition of ‘Biomedical Engineering’ as an area of research specialization to their general calendar information to reflect the research area of some faculty members of the department. This change will be included in the next Graduate Calendar, effective September 2017.

Materials Science & Engineering

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

The program proposed lowering the course load for Ph.D. down to 12 units (4 half-courses) from 24 units. Of these 3 units must be MATLS 702 (Graduate Seminar) and an additional 6 units must be technical electives at the 700 level. Students will still be allowed to take 600 level courses and non-technical 700 level courses. Students can either take one 600-level half course OR one non-technical elective 700-level course. The requirements apply to all Ph.D. students, irrespective of whether they have Master degree or not, including students transferred directly into PhD from Master. With this change the program is working to address two recurring criticisms of their program ahead of their IQAP
review: the first is that the department does not offer enough courses for students to complete their the 24 unit requirement and the second is a related concern that many students were going overtime because of the course load. The change will bring the course load in line with the standards for most Ph.D. programs in Engineering at leading academic institutions. This change will be included in the next Graduate Calendar, effective September 2017.

**School of Engineering Practice and Technology**

**Change to Course Requirements and Program Length (M.T.E.I. and M.E.E.I.)**

These programs are currently identified in the calendar as being 16 months in length. The change proposed here would make these programs 20 months in length. The length of the program was recently changed from 20 months to 16 months. This change was an experiment that has demonstrated that the time line is too compressed given the current program learning outcomes and deliverables. The change proposed here is to return both of these programs back to a total program length of 20 months. This would allow program learning outcomes to be met in a meaningful way. This change will be included in the next Graduate Calendar, effective September 2017.

**Change to Course Requirements (M.Eng.D.)**

The program split one course in prototyping into two (hardware and software) based on student demand. They proposed adjusting their course requirements accordingly so that students in the Product Design stream would be required to take both of the new courses and students in other streams would be strongly encouraged to take both. This change will be included in the next Graduate Calendar, effective September 2017.

4. **Faculty of Health Sciences**

**Biomedical Discovery and Commercialization**

**Change to Program Requirements (M.B.D.C.)**

The program proposed the addition of a Career Plan and Employability milestone to assist students in developing the knowledge, research, and communication skills required to secure an internship for the BIOMEDDC 702 Community Internship course. This change will be included in the next Graduate Calendar, effective September 2017.

5. **New Graduate Scholarships**

**NAME OF FUND: Fairley-Gadsby Ontario Graduate Scholarship**

**TERMS OF REFERENCE FOR FUND:**

Established in 2016 by Brad Fairley, B.Sc ’79 and Margaret Gadsby, B.Sc ’78 to contribute to the Ontario Graduate Scholarship Program. To be awarded by the School of Graduate Studies to a masters or doctoral student in the Faculty of Science who demonstrates outstanding academic achievement. Preference will be given to a student studying with a focus on environmental issues, their causes, effects, mitigation and/or ecosystem restoration.

**NAME OF FUND: Fairley-Gadsby Prize**

**TERMS OF REFERENCE FOR FUND:**

Established in 2016 by Brad Fairley, B.Sc ’79 and Margaret Gadsby, B.Sc ’78 to complement the funding available through their named Ontario Graduate Scholarship. Only recipients of the Fairley-Gadsby Ontario Graduate Scholarship are eligible for this companion prize directed to enabling attendance at
conferences or for travel related to their research in the Faculty of Science. Preference will be given to a student studying with a focus on environmental issues, their causes, effects, mitigation and/or ecosystem restoration

NAME OF FUND: The David Feather Family MBA Scholarship

TERMS OF REFERENCE FOR FUND:
Established in 2016 by David Feather, BA ’85 and MBA ’89. To be awarded to a student entering an incoming full-time or co-op MBA program who, in the judgement of the MBA Awards Committee, demonstrates strong academic achievement and leadership, based on demonstrated community engagement and participation in extra-curricular activities. All applicants with a complete admission file by May 1st will be considered for this award.
REPORT TO SENATE FROM THE UNIVERSITY PLANNING COMMITTEE

i. Proposal to Establish the McMaster Digital Transformation Research Centre

At its meeting on March 15, 2017, the University Planning Committee approved a proposal to establish the McMaster Digital Transformation Research Centre. The Centre’s vision is to become an international leader in digital transformation and its impact on management, organizations, and society. By building interdisciplinary collaborations, the research of the Centre will focus on digital innovation that is transforming society. Details of the proposal are contained as Attachment I of the report from the University Planning Committee.

The University Planning Committee now recommends,

that Senate approve, for recommendation to the Board of Governors, the establishment of the McMaster Digital Transformation Research Centre, effective immediately, as contained in the attached report.

ii. Proposal to Terminate the McMaster Brain-Body Institute

On March 15, 2017, the University Planning Committee approved a recommendation from the Vice-President (Research) to close the McMaster Brain-Body Institute at St. Joseph’s Healthcare Hamilton. The Institute was established in 2008 and has produced high-quality research, but recently financial considerations have necessitated the proposed closure. It is recommended that the termination is effective April 30, 2017. Details of the proposal are contained in attachment II of the circulated report.

The University Planning Committee now recommends,

that Senate approve, for recommendation to the Board of Governors, the termination of the McMaster Brain-Body Institute, effective April 30, 2017, as outlined in the circulated material.

Senate: FOR APPROVAL
April 12, 2017
March 7, 2017

TO: University Planning Committee

FROM: Robert L. Baker

RE: Updated - McMaster Digital Transformation Research Centre Proposal

Please see attached the updated proposal for the McMaster Digital Transformation Research Centre.

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

RLB/pb

Attach.

cc: David Wilkinson
    Len Waverman
    Doug Welch
    Helen Ayre
McMaster
Digital Transformation
Research Centre

Khaled Hassanein, Ph.D., MBA, P.Eng.
A NEW FOCUS ON DIGITAL TRANSFORMATION

Vision
The McMaster Digital Transformation Research Centre’s (M-DTRC) vision is to become a self-sustaining world leading research centre and knowledge hub with a focus on the leadership and management of digital transformation and its impact on people, organizations and society. The M-DTRC will represent the best in multidisciplinary research, building on collaborations with key partners and affiliates in academia as well as the public, private, and not-for-profit sectors. The centre’s mission will focus on innovative research that investigates the booming digital innovations that are prevailing through and transforming all aspects of our modern society. This timely and important research will lead to a fundamental shift in our understanding of the developing digital revolution and its challenges and opportunities, with far reaching implications for managerial practice, in the different sectors of the knowledge economy as well as society at large. It is anticipated that the program of research and training at the M-DTRC will contribute to the development of a unique breed of **Highly Qualified Personnel (HQP)** with specialized skillsets, building their capabilities to become the digital transformation leaders of tomorrow.
The Digital Revolution
The end of the twentieth century marked a new era in human history. Information Technology (IT) and the Internet have become ubiquitous, and fueled an information revolution that transformed societies and created a complex global knowledge economy. Technological innovations continue to grow exponentially, and the world is entering a new stage of the Information Age, a second Digital Transformation revolution that is disrupting almost every aspect of our lives. The growing wave of digitization of products, processes and organizations promises fascinating opportunities and significant challenges, and is radically transforming the office, factory, farm, home, government, and everything in between.

McMaster's Leadership Opportunity
McMaster's guiding strategy, as communicated through the Forward with Integrity mandate, establishes the University's key priorities of strengthening research excellence; graduate education and training; and connections with the local, provincial, and global communities through distinctive and sustainable initiatives. As such, the DeGroote School of Business is committed to evolving and facilitating innovative research and educational programs that meet the contemporary challenges and opportunities of an increasingly complex business world. To that end, the DeGroote School of Business is distinguishing itself in an area of monumental importance and one in which it has considerable strength: the management of Digital Transformation. The DeGroote School of Business Strategic Plan's objectives provides a solid roadmap to ensure that the next generation of leaders is expertly equipped with the skillsets necessary to manage in the digital economy through data-driven knowledge discovery and evidence-based decision making. This will ensure that future leaders are capable of effectively steering their organizations in a sophisticated, competitive, increasingly digital and rapidly evolving global landscape. To that effect, the School has recently launched an innovative Executive MBA in Digital Transformation program. The M-DTRC will serve as an imperative component supplementing this strategy and bolstering McMaster's position as a world leading institution in this emerging field.

M-DTRC Concept Innovativeness
M-DTRC will function as a world class research organization to bring top researchers from DeGroote, McMaster, and beyond to engage in cutting-edge multidisciplinary research aimed at better understanding how the digital revolution is impacting individuals in their personal and professional lives. We will strive to develop guidelines and methods for organizations of all sizes, at all stages of maturity, and across a broad spectrum of industries that allows them to create more value while increasing their
efficiency and effectiveness through information/communication technologies and digitization. M-DTRC will serve as a hub for collaborative multidisciplinary research, graduate/undergraduate training, and executive education. It will contribute to further McMaster's leadership role in the study of evidence-based decision making especially in the presence of big data, human-computer interaction, and strategic management in the digital economy. M-DTRC will be one of the first of its kind in Canada, and will bolster DeGroote's and McMaster's position as global pioneers of Digital Transformation.

M-DTRC will mainly be situated on the fourth floor of DeGroote's Ron Joyce Centre (occupying approximately 300 m²/3,300 ft²) in Burlington, with complimentary space located on the second floor of DeGroote's Hamilton campus. The centre will draw on three complimentary CFI/ORF-RI-funded research labs involving collaboration between researchers from DeGroote and the Department of Psychology, Neuroscience & Behaviour at McMaster: (i) The Evidence Based Management Lab ($499,866 CFI/ORF-RI funding secured in 2015/16 and lab is established, PI: Khaled Hassanein with Milena Head – Business and Patrick Bennett - Psychology, Neuroscience and Behaviour) as Co-PIs); (ii) The Flexible NeurolS User Experience Lab ($284,411 CFI funding secured in 2016 with matching ORF-RI funding expected in 2017, PI: Milena Head with Khaled Hassanein – Business and Sukvinder Obhi - Psychology, Neuroscience and Behaviour) as Co-PIs); and (iii) The Advanced Human-Computer Interaction Lab ($271,000 CFI/ORF-RI funding secured in 2014/15 and lab is established, PI: Khaled Hassanein with Milena Head – Business and Scott Watter - Psychology, Neuroscience and Behaviour as Co-PIs). These innovatively designed labs house cutting-edge neuropsychological/information systems (Neuro-IS) research infrastructure combined with computing capacity that will enable a wide array of Digital Transformation research projects to be conducted across a broad range of social, professional, and educational contexts. The advanced NeurolS infrastructure in these labs includes neuropsychological equipment measuring the cognitive and physiological responses of participants in real-time as they engage in various tasks (e.g. decision making, work meetings, learning, web surfing, e-Commerce, etc.). Together with traditional behavioural measures (e.g. interviews, questionnaires, video recordings), these neurophysiological measures will facilitate deeper insights into the subconscious aspects of technology users as they engage in various tasks thus highlighting how individuals select, process, interpret, and use information.

Other available complementary research infrastructure such as Dr. Hassini’s CFI funded lab for Advanced Business Analytics at DeGroote and McMaster’s MacDATA institute will enhance the research capacity of M-DTRC especially as it relates to big data and data analytics. It should be emphasized that the scope and objectives of M-DTRC and MacData are distinct though being complementary and synergistic as clearly outlined in the attached letter from the Acting Director of MacData (refer to Appendix A).

M-DTRC Research Activities

Digital technologies are rapidly affecting all aspects of society including business, education, health and industry. As such, the M-DTRC will focus on generating and advancing knowledge on the best
approaches to leverage these technologies while managing their disruptive effects. The activities of M-DTRC will also result in developing the next-generation of researchers, executives, managers, and leaders of the digital transformation age.

More specifically, research at M-DTRC will focus on:

- Understanding how can digitization create value for individuals and organizations? How can digital transformation be best managed? and how can organizations refine their strategies to maintain and enhance their competitiveness through digital technologies?
- Understanding the facilitating and inhibiting factors for the adoption of digital technology in personal and organizational contexts?
- Investigating how individuals/groups make decisions in their personal and professional lives and how can we enhance their reliance on actual evidence in making such decisions?
- Designing customized decision support for individuals, teams, and user groups of digital technologies based on their abilities, characteristics, and context
- Investigating the positive and negative influences of mobile technology proliferation in different social, professional, and educational contexts on individuals’ and groups’ wellbeing and productivity
- Enhancing the user experience for individual, and group users of different digital technologies with a particular focus on user groups with extra needs (e.g., older adults, Millennials)

Facilitated by the novel design and sophisticated infrastructure of the centre, a wide range of studies can be conducted in the above areas. Some research projects are outlined below as examples:

- **Evidence-based Decision Making**: Effective decision making is a key success factor for organizations. Decision making is a complex task involving the searching, processing, integration and contextualization of information from a wide variety of sources. With the advent of sophisticated information technologies and “Big Data”, this problem has been further exacerbated as decision makers face an overabundance of information, which encourages them to settle for suboptimal decisions based on their intuition (as opposed to actual evidence) to reduce their cognitive burden. At the **Evidence Based Management Lab**, M-DTRC researchers will carry out research projects aimed at gaining a deeper understanding of and addressing the challenges facing managerial decision making in the presence of Big Data using a mixed methods approach comprising traditional and neurophysiological techniques. Consequently, customized decisions aids will be designed and evaluated to support decision makers in different contexts to help them to best leverage available evidence in support of higher quality decisions. The implications of group and multi-located decision making will also be explored.

- **User Experience in the Digital Age**: Digital innovations are transforming societies and economies. Information technology has become ubiquitous and pervasive in all aspects of our lives. The prevalence of information technologies is evident as they have become essential to many contemporary professional, educational, and personal activities, with obvious implications to the way individuals interact, communicate, and collaborate with each other. In the **Flexible NeurolS**
• **User Experience Lab**, interdisciplinary research at the **M-DTRC** will strive to decipher what occurs within the brains and bodies of participants engaged in real-time digital technology mediated-interactions in a variety of settings to study the digital transformation impacts on social interactions, professional and educational collaborations.

• **Designing Effective Digital interfaces for Older Adults**: The ageing of the Canadian population is expected to rapidly accelerate reaching 9.9 million to 10.9 million seniors by the year 2036, representing approximately 25% of the population. The senior population also represents the fastest growing segment of Internet users. The increasing proportion of older adults using information and communication technologies for professional or personal activities demand the tailoring of digital interfaces to match the diminishing cognitive and physical abilities of this segment due to the natural processes of ageing they go through. In the **Advanced Human-Computer Interaction Lab**, **M-DTRC** researchers will combine cutting-edge NeuroIS techniques with traditional behavioural methods to more deeply understand how digitization impacts older adult users while interacting with digital technologies in a variety of contexts. Consequently, this understanding will help us develop interface design guidelines and decision aids to support the special needs of this segment.

• **Digitization of Healthcare**: The digitization of the healthcare industry is becoming a critical imperative due to the mounting pressures on this sector resulting in part from an increasing ageing population. However, this process is hampered by a variety of policy, and technology interoperability issues as well as concerns over privacy and security. Research at **M-DTRC** will explore these issues leveraging the long history of our researchers in the area of eHealth and our flagship M.Sc. in eHealth program (an interdisciplinary program involving the faculties of Business, Engineering and Health Sciences). Students from the eHealth program will be benefit from taking part in M-DTRC projects as part of their thesis or internships.

**M-DTRC Training and Education**

The training of **HQP** will be a major component of the proposed programs of research conducted at the **M-DTRC**. The centre will serve to attract top talent to programs from the undergraduate, Master’s, Executive Education, and Ph.D. levels as well as Post-Doctoral Fellows (PDF) spanning the DeGroote School of Business, Faculty of Science, Faculty of Engineering, and other partner Faculties within and beyond McMaster. The multidisciplinary nature of the research undertaken at the centre, the ongoing interactions with our affiliates and partners, as well as the cutting-edge neurophysiological and behavioural research tools and equipment used will all serve to develop a unique breed of **HQP** with highly specialized skill sets. By utilizing these innovative methods, our students will develop refined capabilities in investigating and understanding how digital transformation, driven by innovations in technology and the continued emergence of sources of big data, is challenging the standards of business and other elements of society. Students will be trained on how this transformation could be best
leveraged to the betterment of our economic and social systems. The ongoing interactions with our partners in the private, public, and not-for-profit sectors will further enrich our students’ experiences making them more attractive for employment upon graduation given their multidisciplinary training and highly specialized and diverse skill sets.

Rationale for the Creation of the M-DTRC

Business schools produce professionals in areas such as accounting, finance, marketing, etc., but we can also contribute towards developing leaders who can understand and manage the transformations in industries and society that are fuelled by the ongoing digital revolution. Many of the significant transformations such as those we observe in the hospitality industry (Airbnb) and transportation sector (Uber), are largely driven by data and digital innovations, where leaders need to bridge the gap between technology affordances and business strategy by making evidence-based decisions. This applies whether they are driving the disruption or adapting to it. As such, there is a tremendous opportunity for the DeGroote School of Business to conquer this divide that exists in business and managerial practice and to make innovative contributions to business and society, through interdisciplinary research to transform the way we manage, strategize, produce, collaborate, and create value in an increasingly complex and digitally interconnected world.

The timing is right for this venture. McMaster has prioritized interdisciplinary research and teaching. Additionally, the new strategic plan for DeGroote School of Business includes a mission to “foster interdisciplinary thinking and evidence-based management to transform business and society.” As such, the School is putting significant resources and support behind the M-DTRC and other initiatives that fall under these criteria, which enhances its chances of success. This support includes contributions such as the dedication of space and infrastructure for the faculty, graduate student offices and research laboratories, as well as financial support.

Funding

Funding will come from research granting agencies, investment from the School of Business and private donors, in addition to income generated through the operations of the centre including research contracts. As outlined above the School of Business has dedicated space on the fourth floor of DeGroote’s Ron Joyce Centre (occupying approximately 300 m²/3,300 ft²) in Burlington for M-DTRC, with additional space located on the second floor of DeGroote’s Hamilton campus. The centre will draw on three complimentary CFI/ORF-RI-funded research labs involving collaboration between researchers from DeGroote and the Department of Psychology, Neuroscience & Behaviour at McMaster: (i) The Evidence Based Management Lab; (ii) The Flexible NeuroIS User Experience Lab; and (iii) The Advanced Human-Computer Interaction Lab. In the immediate future, operating research funds will come for a variety of research grants currently held by members of the centre (e.g. SSHRC Insight Grants, SSHRC Insight Development Grants, SSHRC Partnership Development Grants, NSERC Discovery and Engage Grants. In addition, from the first year of operation we envision a variety of revenue
generating activities for the M-DTRC that will see the centre breaking even or making a small profit accruing a healthy operating balance in the process to offset any fluctuations or one-time costs/investments that may need to be made (e.g. replacing equipment, etc.)

A detailed budget is provided in Appendix B outlining the envisioned revenues and expenses associated with the operations of M-DTRC over its first six years of its operation. Some of the sources of revenue outlined in the proposed budget are discussed below.

**Research Grants:** A laboratory of this caliber will allow members of the associated research team to ensure robust innovative applications to standard sources of funding that include those already utilized by the faculty such as SSHRC Insight Grants, SSHRC Insight Development Grants, SSHRC Partnership Development Grants, NSERC Discovery and Engage Grants. Applications to strategic grants involving multidisciplinary teams and close collaborations with industry partners are also envisioned on a regular basis.

**Research Contracts:** University based laboratories, as evidenced by the collective experiences of the Faculties of Science, Engineering and Health Sciences also facilitate research contracts with industry partners. It is reasonable to expect that the M-DTRC comprising three laboratories of this stature would generate a steady flow of research contracts with business partners (our experiences with engaging potential partners so far has been very promising). Such contracts will provide opportunities for our faculty and graduate students to interact closely with industry partners to address relevant real world questions with ensuing mutual benefits to both sides.

Finally, the attached letter from the Dean of the School of Business (Appendix C) clearly outlines the commitment of the School of Business to the success of M-DTRC and its ongoing financial stability indicating that “As an indication of this commitment, the School will be investing $75K per year in the first five years of the Centre’s operation in the form of a contribution from private donations and/ or from the School’s budget. We believe that the proposed budget accompanying the attached proposal is reasonable and projects financial health for the Centre in steady state. However, the School is committed to covering any shortfalls in the Centre’s budget should they occur.”

**Executive Training**

It is envisioned that the M-DTRC will leverage the expertise of its faculty members to develop/deliver executive training courses related to digital transformation, online interface design, and evidence based management that would be highly attractive to organizations in both the private and public sectors. Examples of such courses include: Competing in Digital Markets, Creating Value through Internet of Things Products and Services, Evidence-based Decision Making for Managers, Neuroergonomics of Digital Technologies and Smart Products, Creating and Sustaining Evidence-based Organizations,
Selecting & Nurturing Evidence-based Leaders. These courses will be marketed through DeGroote’s Executive Education team and will serve to further bolster our reputation as a leader in this area.

**Administration and Governance**

The organizational structure of the M-DTRC will follow the McMaster’s Guidelines for the Governance and Review of Research Centres as outlined in the Figure below.

The centre will be led by its Director, who is normally appointed for a 5 year term. The Director establishes an Advisory Committee (AC) whose purpose is to provide advice to the Director with regard to scientific or scholarly priorities and direction for the Centre. The AC is chosen by the Director, and convenes at least twice a year, or more frequently at the discretion of the Director.

The centre Director reports to the Institute’s Governing Board (GB) on an annual basis. The GB comprises the Dean of the school of Business (or designate), the Chairs of the Departments which have a substantive investment in the success of the centre, and one faculty member at large who is active within M-DTRC. The GB, in consultation with the Director, the AC, and members of the Institute, is responsible for constituting an External Review Board (ERB) at least every 5 years, and normally coincident with the final year of the Director’s term.
M-DTRC Governing Board
The Governing Board will consist of:
- Dean of the DeGroote School of Business (Chair)
- Chair of the Information Systems Area, School of Business
- Chair of the Psychology, Neuroscience, and Behaviour Dept., Faculty of Science

M-DTRC Advisory Committee\(^1\)
The Advisory Committee will consist of:
- Dr. Khaled Hassanein (Business), Centre Director (Chair) - TBC
- Dr. Vishwanath Baba (Business)
- Dr. Patrick Bennett (Science)
- Dr. Milena Head (Business)
- Dr. Ranil Sonnadara (Health Sciences and Research & High-Performance Computing Support)
- Dr. Scott Watter (Science)
- Three members from industry who are active in support of M-DTRC selected on a two-year rotating basis.

M-DTRC Team
Core members: The following are members who either participated in our CFI-JELF applications that funded the current M-DTRC infrastructure, took part in recent strategic grant applications (e.g. ORF-RE) or are currently working on collaborative projects covered by the M-DTRC’s proposed mandate.

- Norm Archer, School of Business
- Vishwanath Baba, School of Business
- Patrick Bennett, Faculty of Science
- Goran Calic, School of Business
- Brian Detlor, School of Business
- Tom Doyle, Faculty of Engineering
- Fei Chiang, Faculty of Engineering
- Maryam Ghasemaghaei, School of Business
- Rick D. Hackett, School of Business
- Khaled Hassanein, Director (TBC), School of Business
- Milena Head, School of Business
- Kai Huang, School of Business
- Ali Reza Montazemi, School of Business
- Paul McNicholas, Faculty of Science
- Geoff Norman, Faculty of Health Sciences

\(^1\) To be confirmed
• Sukvinder Obhi, Faculty of Science
• Allison Sekuler, Faculty of Science
• Joseph Tan, School of Business
• Scott Watter, Faculty of Science
• Ranil Sonnadara, Faculty of Health Sciences, Director RHPC
• Yufei Yuan, School of Business
• Manaf Zarqoush, School of Business

**Additional Members:** It is envisioned that additional members from the school of Business, McMaster and beyond will be added once the centre is operational based on their interests and on the projects that the centre will take part in.
For more information contact:

Dr. Khaled Hassanein  
DeGroote School of Business  
(905) 525-9140 ext. 28130  
hassank@mcmaster.ca  
www.degroote.mcmaster.ca
MEMO

TO: University Planning Committee

FROM: Robert Baker

RE: Termination of the McMaster Brain-Body Institute at St. Joseph’s Healthcare Hamilton

DATE: March 6, 2017

I wish to recommend the termination of the McMaster Brain-Body Institute at St. Joseph’s Healthcare Hamilton (BBI) as of April 30, 2017.

This Institute was officially established as a joint hospital/university research institute through McMaster Board of Governors in 2008. One of the factors that have led to the diminishment of the Institute’s relevance is financial considerations that have signaled the need to terminate the BBI. Dr. John Bienenstock, Director of the Institute since its inception in 2001 is in agreement.

A letter from Dr. Paul O’Byrne, Dean and Vice-President, Faculty of Health Sciences and Dr. David Higgins, President, St. Joseph’s Healthcare Hamilton is attached with additional details.

The Committee on Research Centres and Institutes has also reviewed the termination request and agrees with the above recommendation.

attach.
February 2017

Dr. Rob Baker  
Vice-President, Research  
Chair, Committee on Research Institutes  
c/o Gilmour Hall, Room 208

Re: Termination of the McMaster Brain-Body Institute at St. Joseph's Healthcare Hamilton

Dear Dr. Baker,

The McMaster Brain-Body Institute at St. Joseph's Healthcare Hamilton (BBI) was officially established as a joint hospital/university research institute via McMaster's Board of Governors in 2008. The proposal for the Institute listed its mission being "To link clinical and basic scientists from diverse backgrounds to explore how the brain and nervous system interact with bodily systems in the regulation of health and disease." Dr. John Bienenstock has been the Director of the Institute since its inception in 2001 (the BBI operated as an unofficial Institute at the hospital from 2001-2008).

While Dr. Bienenstock and his group are to be commended for their work in establishing the BBI and conducting high-quality research, other factors have led to the diminishment of the Institute's relevance. In particular, financial considerations have signaled the need to terminate the BBI. Dr. Bienenstock is in agreement.

Therefore, we are recommending that the BBI be officially terminated according to the University's guidelines. St. Joseph's Healthcare Hamilton will also initiate the process to officially terminate the BBI according to its procedures. Dr. Bienenstock's appointment as Director of the BBI lapsed effective July 1, 2011 and will not be backdated or renewed.

Should you have any questions or concerns, please feel free to contact either of us.

Sincerely,

Dr. Paul O'Byrne  
Dean and Vice-President  
Faculty of Health Sciences  
McMaster University

Dr. David Higgins  
President  
St. Joseph's Healthcare Hamilton

cc: Dr. S. Collins, Associate Dean (Research), Faculty of Health Sciences  
Dr. J. Gauldie, Vice President, Research, St. Joseph's Healthcare Hamilton  
Dr. N. Kates, Chair, Department of Psychiatry and Behavioural Neurosciences  
Dr. P. Cook, Chief of Psychiatry, St. Joseph's Healthcare Hamilton (Acting)
REPORT TO THE SENATE

from the

COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

I  Degree Program (Plan) Names on Parchments (Attachment I)

At its meeting of February 10, 2017, the Committee on University Ceremonials and Insignia approved a proposal to adopt the practice of including degree program (plan) names on undergraduate and graduate degree parchments, effective Spring 2018 Convocations. As the issue had come up a number of times in recent years, a working group had been struck to examine the matter. Printing program (plan) names on parchments had not been feasible with the legacy system, but is possible with Mosaic. Program (plan) names that repeat the degree names, such as Bachelor of Arts and Science in Arts and Science, will continue to be printed with the degree designation only. Specializations and minors will not be printed on degree parchments. A sample parchment is attached; however, the final parchment design may be slightly different pending minor adjustments to font size and spacing to accommodate the length of degree program (plan) names.

The Committee on University Ceremonials and Insignia now recommends,

That Senate approve the inclusion of degree program (plan) names on undergraduate and graduate degree parchments, effective Spring 2018.

II  New Degree Abbreviations and Hoods (Attachment II)

At the same meeting, the Committee received recommendations for degree abbreviations and hood specifications for the new degrees Master of Science (Speech Language Pathology) and Bachelor of Engineering and Biomedical Engineering.

The proposed hood for the Master of Science (Speech Language Pathology) is the same as that currently being used for the Master of Science, Master of Science (OT) and Master of Science (PT) degrees. The proposed hood for the Bachelor of Engineering and Biomedical Engineering is the same as that currently being used for the Bachelor of Engineering degree.

The Committee on University Ceremonials and Insignia now recommends,

that the Senate approve the following degree abbreviations and hood descriptions:

1. The abbreviation M.Sc. (SLP) for the Master of Science (Speech Language Pathology), with the hood to be the same as that currently used for the Master of Science: Black silk, lined and bound with old gold silk.
2. The abbreviation B.Eng.BME for the Bachelor of Engineering and Biomedical Engineering with the hood to be the same as that currently used for the Bachelor of Engineering: Black stuff, lined with old gold silk, faced down the anterior side with steel grey silk.

For Approval
Senate: April 12, 2017
McMaster University

By the Authority of the Senate
the Chancellor has conferred upon

Jane Smith

the Degree of

Bachelor of Arts
Honours

Cultural Studies and Critical Theory and Communication Studies

with all the Rights and Privileges pertaining thereto in Witness whereof and
by the Authority vested in Us, We have hereunto set our hand and seal.

Dated this 20th day of November, 2015 at Hamilton, Ontario.

Summa Cum Laude

[Signatures]
Chancellor

[Signatures]
President and Vice-Chancellor

[Signatures]
University Registrar
February 10, 2017

TO: Members of the Committee on University Ceremonials and Insignia

FROM: Melissa Pool

University Registrar

RE: Degree abbreviation and hood designs for Master of Science

In accordance with the Senate Policy on Academic Regalia, Hood Descriptions and Degree Abbreviations, I submit for your approval that:

a) the Master of Science (Speech Language Pathology) degree assumes the degree abbreviation M.Sc. (SLP) and that it adopts the hood description currently used by the Master of Science, Master of Science (OT) and Master of Science (PT):

Black silk, lined and bound with old gold silk.

![Image of a hood with M.Sc. on it]

b) The Bachelor of Engineering and Biomedical Engineering degree assumes the degree abbreviation B.Eng.BME and that it adopts the hood description currently used by the Bachelor of Engineering:

Black stuff, lined with old gold silk, faced down the anterior side with steel grey silk.

![Image of a hood with B.Eng. on it]
REPORT TO SENATE

from the

COMMITTEE ON ACADEMIC INTEGRITY

Academic Integrity Report

At its meeting of March 16, 2017, the Committee on Academic Integrity reviewed the Academic Integrity Report, September 1, 2015 to August 31, 2016 presented by the Academic Integrity Officer. The report is now presented to Senate for information (attached).

Senate: For Information
April 12, 2017
Office of Academic Integrity: Annual Report
September 1, 2015 – August 31, 2016

Case Summary:

Total Number of Cases = 375
Total Number of Students = 368
Number of Students involved in more than 1 case = 7*
Number of Cases resulting in a finding of guilt = 366
Number of Cases resulting in a finding of innocence = 9
*2 students were charged twice as a first offence (2nd offence happened before they were notified for 1st offence)

Cases By Registration Status:

Continuing Education (CCE) students = 0
Undergraduate students = 353
Graduate students = 6
Innocent CCE students = 0
Innocent Undergraduate students = 9
Innocent Graduate students = 0

Table 1: Students by Year of Study at McMaster University

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>153</td>
</tr>
<tr>
<td>2nd year</td>
<td>115</td>
</tr>
<tr>
<td>3rd year</td>
<td>49</td>
</tr>
<tr>
<td>-4th year</td>
<td>45</td>
</tr>
<tr>
<td>5th year &amp; beyond</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>368</strong></td>
</tr>
</tbody>
</table>
Table 2: Academic Dishonesty Cases by Faculty

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Full-Time headcount enrolment Nov. 1, 2015</th>
<th>Number (Percentage) of reported students registered in Faculty</th>
<th>Breakdown of Faculties that reported students in Column 3</th>
<th>Number of cases reported by Faculty offering the course</th>
<th>Number of Instructors in Faculty reporting cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Science</td>
<td>257</td>
<td>4 (1.56%)</td>
<td>Science = 4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Business</td>
<td>2503</td>
<td>18 (0.72%)</td>
<td>Business = 6, Humanities = 8, Science = 1, Social Science = 3</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Engineering</td>
<td>4892</td>
<td>95 (1.94%)</td>
<td>Engineering = 66, Science = 22, Humanities = 7</td>
<td>67</td>
<td>16</td>
</tr>
<tr>
<td>Grad. Studies</td>
<td>3514</td>
<td>6 (0.17%)</td>
<td>Business = 4, Social Sciences = 1, Science = 1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>4522</td>
<td>23 (0.51%)</td>
<td>Health Sciences = 16, Humanities = 2, Science = 5</td>
<td>27</td>
<td>14</td>
</tr>
<tr>
<td>Humanities</td>
<td>2362</td>
<td>57 (2.41%)</td>
<td>Humanities = 51, Health Sciences = 1, Engineering = 1, Social Science = 4</td>
<td>118</td>
<td>47</td>
</tr>
<tr>
<td>Science</td>
<td>5924</td>
<td>91 (1.54%)</td>
<td>Health Sciences = 9, Humanities = 16, Science = 63, Social Science = 3</td>
<td>99</td>
<td>16</td>
</tr>
<tr>
<td>Social Science</td>
<td>3929</td>
<td>81 (2.06%)</td>
<td>CCE = 1, Health Sciences = 1, Humanities = 34, Science = 3, Social Science = 42</td>
<td>53</td>
<td>19</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>0</td>
<td>0 (0%)</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Registrar</td>
<td>0</td>
<td>0 (0%)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>27,831</strong>*</td>
<td><strong>375 (1.35%)</strong></td>
<td><strong>375</strong></td>
<td><strong>375</strong></td>
<td><strong>119</strong></td>
</tr>
</tbody>
</table>

*Number show is full-time headcount minus Divinity College which had a fulltime headcount of 156. The University's Fall 2015 full-time headcount is 27987.
Chart #1: Percentage of Students Charged in Each Faculty

Chart #2: Comparison of Student’s Faculty (dark blue) and Faculty that Owns Course (light blue)
Chart #3: Number of Instructors laying charges of Academic Dishonesty by Faculty

Table 3: Breakdown of Offences by Total and Term

<table>
<thead>
<tr>
<th>Offence</th>
<th>Total</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Spring Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aiding another Student</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Alteration of Grade</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Alteration of Transcript</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Cheating on a Test/Exam</td>
<td>38</td>
<td>13</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>False Medical</td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Falsification of Data</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Impersonation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Improper Collaboration</td>
<td>45</td>
<td>13</td>
<td>30</td>
<td>2</td>
</tr>
<tr>
<td>Mishandling Academic Materials</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Misrepresentation of Credentials</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Multiple Submissions</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>178</td>
<td>70</td>
<td>101</td>
<td>7</td>
</tr>
<tr>
<td>Submitting Other’s Work</td>
<td>87</td>
<td>56</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>375</strong></td>
<td><strong>162</strong></td>
<td><strong>191</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>
Chart #4: Offences

Chart #5: Offences by Term
### Table 4: Penalty Breakdown

<table>
<thead>
<tr>
<th>Penalty</th>
<th>All Cases</th>
<th>First Offences</th>
<th>Serious First Offences or Graduate Students</th>
<th>Second Offences</th>
<th>Third Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Reported Only</td>
<td>7</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resubmit Work</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Reduction</td>
<td>103</td>
<td>99</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denial of Use of Facilities</td>
<td>230</td>
<td>215</td>
<td>2</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Mark of Zero</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Grade Reduction</td>
<td>6</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F for Course – with no transcript notation</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F for Course – with transcript notation</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter in File</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory on Supervisory Meeting</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denial of Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Registration Cancelled</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Transcript Notation</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspension under 1 Year</td>
<td>3</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Suspension over 1 Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innocent</td>
<td>9</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>375</strong></td>
<td><strong>334</strong></td>
<td><strong>21</strong></td>
<td><strong>19</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

### Chart #6: Penalties

![Bar Chart showing penalty distribution](chart-url)
Faculty Adjudicator Work
Total number of hearings 44
- Cases of possible academic dishonesty 29
- Appeals of first offence decisions 15
  - Denied 7
  - Penalty modified 2
  - Granted 6

Academic Integrity Cases appealed to Senate Board for Student Appeals
Total number of cases 2
- Withdrawn 0
- Hearings scheduled 1
- Decided 1
  - Denied 1
  - Summary dismissal 0
  - Dismissed/Abandoned 1
  - Penalty modified 0
- Granted 0

Transcript Notation Removals
Number of “Grade of F assigned for academic dishonesty” transcripts removed: 13

Table #5: Academic Dishonesty Cases by Faculty/Program Offering the Course 1996-2016

<table>
<thead>
<tr>
<th>Year</th>
<th>Senate</th>
<th>Arts/Sc</th>
<th>Bus</th>
<th>Eng</th>
<th>H.Sc</th>
<th>Hum</th>
<th>Sci</th>
<th>Soc/Sc</th>
<th>Grad</th>
<th>Registrar</th>
<th>CCE</th>
<th>Oth C</th>
<th>Totals</th>
<th>Full-Time</th>
<th>% of Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>96/97</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>54</td>
<td>1</td>
<td>6</td>
<td>18</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>104</td>
<td>13,856</td>
<td>0.75</td>
</tr>
<tr>
<td>97/98</td>
<td>2</td>
<td>1</td>
<td>16</td>
<td>46</td>
<td>6</td>
<td>8</td>
<td>41</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>146</td>
<td>13,771</td>
<td>1.06</td>
</tr>
<tr>
<td>98/99</td>
<td>5</td>
<td>0</td>
<td>14</td>
<td>26</td>
<td>9</td>
<td>8</td>
<td>32</td>
<td>621</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>118</td>
<td>13,797</td>
<td>0.86</td>
</tr>
<tr>
<td>99/00</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>54</td>
<td>0</td>
<td>7</td>
<td>45</td>
<td>14</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>128</td>
<td>13,910</td>
<td>0.92</td>
</tr>
<tr>
<td>00/01</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>32</td>
<td>0</td>
<td>6</td>
<td>34</td>
<td>13</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>98</td>
<td>14,042</td>
<td>0.70</td>
</tr>
<tr>
<td>01/02</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>71</td>
<td>0</td>
<td>15</td>
<td>53</td>
<td>18</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>174</td>
<td>15,053</td>
<td>1.16</td>
</tr>
<tr>
<td>02/03</td>
<td>4</td>
<td>1</td>
<td>16</td>
<td>52</td>
<td>3</td>
<td>20</td>
<td>65</td>
<td>13</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>178</td>
<td>16,720</td>
<td>1.06</td>
</tr>
<tr>
<td>03/04</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>34</td>
<td>20</td>
<td>40</td>
<td>79</td>
<td>58</td>
<td>14*</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>250</td>
<td>18,283**</td>
<td>1.37</td>
</tr>
<tr>
<td>04/05</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>43</td>
<td>45</td>
<td>30</td>
<td>80</td>
<td>44</td>
<td>9</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>261</td>
<td>19,164</td>
<td>1.36</td>
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<tr>
<td>05/06</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>116</td>
<td>39</td>
<td>50</td>
<td>96</td>
<td>35</td>
<td>10</td>
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<td>0</td>
<td>0</td>
<td>362</td>
<td>20,439</td>
<td>1.77</td>
</tr>
<tr>
<td>06/07</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>191</td>
<td>46</td>
<td>44</td>
<td>74</td>
<td>43</td>
<td>23</td>
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<td>1</td>
<td>0</td>
<td>441</td>
<td>21,107</td>
<td>2.09</td>
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<tr>
<td>07/08</td>
<td>0</td>
<td>0</td>
<td>57</td>
<td>43</td>
<td>142</td>
<td>42</td>
<td>56</td>
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<td>7</td>
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<td>3</td>
<td>0</td>
<td>417</td>
<td>21,696</td>
<td>1.92</td>
</tr>
<tr>
<td>08/09</td>
<td>0</td>
<td>0</td>
<td>29</td>
<td>22</td>
<td>11</td>
<td>34</td>
<td>168</td>
<td>52</td>
<td>28</td>
<td>1</td>
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* 2003-04 was the first year of the Academic Integrity Office and the first year MBA students were included in Graduate Studies numbers.

** Enrolment numbers do not include Interns/Residents or Divinity students who are exempt from policy.
Table #6: Academic Dishonesty Charges by Faculty the Student is Registered In - 2003-2016

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REPORT TO SENATE
FROM
THE COMMITTEE ON STUDENT AFFAIRS

For Approval

i. Policy on Student Groups (Recognition, Risk Assessment and Event Planning)
   At its meeting of March 20, 2017, the Committee on Student Affairs approved, for
   recommendation to Senate, the Policy on Student Groups (Recognition, Risk Assessment
   and Event Planning) (Attachment I). The Policy on Student Groups (Recognition, Risk
   Assessment and Event Planning) amalgamates the Policy on the Recognition of Student
   Groups and the Student Event Risk Management Policy. These two closely related policies
   had not been reviewed in several years. Definitions have been clarified and processes
   outlined in the policy have been simplified and revised to reflect current practices.

   The Committee on Student Affairs now recommends,

   that Senate approve the Policy on Student Groups (Recognition, Risk Assessment and
   Event Planning), effective May 1, 2017, as outlined in Attachment I.

ii. 2017-2018 Residence Agreement/Contract
   At the same meeting, the Committee on Student Affairs approved, for recommendation to
   Senate, revisions to the Residence Agreement/Contract (Attachment II). The majority of the
   changes are editorial and provide updates to dates and deadlines. Some sections have been
   reorganised to improve the readability of the contract and inclusive pronouns have been
   adopted. The most significant changes are the clarification of applications from returning
   students, who will apply now to a waitlist, and the inclusion of a clause about the use of
   refrigerators, which reflects longstanding policy.

   The Committee on Student Affairs now recommends,

   that Senate approve the revisions to the Residence Agreement/Contract, effective May 1,
   2017, as outlined in Attachment II.

Senate: April 12, 2017
Complete Policy Title: Policy on Student Groups (Recognition, Risk Assessment and Event Planning)

Approved by: Senate

Date of Original Approval(s): February 12, 1997

Responsible Executive: Associate Vice-President (Students and Learning) and Dean of Students

Policy Number (if applicable):

Date of Most Recent Approval:

Supersedes/Amends Policy dated:
Policy on the Recognition of Student Groups, 2006
Student Event Risk Management Policy, 2009

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
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SECTION I: INTRODUCTION

PREAMBLE

1. Organizations formed by students in the University community are a traditional part of campus life, and contribute in a significant way to its intellectual, political, social and cultural diversity and richness. While student groups have significant autonomy and their primary responsibility and accountability is to their student members and Boards of Directors, Recognized Student Groups also have a responsibility and accountability to the University and must follow all University policies and procedures. By upholding the principles outlined in this Policy and by conducting business in accordance with their by-laws, Recognized Student Groups support the University in its commitment to assist and support University members to:
   a) communicate, discuss and explore all ideas;
   b) hold meetings;
   c) organize Recognized Student Groups for any lawful purpose;
   d) move about the University and to use its facilities in a reasonable manner;
   e) distribute published material on campus in a responsible manner, provided that such materials are not unlawful or otherwise in breach of a University policy;
   f) debate and engage in peaceful demonstrations;
   g) embrace and demonstrate socially responsible behaviour in all student Recognized Student Group activities; and
   h) practise responsible risk management to ensure the safety of participants at Events.

SCOPE

2. This Policy applies to all Recognized Student Groups and their group members within the McMaster student community. Members of Recognized Student Groups include, but are not limited to, graduate, undergraduate, and part-time students representing McMaster University.

DEFINITIONS

3. For the purpose of interpreting this document words in the singular may include the plural and words in the plural may include the singular.

4. “Academic Society” means a student group that represents an academic unit/program during Welcome Week and/or for which the University collects fees on its behalf.

5. “Affiliated Student Unions/Associations” means a legally incorporated organization representing student constituencies, and that has its own constitution, by-laws, policies and insurance. Affiliated Student Unions/Associations include McMaster Student Union (MSU), Graduate Student Association (GSA) and McMaster Part Time Association (MAPS).

6. “Club” means a student group recognized by an Affiliated Student Union/Association that is dedicated to a particular interest or activity. The activity may be of an academic, social, recreational, cultural or spiritual nature.

7. “Dean of Students” is the Associate Vice-President (Students and Learning) and Dean of Students.
8. “EOHSS” means Environmental and Occupational Health Support Services, part of the University's Human Resources department that provides risk management expertise.

9. “Event” means an activity, occurring on or off campus, organized by Recognized Student Groups and that may involve the expenditure of funds.

10. “Primary Event Organizer” is the student responsible for organizing an Event.

11. “Recognized Student Group” means: the Society of Off Campus Students; Affiliated Student Unions/Associations and their ratified Clubs; and Academic Societies and their approved Sub-Groups.

12. “Risk Management” means the identification, analysis, assessment, control and avoidance, minimization or elimination of unacceptable risk. Risk management involves the process of planning, leading, organizing and controlling activities in order to manage potential risk at all Events.

13. “Sanctioned Event” means an approved activity organized by a Recognized Student Group.

14. “SOCS” means the student group Society of Off Campus Students that represents off campus students.

15. “Sub-Group” means an approved Sub-Group of an Academic Society.

16. “University Space” is space in accordance with the Policy on the Use of University Facilities for Non Academic Purposes.

17. “Waiver” means a document to be signed by the participant to acknowledge the inherent risk associated with an Event. Waivers must be completely filled out and must be specific to an Event. Generic waivers will not be accepted.
RELATED POLICIES AND PROCEDURES

18. This Policy is to be read in conjunction with the policies and statements listed below. Any question concerning the application of this Policy and/or related policies shall be determined by the Dean of Students. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list).

- Academic Freedom, Statement on
- Alcohol Policy, University
- Discrimination, Harassment and Sexual Harassment: Prevention and Response
- Code of Student Rights and Responsibilities
- Financial Accountability Policy for Student Organizations that receive Fee Remittances from the University
- Fraternities, Sororities, and Honour Societies, Policy on
- Freedom of Information and Protection of Privacy Act
- Graduate Students Association - Standing Resolutions GSSRC and Clubs
- McMaster Students Union (MSU) Operating Policies
- Ontario Human Rights Code
- Sexual Violence Policy
- Sexual Violence Response Protocol
- Statement on Building an Inclusive Community with a Shared Purpose
- Statement and Guidelines on Inclusive Communications
- Student Appeal Procedures
- Use of University Facilities for Non-Academic Purposes
- Violence in the Workplace Policy and Program
- Policy on Accessibility
SECTION II: ROLES AND RESPONSIBILITIES

AFFILIATED STUDENT UNIONS/ASSOCIATIONS

19. Affiliated Student Unions/Associations are responsible for providing support and oversight to Clubs on matters related, but not limited to, proper Event planning, student Event risk management, financial accountability, and approval of Events.

20. Affiliated Student Unions/Associations are also responsible for:
   a) developing and disseminating Club recognition and risk management policies and operating procedures, and ensuring that Clubs follow these policies and procedures.
   b) complying with the University's risk management process related to Affiliated Student Organization Events. For example, Frost Week, Welcome Week, Light Up the Night.
   c) providing a list of ratified Clubs on a yearly basis to the Dean of Students and to EOHSS.
   d) notifying the Dean of Students in a timely manner of any specific complaints or concerns regarding Clubs that are being reviewed or investigated.

ASSOCIATE VICE-PRESIDENT (STUDENTS AND LEARNING) AND DEAN OF STUDENTS

21. The Associate Vice-President (Students and Learning) and Dean of Students is responsible for the general oversight and communication of this Policy. The Dean of Students is the final authority for this Policy.

ENVIRONMENTAL AND OCCUPATIONAL HEALTH SUPPORT SERVICES (EOHSS)

22. Environmental and Occupational Health Support Services (EOHSS), a unit of Human Resources Services, is responsible for providing training on student event risk assessments and making recommendations where applicable to mitigate/eliminate risk related to Events. This consultative service may be in addition to risk management training provided by the Affiliated Student Union/Association.

23. EOHSS will ensure that Affiliated Student Organizations have a sufficient level of insurance coverage for their activities and that the minimum criteria as mandated by the University for operations.

24. EOHSS reserves the right to, in consultation with the Dean of Students, review and/or deny submitted Events upon assessment and determination of the potential of high risk related to the Event.

FACULTY ASSOCIATE DEAN

25. The Faculty Associate Deans are responsible for providing general support, risk management, and oversight to the Academic Societies and approved Sub-Groups, and for adherence to University policies and procedures.

26. The Faculty Associate Dean must provide a list of Academic Societies and approved Sub-Groups to the Dean of Students and to EOHSS.

27. The Faculty Associate Dean may delegate responsibility for the approval of Events to a designate.
MANAGER, OFF CAMPUS RESOURCE CENTRE (OCRC)

28. Manager of the Off Campus Resource Centre is responsible for providing general support, risk management, and oversight to the Society of Off Campus Students (SOCS) and for adherence to University policies and procedures, the Manager, OCRC is responsible for approving of SOCS Events.

PRIMARY EVENT ORGANIZER

29. The Primary Event Organizer is responsible for ensuring that all the requirements in the planning and implementation of the Event related to this Policy are met. Failure by the Primary Event Organizer to meet their responsibilities as set out in this Policy or to follow any applicable law, statute, regulation or policy, will result in the Primary Event Organizer facing sanctions under the applicable Related Policy.

30. The Primary Event Organizer is also responsible for:
   a) dealing appropriately and safely with any problems that might arise leading up to, during and following the Event;
   b) any breaches of this Policy that may occur during the planning and implementation of the Event; and
   c) attending the Event.

RECOGNIZED STUDENT GROUPS

31. Recognized Student Groups (Affiliated Student Unions/Affiliations and their ratified Clubs; Academic Societies and their approved Sub-Groups; Society of Off Campus Students) are responsible for safeguarding the reputation of the University by adhering to all University policies and procedures, and abiding by the laws of the land.

32. Recognized Student Groups are also responsible for developing and maintaining up to date constitution, by-laws, policies and procedures in regards to conducting business in an ethical and fiduciary manner, and for communicating these to their members.
SECTION III: RECOGNITION OF STUDENT GROUPS

RECOGNIZED STUDENT GROUPS

33. Recognized Student Groups are limited to Affiliated Student Unions/Affiliations and their ratified Clubs, Academic Societies and their approved Sub-Groups, and the Society of Off Campus Students.

34. The Department of Athletics and Recreation sport clubs are not part of this Policy, and will be managed by the Director of Athletics and Recreation (or delegate) in the same manner as varsity teams.

Affiliated Student Union/Association

35. The University recognizes three distinct legally incorporated organizations representing student constituencies. Membership in this category is closed, except to:
   a) the McMaster Students Union (MSU) is the official representative of all full-time undergraduate students including all undergraduate student Clubs;
   b) the Graduate Students Association (GSA) is the official representative of all full-time and part-time graduate students including all graduate student Clubs; and
   c) the McMaster Association of Part-time Students (MAPS) is the official representative of all undergraduate part-time students.

36. The Dean of Students has delegated to the Affiliated Student Union/Association the authority to ratify Clubs and to oversee Club Events.

37. Students interested in forming a Club must seek formal recognition (ratification) through the appropriate Affiliated Student Union/Association.

38. Clubs that have been ratified by an Affiliated Student Union/Association cannot apply for recognition (approval) as a Sub-Group of an Academic Society.

39. Clubs ratified by an Affiliated Student Union/Association must seek approval of Events through their respective Affiliated Student Union/Association.

Academic Societies

40. The University acknowledges that Academic Societies have a long-standing relationship with their Faculty, Program, or University Department. Academic Societies have their own constitution, and the University may collect fees on their behalf. These societies may be comprised of undergraduate or graduate students, and may collect fees from their respective students and include 100% of eligible students who pay these mandatory fees, and may represent their Faculty at orientation activities.

41. The Dean of Students has delegated authority for the recognition of Academic Societies to the relevant Faculty Associate Dean (or delegate). Recognition of Academic Societies will be established through a signed Memorandum of Understanding.

42. Students who wish to form a Sub-Group of an Academic Society must have the approval of the relevant Faculty Associate Dean through the relevant Memorandum of Understanding. The Academic Society is accountable for obtaining the proper approvals for Events of their Sub-Groups.
Society of Off Campus Students (SOCS)

43. The Society of Off Campus Students (SOCS) provides all students with programming that provides a variety of opportunities for students to become involved in the University community. SOCS is an autonomously operating organization that has its own constitution and the University may collect fees on its behalf. SOCS may be comprised of undergraduate or graduate students, and may collect fees from their respective students and include 100% of eligible students who pay these mandatory fees, and may represent its members at orientation activities.

44. The Dean of Students has delegated authority for the support and oversight for this student group to the Manager, Off-Campus Resource Centre.

PROCEDURAL GUIDELINES

45. The objectives and activities of a Recognized Student Group must be seen as attempting to contribute to the educational, recreational, social or cultural values of the University. These values are intended to be interpreted in the broadest sense. However, the essential "value" of the University must remain that of preservation of freedom of enquiry and association.

46. Recognized Student Groups may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of reasonable membership fees to cover the expenses of the organization, or of charges for specific activities, programs or Events, or to prohibit Recognized Student Groups from engaging in legitimate fund raising. However, a Recognized Student Group cannot:
   a) have as a major activity or function that makes it an on-campus part of a commercial organization;
   b) provide services and goods at a profit when that profit is used for purposes other than those of the organization; or
   c) be financially compensated, including but not limited to gifts, honorariums, salaries to any or all of its officers (this does not apply to MSU Inc., GSA Inc., MAPS Inc.).

47. Membership in Recognized Student Groups must be open to all students in compliance with the Ontario Human Rights Code and McMaster’s Discrimination, Harassment and Sexual Harassment: Prevention and Response. While discriminatory membership practices are not allowed it is recognized that certain Recognized Student Groups could well be homogeneous in nature without being discriminatory. Status as non-voting members may be extended to interested persons from outside the University.

48. Fraternities and sororities, and groups associated with fraternities and sororities, shall not be granted recognition as a student group (see the Policy on Fraternities, Sororities and Honour Societies).

49. The University’s interest in the constitution of a Recognized Student Group is based on its concern that organizations and individuals using its name and its facilities are genuine campus organizations, that they pursue activities in accordance with the law, and that such things as organizational structure, membership, procedures, rules of conduct, etc. are spelled out so that all members who join a group and take part in its activities may do so with full knowledge of their rights and responsibilities within the group and to ensure accountability and transparency to all members.

50. By the University granting recognition to a student group, the group is accorded a number of privileges, including:
a) use of the University’s name and insignia subject to University regulations (Heraldic Policies, McMaster Brand Policies);

b) ability to book space under the Policy on the Use of University Facilities for Non-Academic Purposes;

c) right to hold Events;

d) use of the University’s institutional liquor license;

e) exclusive use of the group’s name on campus;

f) access and ability to rent University property and equipment;

g) use of campus facilities for solicitation of membership.

51. Under the terms of this Policy the University will not attempt to censor, control or interfere with any Recognized Student Group on the basis of its philosophy, beliefs, interests or opinions expressed unless and until these lead to activities which are illegal or which infringe the rights and freedoms already mentioned. By the same token, recognition as a student group by the University implies neither endorsement of a particular group’s beliefs or philosophy, nor the assumption of legal liability for the student group’s activities. It assumes only that the University has a responsibility to inform itself of campus organizations which use its facilities and name and to deny, suspend or withdraw recognition if the requirements of this policy or other University policies are not observed.

52. The successful implementation and use of this Policy requires consultation and communication between the University and all Recognized Student Groups. All Recognized Student Groups shall undertake to consult and communicate regarding the implementation, use, and future amendments to Policy in good faith in order to ensure the policy’s success.

53. To ensure due diligence and obligations under the duty of care principle, the University requires proper Event planning and the required student Event risk management process to be completed for all Events planned and organized under this Policy. All other Events are prohibited by the University.
SECTION IV: RISK ASSESSMENT AND EVENT PLANNING

54. Persons, groups or organizations can be held responsible for incidents, damages or harm done during or after an Event. In Canada, the duty of care is a commonly held standard. That is to say, organizers of Events or activities have a duty to care for others where the potential risk is foreseeable.

55. Organizers of an Unauthorized Event will be referred to and investigated for violation(s) of a relevant Related Policy.

56. Compliance with this Policy will help to lessen the personal liability of any specific person related to student Event risk and that of the Recognized Student Group.

ASSESSING RISK

57. When assessing the level of risk for an Event there are a broad range of factors that may be considered. The list of factors below are not comprehensive and do not solely determine the level of risk. The level of risk is determined on an individual Event basis.
   - Alcohol
   - Financial impact
   - Guest speakers
   - Level of physical activity
   - Property risk
   - Reputational impact
   - Size of event
   - Transportation/travel.

58. One (1) non-drinking monitor must accompany every ten (10) participants to a licensed facility.

59. Unlicensed alcoholic Events will not be approved, open bar Events or any Event that includes drink tickets in the price of event.

STUDENT EVENT PLANNING AND APPROVAL PROCESS

60. Approval for the use of University space shall only be granted when the Student Event Planning Process is completed. Space may be tentatively booked pending final approval. In the circumstance that space for an Event has been improperly booked prior to the completion of the process the Event shall not be approved.

61. An Event shall only be sanctioned and take place when the following risk management process has been completed:
   a) the proper planning, Event risk assessment and development of a risk management strategy associated with the Event;
   b) completed documentation including, but not limited to, Waivers, contracts, etc.; and
   c) obtaining all required approvals.
62. The approval process excludes the main Affiliated Student Union/Affiliation (MSU, GSA, MAPS) run Events which are covered in a separate legal agreement between the Affiliated Student Union/Affiliation and the University.

63. The Primary Event Organizer must make their Event submissions through the Student Risk Management and Event Planning Portal (link on the Student Affairs home page http://studentaffairs.mcmaster.ca/) to receive approval for Events.

64. Risk assessment guidelines and final approvals for Events will be determined by EOHSS and/or the Affiliated Student Unions/Associations, as appropriate, and will communicated to all stakeholders.

LIABILITY INSURANCE

65. Insurance policies for commercial general liability and property coverage are held by McMaster University, the Affiliated Student Unions/Associations and its Clubs, and the McMaster University Student Centre (MUSC).

66. All Affiliated Student Unions/Associations must carry adequate liability insurance appropriate for the activities of the organization. Such liability insurance must be to the satisfaction of the University, and proof must be provided on an annual basis.

67. When proof of insurance is insufficient the University may, in consultation with the Dean of Students and/or Vice-President Administration, suspend operations of the Affiliated Student Union/Association.

68. Where the Affiliated Student Union/Association has approved an Event organized by a ratified Club, the Affiliated Student Union/Association's liability insurance is the primary insurer.
SECTION V: INVESTIGATIONS, APPEALS AND RECORDS

69. Failure of a Recognized Student Group to fulfill any of its responsibilities or procedures or to comply with its constitution or with University procedures shall constitute an offence under one or more Related Policies.

70. All Recognized Student Groups are subject to the Code of Student Rights and Responsibilities, "the Code", and violations of this Policy may result in sanctions under this Policy, the Code, as well as sanctions from the relevant Affiliated Student Union/Association.

71. The University will not attempt to monitor or review the activities of a Recognized Student Group in the normal course of Events. Reliance is placed on the Affiliated Student Unions/Associations/Faculty Associate Deans/Manager, OCRC to investigate complaints that such a group has acted in a manner inconsistent with its constitution or with the requirements of this Policy or any other University policy.

INVESTIGATIONS

72. Affiliated Student Unions/Affiliations have an obligation to investigate complaints/concerns, and must have a process for such investigations and for imposing appropriate sanctions where appropriate.

73. In the Event that the University receives a complaint/issue or otherwise becomes aware that a Recognized Student Group may have acted in a manner that is inconsistent with its constitution or with the requirements of this Policy or any other University policy, the University will investigate or, as appropriate, refer the matter to the Affiliated Student Union/Association.

74. Complaints made to the Faculty Associate Dean or Manager of the Off-Campus Resource Centre will be referred to the Dean of Students for investigation. The Dean of Students will determine the appropriate investigative process.

75. The Dean of Students reserves the right to initiate an audit or investigation of any matter regarding a Recognized Student Group whether a complaint/concern has been made or not.

76. In the event that the Dean of Students is not satisfied with the resolution of the investigation the Dean of Students reserves the right to conduct an independent investigation under this and/or a Related University policy.

77. When a Recognized Student Group is under investigation all approved and pending Events for that Recognized Student Group may be suspended pending the outcome of the investigation.

78. Any review regarding the status of a Recognized Student Group must be communicated to the Dean of Students.

SANCTIONS

79. At the conclusion of an audit or investigation, if it is found that the Recognized Student Group acted in a manner that is inconsistent with its constitution or with the requirements of this Policy or any other University policy, sanctions may be imposed.

80. The Dean of Students may, in their sole determination, impose the following sanctions, in addition to any other sanctions that may be applied pursuant to other policies:
a) privileges may be suspended or withdrawn; and/or

b) Status as a Recognized Student Group may be suspended or withdrawn.

APPEALS

81. The outcome of an investigation conducted by an Affiliated Student Union/Association is not appealable.

82. A decision by the Dean of Students under this Policy may be appealed through the Student Appeals Procedures.

RECORDS

83. All personal information shall be handled in accordance with the Freedom of Information and Protection of Privacy Act.

84. Records including forms, approvals, waivers and incident reports shall be retained on the Student Risk Management and Event Planning Portal for all Events in a secure and accessible format for a period of seven years from the date of the Event.

85. Records of allegations, audits, and investigations of misconduct by a Recognized Student Group shall be kept by the Dean of Students in all instances, unless it is concluded that there has been no misconduct, or that there is insufficient evidence to support the allegation. Any time a sanction has been imposed the records and notes shall be kept and may have a bearing on the sanction levied in any future case. The retention period for such records is determined by the Dean of Students depending on the severity of the situation.
APPENDIX A: STRUCTURE FOR THE RECOGNITION OF STUDENT GROUPS

Recognized Student Groups

University Student Groups

Affiliated Student Organizations

- MSU Inc.
- GSA Inc.
- MAUS Inc.

Society of Off Campus Students

Academic Societies
- Bachelor of Health Sciences Society
- Biomedical Discovery and Commercialization Society
- DeGroote Commerce Society
- DeGroote MBA Association
- Inter-disciplinary Biomedical Engineering and Health Sciences Program Society
- McMaster Kinesiology Society
- McMaster Engineering Society
- McMaster Humanities Society
- McMaster Medical Students' Council
- McMaster Nursing Students Society
- McMaster Student Midwifery Collective
- McMaster Undergraduate Nursing Society
- McMaster Science Students Society
- McMaster Social Sciences Student Society
- Society of Arts & Science Students
- Master of Business Administration Association

Undergraduate MSU Clubs (academic, social, recreational, cultural or religious/spiritual)

Graduate GSA Clubs
PREAMBLE

Life in residence is governed by three key documents. The Residence Agreement/Contract outlines fundamental contractual obligations between the student and Housing and Conference Services. The on-line Residence Handbook (http://maeocx.mcmaster.ca/URL TBD) further describes policies, procedures and community standards, including the Student Code of Student Rights and Responsibilities (SCSRR) (http://www.mcmaster.ca/policy/Students-AcademicStudies/Code_of_Student_Rights_and_Responsibilities.pdf), which clearly outlines the behavioural expectations of all residence students and possible outcomes.

It is assumed that the primary objective of all residents is the successful pursuit of academic studies. Residence life also creates the potential for many social and cultural benefits. Residents are jointly responsible for helping to make the residence community a comfortable, safe, and secure living environment conducive to achieving the key McMaster University objective: excellence in learning and discovery.

Students are expected to understand and appreciate that certain fundamental expectations and regulations are necessary in any community and that ultimately discipline should come from within each person, integral to the code of behaviour. The McMaster residence system believes and is founded on the principle that integral to the code of behaviour is an appreciation of the effect of one’s personal behaviour on others and respect for their personal and property rights. McMaster appeals to each student's sense of reason and responsibility and promotes the ideal that responsibilities are to be shared by all residents in order to maintain a high standard of cooperative living, tolerance, mutual respect and compromise.

By choosing to join the McMaster residence community, each member accepts and agrees to live by a code of behaviour, which values and promotes civility, inclusivity, good citizenship and productive behaviour.

ADMINISTRATIVE POLICIES AND PROCEDURES

1. The Residence Agreement/Contract becomes effective upon receipt by the University of the Student’s Residence Application. The submission of the online application and acceptance of the accompanying terms and conditions shall be evidence that all of the terms and conditions of the Residence Agreement/Contract are fully understood and that the student agrees to be bound by the Residence Agreement/Contract and the Student Code of Student Rights and Responsibilities as a condition of applying to residence at McMaster University.

Qualifying for Residence

2. a) First Year Undergraduate students who meet the Residence Admission Average, as determined by Housing and Conference Services, and who are enrolling full-time equivalent of at least eighteen units, (nine units in the fall term between September to December, and nine units in the winter term between January to April), or enrolled in a full-time Co-op/Outgoing Exchange program, receive first priority for residence accommodation.

Residence accommodation is conditional upon registering and remaining in at least eighteen units divided equally into nine units in the fall term (September to December) and nine units in the winter term (January to April). Students who are admitted in the winter term (January to April) must be enrolled and remain in a minimum of nine units.

b) To allow more first year undergraduate students the opportunity to spend their first year on campus, 86% of all spaces in McMaster University’s residence buildings will be reserved for first year undergraduate students entering directly from high school, and to Residence Life Staff, 4% of all spaces.

After all first year undergraduate students have been accommodated, and if space permits, residence spaces will be allocated on the basis of merit and by lottery to returning undergraduate students, residents, Residence Life Staff, Inter-Residence Council members, off-campus undergraduate students, and other merit students, as determined by Residence Admissions. If space permits, each case will be reviewed individually and admission will be granted at the discretion of Residence Admissions.

e) Current residents wishing to return to residence must apply each year, with acceptance determined by available spaces, and/or lottery considerations. In addition, and without limitation, residence acceptance may be denied as a result of any previous breach of the Residence Agreement/Contract and/or Student Code of Student Rights and Responsibilities. Returning students who are applying to residence are placed on a waiting list and offered residence, only after all first year undergraduate students have been accommodated and if space permits. Returning students are required to maintain a fall/winter average of 5.0(C) in at least eighteen units in the most
recent academic year in order to remain on the waiting list and/or be eligible for an offer of residence. A student who cannot meet this minimum academic average for medical, or compassionate reasons must submit a written appeal with supporting documents to Residence Admissions to be considered for acceptance to residence.

Residence accommodation for all students is conditional upon registering and remaining in at least eighteen units divided equally into nine units in the fall term (September to December) and nine units in the winter term (January to April). Students who are admitted in the winter term (January to April) must be enrolled and remain in a minimum of nine units.

c) Students who are not eligible for residence include, but are not limited to non-traditional students eligible for residence:

1) Undergraduate students who will register at McMaster and are requesting accommodation before their term of study commences; students who are enrolled in a Graduate Degree

2) Undergraduate students enrolled full-time at another post-secondary institution who choose to do their work placement in a McMaster University faculty or department; students who are enrolled in a Mohawk-McMaster program

3) Students who are registered in a second Bachelor’s degree at McMaster University, and who have lived in residence for a full four years during the completion of their first degree.

Admission will be granted to non-traditional students in the order of priority listed above, and only after all undergraduate students enrolled in at least eighteen units have been accommodated. Each case will be reviewed individually and admission will be granted at the discretion of Residence Admissions.

d) All students are responsible for notifying Residence Admissions within 24 hours of any change in their student status that may affect their eligibility for residence as outlined above.

e) Students wishing to live in residence beginning in the winter term, (January 2018) can apply starting October 23, 2017. All applicants must complete the online application process by October 31, 2017. Spaces are limited and will be allocated by random lottery. Spaces are assigned based on the 85%/15% policy outlined in section 2b.

Co-op/Exchange Students

3. Co-op/Exchange students are eligible to apply for residence accommodation in the same manner as first-year undergraduate students enrolled full-time in at least eighteen units as outlined in section 2. Exchange students are defined as either an Incoming Exchange student being admitted from another University, and enrolled through the McMaster Exchange Program. Residence spaces will be allocated on the basis of lottery to Exchange students and priority will be given to Exchange students enrolled for the Fall and Winter term (September to April).

a) Fall Term (September to December): Co-op/Exchange students who live in residence for the first academic term only (September to December) will be charged an additional $300 as an administrative fee for filling the second term vacancy.

i) It is the responsibility of the student to notify Residence Admissions of their enrollment in a Co-op/outgoing Exchange program. This notification must be in writing with supporting documentation from the Faculty and must be received in the Residence Admissions Office by 4:00 p.m. EST on November 1, 2016, otherwise the full eight-month occupancy residence fees will be charged to the student’s account.

ii) Students that applied for fall term only (September to December), decline their offer to a Co-op/outgoing Exchange program, and wish to be considered to remain in residence for the winter term (January to April), must notify Residence Admissions of their change in status. This notification must be in writing with supporting documentation to verify enrollment in a course load of at least nine units in the winter term by 4:00 p.m. EST on October 1, 2016, otherwise the student will be required to vacate residence by 12 noon on their move-out date in December. If approved to remain in residence in the winter term, the remaining full year residence fees will be charged to the student’s account.

iii) All documents submitted after the deadline will be subject to a $50 late documents fee as outlined in section 17.

b) Winter Term (January to April): Co-op/Exchange students who live in residence for the second academic term only (January to April) will be charged the residence fee for four-month occupancy which is one half of the fee for eight-month occupancy.

Academic Requirements

4. a) If a student is not able to maintain a course load of at least eighteen units, as defined in section 2, the student will be required to withdraw from residence and to meet the financial responsibilities, as outlined in section 16. A student who cannot maintain a course load of at least eighteen units for medical, or compassionate reasons must submit a written appeal with supporting documents to Residence Admissions to be considered for permission to remain in residence.

b) If a student withdraws from all of his/her academic courses, he/she the student is required to contact the Residence Admissions Office immediately, or within 24 hours as of the date the student withdraws from courses, to complete the withdrawal process, and prepare to vacate residence within 24 hours, as outlined in Section 16. Under normal circumstances, the student will be required to vacate residence within 24 hours.

5. Current residents wishing to return to residence must apply each year, with acceptance determined by available spaces, merit, academic, and/or lottery considerations. In addition, and without limitation, residence acceptance may be denied as a result of any
previous breach of the Residence Agreement/Contract and/or Student Code of Rights and Responsibilities. Returning students who are successful in the residence lottery applying to residence are placed on a waiting list and offered residence only after all first-year undergraduate students have been accommodated and if space permits. Returning students are required to maintain a full/winter average of 5.0 (C) in at least eighteen units in the most recent academic year in order to remain on the guaranteed waiting list and/or be eligible for an offer of residence. All other students will be placed on a waiting list and offered residence as bed spaces become available. A student who cannot meet this minimum academic average for medical, or compassionate reasons must submit a written appeal with supporting documents to Residence Admissions to be considered for acceptance to residence.

Contract Dates

66. Residence fees include accommodation from Monday, August 28\textsuperscript{th}, 2017, to 12 noon on the day following the student's final first term exam in December 2017 or to 12 noon on closing day December 22\textsuperscript{nd}, 2017, whichever is earlier; and from Monday, January 2, 2018\textsuperscript{st}, at 7:00 a.m. to 3:00 p.m. on the day following the student’s final exam in April 27\textsuperscript{th}, 2018, or to 3:00 p.m. on closing day April 27\textsuperscript{th}, 2018, whichever is earlier. In order to facilitate the large number of students, move-in times will be staggered and some students will be allowed to move in before Monday, August 28\textsuperscript{th}, 2017. All students will be notified by email in advance of their move-in date/time.

76. All residences are closed to all students during the December break (12 noon December 22, 2017 to 7:00 a.m. January 2, 2018), without the exception of students approved to remain in residence by Housing & Conference Services, during the holiday December break (12 noon December 23, 2016 to 3:00 p.m. January 2, 2017). Students will be given the option to submit a request, for an additional fee, to Housing & Conference Services, for approval to remain in residence over the December break period. All food and service Centre operations are suspended, and student life custodial and maintenance services are suspended limited during this period. Should an option be created to allow students to stay in residence over the December Break, for an additional fee, students will be notified and given the option to submit a request to Housing and Conference Services.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26\textsuperscript{th} and August 27\textsuperscript{th}, 2017</td>
<td>First-Year Student Move-in begins. Student will be notified in advance of their specific building/time move-in details.</td>
</tr>
<tr>
<td>August 29, 2016</td>
<td>Upper-Year move-in</td>
</tr>
<tr>
<td>October 9\textsuperscript{th}-15, 2017</td>
<td>Mid-term recess (Fall Break); buildings remain open</td>
</tr>
<tr>
<td>December 2\textsuperscript{nd}-23, 2017</td>
<td>Exam/move-out period</td>
</tr>
<tr>
<td></td>
<td>Students are required to vacate residence by 12 noon the day following their last exam or to 12 noon on closing day December 22\textsuperscript{nd}, 2017, whichever is earlier.</td>
</tr>
<tr>
<td></td>
<td>Student access cards to the building will be deactivated on their move-out date at 12 noon.</td>
</tr>
<tr>
<td></td>
<td>Students who do not move-out on their specific date/time are in violation of the Student Code of Student Rights and Responsibilities and subject to a $50/day late move-out fine.</td>
</tr>
<tr>
<td>December 23, 2017</td>
<td>Residence buildings close for December Break at 12 noon.</td>
</tr>
<tr>
<td>Monday-January 2, 2018</td>
<td>Residence buildings re-open at 7:00 a.m.</td>
</tr>
<tr>
<td>February 1\textsuperscript{st}-25\textsuperscript{th}, 2018</td>
<td>Mid-term recess (Reading Week); buildings remain open</td>
</tr>
<tr>
<td>April 10\textsuperscript{th}-27\textsuperscript{th}, 2018</td>
<td>Exam/move-out period</td>
</tr>
<tr>
<td></td>
<td>Students are required to vacate residence by 3:00 p.m. the day following their last exam or to 3:00 p.m. on closing day, April 27\textsuperscript{th}, 2018, whichever is earlier.</td>
</tr>
<tr>
<td></td>
<td>Student access cards to the building will be deactivated on their move-out date at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Students who do not move-out on their specific date/time are in violation of the Student Code of Student Rights and Responsibilities and subject to a $50/day late move-out fine.</td>
</tr>
<tr>
<td>April 27\textsuperscript{th}, 2018</td>
<td>Residence buildings close at 3:00 p.m.</td>
</tr>
</tbody>
</table>

Application Deadline and Deposit

87. a) All students applying to residence must submit an online residence application using the McMaster University Residence Portal (https://residence.mcmaster.ca/) and will be required to make a $600 deposit in order to secure their offer of a guaranteed residence space. The deadline for the residence deposits to be received is March 1, 2016 at 4:00 p.m. EST for upper-year/returning students, and June 1, 2016 at 4:00 p.m. EST for guaranteed first-year students. All deposits for residence will be credited towards the full residence fee.

First-year students applying to the waiting list are not required to make this deposit until they are requested to do so by Residence Admissions.
Applications and/or deposits received after the deadline, or applications that are deficient in any way, shall be placed at the bottom of the (then) existing waiting list.

b) The student agrees to pay the balance of his/her residence fees according to the terms set out by the Student Accounts Office (http://www.mcmaster.ca/bms/student/index.html), subject to withdrawal from residence. All personal and residence fee accounts with the University must be settled promptly and if unpaid, will result in the student being blocked from grade reports and/or further enrollment according to terms set out by the Student Accounts Office (http://www.mcmaster.ca/bms/student/SAC_dates.deadlines.html).

c) Applicants who pay the deposit but never receive an offer of residence, or who request to be removed from the waiting list by August 27th, 2016, will receive a full refund of their $800 deposit.

Room Assignments & Room Changes

98. a) Room assignments are made by Housing and Conference Services. Students are not guaranteed their choice of residence building, floor, living learning community, room, room type or roommate. Residence Admissions may consult with appropriate Residence Life staff to assign rooms and roommates in each building. Students are prohibited from subletting or delegating a person for the use or occupancy of their residence rooms and are not permitted to make unauthorized room or roommate changes. Incoming fall students are advised of their residence/room assignment in July. Room assignments are final; requests for room changes are not considered before August 30, 2016, September 4, 2017.

b) As of August 30, 2016, September 4, 2017, room change requests are at the discretion of Housing and Conference Services staff (i.e., Residence Manager) and are only considered, with the exception of the examination period:
   i) after all appropriate efforts have been exhausted (i.e., roommate mediation),
   ii) in priority of necessity and/or circumstance,
   iii) based on availability of specific room types

c) Documentation will be required for a room change request based on special accommodation need(s).

d) If a room change is requested and approved, the student will be subject to an administrative fee of $75 per room change to cover costs associated with the room change process. Additionally, the student is held financially responsible for the pro-rated difference in cost of room types (if applicable) based on the date the new room is available. The administrative fee and pro-rated difference in cost of the room type will be charged or credited to the student’s account.

e) Room changes, as a result of conduct issues will be subject to the terms set out in the Student Code of Student Rights and Responsibilities and subject to the administrative fee and pro-rated difference in cost of room types (if applicable). The administrative fee and pro-rated difference in cost of room type will be charged or credited to the student’s account.

f) In circumstances where Housing and Conference Services staff deem a room change necessary for the safety, security and/or the well-being of the student and/or community, the administrative fee will be waived at the discretion of Housing and Conference Services.

Meal Plan

108. The Department of Hospitality Services requires all students living in all residences are required to purchase a meal plan as per Hospitality Services (http://hospitality.mcmaster.ca/meal_plans/meal-plans.html). Students will select a meal plan choice and agree to the McMaster University Residence Meal Plan Policy (http://hospitality.mcmaster.ca/meal_plans/meal-plans.html) as part of the online residence application process. It is the student's responsibility to inquire with Hospitality Services about any meal plan related matters and to notify the Hospitality Services Mac Express Office of any change to their residence status (i.e., withdrawal, approved room change) that may affect their meal plan. For more information contact the Mac Express Office at express@mcmaster.ca, or 905-525-9140 ext.27448, or visit Hospitality Services website (http://hospitality.mcmaster.ca/mealplan/students.html). (http://hospitality.mcmaster.ca/mealplan/students.html)

Authorized Access

411. Housing and Conference Services subscribes to the principle that residence students are entitled to enjoy a reasonable right to privacy in residence rooms. However, it reserves the right to have authorized staff enter rooms, apartments, and suites under the following conditions: to provide repair service or room maintenance inspections; to conduct periodic health and safety checks of room conditions; to conduct weekly or monthly fire inspection tests in apartments/suites; when there is reasonable cause to believe an emergency situation has arisen that requires entry; when a student vacates a room for a break period (e.g. December break); when there is reasonable cause to believe that university regulations are, and/or the law is being violated. Authorized staff is supplied with identification badges that are visible at all times.

Emergency Contact

421. Where behaviour, personal security or health issues are of serious concern, Housing and Conference Services reserves the right to notify the "emergency contact" name listed on the student's residence application. In these circumstances and when the student is under 18 years of age, the parent or guardian will be notified rather than the "emergency contact."
Termination of Contract/Relocation and Filling Vacancies

Housing and Conference Services reserves the right to terminate residence contracts, reassign students to another residence building and/or room on a temporary or permanent basis, and to effect other steps as may be required for the safety, security and/or the well-being of the residents and the residence community.

Housing and Conference Services has a responsibility to reduce losses in revenue by filling vacancies which may occur throughout the year. Students in residence must be prepared to welcome a new roommate in the event that a vacancy occurs. Students remaining in the room are expected to remain in the space allocated to them and leave the vacated space readily available for incoming new roommate(s). Similarly, if vacancies remain unfilled, Housing and Conference Services may need to consolidate rooms. Housing and Conference Services may effect consolidation when necessary by requiring a student to accept a new roommate or move to a new room. In some circumstances, and at the discretion of Housing and Conference Services, a student may be permitted to remain in their room for an additional fee. Advance notification will be given to those students affected.

Application Cancellation Deadlines and Refunds

Any student who submits a complete and accurate residence application, pays the deposit, and whose name is on the guaranteed residence list, is defined as being “in residence.” If this student in residence wishes to cancel their application, before their scheduled move-in date, they must notify the Residence Admissions Office by completing the “Cancellation Step” on the online residence application, otherwise the withdrawal policy will apply as outlined in section 16. The student will forfeit all or part of the residence deposit depending on the date the “Cancellation Step” is completed on the online residence application. A forfeited residence deposit may not be applied to other outstanding university accounts or transferred to the residence account of another student.

Questions may be directed to Residence Admissions at (905) 525-9140, ext. 24342.

<table>
<thead>
<tr>
<th>Date of Cancellation Received</th>
<th>Deposit Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>For September Admits: If cancellation received on or before 4:00 p.m. EST on July 4, 2017</td>
<td>Applicant receives refund of $300</td>
</tr>
<tr>
<td>For September Admits: If cancellation received after 4:00 p.m. EST on July 4, 2017</td>
<td>Applicant receives NO REFUND</td>
</tr>
<tr>
<td>For January Admits: If cancellation received on or before 4:00 p.m. EST on November 30, 2017</td>
<td>Applicant receives refund of $300</td>
</tr>
<tr>
<td>For January Admits: If cancellation received after 4:00 p.m. EST on November 30, 2017</td>
<td>Applicant receives NO REFUND</td>
</tr>
</tbody>
</table>

Withdrawing from Residence

Students living in residence who plan to withdraw from residence for any reason whatsoever during the academic year must complete the Residence Withdrawal paperwork with the Residence Admissions Office in Commons 101, check out at their Service Centre, and return their residence keys/access card. Failure to do so will result in the student being charged as outlined in section 25. The date of withdrawal will be the date the Residence Withdrawal paperwork is completed and the residence keys/access card is returned, whichever is later.

The student is financially responsible for their full year’s fee and is placed on a refund waiting list in order of date of withdrawal. When a new student is admitted to residence, a refund is processed for the first student on the refund waiting list. This is not dependent upon filling the vacated room, rather it is based on filling the vacancy in the residence system created by the withdrawal. Eligible refunds of residence fees are calculated on a pro-rated daily basis, and are credited to the student’s university account, less a $300 administration fee. If the student has no outstanding university accounts, the residence refund will be issued to the student.

A student who withdraws from residence due to exceptional circumstances beyond their control may submit a written appeal with supporting documentation to Housing and Conference Services in the Commons Building, Room 101. The deadline to submit an appeal for consideration is within fifteen days as of the date the Residence Withdrawal paperwork is provided by the Residence Admissions Office. If the appeal is successful, the student will receive a pro-rated refund of their residence fees as of the date of withdrawal. The date of withdrawal is the date the Residence Withdrawal paperwork is completed and the residence key/access card is returned, whichever is later. This student remains responsible for the administrative fee.

Late Documents

Housing & Conference Services requires students to submit documentation related to the application and allocation process and matters related to living in residence by specific deadlines outlined by Housing and Conference Services. Deadlines are in place to ensure adequate time for review, assessment and execution of business processes. These documents include, but are not limited to requests for: special accommodation needs, early/late arrival, move-out extension, co-op/exchange documentation, appeals for academic standing (below 5.0) and pro-rated residence fees. All documents submitted after the specified deadline will be subject to a $50 late documents fee.
RESIDENCE STUDENT RESPONSIBILITIES

Each residence fee includes Internet access (RezNet-WiFi). Each student is responsible for the use of the Internet and is prohibited from using, or permitting them to be used for a purpose or in a manner that is contrary to the law, University policy, or could be considered harmful or disruptive under the Student Code of Student Rights and Responsibilities. Abuse of the RezNet-WiFi system may result in termination of the data service and may result in judicial or criminal charges being laid against the student. Refer to the RezNet-WiFi Usage policy (http://www.mcmaster.ca/uts/students/mac-online/index.html) and the McMaster Code of Conduct for Computer and Network Users (http://mcmaster.ca/uts/policy/index.html).

4008. Students are not permitted to engage in any commercial activity in residence rooms or common areas or participate in and/or running an illegal gaming or gambling operation as outlined in the Student Code of Student Rights and Responsibilities.

Insurance

2019. The University will not be liable, directly or indirectly, for loss or theft of personal property, including food, or for damage or destruction of such property by fire, water, or other causes (e.g. loss of utilities). The student shall carry appropriate and adequate liability insurance coverage for fire, injury, or damaged caused by the student, property damage and personal/public liability over the duration of their residence agreement and any renewals or extensions thereof, at their own expense, and such policies shall be written on a comprehensive basis. Students must also take positive steps to ensure their safety by locking room doors and ensuring that only authorized persons enter their building.

Pets

2420. Residents are prohibited from having pets or animals of any kind in residence buildings. Special permission for approved service animals will be granted by Housing and Conference Services staff as defined by McMaster University policy (http://www.workingatmcmaster.ca/med/document/RMM-409-Domestic-Animals-in-the-Workplace-Program-1-36.pdf).

Fridges

21. Residence students are not permitted to bring personal refrigerators into the residence buildings. Students interested in having a refrigerator in their room can make arrangements with the University’s contractor for rental of a 3 or 5 cubic foot refrigerator.

Damages/Charges

22. All rooms or apartments/suites are inspected prior to the students’ arrival for damage and the completed room inspection information is kept electronically on file. Students must report missing items or items in need of repair immediately through the online work order, accessed through the Residence Portal (https://residence.mcmaster.ca): corrective action will then be initiated. Students are financially responsible for any damage or losses to their room and/or its contents. Students will be charged for losses, damage, cleaning and/or repairs required during or at the end of their residence contract. Students assigned to apartments/suites are jointly responsible with the other occupant(s) of the apartment/suite, for damage or losses to the shared areas of the apartment/suite. All charges for damages to common areas in residence (e.g. laundry rooms, elevators, etc.) will be split equally among the occupants of the building or floor, provided that such damage cannot be traced to those directly responsible.

23. Students are responsible for cleaning and maintaining an orderly state in their own room/apartment/suite during the academic year and for ensuring their room/apartment/suite is clean, free of all refuse, and kept in a hygienic and safe state. Rooms will be inspected and at the determination of Housing and Conference Services students will be invoiced for all cleaning and/or repairs required during or at the end of their contract.

24. Students are required to remove all of their belongings; property left in or around residence longer than 48 hours after the student has vacated is considered to be abandoned and will be removed at a minimum cost of $25 to the student. Housing and Conference Services does not accept responsibility for the storage or safekeeping of any property abandoned in residence.

25. Students are required to vacate their residence room and return all residence keys/access cards no later than 3:00 p.m. on the day following their final exam in April, or by 3:00 p.m. on closing day April 27, 2018, whichever is earlier. Residence keys/access cards cannot be transferred, loaned or duplicated. Students who lose or do not return their residence keys/access cards at the end of their residence contract will be charged $160 for the required lock changes and $25 for each replacement key/access card.

Communal Living Responsibilities

Preamble

Students living in residence are part of a unique and interconnected community on campus. As such, the following is intended to articulate the contextual expectations of residents (and their guests), which align with the Guiding Principles and the Student Code of Student Rights and Responsibilities. Housing and Conference Services reserves the right to take any/all necessary and appropriate action to protect the safety and welfare of the residence community.
1. Every student living in residence is responsible for observing the terms and conditions of the on-line Residence Handbook [URL: TBD] and the Student Code of Student Rights and Responsibilities (SCSRR) (http://studentconduct.mcmaster.ca/student_code_of_conduct.html), which outline community standards and behavioural expectations for residents, and the types of outcomes levied when these expectations are breached. No resident student is exempt from the terms and conditions of the SCSRR for any reason.

2. Guests of residents are responsible for observing the terms and conditions of the on-line Residence Handbook and the SCSRR. Students living in residence are accountable for the behaviour of their guests and will be sanctioned if guests breach these standards.

3. Each student expressly agrees that he/she will not directly or indirectly cause, or fail to take reasonable steps which may prevent a breach of the SCSRR. These include, but are not limited to: damage, vandalism, theft, possession of University or personal property that is not one’s own, commission of a criminal offence or willful destruction to property within the residence, to the residence structure and/or to the grounds surrounding residence, removing and/or misusing any University property. Prohibited items include, but are not limited to: possession or use of any weapon, explosive, pyrotechnic, substance, or firearm, including toy replicas. Refer to Appendix: Prohibited Items and Alcohol Regulations.

4. Every student is expected to act in a responsible manner so as not to compromise his/her own safety or endanger the health and safety of others. The University reserves the right to determine what constitutes unsafe or unhygienic practices. These include but are not limited to: tampering with fixtures, building systems (including the wiring and fire prevention controls), fabricating or building structures, or impeding any means of egress from the building. Students may refer to the Student Code of Student Rights and Responsibilities on-line at http://studentconduct.mcmaster.ca/student_code_of_conduct.html.

The submission of an online Residence Application indicates the student has read and understood the conditions of the Residence Agreement/Contract and its related documents as a condition of applying to and, if accepted, living in residence at McMaster University. The student agrees that the terms and conditions of the Residence Agreement/Contract, on-line Residence Handbook and the Student Code of Student Rights and Responsibilities are effective and binding legal obligations that are enforceable.
APPENDIX: PROHIBITED ITEMS AND ALCOHOL REGULATIONS

Residence students, and their guests, are expected to be aware of the additional expectations regarding Residence community standards, policy, personal and community safety, and substance use standards, as defined in the Code of Student Rights and Responsibilities. This Appendix provides further clarification of these additional expectations. Violations of these expectations may result in disciplinary action under the Code of Student Rights and Responsibilities.

All Residence students, and their guests, are expected to comply with the terms set out in this Appendix, as listed below. These lists apply to all spaces in Residence, including private and common room, unless otherwise specified.

Prohibited items in Residence include, but are not limited to:

- Weapons (including toy replicas)
- Explosives and Pyrotechnic substances (e.g. fireworks)
- Firearms (including toy replicas)
- Pets (with the exception of approved service animals)
- Appliances and/or any type of heating elements within individual residence rooms (e.g. coffee makers, hotplates, toaster ovens, kettles, etc.)
- Halogen Lamps (or those requiring combustible fuel)
- Lit candles or incense

The Alcohol Regulations define the restrictions regarding alcohol use in Residence. The regulations include, but are not limited to:

- Any activity (e.g. drinking games) that requires alcohol consumption in order to participate, or has intoxication as its main goal or its inevitable end is not allowed.
- Possession or consumption of beer in glass bottles is prohibited (beer is allowed in cans only).
- Possession of large amounts of alcohol (e.g. one 26oz bottle or 24 cans of beer per resident, or kegs) is prohibited.
- When carrying or transporting any container of alcohol outside of a residence room/floor common lounge, the container must be closed/capped.
- Consumption of alcohol by individuals under 19 years of age is prohibited.
- Sale and/or service of alcohol to individuals under 19 years of age is prohibited.
- Excessive consumption of alcohol at any age is prohibited.
- Students living in traditional residences and their guests who are 19 years of age and older are permitted to have and to consume alcoholic beverages in common rooms under the following conditions:
  - Only one drink/container per person is permitted. A container must be made of plastic or other non-breakable material
  - Containers must not hold more than sixteen (16) ounces of liquid.

- Residents in Bates and Mary E. Keyes and their guests who are 19 years of age and older are only permitted to possess and to consume alcoholic beverages in apartments or suite units.
  - They may not consume alcoholic beverages in the floor common rooms, lounges, study rooms and/or games rooms as these are deemed to be public spaces in Bates and Mary E. Keyes residences.
- No resident or their guests are allowed to consume or have open alcohol in hallways, stairwells, elevators, bathrooms, study rooms, games rooms, laundry rooms and/or building common rooms (e.g., EMR, Ravine Room etc.).
- No resident or their guests are allowed to congregate in the halls with open and/or closed alcohol
- Unsafe practices related to alcohol whereby problems of misuse and over-consumption occur are not allowed.

*Housing and Conference services reserves the right to define unsafe practices.

Please retain this copy of the Residence Agreement/Contract for future reference.