McMaster University

SENATE MINUTES

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

PRESENT: Dr. Patrick Deane (Chair), Ms Anita Acai, Dr. Catherine Anderson, Dr. Vishwanath Baba, Dr. Rob Baker, Dr. Sigal Balshine, Dr. Pamela Baxter, Dr. Lee Beach, Dr. Martin Beckmann, Mr. Cam Brandreth, Dr. Ana Campos, Dr. Philippa Carter, Dr. Narat Charupat, Mr. Jason Chestney, Dr. David Clark, Mr. Andrew Colgoni, Mr. Gary Collins, Mr. Roger Couldrey, Dr. Ken Cruikshank, Dr. Nancy Doubleday, Dr. Ian Dworkin, Dr. David Earn, Dr. Diane Enns, Dr. James Gillett, Dr. Meridith Griffin, Dr. Jerry Hurley, Dr. Graeme Luke, Dr. Maureen MacDonald, Prof. Judy Major-Girardin, Ms Beth Manganelli Staite, Dr. Anne Niec, Mr. Jim McCaughey, Dr. Robert O’Brien, Ms Rina Patel, Dr. Ishwar Puri, Dr. Stephanie Ross, Dr. Aaron Schat, Dr. Jonathan Schertzer, Dr. Susan Searls Giroux, Dr. Spencer Smith, Dr. Erik Sorensen, Ms Moira Taylor, Dr. Brenda Vrkjlan, Dr. Len Waverman, Dr. Doug Welch, Dr. David Wilkinson, Ms Mary Williams, Ms Christi Garneau (Secretary of the Senate), Susan Welstead (Governance Advisor and Assistant University Secretary)

OBSERVERS: Ms Carolyn Brendon, Dr. Sandra Carroll, Ms Esme Davies, Dr. Susan Denburg, Ms Andrea Farquhar, Mr. Chukky Ibe, Dr. Jacy Lee, Ms Melissa Pagliuca, Dr. Laura Parker, Ms Melissa Pool, Mr. Tim van Boxtel, Mr. Sean Van Koughnett, Dr. Gary Warner

BY INVITATION: Dr. Steven Bray

REGrets RECEIVED: Ms Leah Allan, Dr. Sheila Harms, Dr. Alison Holloway, Ms Rebecca Jamieson, Dr. Thia Kirubarajan, Dr. Suzanne Labarge, Mr. Sid Nath, Dr. Paul O’Byrne, Dr. Victor Satzewich

A. OPEN SESSION

OPENING REMARKS

Dr. Deane welcomed Senators to the 2017-18 session and introduced new members.

He then highlighted the University’s priorities and areas of focus for the coming year.

The University would continue to focus on the research enterprise as it had for the last few years. The new Vice-President (Research) had revised the University’s strategic research plan, working with the research councils, over the past year. This also involved a plan to have a small fundraising campaign that would be directed to grants in all areas.

Academically, there would be some changes taking place as a result of the recommendations of the Warner Report, which had led to the formation of two working groups, the Committee
on Programming in the Arts and Science Faculties and the Committee on Academic Structures for Student Success. Both were currently finalizing their reports.

Dr. Deane said Senators would no doubt have noticed new banners around campus, which marked the formal launch of the University’s “Brighter World” branding initiative. Ongoing work would include upgrades of priority websites, as well as plans for traditional and digital paid media advertising during the fall. A new brand standards manual had also been developed to assist all members of the University in making use of the brand and ensuring AODA Web Content Accessibility compliance.

Equity and diversity would continue to be a focus this year. A new hiring guide for staff was recently released, and work was underway on a similar initiative for faculty.

The Naylor Report on Fundamental Science in Canada was released in April. McMaster is actively involved, along with the rest of the U15, in advocating for the importance of funding the full cost of research and for the full life-cycle of projects, as well as supporting work in emerging fields and new scholars.

Dr. Deane noted that the most recent phase of the Strategic Mandate Agreements, which was originally supposed to have concluded in the spring, was now expected to conclude at the end of the month. Dr. Wilkinson would comment on McMaster’s submission a little later in the meeting.

Finally, Dr. Deane noted that the University had received some gratifying results from annual rankings of post-secondary institutions. In the Times Higher Education rankings, McMaster leapt 35 places to 78th position (still 4th in Canada). In the Shanghai (ARWU) rankings, McMaster was ranked 66th in the world, an improvement of 17 places from 83rd last year. In Canada, McMaster was ranked third, behind only the University of Toronto and the University of British Columbia.

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 September 13, 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 June 7, 2017 be approved as circulated

Approved by Consent

III COMMUNICATIONS

a. Senate Meeting Schedule for 2017-18 (Appendix A)
b. Senate Membership List for 2017-18 (Appendix B)
c. Senate Committee List for 2017-18 (Appendix C)
d. Annual Report of the McMaster Research Ethics Board, 2016-17 (Appendix D)

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

IV REPORT FROM THE EXECUTIVE COMMITTEE (Appendix E)

a. Actions Taken on Behalf of Senate

i. Name Change for the Farncombe Family Chair in Inflammatory Bowel Disease

Motion:

that the Senate approve, for recommendation to the Board of Governors, that the name of the Farncombe Family Chair in Inflammatory Bowel Disease be changed to the Farncombe Family Chair in Phage Biology, and that the terms of reference for the chair be revised as set out in Appendix E

Approved by Consent

ii. Name Change for the Mackenzie Financial Corporation Chair in Evidence-Based Financial Planning

Motion:

that the Senate approve, for recommendation to the Board of Governors, that the name of the Mackenzie Financial Corporation Chair in Evidence-Based Financial Planning be changed to the Mackenzie Investments Chair in Evidence-Based Investment Management, and that the terms of reference for the chair be revised as set out in Appendix E
Approved by Consent

REGULAR

V BUSINESS ARISING

There was no business arising from the Open Session minutes.

VI ENQUIRIES

There were no enquiries.

VII COMMUNICATIONS

a. Preliminary Enrolment Figures

Dr. Welch reported that, as of September 12, the enrolment of full-time domestic students in master's programs was 1,778, a decrease of 2% over last year, and the enrolment of full-time domestic students in doctoral programs was 795, a decrease of 3% over last year, for a total of full-time domestic graduate students of 2,573, a decrease of 2% over last year.

Total enrolment of students in full-time master's programs was 2,464, a decrease of 2% over last year. The total enrolment of students in full-time doctoral programs was 1,383, almost exactly the same level as last year. This added up to a total of 3,847 full-time graduate students, which represented a 1% increase over last year.

Dr. Welch noted that domestic PhD application numbers were nearly identical to last year's, but international PhD applications were up 49%. Domestic master’s application numbers increased 14%. International master’s application numbers increased 29%.

The total number of completed applications was 11,489, a 20% increase over the previous year.

Mr. Van Koughnett reported that the target for Level I enrolment had been 5,850, and it looked like the final number would be that amount by November 1, which was when universities had to report their enrolments.

He noted that more visa students had registered than ever before; it was likely that the number of Level I visa students would end up being between 800 and 850 by November 1.

Registrations were down by about 6% over this time last year, but that was done by design. It was agreed that first-year enrolments would be kept lower than last year.

A member asked what the optimum enrolment number would be, if there was an optimum number. Mr. Van Koughnett said that optimum enrolment was a balancing act -- the
University had to meet its financial obligations, but could not ignore teaching, classroom and facility constraints.

A member asked whether there were plans to increase the international student enrolment, or whether the University would maintain current levels. Mr. Van Koughnett said McMaster had the lowest international enrolments of the U6 universities and would like to increase them. International enrolments did increase this year, but not because of any deliberate initiatives -- it was more that a growing number of students were looking at programs in Canada because of political situations in the U.S. and U.K.

Dr. Wilkinson pointed out that, since the Province would not fund additional students beyond a set point, the optimum number for enrolment was the University’s current number, or 3% less than its current number.

He then noted that a reason why McMaster’s international enrolment was comparatively lower was that the University had deliberately decreased international student levels in 2003 in order to accommodate the double cohort. Now, however, the University could increase its international student component and not affect undergraduate enrolments. It was now very much an objective to increase international enrolments, and to ensure that there were students from a large variety of places in the world.

VIII REPORT FROM THE PROVOST

a. Strategic Mandate Agreement, 2017-20

Dr. Wilkinson explained that the University had been negotiating the most recent phase of the Strategic Mandate Agreement exercise since the spring.

The Province wanted post-secondary institutions to focus on the undergraduate experience and program excellence, research, access, diversity, community engagement and job creation.

New in this round of the SMAs was the incorporation of metrics and targets. Three years hence, there would be funding tied into the achievement of targets. Universities were being encouraged to come up with their own metrics as well.

Meanwhile, the new funding formula had just been rolled out, and McMaster was now in a corridor again. Instead of “BIUs,” funding per student would depend on “WGUs” (Weighted Grant Units). This system would protect some of the universities that were about to see significant declines in enrolment from imploding. McMaster would, basically, receive a block grant, and would never have difficulty meeting its targets. It was becoming clear that an institution’s 2016-17 enrolment would be its corridor.
IX REPORT FROM GRADUATE COUNCIL (Appendix F)

a. Revisions to Administrative Section of the Graduate Calendar

Senate received this report for information.

X REPORT FROM THE COMMITTEE ON APPOINTMENTS (Appendix G)

a. Recommendation to Revise the Terms of Reference for Provost and Vice-President (Academic)

It was duly moved and seconded,

"that the Senate approve, for recommendation to the Board of Governors, terms of reference for the position Provost and Vice-President (Academic) as set out in Appendix G."

The motion was carried.

XI 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 June 7, 2017;

b. received, for information, the annual report on total numbers of full-time faculty and of contractually limited appointments in the seven categories of appointment and the annual report on total numbers of adjunct and visiting appointments of three months and more;

c. received from the Executive Committee, for information, a report on actions it took on behalf of Senate during the summer months, which comprised approval of the following appointments and selection committee, and of a request for early graduation:

  - an Associate Dean, Graduate Studies and Research (Humanities), for a five-year term, effective July 1, 2018;
  - an Acting Associate Dean, Graduate Studies and Research (Humanities), for the period July 1, 2017 to June 30, 2018;
  - a Chair of the Department of Medicine for a five-year term, effective July 1, 2017;
  - a Director of the Clinical Behavioural Sciences Graduate Program for a five-year term, effective July 1, 2017;
  - a Director of the Integrated Business and Humanities Program for a five-year
term, effective July 1, 2017;
- a Director of the MacDATA Institute for a five-year term, effective July 1, 2017;
- an Academic Director of the Statistics Canada Research Data Centre for a five-year term, effective July 1, 2017;
- the Acting Chair of the Department of Anesthesia for the period July 1 to December 31, 2017, or until such time as a permanent Chair is appointed, whichever comes first;
- an Acting Chair of the Department of Classics for the period July 1, 2017 to June 30, 2018;
- an Acting Chair of the Department of Pediatrics until June 30, 2018, or until such time as a permanent Chair is appointed, whichever comes first;
- an Acting Chair of the Department of Pathology and Molecular Medicine for the period July 1, 2017 to June 30, 2018, or until such time as a permanent Chair is appointed, whichever comes first;
- an Acting Director of the School of Geography and Earth Sciences for the period July 1, 2017 to June 30, 2018;
- a Farncombe Family Chair in Phage Biology for the period July 1, 2017 to June 30, 2020;
- a University Secretary, effective July 24, 2017;
- nomination to the Board of Governors through the President of a Professor with continuing appointment without annual review in the Department of Medicine, effective September 1, 2017, and approval of a Director of the Indigenous Research Institute for the period September 1, 2017 to June 30, 2022; and
- the composition of a selection committee for Associate Dean, Clinical Services and Commercial Enterprises, Faculty of Health Sciences, as follows:

Dr. Paul O’Byrne, Dean and Vice-President, Health Sciences (Chair)
Dr. Steve Collins, Associate Dean (Research)
Dr. Susan Denburg, Associate Vice-President (Academic)
Dr. Del Harnish, Associate Dean (Undergraduate Education)
Dr. Alan Neville, Associate Dean (Health Professional Education)
Dr. Mark Crowther, Chair, Pathology and Molecular Medicine
Dr. Nick Kates, Chair, Psychiatry and Behavioural Neurosciences
Dr. David Price, Chair, Family Medicine
Dr. Susan Reid, Chair, Surgery
Dr. Mark Walton, Professor, Surgery
Dr. Robert Whyte, Assistant Dean, Undergraduate Medical Education Program
Dr. Parveen Wasi, Assistant Dean, Postgraduate Medical Education Program
Dr. Michael Gupta, President, Clinical Faculty Association
Dr. Tom Stewart, St. Joseph’s Healthcare
Dr. Dick McLean, Hamilton Health Sciences
Mr. Kevin Sulewski, Director, Clinical Services;

d. approved, on recommendation of the Executive Committee, a nomination to fill a vacancy on the Committee on Student Affairs;
e. received from the Committee on Appointments, for information, the following appointments reports:

- an Associate Chair (Graduate) in the Department of Chemistry and Chemical Biology for the period July 1, 2017 to June 30, 2018;
- the Associate Chair (Undergraduate) in the Department of Chemistry and Chemical Biology for a five-year term, effective July 1, 2017;
- the Associate Chair (Research) in the Department of Chemistry and Chemical Biology for the period July 1, 2017 to June 30, 2018;
- a Program Co-ordinator, Integrated Science, in the School of Interdisciplinary Science, for the period July 1, 2017 to June 30, 2018;
- a Program Co-ordinator, Life Sciences, in the School of Interdisciplinary Science, for the period July 1, 2017 to June 30, 2018;
- the Program Co-ordinator, Medical Radiation Sciences and Medical Physics, in the School of Interdisciplinary Science, for the period July 1 to December 31, 2017;
- an Acting Associate Chair (Graduate) for the Department of Chemical Engineering for the period July 1, 2017 to June 30, 2018; and
- an Acting Chair of the Department of Oncology for the period July 1 to September 30, 2017, or until such time as a permanent Chair is appointed, whichever comes first;

f. approved, on recommendation of the Committee on Appointments, the following appointments:

- Provost and Vice-President (Academic) for the period October 1, 2017 to June 30, 2022;
- nomination through the President to the Board of Governors of a Professor with tenure in the Department of Chemistry and Chemical Biology effective October 1, 2017; and
- an Associate Vice-President for the period September 1, 2017 to June 30, 2022;

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

h. approved three requests for early graduation.
SENATE MEETING SCHEDULE
2017-18 Academic Session
at 3:30 p.m.
In the Council Room (Room 111), Gilmour Hall

Wednesday, September 13, 2017

Wednesday, October 11, 2017

Wednesday, November 8, 2017

Wednesday, December 13, 2017

Second Term

Wednesday, January 10, 2018

Wednesday, February 14, 2018

Wednesday, March 14, 2018

Wednesday, April 11, 2018

Wednesday, May 16, 2018

Wednesday, June 6, 2018

May 17, 2017
McMaster University

MEMBERS OF SENATE, 2017-18

**Ex Officio**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name, Contact Information</th>
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<tbody>
<tr>
<td>Chancellor</td>
<td>Dr. S. Labarge (Suzanne)</td>
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<tr>
<td>President</td>
<td>Dr. P. Deane (Patrick)</td>
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<tr>
<td>Provost and Vice-President (Academic)</td>
<td>Dr. D. Wilkinson (David)</td>
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<tr>
<td>Vice-President (Administration)</td>
<td>Mr. R. Couldrey (Roger)</td>
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<tr>
<td>Dean and Vice-President (Health Sciences)</td>
<td>Dr. P. O’Byrne (Paul)</td>
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<tr>
<td>Vice-President (Research)</td>
<td>Dr. R. Baker (Robert)</td>
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<tr>
<td>Vice-President (University Advancement)</td>
<td>Ms M. Williams (Mary)</td>
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<tr>
<td>Dean, Faculty of Business</td>
<td>Dr. L. Waverman (Leonard)</td>
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<td>Dean, Faculty of Engineering</td>
<td>Dr. I. Puri (Ishwar)</td>
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<td>Dean, Faculty of Humanities</td>
<td>Dr. K. Cruikshank (Ken)</td>
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<td>Dean, Faculty of Science</td>
<td>Dr. M. MacDonald (Maureen)</td>
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<tr>
<td>Dean, Faculty of Social Sciences</td>
<td>Dr. J. Hurley (Jeremiah)</td>
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<tr>
<td>Vice-Provost and Dean of Graduate Studies</td>
<td>Dr. D. Welch (Doug)</td>
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<tr>
<td>Principal, McMaster Divinity College</td>
<td>Dr. S. Porter (Stanley)</td>
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<td>Undergraduate Council Chair</td>
<td>Dr. S. Searsl Giroux (Susan)</td>
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<tr>
<td>Director, Centre for Continuing Education</td>
<td>Dr. L. Carter (Lorraine)</td>
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**TEACHING STAFF**

<table>
<thead>
<tr>
<th>Faculty of Business</th>
<th>Faculty of Engineering</th>
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<tbody>
<tr>
<td>Dr. V. Baba (Vishwanath) (2018)</td>
<td>Dr. C. Filipe (Carlos) (2018)</td>
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<tr>
<td>Dr. N. Charupat (Narat) (2019)</td>
<td>Dr. S. Smith (Spencer) (2019)</td>
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<td>Dr. A. Schat (Aaron) (2020)</td>
<td>Dr. T. Kirubarajan (Kiruba) (2020)</td>
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<tr>
<th>Faculty of Humanities</th>
<th>Faculty of Social Sciences</th>
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<tr>
<td>Dr. D. Clark (David) (2018)</td>
<td>Dr. J. Gillett (James) (2018)</td>
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<td>Prof. J. Major-Girardin (Judy) (2018)</td>
<td>Dr. S. Ross (Stephanie) (2018)</td>
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<td>Dr. C. Anderson (Catherine) (2019)</td>
<td>Dr. M. Griffin (Meridith) (2019)</td>
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<td>Dr. M. Beckmann (Martin) (2020)</td>
<td>Dr. R. O’Brien (Robert) (2020)</td>
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<td>Dr. N. Doubleday (Nancy) (2020)</td>
<td>Dr. V. Satzewich (Victor) (2020)</td>
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<tr>
<th>Faculty of Science</th>
<th>Faculty of Health Sciences</th>
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<tr>
<td>Dr. S. Balshine (Sigal) (2019)</td>
<td>Dr. B. Vrkljan (Brenda) (2019)</td>
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<td>Dr. I. Dworkin (Ian) (2020)</td>
<td>Dr. A. Holloway (Alison) (2020)</td>
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<tr>
<td>Dr. E. Sorensen (Erik) (2020)</td>
<td>Dr. A. Niec (Anne) (2020)</td>
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cont.
McMaster Divinity College

Dr. L. Beach (Lee) (2018)

ALUMNI REPRESENTATIVES

Ms M. Taylor (Moira) (2018)
Mr. G. Collins (Gary) (2018)
Ms B. Manganelli Staite (Beth)(2019)
Mr. J. McCaughey (Jim) (2020)

BOARD REPRESENTATIVES

Ms R. Jamieson (Rebecca) (2018)
Ms L. Allan (Leah) (2018)
Mr. A. Colgoni (Andrew) (2020)

STUDENT REPRESENTATIVES

Undergraduate

Vacancy (2019) - Business
Mr. J. Boshart (Jack) (2018) - Engineering
Ms R. Patel (Rina) (2019) - Health Sciences
Mr. J. Chestney (Jason) (2019) - Humanities
Ms V. van der Vliet (Veronica) (2018) - Science
Mr. C. Brandreth (Cam) (2019) - Social Sciences

Graduate

Ms M. Munawar (Mariam) (2018) - Business
Vacancy (2019) - Engineering
Mr. S. Nath (Sid) (2018) - Health Sciences
Vacancy (2019) - Humanities
Ms A. Acai (Anita) (2019) - Science
Vacancy (2019) - Social Sciences

SECRETARY

Ms C. Garneau (Christi)

ASSISTANT SECRETARY

S. Welstead (Susan)

August 22, 2017 slw
MEMBERSHIPS OF STANDING COMMITTEES AND BOARDS OF SENATE FOR THE 2017-18 ACADEMIC YEAR

**EXECUTIVE COMMITTEE**

<table>
<thead>
<tr>
<th>Membership</th>
<th>Composition</th>
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<tbody>
<tr>
<td>Dr. Suzanne Labarge</td>
<td>- Chancellor</td>
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<tr>
<td>Dr. Patrick Deane (Chair)</td>
<td>- President</td>
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<tr>
<td>Dr. David Wilkinson</td>
<td>- Provost and Vice-President (Academic)</td>
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<tr>
<td>Prof. Judy Major-Girardin (faculty)</td>
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<tr>
<td>Dr. Sigal Balshine (faculty)</td>
<td>- eight members of Senate, including four faculty,</td>
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<tr>
<td>Dr. Aaron Schat (faculty)</td>
<td>one alumni member, one other Senate member, one</td>
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<tr>
<td>Dr. Jonathan Schertzer (faculty)</td>
<td>graduate student, one undergraduate student</td>
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<tr>
<td>Dr. Jerry Hurley (other)</td>
<td></td>
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<tr>
<td>Ms Moira Taylor (alumni)</td>
<td></td>
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<tr>
<td>Ms Mariam Munawar (graduate student Senator)</td>
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<tr>
<td>Mr. Jack Boshart (undergraduate student Senator)</td>
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UNIVERSITY PLANNING COMMITTEE

Composition

Ex officio members:

Chancellor
Chair of the Board of Governors
Vice-Chair of the Board of Governors
President
Provost and Vice-President (Academic) (Chair)
Vice-President (Administration)
Vice-President (Research)
Vice-Provost and Dean of Graduate Studies

2017-18 Elected Members:

Members shall be elected by and from the appropriate constituency according to the approved process. Terms of office begin July 1.

Dr. Juliet Daniel (term expires June 30, 2018) - five members elected by and from the teaching staff of the University
Dr. Steve Hanna (term expires June 30, 2019)
Dr. Alison McQueen (term expires June 30, 2019)
Dr. Gillian Goward (term expires June 30, 2020)
Dr. Julie Richardson (term expires June 30, 2020)

Dr. Jerry Hurley - one Faculty Dean, elected by and from the six Faculty Deans
Ms Lynne Serviss (term expires June 30, 2018) - one member elected by and from the non-teaching staff of the University
Mr. Arun Jacobs (term expires June 30, 2018) - one member elected by and from the graduate students

Vacancy (term expires June 30, 2018) - one member elected by and from the undergraduate students
COMMITTEE ON APPOINTMENTS

Membership
Dr. Suzanne Labarge
Dr. Patrick Deane
Dr. David Wilkinson
Dr. Rob Baker
Dr. Doug Welch
Dr. Nancy Doubleday
Dr. Brenda Vrkljan (Chair)
Dr. Carlos Filipe
Dr. Vic Satzewich
Dr. Erik Sorensen
Dr. Vishwanath Baba
Dr. Alison Holloway
Mr. Sid Nath

Composition
- Chancellor
- President
- Provost and Vice-President (Academic)
- Vice-President (Research)
- Vice-Provost and Dean of Graduate Studies
- seven elected faculty members of Senate
- student member of Senate

COMMITTEE ON HONORARY DEGREES

Membership
Dr. Suzanne Labarge (Chair)
Dr. Patrick Deane
Dr. Spencer Smith
Dr. Pamela Baxter
Dr. Catherine Anderson
Dr. Graeme Luke
Ms Beth Manganelli Staite

Composition
- Chancellor
- President
- member of Senate
- member of Senate
- member of Senate
- member of Senate
- Alumni member of Senate
SENATE BOARD FOR STUDENT APPEALS

**Membership**

Dr. Suzanne Labarge  
Dr. Patrick Deane  
Dr. Audrey Hicks (Chair)  
Dr. Aaron Schat (Vice-Chair)  
Dr. Ian Dworkin  
Dr. Phil White  
Dr. AnneNiec  
Dr. Sean Corner  
Mr. Mitchell Hajnal (Social Sciences)  
Ms Katiyln Laslo (Humanities)  
Ms Rina Patel (Health Sciences)  
Ms Veronica van der Vliet (Science)  

**Vacancy**  
Mr. Alexander Nielsen (Science)

**Composition**

- Chancellor  
- President  
- six faculty members  
- four undergraduate students  
- two graduate students

COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

**Membership**

Dr. Suzanne Labarge  
Dr. Patrick Deane  
Dr. Henry Jacek  
Dr. Narat Charupat  
Dr. Thia Kirubaraian  
Dr. Carlos Filipe  
Dr. Diane Enns  
Dr. Sheila Harrms (Chair)  
Dr. David Earn  
Ms Veronica van der Vliet  
Mr. Sid Nath  
Ms Melissa Pool  

**Composition**

- Chancellor  
- President  
- University Bedel  
- member of Senate  
- member of Senate  
- member of Senate  
- member of Senate  
- member of Senate  
- member of Senate  
- undergraduate student Senator  
- graduate student Senator  
- Registrar (Consultant)
### COMMITTEE ON BY-LAWS

**Membership**

- Dr. Suzanne Labarge
- Dr. Patrick Deane
- Ms Christine Garneau
- Dr. David Clark (Chair)
- Dr. Ana Campos
- Dr. Meridith Griffin

**Composition**

- Chancellor
- President
- Secretary of the Senate
- Senate member
- faculty member
- faculty member

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### COMMITTEE ON ACADEMIC INTEGRITY

**Membership**

- Dr. Suzanne Labarge
- Dr. Patrick Deane
- Dr. Doug Welch
- Dr. Susan Searls Giroux
- Dr. Martin Beckmann
- Dr. Robert O’Brien
- Dr. Philippa Carter (Chair)
- Dr. Spencer Smith
- Mr. Jason Chestney
- Ms Mariam Munawar
- Ms Kim Mason
- Ms Melissa Pool
- Ms Stephanie Baschiera

**Composition**

- Chancellor
- President
- Vice-Provost and Dean of Graduate Studies
- Vice-Provost (Faculty)
- four faculty members of Senate
- one undergraduate student Senator
- one graduate student Senator
- Academic Integrity Officer (Consultant)
- Registrar (Consultant)
- Associate Registrar and Secretary of the School of Graduate Studies (Consultant)
TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE

Composition

6 full-time tenured faculty members, normally at the rank of professor, appointed by Senate but not necessarily drawn from Senate, one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences, none of whom, during his or her term on the Committee, shall be a member of a Faculty Tenure and Promotion Committee or of the Senate Committee on Appointments

Membership

Dr. Ron Balvers (Business)
Dr. Jamal Deen (Engineering)
Dr. Stephanie Atkinson (Health Sciences)
Dr. William Hanley (Humanities)
Dr. Sue Becker (Science)
Dr. Ellen Badone (Social Sciences)

COMMITTEE ON STUDENT AFFAIRS

Membership

Dr. Suzanne Labarge
Dr. Patrick Deane
Mr. Sean Van Koughnett (Chair)

Dr. Grace Kehler
Dr. James Gillett
Dr. Michael Farquharson

Mr. Richard Piekarczyk-Vacca (part-time)
Ms Angela Dong (residence)
Ms Esra Bengizi (full-time)

Ms Anita Acai

Composition

- Chancellor
- President
- Associate Vice-President (Students and Learning) and Dean of Students
- three faculty members, one of whom shall be a member of Senate
- three undergraduate students, one of whom shall be a part-time student and one of whom shall be a student residing in a University residence
- one graduate student Senator
**Composition**

18 tenured faculty members appointed by Senate after consultation with the Faculty Association

3 graduate and 3 undergraduate students appointed by the Senate

12 full-time staff members who have been employees of the University for at least two years, appointed by the Board of Governors after consultation with the appropriate staff associations

Non-student members of the Panel shall be appointed for staggered three-year terms, once renewable; student members of the Panel shall be appointed for two-year terms, once renewable

**Membership of Senate Component:**

<table>
<thead>
<tr>
<th>Business</th>
<th>- Dr. Peter Miu (2018)</th>
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<tr>
<td></td>
<td>- Dr. Brian Detlor (2020)</td>
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<td>- Dr. Ron Balvers (2020)</td>
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<tr>
<td>Engineering</td>
<td>- Dr. Natalia Nikolova (2018)</td>
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<td>- Dr. Chan Ching (2020)</td>
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<td>- Dr. Gianluigi Botton (2020)</td>
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<td>Health Sciences</td>
<td>- Dr. Ram Mishra (2018)</td>
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<td>- Dr. Michael Mazeurek (2018)</td>
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<td>- Dr. Alexander Ball (2020)</td>
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<tr>
<td>Humanities</td>
<td>- Dr. Lorraine York (2018)</td>
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<td>- Dr. Barry Allen (2019)</td>
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<td>- Dr. Suzanne Crosta (2020)</td>
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<tr>
<td>Science</td>
<td>- Dr. Matt Valeriote (2019) (Vice-Chair)</td>
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<td>- Dr. Colin Seymour (2019)</td>
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<td>- Dr. Kari Dalnoki-Veress (2020)</td>
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<td>Social Sciences</td>
<td>- Dr. Robert Storey (2018) (Chair)</td>
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<td>- Dr. Shayne Clarke (2019)</td>
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<td>- Dr. Michael Veall (2020)</td>
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<td><em>Vacancy</em></td>
<td>Mr. Tim Van Boxtel (2019)</td>
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BOARD-SENATE HEARING PANEL FOR DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE

Senate Component

Composition

6 members of the teaching staff

3 undergraduate students

3 graduate students

The Chair is appointed by Senate from among the above members. Student members are appointed for two-year terms and teaching staff for three-year terms.

Membership

Dr. Elzbieta Grodek (Humanities) (2018) - six members of the teaching staff
Prof. Bridget O'Shaughnessy (Social Sciences) (2018)
Dr. Tim Davidson (Engineering) (2019) (Vice-Chair)
Dr. Frances Tuer (Business) (2019)
Dr. Kari Dalnoki-Veress (Science) (2019)
Dr. Michelle MacDonald (Health Sciences) (2019) (Chair)

Ms Udoka Okafor (2018) - three undergraduate students
Mr. Luke Little (2018)
Mr. Cam Brandreth (2019)

Ms Mariam Munawar (2018) - three graduate students
Ms Stephanie Tombari (2018)
Ms Varda Khan (2019)
**FACULTY DISCIPLINE BOARD**

**Composition**

6 tenured faculty members at the rank of professor, appointed for staggered three-year terms

**Membership**

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<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
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<tr>
<td>Business</td>
<td>Dr. Rick Hacket</td>
<td>(2019)</td>
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<tr>
<td>Engineering</td>
<td>Dr. William Farmer</td>
<td>(2019)</td>
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<tr>
<td>Health Sciences</td>
<td>Dr. Judith West-Mays</td>
<td>(2020)</td>
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<tr>
<td>Humanities</td>
<td>Dr. Michael Gauvreau</td>
<td>(2018)</td>
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<tr>
<td>Science</td>
<td>Dr. David Venus</td>
<td>(2018)</td>
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<tr>
<td>Social Sciences</td>
<td>Dr. Cyril Levitt</td>
<td>(2020)</td>
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UNDERGRADUATE COUNCIL

Composition

Chancellor
President
Provost and Vice-President (Academic)
Vice-Provost (Faculty)
Associate Deans of the Faculties of Business, Engineering, Humanities, Science and Social Sciences
Associate Dean of Health Sciences (Education)
Director of the Arts and Science Program
Director of the Centre for Continuing Education
Registrar
University Librarian
Associate Vice-President (Students and Learning) and Dean of Students

6 faculty members elected from the professors, associate professors, and assistant professors, comprising one member from each Faculty offering undergraduate work

7 undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by Senate

Business: Mr. Parker McColl
Engineering: Ms Lacey Wice
Health Sciences: Ms Amy Nuanesengsy
Humanities: Vacancy
Science: Ms Adina Silver
Social Sciences: Mr. Richard Piekarczyk-Vacca
Arts and Science Program: Ms Melissa Paglialunga

July 6, 2017
2016-2017

Annual Report:
McMaster Research Ethics Board

Dr. Steven Bray
Chair, McMaster Research Ethics Board
June 30, 2017
sbray@mcmaster.ca
Executive Summary

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

In 2016-2017, MREB and its Student Research Ethics Committees (SRECs) reviewed 332 new protocols, and 123 amendments, for a total of 455 reviews. This would be a 9.23% increase in protocols reviewed by MREB over the previous year and a return to the record number of protocols processed the 2 years previous to that. Peak submission periods for protocols were November 2016 and March 2017.

In addition, MREB’s activities over 2016-2017 included: on-going systems development, the provision of educational opportunities for McMaster researchers, training and professional development opportunities for MREB members and personnel, policy development, promotional activities, and improvements to the review and administration of protocols. Among the highlights are:

- The continued exploration of acquiring an online application and review tool for MREB. Various options are being explored, including a system developed by Stewardly Solutions with input from MREB, currently in its pilot phase. The system consists of a new and improved set of ethics application forms and procedures for the handling and administration of the initial and ongoing review of research protocols. This includes a brand new set of forms for MREB’s main application, change requests, and course-based research forms reflecting researcher and MREB input.

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

Goals and objectives for 2017-2018 include:

- Continue to work on plans for acquisition, roll-out, implementation and education for researchers of an online application and review interface.
- Continue to work with the Vice-President Research and other key McMaster University stakeholders (Office of Legal Services, University Secretariat etc.) to create a policy regarding legal representation where researchers are protecting confidentiality of participants against subpoena as per TCPS guidelines.
- Work collaboratively with a newly formed MREB sub-committee made up of MREB members and staff along with McMaster data security experts to address emerging issues related to research data security with the purpose of providing best practice guidance materials for researchers and MREB/SREC members.
- Development of a guidance document for MREB/SREC reviewers and for researchers on research data security generally and how long they can keep their data on LimeSurvey.

June 30, 2017
- Continue to promote knowledge and use of LimeSurvey now that its funding has been extended.
- Continue MREB and SREC member's continuing education opportunities during MREB meetings related to emerging issues in research ethics; including a session by Mr. David Weinkauf from the Office of the Information and Privacy Commissioner of Ontario to discuss the recent guidelines on Big Data and De-identification of Data.
- Undertake a review of the MREB Terms of Reference document to investigate new initiatives such as recruitment of Professors Emeriti to MREB and alternative quorum models.
- Work with key stakeholders toward revising the “McMaster Accounts Payable Guidelines for Participants Compensation” to align with Tri-Agency funding requirements and Tri-Council Policy Statement requirements for maintaining confidentiality requirements.
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Mandate and Role of the McMaster Research Ethics Board

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

How the McMaster Research Ethics Board Works

MREB’s guiding principles are based on the Tri-Council Policy Statement (TCPS) on the Ethical Conduct for Research Involving Human, as well as McMaster University’s Research Involving Human Participants Policy Statement. To ensure the adequate review of research ethics protocols and the continual education of MREB members, MREB convenes face-to-face, once a month, from September to June, with a pause during the summer months unless additional meetings are required. Quorum is established with 50% of the members in attendance; included in that number, a member with knowledge of ethics and a community member must be present. Minutes of meetings are recorded and approved by the REB. Discussions and minutes are kept confidential.

Decision Making Process

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

June 30, 2017
Members of the Board – as of June 2017

1. Chair: Steven Bray, Kinesiology
2. Vice-Chair: Susan Watt, Professor Emerita, School of Social Work
3. Vice-Chair: Susan Fast, Gender Studies and Feminist Research (on sabbatical)
4. Hodon Abdi, Community Member
5. Kathy Ball, Mills Library Administration
6. Chelsea Barranger, History
7. Lee Beach, Divinity College
8. Sue Becker, Psychology, Neuroscience & Behaviour
9. Krista D'Aoust, Community Member
10. Robert Fleisig, W. Booth School of Engineering Practice
11. Greg Flynn, Political Science
12. Chelsea Gabel, Health, Aging, & Society
13. Sarah Glen, Faculty of Health Sciences
14. Richard Godsmark, Director of Technology Innovation, Partnerships and Risk, UTS
15. Catherine Graham, School of the Arts
16. Amy Gullage, MacPherson Institute
17. Maureen Hupfer, DeGroote School of Business
18. Sadhna Jayatunge, Community Member
19. Mark Johnstone, Philosophy
20. Chandra Kavanagh, Philosophy
21. Celeste Liorish, Community Member
22. Aimee Nelson, Kinesiology
23. David Ogborn, Communication Studies and Multimedia
24. Maureen Padden, School of Geography & Earth Sciences
25. Sandra Preston, School of Social Work
26. Cheryl Quenneville, Mechanical Engineering
27. Ranil Sonnadara, Research and High Performance Computing
28. Kathleen Steeves, Sociology
29. Lauren Wallace, Anthropology
30. Dawn Zivanovich, Community Member

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

June 30, 2017
Chair’s Message

It has been a pleasure to serve the first year of my 3-year term as Chair of MREB alongside the Co-Chair, Dr. Susan Watt for 2016-17. The Board’s primary task is to review the applications of McMaster researchers whose work involves human participants to ensure that they comply with the Tri-Council’s statement on ethical conduct for research involving humans. The MREB engages in a rigorous process of reviewing proposed research and contributes substantially to the training of undergraduate and graduate students as well as faculty and staff.

This year, we reviewed 332 new ethics applications and 123 amendments to existing applications. This volume of submissions and reviews establishes a new record for MREB and attests to the vibrant and active research culture among scholars engaging in non-medical research with human participants throughout the University. It means, also, that the staff, Board members and MREB’s academic leadership carry a significant administrative load. We strive to turn applications around within a month of receiving them, but this is sometimes difficult given the complexity of the protocols and our other research, teaching and administrative responsibilities. I am hopeful that the eventual implementation of an online application system will make the process run more efficiently, but the careful attention required in the review process will ultimately rely on human resources. I have considerable concern that with diminishing faculty resources across campus and the resultant increases in administrative loads among faculty members, it is becoming increasingly difficult to populate MREB. Thus, one of the initiatives I will pursue in the coming year is to review the MREB Terms of Reference and investigate alternate and efficient means for accomplishing the MREB mandate.

One of the major initiatives of the MREB is the acquisition and implementation of an integrated online application and review system. One possibility we are exploring is a system being developed by Stewardly Solutions. Susan Watt, Michael Wilson, Karen Szala-Meneok, and I met with Josh Leslie, the project software developer from Stewardly Solutions, several times over the course of 2016-17. I am optimistic an online system may be implemented by July, 2018. Nevertheless, the future of the MREB application and review system is becoming a significant concern owing to (a) the large number of applications we now process through a manual system that was not designed to handle such high volume, (b) the fact that the system is housed on servers that will soon be obsolete, and (c) the excessive burden of the manual system on Michael Wilson’s already high workload.

Despite the record flow of submissions, MREB was successful in meeting its goals and objectives for 2016-17. Among the highlights were Board education sessions pertaining to research ethics and social media data given by Andrea Zeffiro and Jay Brodeur and guidelines for obtaining informed consent from participants who have intellectual or mental health challenges by MREB Co-Chair Susan Watt. We also undertook revisions to the MREB application form to encourage researchers to include more elaborate information regarding data management and security. Perhaps the most important accomplishment was initiating the process of developing a university policy, with the Office of the Vice-President

June 30, 2017
Research, to support McMaster researchers in maintaining promises of confidentiality to research participants. In addition to these activities, MREB contributed to the review of the proposed revisions to the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans. For this process we relied heavily on MREB’s Senior Ethics Advisor, Karen Szala-Meneok, for her thoughtful and expert contributions.

Over the next 12 months we will work towards accomplishing our next set of goals. Among the key objectives for the year is a research project of our own that will establish a collection of educational resources and best-practice guidelines to assist researchers and reviewers in developing and communicating secure and effective data management plans. We will continue to support the use of LimeSurvey as a secure and cost-effective resource for researchers using online data acquisition and the development of a university policy to support McMaster researchers in maintaining promises of confidentiality.

While MREB will continue to support and educate McMaster’s researchers in the coming year, a significant shift in our personnel landscape will occur on August 1 as our Senior Ethics Advisor, Dr. Karen Szala-Meneok retires. Dr. Szala-Meneok has contributed to, and nurtured, the research ethics culture at McMaster for 11 years. Karen and Michael Wilson have been an exemplary team that has greatly enhanced the research ethics literacy of the research community at McMaster. We all wish Karen a happy, healthy and comfortable retirement. Karen’s departure leaves a tremendous void in the MREB office. However, we are thankful to welcome Nick Caric, who will take on the role of Senior Ethics Advisor in mid-July and wish him all the best in his new position.

The Chair of MREB is a role in a team system that has, at its core, an incredibly devoted and industrious office staff. I am truly indebted to Karen Szala-Meneok (Senior Ethics Advisor) and Michael Wilson (Research Ethics Officer) for their patience and support assisting me in my role and acknowledge the incredible volume and quality of guidance and support they provide to McMaster’s research community. I am so fortunate to have had Dr. Susan Watt serve as MREB’s Co-Chair for the past year. Susan’s knowledge, experience and impeccable communication skills are key ingredients to effective leadership. Susan’s continuation as Co-Chair for another year affords me great comfort and confidence going forward.

It is also critical to acknowledge and praise the valuable work of the various Student Research Ethics Committees (SRECs) across campus. The SRECs are organized and coordinated by Michael Wilson and provide a vital service in handling the review of course-based research and low-risk research protocols conducted by undergraduate students. These sub-committees are an integral part of our effort to ensure that all protocols are dealt with fairly and efficiently and offer significant relief to the ethics review burden of MREB.

It has been an honour to serve the University as Chair of the MREB for 2016-17 and I look forward to the year to come.

June 30, 2017
Operational and Policy Development Activities

Internal Meetings

- Monthly MREB meetings: The purpose of these meetings was to review protocols, deliver continuing education to MREB members, and address MREB operational matters. The June 2017 monthly meeting was a joint MREB/SREC member appreciation luncheon. At that meeting, SREC Chairs reported on their annual activities, and the goals and objectives for the upcoming year were finalized.

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

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

Administrative Activities

- The Research Ethics Officer continued to support through refinement and reengineering, the daily administration of MREB protocols using an information system developed in-house, but with paper files still serving as the master record. The procedure for requiring applications and supporting documents to be submitted as MSWord or PDF documents has proven to be a significant in-road to moving toward a more paperless system. All MREB and SREC members are now completing paperless reviews.

- The Researcher Annual Report/Project Status process was revised to ensure it is in compliance with the TCPS requirement of ongoing review. MREB personnel ensured that researchers complete their required short annual project status reports in advance of the anniversary of their initial clearance in order to remain in compliance with the Tri-Council Policy Statement, the Tri-Agency’s Framework: Responsible Conduct for Research, and university policies and funding requirements.

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

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

June 30, 2017
that it was impracticable to form the new committee until a later time when administrative roles and responsibilities of the Faculty members of SIS had been established. Now that Dr. MacDonald has become Dean of the Faculty of Science, MREB will re-visit this issue with the incoming Director of SIS in 2017-18.

- Several revisions were made to MREB’s main protocol application form in response to frequently asked questions or elements that are unclear for researchers or to emerging issues especially related to data security. The revisions came into effect in May 2017.

- In light of emerging issues related to data security, a special working group has been formed and a senior PhD student has been secured to work with the MREB and IT data security experts on campus to devise a guidance document to assist researchers with best practices for ensuring their data is secure. The Ethics staff will continue to monitor responses to the revised data security question to help prepare the guidance document and refine the data security question.

- Senior Ethics Advisor, Karen Szala-Meneok, in advance of her August 1, 2017 retirement, prepared succession planning materials to assist with the smooth transition for the work of the Board and McMaster staff and researchers.

Information Systems Development

- Pilot testing and evaluation of the Stewardly Solutions application will be conducted in the Fall 2017 and Winter 2018 terms.

- Stewardly Solutions continues to work with MREB on the development of a low cost and highly functional online research ethics application submission and review system that has been custom designed to reflect MREB’s procedures, and the types of studies submitted by researchers that MREB reviews. Some major changes have occurred in the project and new solutions are in the process of being developed. In the meantime, MREB continues to function well with the in-house hybrid online and paper based record system developed by Research Ethics Officer Michael J. Wilson, and generously hosted and supported by the technology group in McMaster Office of Student Affairs. That system however, may be reaching the end of its support cycle in several years, so a new system will become a necessity to avoid returning to a paper submission and data management system.

- MREB personnel continued to refine the MREB website. Content was updated and the overall presentation was redesigned to make it possible for researchers to find the information they need quickly and easily. A link to a new guidance document entitled: “Multi-jurisdictional ethics review by other REBs” and “Research with Human Participants conducted through school board” was added to the Tips and Samples researcher resources area which now brings the total to 34. The existing samples, templates, checklists and FAQs on the MREB website were reviewed for accuracy and revised accordingly.

June 30, 2017
The LimeSurvey survey template service is growing in popularity and has guaranteed funding until March 2019. The service, which receives technical support from Research and High Performance Computing Service (RHPC), provides McMaster researchers with survey templates that enable researchers to develop and administer online surveys that are compliant with TCPS guidelines without needing to do any programming. There are currently 1090 active surveys online. “How to” documents as well as education and training workshops for McMaster researchers have been developed to support this interest and demand. Along with the increase in new accounts there is growing interest and new accounts from researchers in the Faculty of Health Sciences. In addition to the workshops and training materials, Ginet Segui Lines from Research and High Performance Computing Support (RHPC), and MREB’s Research Ethics Officer, Michael J. Wilson, provide personal support to researchers when opening new accounts and during survey design.

Policy Development

- MREB submitted 33 pages of comments to the Panel on Research Ethics in response to their call for comments on the proposed revisions of the Tri-Council Policy Statement.

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

- The Chair and Ethics Support Personnel continued to monitor Canadian cases related to the possible subpoena of researcher data and conducted an environmental scan of other Canadian university policies to determine the existence of any policies related to the legal representation of researchers who will be protecting the confidentiality of participants.

- Continue to work with the Vice-President of Research and other key McMaster University stakeholders (Office of Legal Services, University Secretariat etc.) to create a policy regarding legal representation where researchers are protecting confidentiality of participants as per TCPS guidelines.

- The Senior Ethics Advisor collaborated with the Administrative support staff of the Hamilton Integrated Research Ethics Board and Appeals Board Chair with the updating and revision of the Terms of Reference for the Appeals Board.

Education and Professional Development

Educational Activities

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

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

- 2016-2017 was a busy year for collaboration and work related to community engaged research and community based participatory research. The MREB Chair and Senior Ethics Advisor took part in meetings, workshops and research projects on issues related to conducting community engaged research such as the community engagement idea exchange. MREB has offered to work with the Community Engagement Hub on the creation of sample boilerplate language on community based participatory research that can be used by researchers to explain their research to REBs. This is based on the MREB's previous successful collaboration with McMaster ethnographers for similar boilerplate language.

**Educational Presentations**

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

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

- In-class presentations on research ethics were made in Masters and PhD level courses in Anthropology, Business, Civil Engineering, Geography and Earth Sciences, Linguistics and Languages, School of Engineering Practice, Masters of Communication Management, Masters of Engineering, Entrepreneurship and Innovation, the Divinity College and the School of Social Work. Similar presentations were made in undergraduate courses in Arts and Sciences, Communications and Multimedia, Engineering, Health Aging and Society, Integrated Science Program, Labour Studies, Language and Linguistics, Peace Studies, Psychology, Sociology and through the Office of Undergraduate Research. Over 35 presentations were made.

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

- The Chair, Vice-Chair, and MREB personnel planned and co-organized McMaster's 17th annual Research Ethics Training Workshop in January 2017, which was held in conjunction with

June 30, 2017
representatives from the Hamilton Integrated Research Ethics Board (HiREB) and the School of Graduate Studies. The workshop was open to McMaster faculty, post-doctoral fellows, graduate students and staff from all programs. About 55 researchers attended. This year’s workshop included a presentation on the philosophical foundations of research ethics and provided attendees with the opportunity to talk directly to the chairs of the two REBs about their research ethics questions. The workshop retained its popular interactive component consisting of the small group review of a mock research ethics application form facilitated by REB chairs, staff and REB members.

- In September the annual “Tips and Traps – Or how to get my application form through the REB” workshop was presented to faculty, graduate and undergraduate students.

- In October, MREB hosted the 17th annual “How to Review a Protocol Training Workshop” attended by MREB and SREC members, HiREB members, and members of REBs across Southern Ontario. The workshop was well-received and provided REB and SREC members with information about the TCPS and the review process. Attendees had the opportunity to acquire hands-on experience with individual and group review processes of a mock protocol to hone their reviewing skills and receive feedback from workshop facilitators.

- Five educational workshops were conducted on the McMaster LimeSurvey service for all researchers and support staff. It was facilitated by the MREB Research Ethics Officer, the Learning Technology Consultant for the Faculty of Social Science, and the Research Computing Specialist with Research and High Performance Computing. These workshops have been the impetus for the creation of a McMaster community of practice for researchers who use LimeSurvey in their work and share their knowledge and feedback with other users.

- The Senior Ethics Advisor presented a talk on research ethics to the Initiative for Community Engagement group at McMaster.

**REB Capacity Building**

- MREB expanded its ongoing capacity building efforts by regularly inviting other REBs to send their new members to attend MREB’s “How to Review a Protocol” training workshop. This workshop has now drawn the attention of the Canadian Association of Research Ethics Boards Professional Development Committee, which is hoping to work with the MREB to develop a webinar based on this training session to be made available on a national level.

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

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

- The McMaster Research Ethics online tutorial has now had 6005 researchers complete it since June 2007 here in Canada and abroad. Many institutions and instructors from across Canada continue to make it mandatory for their researchers.

- The Senior Ethics Advisor accepted an invitation from the Brandon University Research Ethics Board to make a presentation to their members on “How to Review an Ethics Application form” and to make a presentation to their research community on conducting ethical research with human participants.

Promotional Initiatives

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

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

- Senior Ethics Advisor attended the Indigenous Undergraduate Summer Research School (IUSRS) poster session at Six-Nations and promoted research ethics.

- Senior Ethics Advisor worked with the President’s Biosafety Advisory Committee (PBAC) to ensure forms that new faculty members complete upon their appointment provide them with up-to-date certification requirements and contact information for certification bodies (including research ethics) on campus.

- The ethics support personnel were in discussion with HIREB ethics staff about handing over the Tutorial for Researchers Conducting Retrospective Review of Health Records to HIREB for ongoing support and maintenance https://ethics.mcmaster.ca/chart/. Originally the creation of this tutorial was a collaboration between MREB and HIREB ethics staff, and has been receiving technical support from Michael J. Wilson, MREB’s Research Ethics Officer. This tutorial is mandatory for researchers who wish to do research using information held in patient charts. It instructs researchers on the legislative and privacy concerns for the use of personal health information in research. Over 12,000 researchers have been certified on the brief tutorial since its creation. Michael Wilson designed and programmed it and is leading the investigation to either reprogram it or find a new developer and hosting service.

Guidance Documents and Templates

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

- A new guidance document entitled “Multi-jurisdictional Ethics Review by other REBs” has been made available on the MREB website’s popular “Tips and Samples” area. This tip sheet contains practical advice gleaned from the firsthand experience by Ethics Office personnel and McMaster researchers with the hope that it will contribute to a more stream-lined process.

- A new guidance document entitled “Research with Human Participants conducted through school boards” has also been added to MREB website’s “Tips and Samples” area. Practical advice based on input from local school boards, and from the firsthand experience of McMaster researchers and Ethics Office personnel.

- A new guidance document is currently under development to assist McMaster researchers on how to safeguard data collected about human participants during the lifecycle of that data from recruitment to final disposition of the data.

- Several documents and templates available on the “Tips and Samples” area of the MREB website have been reviewed and updated to help researchers address gender and sex in research contexts.

Professional Development

- MREB invited Dr. Andrea Zeffiro, Academic Director of the Lewis and Ruth Sherman Centre for Digital Scholarship and Jay Brodeur from Mills Memorial Library’s Maps, Data and GIS section to make presentations on social media and research ethics and McMaster’s data repository, respectively.

- MREB invited Courtney Sheppard, Information Technology Analyst in the Faculty of Social Science, to make a presentation at the September MREB meeting about MacDrive. MacDrive is a secure file sharing open source program similar to “Dropbox” that is stored on McMaster servers. This presentation provided an opportunity for MREB members to learn and ask questions about this service and to understand its ability to assist researchers in maintaining data security.

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

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

- A total of 28 MREB members have completed the Tri-Council Policy Statement Course on Research Ethics (CORE) tutorial this year.

June 30, 2017
• Senior Ethics Advisor completed a webinar on social media in human participant research and another online webinar with Ontario HIV Treatment Network (OHTN) on ethics issues related to the employment of peer researchers in human participant research.

• Senior Ethics Advisor contributed to the McMaster Community Engagement Strategic Plan Process.

• MREB Chair, Steven Bray, participated in the 3-day Public Responsibility in Medicine & Research: Advancing Ethical Research Conference in Anaheim, CA, in November. Highlights included interactive sessions on Social Media research and research involving Big Data.

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

• Invite Andrea Zeffiro, Academic Director of the Lewis and Ruth Sherman Centre for Digital Scholarship to make a presentation on social media and research ethics.

• Discuss the proposal from Acting VP Research Allison Sekuler to make the TCPS CORE tutorial mandatory for all researchers submitting applications to MREB

• Test, and launch the FluidReview ethics data management and application system

• Educate MREB and SREC chairs and members on the operation of the new data management and application system, as well as the research community at large.

• Work collaboratively with other McMaster University key players (Office of Legal Services, University Secretariat and VPR, etc.) to assist the university in development of a policy that will describe the nature and extent of the institutions’ responsibilities to “support their researchers in maintaining promises of confidentiality” where complying with legal obligations would conflict with those promises.

• Create a guidance document for REB/SREC reviewers and for researchers on research data management, including best-practice guidelines for data security and storage.

• Create a guidance document/policy for researchers regarding how long they can keep their data on LimeSurvey.

• Initiate discussions with Undergraduate Student Research Award (USRA) awards committees or their chairs, regarding issues related to higher risk projects involving human participants when conducted by novice USRA funded researchers.

• Continue to present the January & February Ethics workshops for USRA applicants.

• Promote knowledge and use of LimeSurvey now that funding has been extended.

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

Goals and Objectives for Year (July 1, 2017 – June 30, 2018)

• Continue to work on plans for acquisition, implementation and education for researchers using an online application/review system.

• Continue to work with the Vice-President Research and other key McMaster University stakeholders (Office of Legal Services, University Secretariat etc.) to create a policy regarding legal representation where researchers are protecting confidentiality of participants against subpoena as per TCPS guidelines.

• Work collaboratively with a newly formed MREB sub-committee made up of MREB members and staff along with McMaster data security experts to address emerging issues related to research...
data security with the purpose of providing best practice guidance materials for researchers and REB/SREC members.

- Development of a guidance document for REB/SREC reviewers and for researchers on research data security generally and how long they can keep their data on LimeSurvey.
- Continue to promote knowledge and use of LimeSurvey now that its funding has been extended.
- Continue MREB and SREC member’s continuing education opportunities during MREB meetings related to emerging issues in research ethics; including a session by Mr. David Weinkauf from the Office of the Information and Privacy Commissioner of Ontario to discuss the recent guidelines on Big Data and De-identification of Data.
- Undertake a review of the MREB Terms of Reference document to investigate new initiatives such as recruitment of Professors Emeriti to MREB and alternative quorum models.
- Work with key stakeholders toward revising the “McMaster Accounts Payable Guidelines for Participants Compensation” to align with Tri-Agency funding requirements and Tri-Council Policy Statement requirements for maintaining confidentiality requirements.
### Statistical Overview of Protocols Received in 2016-2017

**Table 1: Number of Protocols Received by MREB and its SRECs by Academic Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>MREB</th>
<th>SREC</th>
<th>Total</th>
<th>Amendments</th>
<th>Total Including Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2011</td>
<td>216</td>
<td>89</td>
<td>305</td>
<td>76</td>
<td>381</td>
</tr>
<tr>
<td>2011-2012</td>
<td>214</td>
<td>61</td>
<td>275</td>
<td>99</td>
<td>374</td>
</tr>
<tr>
<td>2012-2013</td>
<td>232</td>
<td>105</td>
<td>337</td>
<td>100</td>
<td>437</td>
</tr>
<tr>
<td>2013-2014</td>
<td>239</td>
<td>81</td>
<td>320</td>
<td>143</td>
<td>463</td>
</tr>
<tr>
<td>2014-2015</td>
<td>267</td>
<td>72</td>
<td>339</td>
<td>114</td>
<td>453</td>
</tr>
<tr>
<td>2015-2016</td>
<td>244</td>
<td>63</td>
<td>307</td>
<td>106</td>
<td>413</td>
</tr>
<tr>
<td>2016-2017</td>
<td>273</td>
<td>58</td>
<td>332</td>
<td>123</td>
<td>455</td>
</tr>
</tbody>
</table>

**Table 2: Number of Protocols Received by MREB and SRECs by Month for 2016-2017**

<table>
<thead>
<tr>
<th>Month</th>
<th>MREB</th>
<th>SREC</th>
<th>Total</th>
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<tbody>
<tr>
<td>July 2016</td>
<td>20</td>
<td>2</td>
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<tr>
<td>August 2016</td>
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<td>September 2016</td>
<td>13</td>
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<tr>
<td>October 2016</td>
<td>20</td>
<td>7</td>
<td>27</td>
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<tr>
<td>November 2016</td>
<td>38</td>
<td>8</td>
<td>46</td>
</tr>
<tr>
<td>December 2016</td>
<td>11</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>January 2017</td>
<td>23</td>
<td>9</td>
<td>32</td>
</tr>
<tr>
<td>February 2017</td>
<td>26</td>
<td>5</td>
<td>31</td>
</tr>
<tr>
<td>March 2017</td>
<td>30</td>
<td>5</td>
<td>35</td>
</tr>
<tr>
<td>April 2017</td>
<td>26</td>
<td>3</td>
<td>29</td>
</tr>
<tr>
<td>May 2017</td>
<td>20</td>
<td>6</td>
<td>26</td>
</tr>
<tr>
<td>June 2017</td>
<td>23</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>273</td>
<td>59</td>
<td>332</td>
</tr>
</tbody>
</table>

June 30, 2017
### Table 3: Number of Protocols Received by MREB by Faculty/School (Last 3 Years)

<table>
<thead>
<tr>
<th>Faculty</th>
<th>2014-2015</th>
<th>2015-2016</th>
<th>2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>9</td>
<td>17</td>
<td>11</td>
</tr>
<tr>
<td>Arts &amp; Science</td>
<td>7</td>
<td>11</td>
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</tr>
<tr>
<td>Business</td>
<td>31</td>
<td>24</td>
<td>37</td>
</tr>
<tr>
<td>Divinity College</td>
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<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Engineering</td>
<td>12</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>External</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>45</td>
<td>40</td>
</tr>
<tr>
<td>Science</td>
<td>61</td>
<td>59</td>
<td>70</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>93</td>
<td>77</td>
<td>78</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>267</strong></td>
<td><strong>244</strong></td>
<td><strong>273</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>127</td>
<td>115</td>
<td>133</td>
</tr>
<tr>
<td>Post-Doctoral</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>PhD</td>
<td>31</td>
<td>36</td>
<td>39</td>
</tr>
<tr>
<td>Doctor of Ministry</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Major Research Paper</td>
<td>33</td>
<td>18</td>
<td>23</td>
</tr>
<tr>
<td>Master's</td>
<td>44</td>
<td>36</td>
<td>42</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>15</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Administration</td>
<td>8</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>267</strong></td>
<td><strong>244</strong></td>
<td><strong>273</strong></td>
</tr>
</tbody>
</table>
REPORT TO SENATE
FROM THE
EXECUTIVE COMMITTEE

Open Session

a. Actions Taken on Behalf of Senate (for information)
   
   i. Name Change for the Farncombe Family Chair in Inflammatory Bowel Disease (Attachment I)
   
   A recommendation to change the name of the Farncombe Family Chair in Inflammatory Bowel Disease to the Farncombe Family Chair in Phage Biology was approved by the Committee on Appointments on June 19, 2017, and then approved by the Executive Committee on behalf of Senate for recommendation to the Board of Governors on June 21, 2017.

   ii. Name Change for the Mackenzie Financial Corporation Chair in Evidence-Based Financial Planning (Attachment II)
   
   A recommendation to change the name of the Mackenzie Financial Corporation Chair in Evidence-Based Financial Planning to the Mackenzie Investments Chair in Evidence-Based Investment Management was approved by the Committee on Appointments on June 19, 2017, and then approved by the Executive Committee on behalf of Senate for recommendation to the Board of Governors on June 21, 2017.

Senate: For Information
September 13, 2017
June 7, 2017

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

Re: Name Change for the Farncombe Family Chair in Inflammatory Bowel Disease

On behalf of the Faculty of Health Sciences, I would like to recommend the name of the Farncombe Family Chair in Inflammatory Bowel Disease be changed to the Farncombe Family Chair in Phage Biology.

In 2004, the Farncombe family gave a gift to McMaster that included an endowment fund in support of a Chair in Inflammatory Bowel Disease. The terms of reference for the Chair, approved that same year, are being revised to better align with the evolving research directions of the Farncombe Family Digestive Health Research Institute.

The original terms of reference were specific to the field of inflammatory bowel disease (IBD). While this remains an important area of research within the Farncombe Institute, its researchers are now actively studying the role that gut bacteria play in manifestations of IBD and its treatment. Phage biology is concerned with the study of all biological aspects of phages, which are viruses that infect bacteria. Manipulating these bacteria for potential treatments for diseases like IBD requires expertise in that area of phage biology. The revised terms change the scope of the Chair to this field.

Communication and consultation regarding these changes has taken place with the Farncombe family’s representative, as well with the affected areas in our Faculty.

Thank you for considering this recommendation. Enclosed please find a copy of the original and revised terms of reference.

Sincerely,

[Signature]

Paul O'Byrne MB, FRCP(C), FRSC
Dean and Vice-President

Encl.

PB/rl
TERMS OF REFERENCE
(Amended March 2005)

The Farncombe Family Chair in Inflammatory Bowel Disease

General

In May 2004, a gift was directed to the Faculty of Health Sciences to provide an endowment fund in support of the “Chair in Inflammatory Bowel Disease”.

In March 2005, the donors exercised their right to name the Chair in accordance with the PGF Family Corp. Gift Agreement (section III A.2), dated May 2004. The endowment fund will be known as: The Farncombe Family Chair in Inflammatory Bowel Disease.

Details and Duties of the Chair

The research and education interests and accomplishments of the incumbent will encompass a broad and comprehensive range of issues in Inflammatory Bowel Diseases. The holder of the Chair shall be an individual with sufficient research and education experience and who has demonstrated interest in, and capability to implement the objectives set out below.

Specifically the Chair Will:

- Focus on the field of Inflammatory Bowel Disease, address scientific uncertainty, address scientific advancement and include the caliber of scientific content displayed with other research projects ongoing at the University;

- Be an integral part of the institutional vision towards establishing and maintaining a world class research program in Inflammatory Bowel Disease and thereby exemplify the central values of the University;

- Contribute significantly to the body of scholarship in the area of Inflammatory Bowel Disease through teaching and research at McMaster University;

- Participate in the development, implementation and evaluation of curricular innovations in undergraduate (MD), postgraduate and Continuing Health Education in Gastroenterology in general and Inflammatory Bowel Diseases in particular;

- Undertake the normal duties of a faculty member in the Faculty of Health Sciences, including participation in the education programmes of the Faculty.
Selection Process for Chair

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee. The Selection Committee will recommend an appointment to the Faculty Appointments Committee which will forward its recommendation to the Senate Committee on Appointments.

Term

An appointment to the Chair shall be for an initial five-year period, with the understanding that renewal for additional five-year terms is possible. The incumbent will acknowledge that she/he holds The Farncombe Family Chair in Inflammatory Bowel Disease, at McMaster University, Faculty of Health Sciences in all publications, lectures and any other activities supported through the fund. The incumbent will participate in the annual donor recognition programme.
TERMS OF REFERENCE

Farncombe Family Chair in Phage Biology

General

A gift has been directed to the Faculty of Health Sciences to provide support for the Farncombe Family Chair in Phage Biology. The incumbent will have demonstrated excellence in the area of phage biology.

Details and Duties

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience.

Specifically, the chairholder will:

- Hold a full-time appointment in the appropriate department in the Faculty of Health Sciences at McMaster University, and be an active member of the Farncombe Family Digestive Health Research Institute;

- Be an integral part of the institutional vision towards establishing and maintaining a world-class program in phage biology which exemplifies the central values of the University and the Farncombe Family Digestive Health Research Institute;

- Contribute significantly to the body of scholarship in the area of phage biology, through teaching, research and/or clinical work at McMaster University;

- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the applicable department, including participation in the education programs of the department.

Selection Process

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc selection committee which shall include, at minimum, the Associate Dean, Research and the Director of the Farncombe Family Digestive Health Research Institute. The Committee will forward its recommendation to the Senate Committee on Appointments.

Term

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

Acknowledgement

The incumbent will acknowledge that she/he holds the “Farncombe Family Chair in Phage Biology” in all publications, lectures and any other activities supported through the fund.

June 2017
TO: Senate Committee on Appointments
FROM: Dean Leonard Waverman, DeGroote School of Business
RE: Name Change - Mackenzie Investments Chair in Evidence-Based Investment Management
Date: June 14, 2017

I am pleased to recommend the name change and updated Terms of Reference of the Mackenzie Financial Corporation Chair in Evidence-Based Financial Planning to the **Mackenzie Investments Chair in Evidence-Based Investment Management**.

This Chair was established through a generous gift from Mackenzie Financial Corporation and Power Corporation. The research, educational interests and accomplishments of the Chair encompasses a broad and comprehensive range of issues in financial planning.

The name change is required in order to appeal to a greater number of potential candidates, as the new name is very central to core areas of modern finance.

Should you require any further information, please do not hesitate to contact me.

Attach.

cc: D. Wilkinson
D. Welch
J. Medcof
A. Danielova
Terms of Reference

Mackenzie Financial Corporation Chair in Evidence-Based Financial Planning

The Mackenzie Financial Corporation and Power Corporation have made a gift of one million dollars for the establishment of an endowed Mackenzie Financial Corporation Chair in Evidence-Based Financial Planning. The Chair will be held in the DeGrooote School of Business.

Details and Duties of the Chair

This is a tenured faculty appointment. He/she will be expected to assume a leadership role by contributing to the body of knowledge in the area of evidence-based financial planning through teaching, curriculum development, research, and by fostering collaborative relationships with organizations whose focus is on advancing knowledge and devising and maintaining professional standards in this area.

The Chair will undertake the normal duties of a faculty member in the Finance and Business Economics Area including participation in the education programs of the School of Business.

Selection Process

The Dean of the School of Business will appoint an appropriate Ad Hoc Selection Committee, which shall include, at a minimum, the Area Chair of the Finance and Business Economics Area and senior tenured colleagues in the Area. The recruitment, selection and approval of the candidate will follow the normal procedures of the University for such appointments.

Term

The initial appointment of the Mackenzie Financial Corporation Chair in Evidence-Based Financial Planning will be for five (5) years, with the possibility of renewal.

Acknowledgement

The incumbent will acknowledge that they hold the Mackenzie Financial Services Chair in Evidence-Based Financial Planning in all publications, lectures and any other activities related to the position and will participate in the annual donor recognition program.

August 2011
Terms of Reference

Mackenzie Investments Chair in Evidence-Based Investment Management

The Mackenzie Financial Corporation and Power Corporation have made a gift of one million dollars for the establishment of an endowed Mackenzie Investments Chair in Evidence-Based Investment Management. The Chair will be held in the DeGroote School of Business.

Details and Duties of the Chair

This is a tenured faculty appointment. He/she will be expected to assume a leadership role by contributing to the body of knowledge in the area of evidence-based financial planning through teaching, curriculum development, research, and by fostering collaborative relationships with organizations whose focus is on advancing knowledge and devising and maintaining professional standards in this area.

The Chair will undertake the normal duties of a faculty member in the Finance and Business Economics Area including participation in the education programs of the School of Business.

Selection Process

The Dean of the School of Business will appoint an appropriate Ad Hoc Selection Committee, which shall include, at a minimum, the Area Chair of the Finance and Business Economics Area and senior tenured colleagues in the Area. The recruitment, selection and approval of the candidate will follow the normal procedures of the University for such appointments.

Term

The initial appointment of the Mackenzie Investments Chair in Evidence-Based Investment Management will be for five (5) years, with the possibility of renewal.

Acknowledgement

The incumbent will acknowledge that they hold the Mackenzie Investments Chair in Evidence-Based Investment Management in all publications, lectures and any other activities related to the position and will participate in the annual donor recognition program.

June 2017
To : Senate

From : Christina Bryce
       Assistant Graduate Secretary

Re : Report from Graduate Council

At its meeting on June 13th, 2017, Graduate Council approved the following and now reports to Senate:

For Information:

1. Graduate Calendar Administrative Section Change – 2.6.3

This section of the calendar was adjusted to include additional clarification about how courses are designated at the time of enrollment and to note the process for designating a course as an Extra Course. Previously the calendar text wasn’t sufficiently clear on this matter but it now explains a little better how extra courses are different from courses counted toward program requirements.
REPORT TO SENATE

FROM THE

COMMITTEE ON APPOINTMENTS

Open Session

At a special meeting on August 28, 2017, the Committee on Appointments approved a recommendation from the Selection Committee for Provost and Vice-President (Academic) to revise the terms of reference for the position, and now recommends them to Senate for approval.

i. Recommendation to Revise the Terms of Reference for Provost and Vice-President (Academic) (attached)

Senate: For Approval
September 13, 2017
August 10, 2017

TO: Senate Committee on Appointments

FROM: Patrick Deane, President and Vice-Chancellor

RE: TERMS OF REFERENCE FOR PROVOST AND VICE-PRESIDENT (ACADEMIC)

At the outset of its work, the Selection Committee for a Provost and Vice-President (Academic) undertook a review of the existing position profile and reworked it into formal Terms of Reference for the position. In addition to updating the list of committees and directly reporting positions, the Committee considered the major responsibilities of the Provost and grouped them into the following key areas:

- **Academic Strategy and Planning** – Leading the University’s academic strategy and setting priorities, including leading the development of the University’s strategic mandate agreement with the provincial government.
- **Faculty Recruitment, Retention and Promotion** – Ensuring that faculty are supported with appropriate training and development opportunities and are encouraged to excel.
- **Student Recruitment, Retention and Experience** – Overseeing the development and provision of high-quality, innovative programs and associated services to create an enhanced student experience, as well as overseeing the recruitment and enrolment management strategy and processes.
- **Planning and Budgeting Processes** – Leading the University-wide planning and budgeting and working closely with the President, the Vice-President (Administration) and others to prioritize projects and initiatives for investment.
- **Reputation and Resource Development** – Representing the University externally on academic-related matters, assisting in promoting the University’s reputation and achievements and engaging in fund-raising strategies.

A clean copy of the updated version of the Terms of Reference recommended by the Selection Committee, as well as a copy of the previous (2006) Position Profile, are attached to this Memo (Attachments 1 and 2).

**On behalf of the Selection Committee for a Provost and Vice-President (Academic), I request that the Senate Committee on Appointments approve, for recommendation to Senate and the Board of Governors, the revised Terms of Reference for the position of Provost and Vice-President (Academic) appended as Attachment 1.**
McMaster University is a leading research-focused student-centred university and is committed to developing a distinctive, personalized, engaging and sustainable student experience, maintaining and further strengthening its capability for outstanding research and scholarship, and enhancing the connections between the University and the communities we serve, locally, provincially, nationally and around the globe.

The Provost and Vice-President (Academic) is the senior Vice-President and Chief Academic Officer of the University. The Provost reports to the President and Vice-Chancellor and is accountable to the President and the Senate for the academic administration, planning and development of the University. The Provost provides vision and leadership for all of McMaster's academic activities including faculty recruitment, retention and promotion; attracting and retaining excellent students; enrolment management; graduate and undergraduate program development and assessment; student life; library resources; and strategic planning, including oversight of the academic budget and space allocation. The Provost is responsible for fostering an environment that promotes equity and inclusion and where creativity, scholarship, research and teaching excellence can flourish and where students and faculty members can excel.

The Provost serves as Vice-Chair of Senate, is a member of the Board of Governors, and a member of key committees of these two governing bodies. The Provost is also a member of the President's Executive and, as the senior Vice-President, assists the President in co-ordinating the work of the Vice-President (Research), the Vice-President (Administration), the Dean and Vice-President (Health Sciences) and the Vice-President (University Advancement).

The position of Provost shall be held by a qualified faculty member, appointed for a renewable five-year term. The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by The McMaster University Act, 1976 and the Senate By-laws.
REPORTING RELATIONSHIPS

Reports to: The President and Vice-Chancellor

Directly Reporting Positions:
Vice-Provost (Faculty);
Vice-Provost and Dean of Graduate Studies;
Vice-Provost (International Affairs);
Vice-Provost (Teaching and Learning);
Vice-Provost (Equity and Inclusion);
Associate Vice-President (Students and Learning) and Dean of Students;
Associate Vice-President (Institutional Research and Analysis);
Six Faculty Deans for academic matters- Business, Engineering, Health Sciences, Humanities, Science and Social Sciences;
Five Faculty Deans for budgetary matters- excluding Health Sciences;
University Librarian;
Director, McMaster Museum of Art;
Chief Technology Officer – jointly with Vice-President (Administration); and
Associate Vice-President (Finance and Planning, Academic)

Collaborates with: Vice-President (Research), Dean and Vice-President (Health Sciences),
Vice-President (Administration), Vice-President (University Advancement),
Assistant Vice-President (Administration) & Chief Financial Officer,
Assistant Vice-President & Chief Facilities Officer, Assistant Vice-President (Communications and Public Affairs), and Executive Advisor (Government Relations)

KEY COMMITTEES

Board of Governors (member)
Planning and Resources Committee (member)
Senate (vice-chair)
[Board-Senate] University Planning Committee (chair)
Budget Committee (member)
Committee on Appointments (member)
Senate Executive (member)
Graduate Council (member)
Undergraduate Council (member)
All of the Faculties (member)
President/Vice-Presidents (member)
President/Vice-Presidents/Deans (member)
Provost’s Council (chair)
MAJOR RESPONSIBILITIES

The Provost and Vice-President (Academic) provides vision and leadership for all of McMaster's academic activities and works closely with the President and members of the senior administration to promote and ensure high-quality academic programming, recruit and support excellent faculty and students, and oversee the University's academic planning and associated budget processes.

A. Academic Strategy and Planning

Working within the collegial decision-making environment and governance processes of the University and collaborating closely with the President and colleagues within the senior administration, the Provost:

1. Leads the establishment of the academic goals of the University, and the setting of academic strategy and priorities that are consistent with the University's mission and vision, and in alignment with the strategic priorities and direction outlined by the President.

2. As Chief Academic Officer, leads the development of the University's strategic mandate agreement with the provincial government and ensures that the academic direction of the University is appropriately reflected in such documents.

3. Leads the process of academic planning throughout the University, supporting the Deans in planning and setting priorities for individual Faculties, Departments and Units that are consistent with the University's overall strategic direction and strategic mandate agreement, including cross-Faculty collaboration and interdisciplinary initiatives.

4. Directs and supports the Vice-Provost (International Affairs) in developing and implementing the University's internationalization strategy, working closely with the Vice-President (Research) with regard to international research partnerships and collaborations, and supporting the Deans with regard to the internationalization of the academic curriculum.

B. Faculty Recruitment, Retention and Promotion

1. Assumes leadership and responsibility for the recruitment, retention, development and advancement of faculty, including ensuring the provision of appropriate training and development opportunities for faculty at all stages of their academic careers, commensurate with the University's commitment to equity and diversity, and works to foster an environment where research, pedagogical innovation, community-engaged scholarship and academic service of all kinds are recognized and supported, and where faculty members are encouraged to excel.
2. In conjunction with the President, appropriate committees and the Senate, makes key academic decisions, including with regard to faculty appointments, tenure and promotion recommendations, and academic programming.

C. Student Recruitment, Retention and Experience

1. Oversees the continued development and provision of high-quality, innovative programs of study and research, as well as associated services, to create an enhanced student experience for undergraduate and graduate students that integrates teaching and research, is consistent with the University's strategic priorities and direction, and that prepares students to be engaged and thoughtful citizens.

2. Oversees the student recruitment and enrolment management strategy and processes, including international student recruitment and support, promoting effective integration across all areas of student recruitment, admissions, registration and student support, and works in conjunction with the Deans to ensure appropriate supports within each of the Faculties and other areas.

3. Promotes and supports a high-quality experience for students both within and beyond the classroom, including fostering experiential and active-learning experiences, promoting the integration of research within the undergraduate curriculum, ensuring the provision of appropriate supports and services, and supporting the quality of student life at all levels.

D. Planning and Budgeting Processes

1. Leads the formulation of University-wide planning and budgeting processes, ensuring the relevance and fiscal accountability of the University-wide budget and its alignment with the University's strategic priorities and direction, and the strategic mandate agreement.

2. In partnership with the Vice-President (Administration), exercises responsibility for the budget control procedures approved by the Board of Governors.

3. Oversees the University Fund, working in close collaboration with the President and other Vice-Presidents to prioritize projects, initiatives and areas of investment.

4. Supports the Vice-President (Administration) in maintaining and updating the University’s capital plan, ensuring that the plan supports academic priorities and needs with regard to the development, expansion and upgrading of academic and research space, and collaborates with the Vice-President (Administration) and the Assistant Vice-President & Chief Facilities Officer in the development and implementation of major academic building projects.
E. Reputation and Resource Development

Working in close collaboration with the President, the other Vice-Presidents and colleagues in University Advancement, the Provost:

1. Represents and advocates on behalf of the University on academic-related matters before the federal, provincial and municipal governments. Takes an active leadership role in the work of inter-institutional groups engaged in advocacy, funding and policy matters, such as the Council of Ontario Universities, Universities Canada and the U15.

2. Works to develop the University’s brand and advance McMaster’s national and international reputation as a leading research-focused student-centred University. As a University spokesperson, helps to promote the University’s strengths and achievements to the media and to the local and broader communities. Contributes to McMaster’s public profile and the development of key partnerships by participating in and representing the University at meetings, functions and events.

3. Works with the President and the Vice-President (University Advancement) to develop fund-raising strategies and to seek additional and innovative sources of funding.