

Minutes of the meeting of the **Committee on Enrolment and Student Affairs** held on Wednesday 24th November 2010, from 10:00am to 11:00am in Room 160, Arts Building

Present: M.J. Mendelson (*Chair*), J. Abaki, J. Everett, S. Ghoshal, K. Hashimoto, S. Jordan, A. Ma, M. Nahon, K. Peterson, C. Price, S. Razack, P.J. Smith (*Secretary to the Committee*)

Regrets: E. Deluca, A. Ismail, D. Lametti, R. Song, D. Wolfson

Documents circulated at the meeting: *none*

03.01 Proposed agenda

The agenda was approved as circulated.

03.02 Minutes of Meeting of 20 October 2010

The minutes were approved as circulated.

03.03 Business Arising

- Dean Everett gave a verbal update on the activities of the Work Group on Academic Calendar of Dates. The Group prepared two possible scenarios, incorporating 36 and 39 contact hours, which attempted to accommodate the following:
 - o More time off during the Fall term (extended Thanksgiving weekend, Fall reading week)
 - o Longer period between the Fall and Winter term
 - o Reading period between the end of term and exams

Dean Jutras, co-Chair of the Work Group, was scheduled to present the proposal to the Deans Working Group on November 24, 2010. If the Deans are supportive, the Work Group will explore the proposals further.

ACTION 1: CESA requested an update after the presentation to the Deans.

- The Secretary informed the Committee that the Work Group on the Draft University Student Assessment Policy will be meeting on November 24, 2010, to finalize the policy prior to submitting it to APC for approval at its meeting on December 9, 2010. From there it will go to Senate for discussion at its January 2011 meeting.

ACTION 2: The Secretary will circulate to the Committee the finalized version of the policy after the Work Group's meeting.

03.04 Subcommittee on Admissions Review (SAR) [10-CESA-11-06]

Dean Everett presented the draft of the Terms of Reference and Membership for SAR. The role of SAR needs to be clearly defined, viewed as fair to the students, and limited to issues regarding admissions processes, not admissions decisions. Discussion ensued, particularly whether SAR would review the process for the original admission decision, and CESA members agreed that should be the case. It was suggested that the procedures outlined in the document might present difficulties for Graduate and Postdoctoral Studies (GPS), because graduate admissions decisions are made at the unit level, not centrally. The Chair remarked that he would be meeting with the Dean of GPS to discuss this issue

It was also suggested that the proposed membership of the Subcommittee might need to be approved by Senate Nominating Committee.

ACTION 3:

- a) ***The Chair of CESA will consult with the Dean of GPS to determine the best way to integrate GPS into the function of this Subcommittee and consult with the Secretary General concerning the terms of reference, membership, and possible role of Nominating Committee.***

- b) The Chair of SAR will revise the document and send it to the Secretary for circulation to the Committee for review.*
- c) CESA will propose the membership to Senate Nominating Committee for approval*

03.05 CESA 2009-2010 Annual Report to Senate [10-CESA-11-07a-c]

The Chair presented the inaugural CESA Annual Report to Senate for 2009-2010. He described the rationale behind the format used and the inclusion of a more detailed report on scholarships and student aid. Discussion ensued, in which the following issues were raised:

- The Chair noted that a priority was given to bursaries over Work Study. However, Work Study has the advantage of leveraging aid funds; moreover, Work Study may provide other benefits to students, even with the increased demand on their time. A review of these issues is warranted.
- The immediate effect of the Capital Campaign is an increase in funds available to students, either through direct spending or through endowed awards.
- Banner Student Aid in Canada is a module in the student information system that helps the University provide better service to students, while at the same time providing administrative efficiency and better fund management. The Chair clarified that set asides of 30% of net increased revenue from tuition increases are earmarked for need-based awards.
- In response to a question, the Chair informed the Committee that the Quebec government has put in place a student-aid package for students from Pakistan, who have been informed that they must apply for tuition waivers by Friday, November 26, 2010.

ACTION 4: CESA approved the 2009-2010 Annual Report for forwarding to Senate to consider at its meeting on 8 December 2010.

03.06 Student Awards from DAR [10-CESA-11-08]

***ACTION 5: CESA approved the following award:** The Cedars Cancer Institute Fellowship.*

03.07 Other Business

There was no other business.

The meeting adjourned at 11:00 a.m.

Philip J. Smith, Secretary to the Committee