

Minutes of the meeting of the **Committee on Enrolment and Student Affairs** held on Tuesday 23rd February 2011, from 10:00am to 11:00am in Room 160, Arts Building

Present: D. Lametti (*Acting Chair*), J. Everett, S. Ghoshal, M. Nahon, P.J. Smith (*Secretary to the Committee*)

Regrets: J. Abaki, E. Deluca, K. Hashimoto, A. Ismail, S. Jordan, A. Ma, M.J. Mendelson, K. Peterson, C. Price, S. Razack, R. Song, D. Wolfson

Guests: N. Beaulieu, T. Carsley (Item 7), K. Massey, H. Tontini (Item 4)

Documents circulated at the meeting: *none*

05.01 Proposed agenda

Item #7 was moved to the beginning to accommodate guests. The agenda was approved as amended.

05.02 Minutes of Meeting of 18 January 2011

The minutes were approved, with the change to the attendance to record Prof. David Lametti's presence.

05.03 Business Arising

- Dean Everett informed the Committee that the SSMU had conducted a survey of its members and that the results would be discussed at the next meeting of the Work Group on Academic Calendar of Dates on February 28, 2011.
- The Chair informed the Committee that the University Student Assessment Policy was approved by Senate at its meeting on February 16, 2011.

05.04 Strategic Enrolment Management (SEM) [11-CESA-02-14]

Mr. Howard Tontini, Director of Recruitment for Enrolment Services, presented an overview of the changes made to the Strategic Enrolment Management plan. Highlights include an expansion of the strategic imperatives from four to six, with the new additions being *Imperative 2: Service to Community or Society* and *Imperative 3: Engagement in the University Community*. It was reported that student consultation took place with regard to *Imperative 1: Research Intensity, Student and Academic Excellence*, the result of which was that students would like to see more classroom experience as well as the linking of research intensity and academic excellence with student excellence. Kathleen Massey remarked that the group had received a great deal of helpful feedback from the faculties. Discussion ensued, during which the following points were raised:

- What are the next steps? (It will be going to Senate on March 23, 2011 for approval.)
- How will this be implemented at the local level? (Faculties have been asked to consider how they could implement the changes.)

ACTION 1: The Committee was asked to communicate any further feedback directly to Enrolment Services.

05.05 Academic Calendar of Dates [11-CESA-02-11]

Kathleen Massey, University Registrar and Executive Director of Enrolment Services, presented a proposal to revise the already approved calendar of dates for 2011-12. The revisions were meant to address the issue of a very short December break, which is an issue both for students and faculty members. Discussion ensued, during which the main issues concerned the insufficient number of contact hours for accreditation for the Faculty of Engineering, among others. Also raised was the reluctance to leaving it to academic units to coordinate the make-up of the two-day shortfall; members felt that there should be a more explicit central plan for addressing the shortfall.

Possible solutions were raised, including starting on Friday, January 6th instead of Monday, January 9th, shortening the study break by one or two days, and adjusting the examination period. The Committee came to an agreement on suggested amendments to be proposed, which would accommodate as best as possible all units with accreditation issues.

ACTION 2: The Committee suggested that the following changes to the 2011-12 academic calendar of dates be implemented:

- *Term will commence on Friday, January 6, 2012 (instead of Monday, January 9, 2012)*
- *Classes will end on Monday, April 16, 2012*
- *The Examination period will commence on Tuesday, April 17, 2012 (there will be no study day)*
- *Exams will end by April 30, 2012 (in order not to spill over into May)*

05.06 Subcommittee on Admissions Review (SAR) Membership [11-CESA-02-12]

ACTION 3:

- a) The Committee approved the SAR membership.*
- b) The Secretary will forward the list to Secretariat.*

05.07 Student Awards from DAR [11-CESA-01-10]

ACTION 4: CESA approved the following awards:

- A) Bourses de recherche doctorale Banque Nationale Groupe financier/National Bank Financial Group Ph.D. Fellowships.
- B) Celia Hendler Scholarship in Psychology
- C) GPR Residents Prize

DAR representatives Nathalie Beaulieu and Tim Carsley presented the case for the preference for women with regard to the GPR Residents Prize. Discussion ensued during which the following two issues arose:

- Awards which conform to template with the exception of being drafted bilingually should be treated as template.
- The issue of restrictions on awards should be re-examined to determine whether they should be updated, since the current restrictions are over 20 years old. DAR also requested that there be clearly established guidelines for fundraising.

ACTION 5:

- a) The Committee will discuss these two issues at the March 2011 meeting.*
- b) The Committee will invite Ms Beaulieu and Mr Carsley to the March meeting for the discussion.*

05.08 Other Business

There was no other business.

The meeting adjourned at 11:00 a.m.

Philip J. Smith, Secretary to the Committee