

**Nominations Committee
Report to Faculty - May 11, 2018**

The Nominations Committee met on April 27, 2018. As a result of that meeting, the following changes to the FAES Faculty Handbook are proposed.

1. Based on committee reports, history, recommendations by committee Chairs and deliberations of the Nominations Committee, the following Committees are recommended for dissolution and duty reassignment:
 - A. Staff Relations Committee: duties have already been assumed by the Dean and her staff
 - B. Centennial Committee: has not met in many years and original mandate is no longer relevant. Can be replaced by an ad hoc committee reporting to the Faculty Planning Committee and/or Physical Facilities Committee as necessary and appropriate.
 - C. Macdonald Facilities Safety Committee: subsumed in a downtown committee with the same mandate
 - D. Parking and Traffic Committee: has not met in at least 20 years. These issues can be handled as necessary by Campus Security
 - E. Landscape Committee: has not met in the past 10 years. Issues could be assigned to another committee or handled on an ad hoc basis as necessary.
 - F. Environment: Has not met in at least 2 years. Issues arising could be handled on an ad hoc basis as necessary.
 - G. SARU: mandate is now the responsibility of a university committee. Issues arising may need the attention of a contact person (Manager, Animal Care Services).
 - H. Admissions: duties can be handled by the Student Recruitment committee.

2. Given the recent emphasis on community engagement, a new standing committee should be considered: the Macdonald Campus Outreach Committee, incorporating the 4 o'clock Forum, the Food for Thought series, the Lister Family Engaged Science initiative, the new farm centre, etc., for coordination and planning. If accepted in principle, Terms of Reference will be proposed in the Fall 2018 term.

Proposed changes in Terms of Reference:

Faculty Graduate Studies Committee

Change the name to: FACULTY GRADUATE **AND POSTDOCTORAL** STUDIES Committee

Members:

Manager, Macdonald Office of Graduate and Postdoctoral Studies
Graduate Program Director from each teaching unit **CHANGE 'teaching' to 'graduate'**.

Two FAES Representatives on the Council of Graduate and Postdoctoral Studies:

THESE TWO POSITIONS ARE REDUNDANT. THE REPS TO THE COUNCIL ARE GPDS AND THEREFORE ARE ALREADY MEMBERS OF THIS COMMITTEE. SUGGEST REMOVING THESE TWO REPS

One Graduate Studies Coordinator **NOT REQUIRED. HOLD OVER FROM WHEN GPCs WERE IN UNITS.**

Role of the Committee

The Faculty Graduate **and Postdoctoral** Studies (FGPS) Committee, working in conjunction with teaching units, will provide a more coordinated approach to graduate training programs in the Faculty of Agricultural and Environmental Sciences (FAES). Although teaching units are ultimately responsible for their own graduate programs, the FGPS committee will work with them to develop more coherent policies, rules and regulations, and provide input to the Council of Graduate and Postdoctoral Studies (<http://www.mcgill.ca/gps/council/>) through the FAES representatives.

Members

- Manager of the Macdonald Office of Graduate and Postdoctoral Studies (voice but no vote)
- A Graduate Program Director (GPD) from each teaching unit **CHANGE 'teaching' TO 'graduate'**
- Two FAES Representatives on Council of Graduate and Postdoctoral Studies **REMOVE**
- One post-doctoral fellow (solicited by the Associate Dean (Graduate Studies) and brought to the Nominations committee for approval)
- Two MCGSS Representatives
- A liaison from the library
- One Graduate Studies Coordinator **REMOVE**

Terms of Reference

The Faculty Graduate **and Postdoctoral** Studies Committee is responsible for proposing to the graduate units standardized policies and procedures for all graduate programs in the Faculty of Agricultural and Environmental Sciences, and will undertake:

1. To periodically review core guidelines and requirements for all M.Sc. and PhD programs in the Faculty;
2. To facilitate the coordination of graduate courses across the FAES;
3. To promote best practices that encourage regular meetings of graduate student supervisory committees at least once annually at which written progress reports are completed; and to encourage timely completion of thesis committee reports and exit seminars;
4. To propose and update guidelines with respect to graduate funding levels in the Faculty;
5. To develop and update guidelines for fast-tracking students from M.Sc. to PhD and/or from B.Sc. or B.Eng. to M.Sc. or PhD programs;
6. To work with teaching units on exit interviews with finishing graduate students to be conducted by the Macdonald Office of Graduate **and Postdoctoral** Studies;

7. To develop faculty responses to initiatives undertaken by the Council of Graduate and Postdoctoral studies;
8. To consider strategies that will improve the learning opportunities for Post-Doctoral Fellows.

Research Ethics Board

Current:

- Three Faculty members elected by Faculty, at least one of whom comes from the School of Dietetics and Human Nutrition or the Institute of Parasitology (three-year term).
- One lay member, to be recruited by the REB to serve for a three-year term, to represent community interests and concerns and has no formal affiliation with McGill University.
- A medical advisor, to be invited to be involved in a consultative role for a three-year term.

Proposed:

- A minimum of four Faculty members elected by Faculty, preferably at least one of whom comes from the School of Human Nutrition or the Institute of Parasitology (three-year term).
- One lay member, to be recruited by the REB to serve for a three-year term, to represent community interests and concerns and has no formal affiliation with McGill University.

Current:

The REB normally meets once a month. Researchers intending to conduct research involving human subjects and instructors intending to assign projects involving human participants should consult www.mcgill.ca/macdonald/research/human/ for guidelines and forms and for information on meeting dates and deadlines.

Proposed:

The REB normally requires a review period of 4 to 6 weeks for new applications. Researchers intending to conduct research involving human subjects and instructors intending to assign projects involving human participants should consult www.mcgill.ca/macdonald/research/human/ for guidelines and forms and for information.

NOTE: The web links in these Terms of Reference are not functional.

Faculty Planning Committee

Add to Members: Senior Development Officer for FAES

Awards Committee

Change the number of members from 3 to 5

3. Proposed Changes in Committee Membership

Faculty Academic Program Committee: Sabbatic replacement: G. Clark

Academic Standing: A. Cherestes has agreed to a 2-year reappointment and will be Chair; proposed new members: S. Phillips, P. Seguin

Awards: Chair will be C. Madramootoo. Proposed new members: X. Zhao, K. Koski, L. Whyte, V. Raghavan.

Faculty Graduate Studies: New member: S. Chevalier; S. Chevalier and J-B. Charron will be representatives to the Graduate Council.

Faculty Grantsmanship Committee: Proposed new member: S. Kubow

Faculty Planning: Proposed new member: J. Ronholm

Faculty Promotion to Full Professor: Proposed new member: L. Agellon

FMT Program: New members: new Chair – BRE and new Chair - Animal Science

Founder's Day: P. Enright to become Chair; proposed new members: C. MacDougall, J. Cardille, A. Harou

Information Technologies: Proposed new members: O. Wilkins, D. Roy, A. Akbarzadeh. New Administrative Staff member: S. Dernovici. **New Chair to be appointed by the Dean.**

Library: V. Gravel is Chair and is reappointed; proposed new members: J. Xia, M. Ngadi. New Chair of IT added *ex officio*

Nominations: B. Driscoll proposed as new Chair; new members will be new Director/Chairs of academic units (Parasitology, Animal Science, BRE)

Research Ethics Board: Proposed new member: J. Singh

Scholarships: Proposed new members: V. Gravel (reappointment), S. Burgos, Y. Wang.

Animal Care: Proposed new Chair: J. Head (with reappointment); proposed new members: C. Molgat (reappointment), S. Reader (reappointment), S. Burgos (reappointment), J. Ronholm, F. Lopes.

Physical Facilities: Proposed new Academic Staff member: I. Ritchie

Safety: Sabbatic replacements will be Acting/Interim Chairs of respective departmental safety committees

FAES Secretary: **Volunteers needed**

Senate: J. Bede has agreed to be reappointed for a 3-year period

Nominations Committee
A report of the Activities of all the Macdonald Campus Committees

For information purposes:

2018 Reports:

Faculty Academic Committee – Marilyn Scott

FAPC normally meets nine times per year between late August and May, and reports to the Faculty Council monthly. We consider all proposals for new or revised courses or programs of FAES, and also consider issues of academic relevance that may extend beyond individual courses or programs. Members of the committee attend regularly and are diligent in their responsibilities with this committee. We are extremely grateful for assistance provided by Joanne Ten Eyck.

Faculty Academic Standing Committee – Sebastien Faucher

The Committee on Academic Standing met 6 times between August 2017 – March 2018 to review 32 requests submitted by undergraduate students. The Committee expects to receive 5-20 more cases before the end of term.

Admissions – Jaswinder Singh

This committee meets in person or via e-mail if there is an issue related to admission that needs to be resolved. In the past, issues like increasing the “R” score, entrance requirements or issues of courses required for admission have been discussed. This year, an e-mail was sent to committee members to identify any admissions-related issues and the Chair also met the Associate Dean (student affairs), Dr. Jim Fyles, for this reason. No issues related to admissions for his year were identified and the committee therefore did not meet.

Faculty Appointments Committee – Jacqueline Bede

Meeting Oct 2017: Reappointment Dossier (1); Adjunct Dossier (1); Suggestions for “Instructions for Reappointment Dossiers”

Meeting Thursday Mar 8, 2018: Reappointment Dossiers (3); Suggestions for “Instructions for Reappointment Dossiers”

Meeting Friday Apr 20, 2018: Adjunct Dossiers (10)

Major accomplishments (2017-2018)

- Evaluated 1 adjunct and 4 reappointment dossiers.
- Completed document to provide recommendations for “preparing a dossier for the request for Adjunct status”.

Major goals for 2018-2019

- Continue in the service of evaluating and recommending Honorary Doctorate, Adjunct and Faculty reappointments.
- Finalize “recommendations for preparation of a reappointment dossier”.

Faculty Awards – Permanent Chair to be named

The Committee currently has two members, with Prof. Madramootoo serving as Chair. The mandate of the committee is to solicit self- or targeted-nominations for McGill and external

prizes and awards. In the past academic year, the committee participated in 3 such opportunities and declined one other. Meetings have been held via e-mail to date.

Centennial Centre – Anja Geitmann

Development of Teaching Excellence – Alice Cherestes

The work of this committee is concentrated mainly in the winter semester. The committee meets twice via an e-mail agenda/task and once in person. The committee's main tasks are to choose the winner of the Macdonald Campus Award for Teaching Excellence and to nominate faculty for the Principal's Prize for Excellence in Teaching.

Most of the work is done by the Chair and consists of:

- Update nomination forms for Macdonald Campus Award for Teaching Excellence
- Send nomination forms to the student body and to department chairs
- Compile received nominations and send them to the committee for review
- Upon receiving feedback from the committee (e-mail agenda/task), send out invitations for dossier submission to the chosen nominees
- Send the received dossiers to committee members
- Organize in-person meeting for dossier review and decision on Macdonald Campus award winner. At this meeting, the committee also decides on our faculty's nominees for the Principal's Prize for Excellence in Teaching.
- Request dossiers from nominees for the Principal's Prize, assemble the dossiers, based on checklist provided by TLS, submit dossiers to TLS.
- Send to all faculty, staff and students a call for nominations for the McGill University Lifetime Achievement Award for Leadership in Learning

Environment – Marie-Josée Dumont

The Environment Committee did not meet in the past academic year, as no issues related to the campus environment surfaced from members of the committee or from other FAES sources.

Faculty Graduate Studies – Ian Strachan

The day-to-day business of the graduate portfolios within units is largely handled by the GPD. The individual GPDs have regular communication in person and via e-mail with the Associate Dean (Grad Ed) with some units requiring more such interactions than others. This committee meets as needed (typically once per term) when items regarding decisions around the graduate portfolio warrant discussion in person or when enough common items are brought to the attention of the AD.

The Committee met once this year formally (20 September 2017); discussion was largely focused on graduate funding and also around earlier acceptance dates for graduate students. A second meeting in April will likely be called to revisit graduate funding and the admissions process.

On October 12, 2017, after changes were approved by the Faculty Graduate Studies Committee, I requested via an email to Professor Geary that several modifications (composition, name) be

made to reflect the current structure of the graduate portfolios at our Faculty. This will be addressed in the May 2018 Nominations Committee report.

Faculty Grantsmanship Committee – Salwa Karboune

Faculty Planning – Gordon Hickey

The Faculty Planning Committee met twice in 2017 to discuss McGill's upcoming bicentennial capital fundraising campaign(s) and to review the previous planning activities and initiatives led by the FPC, including successes and challenges. In April, the Committee solicited and reviewed ideas from the Faculty in response to the Provost's call for transformative ideas that will help focus campaign energies on areas in which McGill researchers have the capacity to accomplish unique and transformative change if given philanthropic support. In May, the FPC met and discussed all submissions, identifying potential priorities and leading to the successful submission: *Anticipatory Innovation for the 21st Century: Water and Food for Life*. The FPC subsequently met in December to discuss the scope of this 'Grand Challenge' and some of the opportunities that it presents the Faculty. Next steps in developing the case for funding support were identified and agreed.

Faculty Promotions to Full Professor – Joann Whalen

The "Promotion to Full Professor Committee" is also referred to as the "Faculty Promotions Sub-Committee". Since Prof. Whalen was named Chair of this committee, we met as follows:

June 20, 2017, to make a recommendation for one dossier

Oct. 3, 2017, to assign examiners for two dossiers

Nov. 6, 2017 to assign examiners for one dossier

Feb. 5, 2018 to make a recommendation for one dossier

Mar. 16, 2018 to make a recommendation for one dossier

Meetings are scheduled as frequently as needed, to solicit and consider dossiers from qualified candidates. In the past year, we recommended the promotion of 3 well-deserving colleagues to Full Professor.

FMT – Peter Enright

One correction needs to be made to the membership of the committee, as listed in the Faculty Handbook, p. 8. Specifically, the SAO Manager, Admissions and Student Affairs has been removed from the committee. The presence of the SAO manager on the committee seems to date to a time when the Faculty was responsible for admissions. That is no longer the case, and we agreed that the Associate Dean (Student Affairs) will represent SAO.

The FMT PC always holds two meetings - one physical and one virtual. The face to face meeting is usually in the 2nd week of May, just days ahead of the final Faculty Meeting. At that time, we do some basic housekeeping, such as approving the Spring graduation list, generating an activity report from the FMT Departmental Staff meeting, providing updates on the number of graduates and a list of 'near' graduates, on graduation rates by cohort, and students on probation and unsatisfactory standing. The second key element in this meeting is to inform members of the goings on in FMT for the year – award winners, upcoming activities, calendar and timetable updates, recruitment initiatives, etc. The third element is comprised of discussion items focusing

on particular issues. This provides a structured mechanism to discuss issues and inform the FMT administration. Topics range from course evaluation response rates, bottlenecks in student progression through the program, areas that need to be strengthened, mechanisms for improving student performance, etc.

The 'virtual' FMT meeting is held in February, again, just ahead of the Faculty meeting. It is an electronic vote on the Winter graduation list.

Additional meetings occur as needed.

We hold workshops generally in alternating years. We last met May 25 2016, to examine how we could support students in distress, provided training on how to detect plagiarism, and reviewed the departmental policy for reporting plagiarism.

Also in 2015-2016, the Program updated its' Institutional Policy on the Evaluation of Student Achievement (IPESA). This is a policy that college level programs are required to submit to the *Commission d'évaluation de l'enseignement collegial (CEEC)*. This was presented, discussed, and ultimately approved by the FMT PC.

In summary, the FMT Program Committee meets twice annually. The meetings are well attended by the directly involved teaching staff and by our Associate Deans. On an as-needed basis, the Program Committee holds additional workshops for professional development, to assure a program approach in our practices, and to develop and approve policies that are mandated by the CEEC.

Founder's Day – Tim Geary

The FAES Founder's Day Committee met 6 times during the 2017-18 Academic Year, beginning in October and with a wrap-up meeting on March 22, 2018 (analysis of Founder's Day 2018 and laying plans for Founder's Day 2019). The Committee plans the theme for the event, identifies and recruits speakers, manages the budget and arranges a long list of details around the event itself. End of term meetings reveal areas in which improvement can be made. The work load is distributed to all committee members.

Information Technologies – Zhiming Qi

I assumed the Chair of Macdonald Campus Information Technology Committee in September 2017. I was on the committee before, but since Prof. Chris Solomon left McGill, there have been no activities. As Chair of this committee, I first reviewed the responsibility of this committee (Faculty Handbook, p. 48). Two committee meetings were held (December 1, 2017 and March 23, 2018).

The IT Committee faces two major issues. One is to update the obsolete (broken) video conferencing system. At the request of the Dean, we found vendors and budget for this equipment and reported to the Dean. An option is Lifesize Cloud video (quote = \$5,300, + est. shipping and handling \$1,000). The second major issue is that IT downtown needs to change the walk-in service on our campus. IT downtown is hiring 3 full-time students at Mac with an annual cost of \$30-40K to maintain the UPrint service and help solve technical problems in meeting rooms. However, the Union pointed out that full-time jobs should be unionized and IT downtown decided to subcontract this service to Xerox in response. For printers on the Macdonald Campus, Xerox would charge about \$70K for this service. IT downtown cannot afford this expenditure and will keep hiring students but change them to part-time. IT downtown also informed the Committee that the students providing the walk-in service on Macdonald should also provide some type of teaching assistant (TA) service, such as installing software, sorting out statistical

program (SAS, SPASS, etc. This type of service will be terminated. If our faculty wants to continue this type of TA service, we will have to hire our own personnel. IT downtown also gave us the option of taking over the UPrint service and would transfer that \$30-40K budget to our faculty.

Other issues: 1) MCSS requests a laptop loan program from the library. This service once existed but has been discontinued. There are 18 racks for laptop storage in the library. However, to resume this service, technical support is needed along with a budget to purchase computers. Laptop loan service is now provided by the IT help desk at Mac and downtown. 2) There is only one room with video streaming capability (MS2-045) and more are needed. This is under the responsibility of the committee chaired by Prof. Kevin Wade, to whom I sent a request for an update. A request for video streaming in MS2-046 was sent to TLSWG in the fall of 2017 but no result yet. Our plan is to keep track of these issues and to bridge staff and students with IT departments.

Library – Jerry Aldridge

The Macdonald Campus Library Advisory Committee met twice in person during the 2017-2018 academic year. One challenge the committee addressed during this time was the request by students to offer extended hours, not for need of service, rather to provide a place for them to study. Due to current restrictions, the library was unable to accommodate this request with their own staff, thus we established a collaborative effort to secure funding to pay for the presence of McGill Security to extend service hours for students. To this end, M.C.S.S., Dean Cook (McGill Library), and Dean Geitmann (FAES) each contributed 1/3 of the cost to make this a reality. As a result, our library offered extended service hours on Monday-Thursday from 18:00-22:00, and on Saturdays from 12:00-20:00, adding 24 hours of service per week.

The committee provided valuable feedback and input to the library and helped inform the Macdonald community of available services. This year, with the committee's feedback, the library organized workshops with specialist librarians from the downtown campus (for example, our Data Librarian travelled to Mac to deliver 2 workshops – Intro to R, and Intro to SPSS, both of which were well-attended by students).

Nominations – Tim Geary

The membership of this committee now consists of the Chairs/Directors of each academic unit in FAES. The committee meets formally once per year in April/May to assign new members to committees and to agree on proposed changes in terms of reference (including the formation or disbanding of committees). The work of the Committee is typically presented at the May Faculty Meeting. Work needing to be done during the academic year is typically handled by e-mail. The Chair, along with Mala Doan, bears considerable responsibility for identifying committee membership needs, soliciting volunteers for those committees, and proposing appointments based on multiple variables to ensure that the work of the committee is accomplished in a timely fashion. The Nominations Committee requested an annual report from each committee by 1 April 2018; these reports will help the Committee in assigning Faculty members to equitable positions based on work load and in proposing to eliminate or consolidate existing committees to maximize fairness and efficiency.

Research Ethics – Hope Weiler Y

- 1) **Meeting Frequency:** The committee meets minimally once during the academic calendar year. The committee met in Dec 2016 and again in Feb 2018. This committee is part of the University Advisory Committee on Research Ethics. Annual reports are submitted yearly to that committee.
- 2) **Major Accomplishments:** The committee reviewed 25 new proposals/submission, 10 amendments and 18 renewals. These proposals are distributed by e-mail to committee members, who return their reports and recommendations for consolidation.
- 3) **Major Challenges:** No major challenges.
 - a. The committee will seek new members while considering expertise and gender balance.
 - b. The Faculty Terms of Reference have been examined by the committee and suggestions made. The revisions have been sent to the ethics officer and also to the Chair of the Nominations Committee for review and comment.
 - c. The committee feels that some student submissions do not reflect an adequate standard of quality at initial submission; in this regard, continued education efforts are worthwhile for graduate students (September workshops) and new staff (2 day orientation by Faculty includes ethics submissions).

Scholarships Committee – Jim Fyles Y

The main work of the committee is to provide oversight to the scholarships awarding process, but a standard process is followed by the SAO in consultation with University Advancement and ‘oversight’ is seldom required.

Another role is to approve the wording of scholarship Terms of Reference. This is usually done by e-mail; a face-to-face could be called if the wording was complicated or contentious but this has never happened in the term of the current Chair.

The Committee ‘met’ by e-mail twice in 2017.

Student Recruitment – Alice Cherestes

The Committee meets once a year in the fall semester

Agenda for the Nov. 13, 2017 meeting:

- Enrolment statistics
- Recruitment and retention strategies
 - Freshman Program Recruitment report
 - FAES program recruitment report
 - Retention data and strategies
 - Recruitment materials and documentation
- Other issues

Macdonald Campus Committees (as opposed to Faculty Committees)

Animal Care – Raj Duggavathi

Landscape – Alan Watson

This Committee has no formal Terms of Reference and no formal meetings have been held in the past 10 years. Perhaps the Landscape committee could to be combined with the Property Maintenance and Campus Care committee.

Parking and Traffic – Peter Knox

This Committee has not met in 20 years and should be disbanded, with any issues handled by Security (MAC + JAC).

Physical Facilities (Macdonald sub-Committee) – Benoit Côté

Frequency of meetings

The Macdonald sub-Committee on Physical Facilities generally meets 3-4 times a year. In 2017-2018, the Committee met three times so far with a fourth meeting scheduled for April 2018.

Important topics of discussion/decision for 2017-2018

- Farm
 - Community Engagement Center for the Farm
 - Farm shop relocation
 - LARU relocation
- renovation of classrooms (CC-150 and 162)
- emergency showers and eye-wash stations for the Macdonald-Stewart Complex
- Summerby/Raymond greenhouse replacement project
- renaming of the Stonecroft Wildlife Area
- smoking policy
- Montreal Aircraft Museum expansion
- display cabinets replacement in the hallway of the Macdonald-Stewart

Important issues for 2018-2019

- expansion of the Ecomuseum
- library depository project

Safety – Petra Rohrbach

The FAES Safety committee meets twice a year. This meeting includes all DSC chairs, Facilities representatives, security representatives and farm representatives. At these meetings, relevant safety issues are brought forward and solutions sought. Pertinent issues are followed up in a timely manner.

The Chair of the FAES Safety Committee attends the monthly University Laboratory Safety Committee (ULSC) meetings downtown. The relevant content of these meetings is communicated to the DSC chairs, who are expected to bring it forward in their respective departments.

The Chair promotes and attends the safety week at the start of the Fall semester.

Concerns about asbestos in the CINE and its implications have been discussed and clarification on this topic was sought. A presentation on the subject, given by Wayne Wood, is expected to take place at the end of April 2018.

SARU – Sarah Kimmins

We initially formed this committee as the FAES unit was not under the university animal services. SARU has now been under the university committee for some time. The committee is probably no longer needed. Essentially in the last couple years, the Chair has served to inform SARU users of things like incoming animals of different species and planned disruptions due to renovations. However, since there are so few users of the centre and SOPs are in place, this is no longer needed, as Holly Esak could simply let all users know. There have been issues with the facility such as noise due to renovations and problems with humidity and animals not breeding or eating their pups. This has impacted some research was raised with the centre management and the Vet in charge of the facility. The facility is not ideal, but unless a new building is planned, not much can be done to improve its operation in terms of being better suited for research. The Chair suggests that this committee be dissolved as it was an *ad hoc* one.