
MAUT Council Meeting

MINUTES

Thursday, June 18, 2015

McGill Faculty Club 12:00 noon

Present:

Executive: D. Lowther, K. Hastings, A. Shrier, T. Hébert, A. Saroyan

Council: E. Shor, D. Titone, T. Moore, M. Richard, J. Cooperstock, C. Riches, D. Covo

Regrets: S. Algieri, K. GowriSankaran, E. Duffy, N. Kamran, V. Raghavan, A. van den Berg, R. Sieber

Guests: O. Dyens, K. Massey, A. Walsh

MAUT Staff: H. Kerwin-Borrelli, J. Varga

D. Lowther called the meeting to order at 12:25 pm.

1. Approval of Agenda and Minutes

Council reviewed the Agenda. D. Titone wished to add a document: *Anonymous Course Instructor Evaluations as a Means of Fairly Assessing Teaching Effectiveness for Merit and Promotion*. Council agreed. K. Hastings moved to accept the Agenda with this addition. Seconded by A. Saroyan. Council agreed unanimously.

The Minutes of the joint Council Meeting on May 25, 2015 will be circulated at the next Council meeting.

2. Presentation: Deputy Provost O. Dyens, K. Massey and A. Walsh

D. Lowther welcomed K. Massey [University Registrar & Executive Director Enrolment Services] and A. Walsh [Associate Registrar, Enrolment Services]. O. Dyens, [Deputy Provost - Student Life and Learning] will attend at 1:00 pm. D. Lowther commented that MAUT regularly invites members of the Administration to Council meetings. Among other topics, this meeting will discuss proposed changes to the Reading Break and the Calendar of Events. K. Massey distributed a draft document for consultation with details on a proposal for a Fall Reading Break at McGill.

A working group, set up by O. Dyens, had studied the proposal, which was the result of extensive consultations with the SSMU, the ESAAC [Associate Deans, Directors of Advising] and Mental Health Services. Student groups were surveyed as to their preferences and practices at other universities were reviewed. In addition to the two established breaks [Winter Holidays and Winter Reading Week], the request was for an additional fall break of two days appended to the Canadian Thanksgiving Holiday. The document also proposed a series of trade-offs including: beginning classes before Labour Day, final exams that would be held during the day on a week-end within the Fall exam period, and possibly allowing some faculty-based flexibility to make up lost class hours due to Monday statutory holidays.

This proposal could go to Senate during the Fall 2015 session where a request would be made to change dates that have already been approved for 2017-2018. K. Massey noted the purpose today was to ask for MAUT's feedback on this document.

Council was updated on the students' rationale for wanting this extra time:

- To prepare for mid-terms
- Longer breaks will enable international students to return home
- Mental health issues at the beginning of the academic year

The students also indicated they wished to keep existing study breaks and the 13-week teaching terms. C. Riches commented that teaching should not begin before Labour Day and that exams could also be scheduled during evenings and on weekends. D. Covo noted scheduling issues involving field courses and there could be implications for several existing programs and students' work experiences. These could affect their professional workplace requirements.

Council discussed the following:

- Students often arrive after Labour Day
- A Fall Break can cut into the Winter Break – with possible consequences for the Spring Term
- Implications for TAs if there are exams scheduled on weekends
- There are additional costs associated with security and invigilating
- If exams are scheduled for weekends, it is assumed that instructors would be present
- If exam time is compressed from 12 to 10 days, the results can be stressful
- There are possible child care issues and for some students, Saturdays and Sundays are religious holidays

M. Richard inquired if today's meeting would be considered a consultation or a conversation with MAUT, as the MAUT Constitution has a *By-Law on Ad Hoc Consultation with MAUT*. He noted that the document on which Council was being asked to comment was distributed only a few moments before the call to order, leaving no time for Council members to study it closely.

A. Saroyan proposed that MAUT take the document under advisement. Plans for a formal consultation will be developed. MAUT's *By-Law on Ad Hoc Consultation with MAUT* was forwarded to the Deputy Provost's Office.

K. Massey then referred to the draft document on the McGill Commitment that is addressed to students: *McGill is committed to challenging you with a world-class education in a dynamic environment that will demand the very best of you.*

The text of the draft document makes the following statements that students:

- *Will be immersed in the most international campus in Canada ...peers who are among some of the brightest students in the world, ...and an environment that will prepare you for the 21st century job market and society;*
- *Will acquire a first-rate education... and develop the social skills and innovative thinking required to address complex issues of the future;*
- *Will experience one of the world's most research-intensive environments with numerous research opportunities ... will be equipped with inquiry skills and intellectual rigour to create a better world;*
- *Will live on one of the most unique and supportive student life and learning campus in North America ...will provide you with the community and social engagement, self-awareness, global understanding, and critical and creative thinking opportunities.*

The referenced website, which is not yet live, provides information on various faculty-specific commitments. Its purpose is to provide information for students in one easy-access area.

A. Saroyan cautioned that claims on the website must be backed up with evidence. D. Titone inquired about the students' role in this Commitment.

DP O. Dyens arrived at 1:03 pm. He commented that engaged students are part of what McGill delivers and criteria are high. M. Richard inquired whether the Commitment document replaces the text on “The McGill commitment” which can be found on the Principal’s Priorities web page and, if it does not replace it, where the commitment document fits relative to this other text. He cautioned not to oversell the message. O. Dyens has consulted with Deans and the intention is to tap into faculty-specific strengths to enhance the students’ educational experience.

DP O. Dyens noted the document has some recruitment purposes but the general idea is to publicize McGill’s research and international aspects that will provide tools for the next fifty years. A. Shrier commented on the limited number of students he can accommodate in a lab and the level of organizations that is required. O. Dyens noted that donors contribute to undergraduate funding through research internships. T. Hébert emphasized the need for more funding from the University.

J. Cooperstock said the document is a recruitment, commitment, and fund-raising tool. He proposed making its content and faculty sites more specific. A. Saroyan commented on providing an environment where students can achieve their aspirations. O. Dyens said the purpose was to create a particular environment that provides tools and the momentum for success.

A.Saroyan referred again to MAUT’s *By-Law on Ad Hoc Consultation with MAUT* which will be forwarded to the Deputy Provost’s Office. Plans for a formal consultation will be developed. D. Lowther thanked O. Dyens, K. Massey and A. Walsh.

3. Residency Issues, lack of health coverage, and TFSA issues – G. Bennett and S. Hyde’s request to address Council in the Fall

Council was updated on correspondence has been exchanged with D. Lowther, former President RB Lennox and Professors Bennett and Hyde. These issues will be addressed at an upcoming Council meeting.

4. Updates to the MAUT website [Constitution, Committees, and Advisors]

M. Richard forwarded to Council a list of required updates to the MAUT website. These included approved amendments to the Constitution, the list of current MAUT Advisors and recently approved committee membership lists. J. Varga will continue his on-going preparation of the updated version of the MAUT Constitution. The revised document will be presented to Council soon in advance of uploading to the MAUT website. Hard copies to be provided to the MAUT Office and VP Finance. The Terms of Reference for the Standing Committees will be presented at the Council meeting today. The updated list of Executive and Council members will be forwarded to the Communications Committee for posting.

5. SBAC issues

Currently the MAUT representatives are: A. Shrier, E. Zorychta and N. Acheson (Retirees issues). A. Shrier updated Council on the proposal to reduce MAUT’s representatives from three to two in order to secure a representative for AMURE and possibly for MURA. The recently-organized MURA, [McGill University Retirees Association], which is open to all McGill retirees, whether academic staff or not. It is currently chaired by a former MUNASA member. A. Shrier cautioned that MURA interests may not necessarily represent MAUT’s. He referred to the current 90 day out-of-country insurance which may be an issue to discuss.

A. Shrier proposed that MAUT retain its three representatives on the SBAC. He noted that MAUT is not opposed to MURA having its own representative and proposed a cyclical evaluation concerning premiums and providers. He mentioned the possibility of paying extra to retain the previous terms of reference, but to date, Retirees have difficulty convincing Manulife to keep these conditions.

6. Provost's allocation of \$40K – confirmed and will be transferred

MAUT has received confirmation that the \$40K transfer from the Provost has been approved. As a Past-President has not been named, Council discussed reducing MAUT's contribution to the teaching relief / research fund by \$7.2K. K. Hastings moved:

Given that there will not be a single individual serving the role of Past-President during the 2015/16 academic year, that Council reduce the \$24,800 MAUT allotment for Executive and MAUT-LS teaching/research relief approved at its May 25, 2015 meeting by \$7,200, resulting in a final MAUT allotment of \$17,600 for this year only. Seconded by A. Saroyan. Council approved unanimously.

7. MAUT's Academic Freedom Statement – update and scheduled meeting

D. Lowther will contact B. Gillon and J. Galaty to schedule a meeting. The meeting took place on June 25th.

8. Process for Replacement of Past-President

Council discussed four committees and meetings that the Past-President attends and/or chairs: the Nominating Committee, meetings with the Principal and Provost, CASC meetings, and the Staff Remuneration Committee meetings. The proposal was to approach recent Past-Presidents and ask if they would be willing to assist in a particular capacity.

K. Hasting moved

that Council appoint former Past-President B. Gillon as Chair of the Nominating Committee for the 2016 Elections. Seconded by T. Hébert. Council agreed. This motion will be followed up prior to the Council meeting in September. K. Hastings will contact B. Gillon with this proposal.

Council discussed the MAUT representatives who would attend meetings with the Principal and Provost. D. Covo proposed

that Council appoint former Past-President Ken Hastings to participate in the role of Past-President in meetings of the Principal and /or Provost with the President, D. Lowther, President-Elect, T. Hébert, and Past-President. Seconded by A. Saroyan. Council agreed.

R. Walker [Administrative Coordinator -Total Compensation] has requested an updated list of the MAUT members on the CASC.

D. Covo moved

That Council appoint former Past-President Ken Hastings to participate in the role of Past-President on the Committee of Academic Staff Compensation [CASC] and appoint the following as the remaining MAUT members of that Committee: President David Lowther, President-Elect Terry Hébert, Professors Jacques Hurtubise, Alenoush Saroyan and Al Shrier. F. Grimard and J. Galbraith would be observers.

Seconded by J. Cooperstock. Council agreed. The list was forwarded to R. Walker.

Concerning the MAUT Staff Remuneration Committee, D. Covo moved that:

Council appoint former Past-President Al Shrier to participate in the role of Past-President on the MAUT Staff Remuneration Committee along with the current members: D. Lowther (President), T. Hébert (President-Elect), and K. Hastings (VP Finance). Seconded by A. Saroyan. Council approved.

9. K. GowriSankaran's request for funds for MURA registration with CURAC [College & University Retiree Associations of Canada]

K.GowriSankaran forwarded his request to Council for a \$1K donation from MAUT for seed funding for the recently-established MURA [McGill University Retirees Association]. This funding would also include MURA's registration with CURAC [College & University Retiree Associations of Canada]. At the recent Executive Meeting on June 15/15, K. Hastings asked for a copy of the MURA Constitution. The MURA Constitution is now available on the MURA website at: <http://Mura-arum.association.mcgill.ca>

At the meeting on June 15/15, K. GowriSankaran noted that the MAUT Retirees' Association is completely independent of MURA. He reiterated the importance of keeping Retirees' benefits. A. Saroyan commented that if MURA has a significant membership base, it can exert influence at the University. M. Richard inquired about its relationship with MAUT. A. Shrier noted that MAUT is not affiliated with MURA. The issue is that MAUT Retired Members could be part of MURA, and proposed that MAUT support this new Association in spirit. K. Hastings noted MAUT's endorsement would be a symbol of support and would be noted in the Minutes. MAUT previously backed the formation of MURA without any seed funding. The Retirees' Association has the potential to exert its influence at the University. MAUT members will eventually become Retirees and could also join MURA. T. Hébert noted that N. Acheson, SBAC member, currently attends to Retirees' concerns. A. Shrier commented it could be awkward if MAUT did not lend its support. D. Titone noted there are no strings attached.

K. Hasting proposed and T. Moore seconded the motion:
That MAUT make a one-time gift of \$1,000 to the newly-formed McGill University Retirees' Association to assist that association in its early development.

A vote was called and the motion passed with one objection.

M. Richard voted against the motion on the grounds that it raises constitutional issues which have not been addressed, and he requested that this be recorded in the minutes.

K. Hastings suggested that J. Varga review the approved MURA Constitution and report to Council at the September meeting.

10. Standing Committee ToRs – Version: June 17, 2015

Council reviewed the document and discussed the following statements:

- In #1 - K. GowriSankaran objected to the fact that all members of the MAUT-RS must have been MAUT members. The original statement was retained.
- In #4 – Discussion whether Council will determine the Chair or have the Committee members make this decision. The preference was for the Committee members to appoint the Chair, and failing that process, Council will appoint the Chair.
- The text: *Activities may include but are not limited to...*

A.Saroyan moved and E.Shor seconded the motion that:

MAUT retain the spirit of the Constitution, which gives Council the authority to appoint a Committee Chair when one has not been previously determined *ex officio* by the Committee members. However, Council appreciates input from Committee members in appointing their Chair. The motion passed.

A.Saroyan moved and E. Shor seconded:

That Council adopt the following By-Law on MAUT Standing Committee, and at the same time, strike the following existing By-Laws: MAUT By-Law governing Standing Committees and Caucuses, MAUT By-Law Governing the Finance Committee, MAUT By-Law Governing the Nominating Committee. The motion passed.

This is the text;

MAUT BY-LAW GOVERNING STANDING COMMITTEES
As of June 17, 2015

General Principles and Processes

1. All MAUT Standing Committee members (including Chairs) must be MAUT members (Full, Associate and/or Retired).
2. The MAUT Executive Committee, or a subcommittee it designates, proposes, in consultation with each of the relevant incumbent Chairs, names for membership on each MAUT Standing Committee at a Council meeting normally between the Spring General meeting and the summer recess.
3. Where one or more members of a Standing Committee is/are not determined *ex officio*, Council appoints that member or those members at a Council meeting normally between the Spring General meeting and the summer recess.
4. Where the Chair of a Standing Committee is not determined *ex officio*, Council may instruct Committee members to select a Chair from among them to be reported to Council before the summer recess, failing which Council will appoint a Chair at the first Council meeting after the summer recess, or Council may appoint the Chair at the same time that it appoints members of the Committee.
5. Reasonable effort should be made to ensure that each committee, where relevant, include at least one member of Council.
6. All Standing Committee appointments are for one year or until Council reappoints that Committee, or, in the case of *ex officio* members, until the following Spring General meeting. Appointments may be renewed. In the event of a vacancy, Council may appoint a replacement for the remaining term.
7. The President may attend any meeting of any Standing Committee, except the Nominating Committee.
8. Standing Committees must meet at least once during each academic year.
9. All Standing Committees make a written report to Council prior to the Spring General Meeting.
10. All committee recommendations in financial matters or in matters which might affect major policies of the Association must be approved by Council, with the exception of certain financial functions of the MAUT Remunerating Committee and the Finance Committee as indicated in their specific terms of reference.

MAUT STANDING COMMITTEES

COMMUNICATIONS COMMITTEE

Purpose:

The Communications Committee, in conjunction with Council, develops an effective communication strategy for MAUT and implements it.

Activities include but are not limited to:

- Maintaining communication with members.
- Disseminating information to current and potential members.
- Exploring the use of alternative effective means of communication such as digital media and website.
- Facilitating communication among members.

Committee Composition:

Chair (VP, Communications) and a minimum of two additional members.

MAUT FACULTY CLUB COMMITTEE

Purpose:

The MAUT Faculty Club Committee maintains and develops the relationship between the Association and the McGill Faculty Club.

Activities include but are not limited to:

- Liaising between MAUT Council and the McGill Faculty Club in regard to the status, finances, etc.
- Communicating activities that promote membership in and involvement with the Club.

Committee Composition:

Chair and a minimum of two additional members.

FINANCE COMMITTEE

Purpose:

The Finance Committee makes recommendations to Council regarding the financial policy of the Association, undertakes the routine management of its assets, and monitors its financial assets and activities. The Finance Committee also reviews the status of the Association's records and record keeping policies and activities and makes appropriate recommendations.

Activities include but are not limited to:

- Reviewing MAUT expenditure and revenue patterns of the previous year.
- Occasionally reviewing membership dues.
- Making recommendations to Council for long-term investment policy.
- Making recommendations to Council for selecting the Auditor.
- Facilitating the audit process.

Committee Composition:

Chair (VP, Finance), President, President-Elect, and a maximum of 3 additional members with relevant expertise.

MEMBERSHIP COMMITTEE

Purpose:

The Membership Committee, in conjunction with Council, develops an effective short and long term Membership recruitment, retention and engagement strategy and activities for the Association and implements it.

Activities include but are not limited to:

- Developing, proposing and coordinating at least two Membership social events or other activities in each academic year.
- Monitoring demographic aspects of MAUT members and eligible non-members.
- Devising targeted communication campaigns: letters, pamphlets, emails, advertisements, etc.

Committee Composition:

Chair and a minimum of two additional members.

NOMINATING COMMITTEE

Purpose:

The Nominating Committee solicits nominations for positions of officer and Council member from Council and the General Membership.

Activities include but are not limited to:

- Soliciting nominations.
- Organizing elections and by-elections.
- Ensuring a fair election process in accordance with Article VIII of the MAUT Constitution.
- Authenticating and reporting election results to Council and at the Spring General Election.
- Informing Council at the first Council meeting in February, and then the General Membership, of any positions for which it has not yet received nominations.
- Making efforts to ensure that all nominations are filled no later than March 1st so that elections can take place at least 15 calendar days before the Spring General Meeting.

Committee Composition:

Chair (immediate Past President – Council to appoint another Past President if immediate Past President is unable to serve) and a minimum of two additional members.

NON-DISCRIMINATION COMMITTEE

Purpose:

The Non-Discrimination Committee engages in activities that promote a non-discriminatory environment at the University with respect to gender, age, disabilities and minority categories.

Activities include but are not limited to:

- Monitoring University policies and regulations and their implementation with regard to non-discrimination and if necessary, proposing actions to Council.
- Organizing educational workshops on non-discrimination and other activities to promote non-discrimination, equity and diversity.
- Serving as a resource for members regarding discrimination issues.
- Maintaining an ongoing liaison between MAUT, the Social Equity and Diversity Education Office (SEDE), and external organizations of which MAUT is a member.

Committee Composition:

Chair and a minimum of two additional members.

TENURE AND MENTORING COMMITTEE

Purpose:

The Tenure and Mentoring Committee provides MAUT members support and guidance regarding the reappointment, tenure and promotion processes and engages in, documents, and presents professional activities that will assist faculty in their career advancement.

Activities include but are not limited to:

- Disseminating information about successful mentoring models at McGill.
- Organizing annual workshops for new faculty and chairs on tenure mentoring.
- Encouraging departmental help in establishing formal and informal mentoring.
- Alerting MAUT members about responsibilities regarding the preparation of the tenure dossier.
- Identifying/introducing advisors to MAUT members who can assist in the preparation of the tenure and promotion dossiers.

Committee Composition:

Chair and a minimum of two additional members.

MAUT STAFF REMUNERATION COMMITTEE

Purpose:

The MAUT Remuneration Committee determines remuneration, including any annual salary increases, for MAUT staff. The Committee meets annually in the fall term.

Committee Composition:

Chair (President), Immediate Past President, President-Elect, and VP Finance.

RETIREE AFFAIRS COMMITTEE

Purpose:

The Retiree Affairs Committee makes recommendations to Council regarding interests or concerns of MAUT Retired Members, and creates opportunities for them to engage in social, recreational and educational activities to foster their continued engagement in the community.

Activities include but are not limited to:

- Monitoring and making recommendations related to health and other benefits of MAUT Retired Members including privileges provided by McGill.
- Organizing social activities for MAUT Retired Members both within and outside the University.

Committee Composition:

Chair (the elected representative of the MAUT Retired Members) and a minimum of two additional MAUT Retired Members.

COLLEGIALITY COMMITTEE

Purpose:

The Collegiality Committee assesses the status of collegial governance at McGill and in conjunction with Council, plans activities that promote it.

Activities:

- Identifying threats to collegiality that impact academic staff at McGill University.
- Reviewing McGill University Regulations, policies, practices and procedures with the view of promoting collegiality.
- Organizing occasional MAUT fora on the subject of collegiality.

Committee Composition:

Chair and a minimum of two additional members.

a. Standing Committee ToRs – Version August 17, 2015

Update: On August 17, 2015, a message from T. Hébert, President-Elect was circulated to Council requesting an E-vote. The Document circulated on June 17/15 had minor typos and inaccuracies which needed to be corrected prior to its inclusion in the Constitution. Documents showing the penciled in corrections and the final Standing Committee Terms of Reference were distributed.

On August 17, 2015, K. Hastings and A. Saroyan proposed:

That Council adopt, as the final text of the Standing Committees Terms of Reference document, the Word Document which includes minor corrections on the version considered at the June 18 2015 Council meeting.

An E-vote was circulated to Council. The poll closed on August 21, 2015 at 5:00 pm. The results out of a possible 18 votes: 11 pro and 7 absent. The motion passed.

11. Next Newsletter update

A. Shrier noted the next issue of the Newsletter is in the works and expected to have a draft ready to send to the Executive. Included in the Newsletter are the invitations to the Council Orientation on August 31/15 and to the Welcome Gathering on September 17/15, messages from President D. Lowther on the salary increase, a reminder to fill out the Citizens' Council Governance Survey, and a New Academic Profile.

12. MAUT Working Group on Financial Issues facing Academics aged 65 to 71

A. Shrier updated Council on pension issues concerning the crystallization process, issues related to *pre* and *post* 2009 rulings, and dealing with Morneau-Shepell. This Working Group Meetings are on-going. Members of the McGill University Pension Plan [MUPP] fall into two categories, depending on whether they have a hybrid or a defined contribution plan. A. Shrier noted that at age 72, members must begin drawing on their pensions. McGill now has its own LIF [Life Income Fund].

13. Update: Committee Membership [C. Martin – Tenure, Renewal and Mentoring Committee]

As L. Kloda has stepped down, K. Hastings moved and A. Saroyan seconded that: *C. Martin, Librarian, replace L. Kloda on the Tenure and Mentoring Committee.* Council approved unanimously.

14. Council Orientation on August 31, 2015 venue and content

Council briefly discussed the agenda for the Orientation Session at the Faculty Club at 3:00 pm. A reception will follow at 5:00 pm. An invitation will be sent to members by the Listserv and presenters will be contacted.

15. Citizens' Council update

a. Posting Citizens' Council [CC] Report on Principal's Plans Survey

The Citizens' Council Report on the Survey of the Principal's Plans is available on the MAUT website under Current Issues:

http://www.mcgill.ca/maut/files/maut/executive_summary_of_survey_project.pdf

b. Survey Monkey poll of MAUT members on CC Governance Survey

The CC Governance Survey can be accessed at: <https://www.surveymonkey.com/r/TTWKPBPM>

c. \$15.00 per hour movement

AMURE and AMUSE have promoted an increase to \$15/hr campus hourly rate for students.

d. MAUT participation in Employee Meetings with Provost and VP Finance

K. Hastings noted that MAUT has not been informed about or invited to the regular, monthly employee meetings. These are attended by Provost Masi, Associate VP–HR Gervais, and J. D'Agata, Director Human Resources. There is no agenda and groups discuss the University's budget. K. Hastings suggested that MAUT's attendance at these meetings could be useful but would not take the place of the regular meetings between the MAUT Presidents and the Principal and Provost.

16. Anonymous Course Instructor Evaluations as a Means of Fairly Assessing Teaching Effectiveness for Merit and Promotion.

D. Titone circulated the above document on Course Evaluations. She noted the bias often associated with these evaluations. As they are important for academics' promotion, these anonymous comments can be damaging. She inquired what has been done and can be done.

M. Richard noted that the subject of course evaluations has been discussed at Senate many times in recent years, and that a record of these discussions can be found in the meeting minutes archived on the Senate website. The archived agendas provide the fastest way to determine if the topic of course evaluations was discussed at a particular Senate meeting. The Minutes that follow state the extent of the discussion along with presentations by McGill's Teaching and Learning Services. Discussions included the following:

- Should course evaluations be optional or mandatory
- Should course evaluations be completed before or after exams
- That Course Evaluations have been around since the '60's
- MAUT Council heard presentations from L. Winer [TLS] on Course Evaluations
- The Teaching and Learning Services website has relevant information:
www.mcgill.ca/tls/learning/course-evaluations
- That MAUT could ask DP O. Dyens for input from an administrative perspective
- That MAUT establish a Working Group to examine these issues
- Comparisons between on-line and paper course evaluations

17. Adjournment

D. Lowther called for a motion to adjourn. Council approved unanimously. The meeting adjourned at 2:41 p.m.