

**McGILL UNIVERSITY
SENATE COMMITTEE ON STUDENT AFFAIRS
ANNUAL REPORT 2006-2007**

ACTIVITIES DURING 2006-2007 ACADEMIC YEAR

1. ACADEMIC INTEGRITY (www.mcgill.ca/integrity)

- A new resource for supervisors and instructors of graduate students was developed and posted on the integrity web site. This resource, "A Conversation with your Graduate Students (s)" will be sent out with the semestrial reminder about the academic integrity statement on course outlines. An information sheet for instructors of undergraduate courses was available for Winter 2007.
- The text-matching software contract was finalized and Disciplinary Officers participated in a training session during the winter term. 'Turnitin' will be available for general use, according to our policies, for Fall 2007.
- CSA members continued to discuss the concern that regulations for conduct of midterms and in-class final exams are not universally applied. Faculty Associate Deans make every effort to inform staff, but barriers such as room availability and size, number of TA's needed, etc. are cited. In addition, seating plans are not uniformly kept, limiting Disciplinary Officers' investigations of alleged cheating.
- Exam security: wireless access and personal electronic devices were discussed, and it was determined that examination procedures and the Code need to be revisited to be sure they reflect this integrity risk.
- Most faculties agreed, for a third year, to provide the book *Doing Honest Work in College* (C. Lipson) to new students at the time when they obtain their ID card, maximizing coverage of undergraduate and graduate students.

2. HANDBOOK ON STUDENT RIGHTS AND RESPONSIBILITIES

- The policy for the Accommodation of Religious Holy Days was revised, clarifying the decision-making role of the Associate Dean. (Senate Document #D06-25)
- A new Policy on Hazing and Inappropriate Initiation Practices was approved and will be included in the 2007 print version of the Handbook. (Senate Document #D06-27)
- Article 8 (Physical Abuses, Harassment and Dangerous Activity) of the Code of Student Conduct and Disciplinary Procedures was amended to include the notions of dignity and humiliation in the wording. (Senate Document #D06-26)
- Suggested revisions to the Code of Student Grievance Procedures were discussed and forwarded to the Secretariat for consideration.

3. CALENDAR OF DATES (2008-2009)

- The Multi-faith Calendar on the web is now ordered by date versus faith (www.mcgill.ca/student-records/dates/holydays)
- The Calendar of Dates for 2008-2009 was developed. The first day of fall term classes will be Tuesday, September 2, and the last day will be Tuesday, December 2 (December 2 will follow a Monday timetable). Wednesday, December 3, is designated as a study day before exams, which

will be held December 4 through 19, inclusive (12 days). For winter 2009, classes will be held from Monday, January 5 to Tuesday, April 14, inclusive (April 14 will follow a Friday schedule). Study week will be February 23 to 27 and the 12 day examination period is April 15 through 30. (Senate document #D06-59)

4. UNDERGRADUATE ACADEMIC ADVISING

- Arts and Science instituted a late August advising event, ensuring that students' general questions were directed to Student Affairs Offices and thus easing the rush for departmental academic advisors.
- The recommendations of the Principal's Task Force on Student Life and Learning, concerning academic advising and mentoring, were the focus of discussion of the Subcommittee on Undergraduate Academic Advising. A mission statement has been developed and will go to CSA in fall 2007. An action plan is being developed regarding measurable objectives.
- An academic advisors network is being formed, an initiative sparked in Arts and Science.

5. FEEDBACK TO OTHER UNIVERSITY COMMITTEES

- CSA Members reviewed developing or revised policies and procedures in a number of areas: course outline web repository pilot project, wait list pilot project for course registration, mobile multimedia communications technology to reach students, credit and exemption for International Baccalaureate courses, bilateral exchange agreement with Université de Montreal, new timetabling software and a web-only calendar for 2008-2009.

6. GUESTS

- CSA welcomed the participation of: the Academic Registrar, University of Queensland (November 1); Program Officer, Social Equity and Diversity Education Office (November 1); and the Director, Network and Communications Services (November 29).

7. OTHER

- A new subcommittee on the coordination of faculty undergraduate student affairs policies was created (see Appendix for mandate) : Subcommittee on the Coordination of Student Affairs Policies
- In answer to student inquiry, CSA will be reviewing the number of courses that have a 100% final. Associate Deans (Student Affairs) will explore why 100% finals are given in their faculty and report to CSA in fall 2007.
- An orientation to administration and governance at the university, initiated by Deputy Provost Mendelson in 2007, was coordinated by the Office of the Dean of Students for the incoming (2007-2008) student executives and offered in May 2007.

8. CSA MEETING DATES 2006-2007:

October 4, 2006; November 1, 2006; November 29, 2006;
January 24, 2007; March 14, 2007; April 4, 2007; May 2, 2007

9. MEMBERSHIP OF CSA

- Members for 2006-2007:

Chair

Linda Jacobs Starkey, Interim Dean of Students
Rhonda Amsel, Interim Associate Dean of Students

Secretary

Shannon Sullivan
(Karen Chopko for October and November 1 meeting)

Deputy Provost, Associate and Assistant Deans

Véronique Bélanger, Assistant Dean (Student Affairs), Law
Spencer Boudreau, Associate Dean (Student Affairs), Education
Daniel Cere, Dean's delegate, Religious Studies
Marie Dagenais, Associate Dean (Academic Affairs), Dentistry
Jane Everett, Associate Dean, Graduate and Postdoctoral Studies
Gordon Foote, Associate Dean (Student Affairs), Music
Subhasis Goshal, Associate Dean (Student Affairs), Engineering
Alfred Jaeger, Dean's delegate, Continuing Education
Henry Leighton, Associate Dean (Student Affairs), Science
David Lewis, Associate Dean (Academic and Student Affairs), Macdonald
Morton Mendelson, Deputy Provost (Student Life and Learning)
Joyce Pickering, Associate Dean (Undergraduate Medical Education), Medicine
Enrica Quaroni, Associate Dean (Student Affairs), Arts
Emine Sarigollu, Associate Dean (Academic Programs), Management
Geneviève Saumier, Associate Dean (Academic), Law

Directors and Administrative Officers

Sylvia Franke, Registrar and Executive Director of Admissions
(Nicholas de Takascy effective January 24)
Suzanne Higgins, Manager, Student Affairs Office, Macdonald
Doug Jackson, Director, Information Systems Resources
Mary Jo McCullogh, Accountant, Student Accounts Office
Flo Tracy, Director, Residences

Student Members

Alison Glaser (Undergraduate)
Finn Upham (Undergraduate), VP University Affairs, SSMU
Allison Gonsalves (Graduate)

- The Chair, Interim Dean of Students Linda Jacobs Starkey, thanked members, especially those whose term was over, for their thoughtful deliberations; in turn the members thanked Dean Starkey for her leadership and stewardship over the past year.

SENATE COMMITTEE ON STUDENT AFFAIRS TERMS OF REFERENCE

MANDATE

- a) To interpret academic policies as they affect timetabling, student records, and student affairs in general, and to review and recommend administrative procedures to implement them;
- b) To study and recommend the sessional dates for all faculties and for the Centre for Continuing Education, including the beginning and end of the session, holidays, and examinations;
- c) To review and recommend on practices and procedures related to student advising and orientation;
- d) To review or recommend to Senate or to the Academic Policy Committee where appropriate on practices, procedures, and policies related to issues of academic integrity such as, but not limited to, cheating and plagiarism;
- e) On matters requiring a vote, faculties with more than one Associate Dean present are limited to one vote.

SUBCOMMITTEES

- 1) Subcommittee on Student Records
- 2) Academic Integrity Subcommittee
- 3) Subcommittee on Undergraduate Student Advising
- 4) Subcommittee on Student Affairs Policies

COMPOSITION

(three-year renewable terms)

The Dean of Students, Chair

The Associate Dean of Students

One Voting member from each Faculty, usually the Associate Dean (Student Affairs)

The Associate Dean (Graduate and Postdoctoral Studies)

The Dean of Continuing Education or delegate

The Deputy Provost (Student Life and Learning)

The Registrar

The Director, Information Systems Resources

The Director of Residences

The Manager, Student Affairs Office, Faculty of Agricultural and Environmental Sciences

The Accountant, Student Accounts Office

3 student members (1 graduate, 2 undergraduate)

Secretary to the Dean of Students (non-voting)

Academic Integrity Subcommittee**Membership**

Four members of the academic staff

Dean or Associate Dean of Students [Linda Jacobs Starkey, Chair]

Jane Everett

Norman Miller

André Costopoulos

One representative from Libraries [Karen Nicholson]

One undergraduate student from either campus [Finn Upham]

One graduate student from either campus [Amy Cox]

One student from the Association of Graduate Students Employed at McGill (AGSEM) [David Wright]

One student from the McGill Legal Information Clinic (MLIC) [Martin Doe]

Mandate:

The mandate of AIS is threefold: to initiate and monitor efforts to promote academic integrity at McGill; to bring recommendations to CSA as required; to report to CSA at least once annually.

Subcommittee on Student Records**Membership**

Director, Information Systems Resources [Doug Jackson, Chair]

Secretary, ARRO [Anna Walsh]

The Registrar and Executive Director, ARRO

The Accountant, Student Accounts Office [Mary Jo McCulloch]

A representative from the Office of Planning and Institutional Analysis [Peter Smith]

A representative from the Scholarships and Student Aid Office [Angie Pacheo]

The Student Affairs Coordinator (or equivalent) from all Faculties, the Schools of Nursing and Physical and Occupational Therapy, the Centre for Continuing Education and the Graduate and Postdoctoral Studies Office

Faculty of Engineering

S. Comeau

Faculty of Management

H. van Eyk

Faculty of Agriculture and Environmental Sciences

S. Higgins

Graduate and Postdoctoral Studies Office

F. Lisi

Faculties of Arts and Science

S. Bezeau

Faculty of Medicine

S. di Lollo

Faculty of Education

C. Zilberman

Faculty of Dentistry

P. Bassett

Faculty of Law

N. Czernmel

Faculty of Music

M. Moscato

School of Nursing

C. Arseneault

Centre for Continuing Education

J. Martuccio

School of Physical and Occupational Therapy

M. Brettler

Faculty of Religious Studies

S. Soares-Blackwood

Mandate:

To discuss issues related to the management of electronic student records and the processes and procedures that affect them.

To ensure that student records practices accurately reflect the University's academic and administrative policies.

To provide end-user input to projects related to student records.

To receive and disseminate information regarding new developments in the Student Information System.

To discuss issues that overlap Student Records and Accounts Receivable (Student Fees).

Subcommittee on Undergraduate Student Advising

Membership

The Chair of the Subcommittee will be a member of CSA, either an Associate Dean (Student Affairs) or the Associate Dean of Students [Rhonda Amsel]

Two Faculty Advisors [Donald Sedgwick, Arts; Judy Pharo, Engineering]

Two Departmental / School Academic Advisors [Brian Trehearne, English; Nicole Allard, Psychology]

One Professor who is not, nor has been, an academic advisor [Daniel Cere, Religious Studies]

The Registrar or delegate [Danielle Hay]

Three Undergraduate students [Sean Waugh, Jake Itzkowitz, Lauren McGruthers]

Mandate

To provide a forum for on-going discussion of undergraduate advising and challenges.

To encourage and facilitate monitoring of undergraduate advising across the University.

To facilitate advisor networking by sharing training needs and training programs across the faculties and academic units.

To receive and/or propose recommendations for CSA regarding undergraduate advising.

Subcommittee on Student Affairs Policies

Membership

Dean or Associate Dean of Students [Linda Jacobs Starkey, Chair]

Three Associate Deans (Student Affairs) [Enrica Quaroni, Arts; Emine Sarigollu, Management; Gordon Foote, Music]

The Registrar (or delegate) [Nicholas de Takacsy]

Two Students (undergraduates) [Finn Upham, Sean Waugh]

Two Faculty Advisors [Silvana Pellechia, Macdonald; Christine Zilberman, Education]

Student Affairs Manager [Stacey Comeau, Engineering]

Mandate

To identify policies and procedures that differ across faculties and to assess rationale for and effects of those differences.

To initiate and monitor harmonization efforts regarding Faculty Student Affairs policies and procedures.
To coordinate communications to Faculty Student Affairs offices regarding subcommittee decisions.
To bring recommendations to CSA as required.
To evaluate achievement of common policies across faculties.
To report to CSA at least once annually.