



## ACTIVITIES DURING THE 2007-2008 ACADEMIC YEAR

### 1. UNDERGRADUATE STUDENT ADVISING

- The Subcommittee met eight times between September 2007 and May 2008.
- Recommendations of the Principal's Task Force on Student Life and Learning continued to motivate the Subcommittee on Undergraduate Academic Advising. Timelines to meet certain recommendations were discussed. The draft advising mission statement was widely circulated and obtained approval at a number of levels; the final version is expected to be submitted to Senate in fall 2008.
- The spring 2007 departmental survey on undergraduate advising (R. Amsel, Chair) was discussed and the recommendations were reviewed.
- Membership was expanded to include A. Dias, E-Advising Project Manager; the agenda distribution list was also expanded to allow "interested others" the opportunity to participate on an intermittent basis.
- An Advising Resource Workgroup, D. Sedgwick, Chair, was formed. Human Resources Staff Development representatives were invited to discuss possible training modules for professional advisors.
- An advising website is under construction. There will be sections targeted to students and to advisors, and general as well as faculty-specific information pages.
- A NACADA (National Academic Advising Association) webinar "The Future of Academic Advising and Technology" was held for McGill advisors; participants appreciated the opportunity for professional development and dialogue.
- In March, a presentation on Academic Advising at McGill was made to Deans, Chairs and Directors at a "Faculty Matters" meeting.

### 2. ACADEMIC INTEGRITY ([www.mcgill.ca/integrity](http://www.mcgill.ca/integrity))

- The Subcommittee met six times between September 2007 and June 2008.
- A new student information resource entitled "Now You Know...academic integrity issues you may not have discussed in class" was developed, reviewed by CSA members, and posted on the integrity website.
- A questionnaire regarding use of the text-matching software "Turnitin" was developed; instructors using the software were surveyed in spring 2008. Students will be surveyed in fall 2008.
- Most faculties and Graduate and Postdoctoral Studies again supported distributing the book *Doing Honest Work in College* (C. Lipson) to new students for fall 2008; it is planned to have an in-house resource developed for 2009.
- In response to reported gaps in practices, the 1990 Senate Policy on the use of multiple versions of multiple-choice examinations for final exams and the need for a seating plan was reaffirmed. The policy extends to midterm examinations as well. In May 2008, the Dean of Students sent an announcement on the subject to all instructors.
- Two medical students presented a proposal for adoption of an honour code at McGill. It was determined that we would not advance this objective at this time.
- The Chair and Associate Dean Ghoshal were invited to staff meetings throughout the Faculty of Engineering to discuss academic integrity matters.
- Results regarding academic integrity questions on the annual First Year Survey were discussed: 81% of respondents strongly agreed/agreed that the University was doing a good job in communicating about academic integrity issues. Only 19% of respondents had accessed the integrity website.
- Visitors from Queen's University met with McGill members to discuss academic integrity

policies and practices (February 2008).

- Requirements for group work/group work submissions continue to be an issue for students; clear instructions are needed on a course-by-course basis.

### **3. STUDENT AFFAIRS POLICIES**

- The Subcommittee met five times between September 2007 and April 2008.
- Subcommittee members supported a report to CSA which recommended a coordination role for CAPS (Career and Placement Services) to set up a "McGill Careers Network" linking the various faculty career centres to ensure a coordinated McGill approach to careers and wide career resource access to all McGill students.
- To consolidate procedures across faculties, a "Participation in an Intercollegiate Sport Event" course/lab/quiz conflict form was developed and piloted.
- Decisions regarding student withdrawal after government reporting deadlines, and associated fee refunds, are now handled by the Associate Deans (Student Affairs). The University Registrar will ensure that a mechanism is in place to report these cases to MELS.
- The practice of naming a second/associate examiner on final examinations was studied; a recommendation was approved and will be prepared for Senate for fall 2008.
- Procedures and dates for deferred examinations were reviewed; most faculties agreed to a standardized approach. Faculty websites will be updated to reflect this discussion.
- Faculties will clarify and post their procedures for handling student requests to register for additional semesters (after degree requirements are met).

### **4. STUDENT RECORDS**

- The Subcommittee met eleven times between September 2007 and May 2008 to discuss issues related to the management of electronic student records and the processes and procedures that affect them" (from the mandate).
- A small sample of the initiatives discussed and implemented include:
  - enhanced wait-list service in Minerva;
  - new Minerva function to apply for Exchanges and Study Away terms, including the application for approval of transfer credits;
  - new Minerva function for requests for supplemental and deferred examinations with automated approval for some types of requests;
  - personalized convocation information made available to students via the web; and
  - the launch of the automated electronic thesis submission system (e-Thesis).

### **5. CALENDAR OF DATES (2009-2010)**

- The Calendar of Dates for 2009-2010 was developed and approved at Senate (D07-48).
- The first day of fall term classes will be Tuesday, September 1; and the last day will be Thursday, December 3 (December 3 will follow a Monday timetable; there will be only 12 Mondays in the fall 2009 term). Friday, December 4, is designated as a study day before exams, which will be held December 7 through 22 (12 days). For winter 2009, classes will start on Monday, January 4, and end on Wednesday, April 14 (there will be only 12 Fridays in the winter 2009 term). Study week will be from February 22 to 26 and the examination period will run from April 15 through 30 (12 days).
- As of 2008-2009, Enrolment Services, rather than the Committee, will generate potential Calendar of Dates scenarios; CSA will continue to select the proposals that are brought to Senate for approval.

### **6. FEEDBACK TO OTHER UNIVERSITY COMMITTEES**

- CSA received a draft report from the Advisory Committee Regarding the Mandate of McGill's Ombudsperson for Students; Professor Mendelson thanked members for the consultation and input.
- M.J. McCulloch, Student Accounts Manager, reminded members that supplemental

examination and reread fees are contributions to central revenues, not faculty revenues; students can receive tax receipts.

- K. Massey, University Registrar and Executive Director of Enrolment Services, described improvements to the web calendar and the decision to discontinue the print version for 2009-2010. The Integrated Services project was also presented to CSA members.

## **7. STUDENT RECOGNITION DISCUSSIONS**

- There is a McGill Chapter of the Golden Key International Honour Society. Each year, students ranked in the top 15% of each faculty are invited to join the Society. This year, it was decided that eligible students would be advised by e-mail that they are eligible for Golden Key membership rather than by letter.
- One project and two individual undergraduate students have advanced to the provincial level of the Forces AVENIR student recognition competitions. The awards are announced in October.
- 20 McGill students received Millennium Excellence scholarships in 2007-2008.
- One undergraduate student has been awarded one of four Canadian delegate placements in the Goldman Sachs *Global Leaders Program*. The Goldman Sachs Foundation sponsors this program, an international leadership institute for students who demonstrate potential for distinctive service to society and to their future professions.

## **8. GUESTS**

- Dr. David Harpp (2 November 2007): discussion of midterm examination conditions; reiteration of the need for multiple versions of multiple-choice exams.
- Dr. Pierre Tellier; Director, Student Health Services (12 March 2008): discussion of circumstances in which different types of medical notes are issued and interpretation of those notes with respect to academic decisions.
- Johanne Pelletier, Secretary-General (2 April 2008): explanation of the purpose of the Senate Review Working Group and the upcoming review of CSA's mandate and membership.

## **9. OTHER**

- The frequency of final examinations worth 100% of the course grade was surveyed and found to be very low. Where such assessments exist, Associate Deans (Student Affairs) spoke with the professors concerned. Teaching and Learning Services was identified as a resource to address pedagogy and logistics in such courses.
- CSA approved a motion to include a reference to the right to submit written work in French on course outlines; this motion received Senate approval in spring 2008.

## **SUBCOMMITTEES:**

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

## **COMMITTEE ON STUDENT AFFAIRS MEETING DATES 2007-2008:**

12 September 2007  
17 October 2007  
21 November 2007  
9 January 2008  
12 March 2008  
2 April 2008  
30 April 2008

## **COMMITTEE ON STUDENT AFFAIRS MEMBERSHIP FOR 2007-2008:**

Chair: Jane Everett, Dean of Students  
Linda Jacobs Starkey, Associate Dean of Students  
Secretary: Shannon Sullivan

Deputy Provost, Associate and Assistant Deans:

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

Directors and Administrative Officers:

Suzanne Higgins, Manager, Student Affairs Office, Agricultural and Environmental Sciences  
Doug Jackson, Director, Information Systems Resources  
Kathleen Massey, University Registrar and Executive Director Enrolment Services (Nicholas de Takascy until December 2007)  
Mary Jo McCullogh, Senior Manager, Student Accounts Office  
Flo Tracy, Director, Residences

Student Members:

Adrian Angus (Undergraduate), VP University Affairs, SSMU  
Allison Gonsalves (Graduate), Equity Commissioner  
Erica Martin (Undergraduate)

### **TERMS OF REFERENCE:**

- 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.

## **COMPOSITION OF THE COMMITTEE:**

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 University Registrar and Executive Director of Enrolment Services  
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  
Three student members (1 graduate, 2 undergraduate)  
Secretary to the Dean of Students (non-voting)

## **SUBCOMMITTEE MEMBERSHIP AND MANDATES:**

### **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 [exceptionally, Jane Everett, Dean of Students]  
Two Faculty advisors [Donald Sedgwick, Arts; Judy Pharo, Engineering]  
Two Departmental/School academic advisors [Anne Comeau, Biology; Brian Trehearne, English]  
One professor who is not, nor has been, an academic advisor [Daniel Cere, Religious Studies, first semester; unable to fill position in second semester]  
The University Registrar or delegate [Fiona Lees; alternate, Anna Walsh]  
Three undergraduate students [Adrian Angus, Ryan Luther, Sean Waugh]

#### **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.

### **Academic Integrity Subcommittee**

#### **Membership**

Four members of the academic staff, including the Dean or Associate Dean of Students [Linda Jacobs Starkey, Chair (Associate Dean of Students); André Costopoulos, Anthropology; Norman Miller, Dentistry (Ombudsperson for Students); Meyer Nahon, Mechanical Engineering (Associate Dean, Graduate and Postdoctoral Studies)]  
One representative from Libraries [Darlene Canning]  
One undergraduate student from either campus [Adrian Angus]  
One graduate student from either campus [Pascale Tremblay]  
One student from the Association of Graduate Students Employed at McGill (AGSEM) [Nathalie Kouri-Towe]  
One student from the McGill Legal Information Clinic (MLIC) [Alison Glaser; Emily Caputo for Fall 2007 semester]

#### **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 Affairs Policies**

### **Membership**

Dean or Associate Dean of Students [Linda Jacobs Starkey, Chair]  
Three Associate Deans (Student Affairs) [Enrica Quaroni, Arts; Emine Sarigöllü, Management; Gordon Foote, Music]  
The University Registrar (or delegate) [Nicholas de Takacsy for Fall 2007; Kathleen Massey for Winter 2008]  
Two undergraduate students [Adrian Angus, Sean Waugh]  
Two Faculty advisors [Silvana Pellechia, Agricultural and Environmental Sciences; Christine Zilberman, Education]  
One 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.

## **Subcommittee on Student Records**

### **Membership**

Chair: Director, Information Systems Resources [Doug Jackson]  
Secretary: Enrolment Services [Anna Walsh]  
The University Registrar and Executive Director of Enrolment Services  
The Accountant, Student Accounts Office [Mary Jo McCullogh]  
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 Agricultural and Environmental Sciences	Suzanne Higgins; Silvana Pellechia
Faculties of Arts and Science	Sharon Bezeau
Centre for Continuing Education	Johnny Martuccio
Faculty of Dentistry	Patricia Bassett
Faculty of Education	Christine Zilberman
Faculty of Engineering	Stacey Comeau
Graduate and Postdoctoral Studies Office	Fiorella Lisi
Faculty of Law	Nancy Czermmel
Desautels Faculty of Management	Helen Van Eyk
Faculty of Medicine	Silvana Di Lollo
Schulich School of Music	Maria Moscato
School of Nursing	Céline Arseneault
School of Physical and Occupational Therapy	Marlene Brettler
Faculty of Religious Studies	Shelly-Ann 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).