



TO: Senate

FROM: Morton J. Mendelson, Deputy Provost (Student Life and Learning)
Chair, University Admissions Committee (UAC)

SUBJECT: Senate University Admissions Committee Annual Report for 2007-08
and Statement of Plans and Priorities for 2008-09

DATE: November 14th 2008

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FOR: DECISION DISCUSSION INFORMATION

BACKGROUND: The 2007-08 Annual Report of the Senate University Admissions Committee is presented for information.

Five meetings are scheduled during 2008-2009.

PLANS & PRIORITIES: In accordance with its mandate, the UAC will review admission policies and standards presented to it by the teaching faculties of the University through their own admissions offices or through the Admissions Office of Enrolment Services.

UAC will continue to receive admissions reports, monitor trends in admissions to the faculties, and draw conclusions or make recommendations as appropriate.

In addition to these conventional exercises, UAC has an active interest in a number of endeavors related to admissions at the University:

- implications of the Bologna Process for McGill's admission practices;
 - monitoring of self-reporting of grades;
 - monitoring of admissions in some new programs;
 - earlier offers of admission.
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APPENDICES

University Admissions Committee Annual Report for 2007-08

ACTIVITIES DURING 2007-2008 ACADEMIC YEAR

1. UAC Subcommittee on Admissions Reviews – membership and terms of reference

The composition and terms of reference for a newly created UAC Subcommittee on Admissions Reviews (see Appendix A) were proposed by UAC and approved by the Senate Nominating Committee. Subsequently, on a recommendation of the Nominating Committee, Senate approved the dissolution of the University Admissions Appeals Committee.

2. Desautels Faculty of Management – supplemental application pilot for September 2008

A pilot project was approved for admissions to the Bachelor of Commerce (B. Com.) program, to help identify applicants with qualities that may not be reflected in grades and, in some instances, may actually negatively affect an academic record, but which may be hallmarks of successful managers. Supplemental information, in the form of a personal statement, was added as a possible criterion for admissions to the B.Com program for CEGEP applicants who have borderline academic records.

3. Update on Côte de Rendement au Collégial (CRC)

CEGEP applicants for registration in September 2009 will present CRCs for each of their academic programs, rather than an overall CRC for their complete academic record. Program CRCs will benefit students who have changed programs after faltering in one and may benefit those who have completed a DEC in two programs. UAC decided to delay a discussion of how program CRCs will be used in admissions decisions at McGill until Fall 2010, after reviewing the results of 2009 registrants.

4. Joint FSL program – change in admission requirement

UAC approved revisions to the admissions requirements for the Joint Program in Education - Teaching French as a Second Language making them identical to those used by the Université de Montréal, effective for September 2008 admissions. At McGill, students applying to the program had to pass a language proficiency test before being admitted. At the Université de Montréal, students applying to the program were not required to meet this admission requirement but were required to take a diagnostic test and if they failed they had to take a mise-à-niveau course. In 2007-2008 three students were admitted, but thirty students might have been admitted if the proposed admission requirement was in effect.

5. New means to demonstrate English language proficiency

UAC approved revisions to the list of options (found at the following link: <http://www.mcgill.ca/applying/undergrad2009-10/general-requirements/#xpgfld-203473>) by which applicants can prove English proficiency to reduce unnecessary re-testing and to provide more options to applicants who are required to prove English proficiency. Additions include the Cambridge certificate of proficiency in English with a mark of 'B' or better and the London tests of English with a level 5 and a minimum of "pass" or level 4 with a minimum of "merit pass."

6. Earlier offers of undergraduate admission

UAC approved changes in admission criteria, enabling earlier admission decisions, which are needed to ensure that McGill remains competitive with other universities. For applicants presenting very strong academic records, offers of admission may now be made on the basis of Grade 11 course grades, where the usually required Grade 12 grades are not yet available. This may include Grade 11 results in prerequisite courses. Earlier offers of admission are expected to improve the yield (i.e., the percentage of offers that result in registrations) in our best pool of applicants for whom competition among universities is fiercest. The changes will affect applicants from high schools in British Columbia in 2009 and be extended to those from high school students in all provinces in Canada, except Quebec, in 2010.

7. Admission requirements – Continuing Education Graduate Certificate Accounting Practice

UAC approved revisions to admission requirements for the Graduate Certificate in Accounting Practice (Department of Career and Management Studies) to enable a previously excluded group of qualified candidates to apply.

8. Faculty of Agricultural and Environmental Science admissions office move

The Faculty of Agricultural and Environmental Science admissions office was moved to join Enrolment Services at the downtown campus.

9. Faculty of Management admissions criteria change – MBA accelerated study option and CA-MBA program transition

An accelerated study option of the MBA program has been approved by UAC to attract prospective students with significant practical work experience. Such students are now exempt from the experiential component of the program, as they have the practical work experience required to complete the program successfully. The redesigned MBA is a 51-credit degree program, replacing the 60-credit current program. The students who enrol in the accelerated study option are exempt from the experiential component and may graduate with 45 credits.

At the same time, the CA program will also undergo some changes such as the addition of the 6-credit internship. Given the reduction of total credits in the MBA program, it is proposed that students who successfully complete the requirements of the CA program (full 30 credits, including internship) and who choose not to graduate and earn the Graduate Diploma in Public Accountancy may apply to the MBA program, and if admitted, may transfer 15 credits towards their MBA degree. Furthermore, the CA students will have already completed an internship and it was proposed that these students be admitted to the accelerated study option, thus are exempt from the 6-credit internship or practicum. As a result of the changes to both programs, a review of the option to transition CA credits to the MBA program was thought to be in order. Both proposals were approved by UAC on May 6th 2008.

UNIVERSITY ADMISSIONS COMMITTEE

SUBCOMMITTEE ON ADMISSIONS REVIEWS

MEETING DATES:

The Subcommittee met twice: February 7th 2008 and March 18th 2008.

SUBCOMMITTEE ON ADMISSIONS REVIEWS MEMBERSHIP FOR 2007-2008:

Jane Everett, Dean of Students, Chair
Enrica Quaroni, Associate Dean (Student Affairs), Arts
Emine Sarigöllü, Associate Dean (Student Affairs), Management
Ali Martin-Mayer, Associate Dean Acting (External Affairs), Law
Gordon Foote, Associate Dean, Music (alternate)
Avi Friedman, Professor, Architecture (alternate)

SUBCOMMITTEE ON ADMISSIONS REVIEWS TERMS OF REFERENCE

1. The membership of the subcommittee shall be approved by the UAC every fall, and the subcommittee shall meet as required, with quorum comprising three members.
2. The subcommittee's mandate shall apply to both undergraduate and graduate students.
3. The subcommittee shall only review allegations that a unit's admission or review procedures were not properly followed. The subcommittee shall not reconsider the merits of individual admissions decisions. In the event that the Subcommittee deems a lapse in procedure has occurred, the admissions file shall be re-evaluated by the relevant unit. Members of the subcommittee shall recuse themselves where the review concerns an applicant for admission to a program in their faculty.
4. The subcommittee may, where necessary, make recommendations regarding procedures for faculty review of admissions decisions.
5. The subcommittee shall ensure that all admissions units have appropriate admission review procedures and that these procedures are clearly defined and easily accessible.
6. The subcommittee shall report annually to UAC.

SUBCOMMITTEE ON ADMISSIONS REVIEWS REPORT

1. Request for Review Process

The Subcommittee drafted a template setting out essential components of a statement about the request for a review process. The policy and procedure should consist of a definition of the purpose of the policy, a mention that review rarely leads to reconsideration of an application decision, a mention of the two possible reasons why a reconsideration might be allowed (i.e., established procedures for evaluation of applications were not followed; for reasons beyond the applicant's control, the admissions committee did not have all relevant documents when it made its decision), a description of the internal procedures and a mention that an applicant whose request for reconsideration has been turned down may refer the matter to the Subcommittee on Admissions Review.

The subcommittee also recommended to UAC that the Faculties of Medicine and Dentistry develop explicit admissions review procedures, the Schulich School of Music and the Faculty of Agricultural and Environmental Sciences formalize their existing procedures, and the Faculty of Religious Studies update and simplify its existing procedures.

MEETING DATES 2007-2008:

The UAC met four times: November 20th 2007, January 22nd 2008, March 25th 2008 and May 6th 2008.

UAC MEMBERSHIP FOR 2007-2008:

Chair

Morton J. Mendelson, Deputy Provost (Student Life and Learning)

University Representatives

Jane Everett, Dean of Students

Martin Kreiswirth, Associate Provost (Graduate Education) and Dean of Graduate and Postdoctoral Studies

Faculty Admissions Representatives

David J. Lewis, Associate Dean (Student Affairs), Agricultural & Environmental Sciences

Enrica Quaroni, Associate Dean (Student Affairs), Arts

Spencer Boudreau, Associate Dean (Student Affairs), Education

Subhasis Ghoshal, Associate Dean (Student Affairs), Engineering

Ali Martin-Mayer, Assistant Dean Acting (External Affairs), Law

Emine Sarigöllü, Associate Dean (Student Affairs), Management

France Drolet, Director (Admissions Office), Medicine

Gordon Foote, Associate Dean (Academic and Student Affairs), Music

Laurie Hendren, Associate Dean (Academic), Science

Two Professors appointed by Senate

Daniel Cere, Religious Studies

Avi Friedman, Architecture

Alumni Association Representative

Sally McDougall

Student Members

Sabine Dhir, graduate student

Sean Waugh, SSMU

Brenton Nader, SSMU

Resource Persons

Nicholas de Takacsy, Registrar and Executive Director of Admissions, Recruitment and Registrar's Office (Interim Registrar - served until November 30th 2007)

Kathleen Massey, University Registrar and Executive Director of Enrolment Services (served as of December 1st 2007)

Kim Bartlett, Director of Admissions and Recruitment, Enrolment Services

Secretary

Kalyna M. Kruczowyj (November meeting)

Lauren Mundy (January meeting)

Nadine Lessard (March and May meetings, present secretary)

TERMS OF REFERENCE OF THE COMMITTEE

1. The committee shall review the admissions standards, policies, and procedures of the University.
2. The committee shall recommend to Senate admissions policies for all faculties and schools.
3. Each Fall, the committee shall strike a subcommittee consisting of the Dean of Students as Chair and three faculty admissions representatives, from UAC, who would make recommendations regarding procedures for review of admissions decisions and, as needed, review the application of such procedures in individual cases. The subcommittee shall report annually to UAC.
4. The committee shall report at least once annually to Senate.

COMPOSITION OF THE COMMITTEE

The Deputy Provost, Student Life and Learning, Chair

The Dean of Students

The Associate Provost (Graduate Education) and Dean of Graduate and Postdoctoral Studies

The Chair of the University Committee on Scholarships and Student Aid

Faculty admissions representatives (usually Associate Dean) from:

- Agricultural and Environmental Sciences
- Arts
- Education
- Engineering
- Law
- Management
- Medicine
- Music
- Science

Two professors appointed by Senate:

- One from a small faculty/program
- One from the broader University Community

One representative named by the Alumni Association

One graduate student (1-year appointment)

Two undergraduate students (1-year appointment)

The Registrar and Executive Director of Enrolment Services (resource person)

The Director of Admissions and recruitment (resource person)

Meeting Secretary