

**McGill****Memorandum**

TO: Senate

FROM: Jane Everett, Dean of Students
Chair, Committee on Student Affairs (CSA)

SUBJECT: Committee on Student Affairs *Annual Report 2008-2009*

DATE: 16 September 2009

DOCUMENT #: D09-11

FOR: **DECISION** **APPROVAL** **DISCUSSION**
 INFORMATION

BACKGROUND: The annual report of the Committee on Student Affairs (CSA), a Senate standing committee in 2008-2009, is presented for information. The CSA held eight meetings to address issues that arose pertaining to its terms of reference.

ISSUE: The mandate and composition of the Committee on Student Affairs was reviewed. As approved by Senate on 20 May 2009 (DO8-68), the CSA will be replaced by the Committee on Enrolment and Student Affairs (CESA), effective September 2009. An administrative group will continue to meet to address operational matters.

APPENDIX Senate Committee on Student Affairs *Annual Report 2008-2009*

**McGILL UNIVERSITY
SENATE COMMITTEE ON STUDENT AFFAIRS
ANNUAL REPORT 2008-2009**

MEMBERSHIP

(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

The Accountant, Student Accounts Office

3 student members (1 graduate, 2 undergraduate)

Secretary to the Dean of Students (non-voting)

CSA MEETING

DATES

2008-2009

10 September 2008

8 October 2008

12 November 2008

7 January 2009

4 February 2009

11 March 2009

8 April 2009

6 May 2009

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.

SUBCOMMITTEES

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

ACTIVITIES DURING 2008-2009 ACADEMIC YEAR

1. UNDERGRADUATE STUDENT ADVISING (www.mcgill.ca/students/advising)

- The Subcommittee met 8 times between September 2008 and May 2009; workgroups met between meetings to develop advising website prototype materials for subcommittee review.
- Recommendations of the Principal's Task Force on Student Life and Learning continued to motivate the Subcommittee on Undergraduate Academic Advising. The advising mission statement was widely circulated and obtained Senate approval in January 2009.
- Human Resources Staff Development representatives are moving forward with possible training modules for professional advisors.
- A pilot project "Ask an Advisor" was launched on the advising website for May and June. Tabulation of inquiries will provide feedback for advising website improvements.
- The advising website went live in June 2009. There are sections targeted to both students and to advisors. Thanks to Public Affairs for their invaluable assistance with the realization of this project.

2. ACADEMIC INTEGRITY (www.mcgill.ca/students/srr/honest)

- The Subcommittee met 6 times between September 2008 and May 2009.
- A new student information resource entitled FAIR PLAY was developed, reviewed by CSA members, and posted on the integrity website. It will be distributed to all new McGill students at the ID Centre.
- An on-line version of FAIR PLAY was developed for graduate students and was approved by student representatives and Graduate and Postdoctoral Studies as a pilot project "required quiz". The quiz will be implemented in fall 2009. Results will be available in early 2010.
- A questionnaire regarding use of the text-matching software "Turnitin" was developed; instructors using the software were surveyed in spring 2008 and 2009. Students were surveyed in winter 2009. A recommendation for continued availability of text-matching software was approved by the Academic Integrity Subcommittee. Technical feasibility of student access prior to submitting course work is being explored.
- As requested by SCTL (9 December 2008), the use of "clickers" for in-class quizzes and exams was discussed and concerns identified. A proposal to limit the use of "clickers" for graded work was approved by APC (9 December 2008) and forwarded for Senate consideration.
- 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. In fall 2008 and winter 2009, adherence was monitored and outreach to instructors who did not meet the policy was conducted by faculties.
- McGill is a member of the Canadian Academic Integrity and Student Judicial Affairs Association (CAISJA) and of the Center for Academic Integrity. Associate Dean Starkey attended the CAISJA annual meeting in Kitchener, in June 2009.

3. STUDENT AFFAIRS POLICIES

- The Subcommittee met 5 times between September 2008 and April 2009.
- The practice of naming a second/associate examiner on final examinations was studied; a recommendation was approved and prepared for Senate; Senate discussion is scheduled for Oct. 14, 2009.
- Faculties have improved communications to students regarding the dates when exam grades can be expected; policies regarding "flagging" of credits earned beyond degree requirements are also being clearly articulated and posted on faculty websites.
- Pre-requisite override and pre-requisite waiver policies were discussed; faculties agreed to document where the matter is addressed, i.e. at the instructor, department or faculty level.
- The need for early intervention to recognize and reach out to students in academic jeopardy was discussed; strategies presently used by advisors and various offices revealed that we do not have a standardized approach.
- The Subcommittee recommended that faculties articulate their policy regarding the number of allowed credits from 'distance'/on-line courses and to examine the rationale for credit limits. Elective approval and required course equivalency paths for on-line courses also need to be published.
- The method for return of or disposal of graded work can expose some students' ID number and grade to others. CSA supported circulation of a Dean of Students' memo to instructors.

4. STUDENT RECORDS

- The Subcommittee met 10 times between September 2008 and May 2009 to discuss issues related to the management of electronic student records and the processes and procedures that affect them (from the mandate).
- A government requirement to record Exchange or Study Away courses that are failed was discussed and implemented.
- A function was added to Minerva to permit students to indicate their “preferred first names”. This information will be available on class rolls and on the data warehouse.
- 15% of students are taking overlapping courses; grade results for these students have not differed from the normal grade distribution in the courses.
- Increased security features have been introduced to the McGill transcript.
- A project to transfer records electronically to universities is underway.
- Wait list limits were raised to 3 courses/student, facilitating access to more course choices for more students; a ‘shopping cart’ functionality is being developed.
- A new Advisor function on Minerva allows advisors to see the data related to their advisees in a simple, structured format and facilitates communications by e-mail.

5. CALENDAR OF DATES (2010-2011)

- The Calendar of Dates for 2010-2011 was developed at CSA and approved at Senate (DO8-45). The first day of fall term classes will be Wednesday, September 1; and the last day will be Friday, December 3. Friday, December 3 is a Monday; there are only 12 Mondays in the fall term. No Study Day required; a weekend precedes the start of exams, which will be held December 6 through 21 (12 days). For winter 2010, classes will start on Tuesday, January 4, and end on Friday, 8 April. Friday, April 8 is a Monday; there are only 12 Fridays in the winter term. No Study Day required; a weekend precedes the start of exams. Study Week will be from February 21 to 25 and the examination period will run from April 11-28.
- As of 2009-2010, Enrolment Services, rather than this Committee, generates potential Calendar of Dates scenarios; CSA selected the proposal that was brought to Senate for approval.

6. FEEDBACK TO OTHER UNIVERSITY COMMITTEES

- Professor Mendelson, Deputy Provost, Student Life and Learning, presented the *Service Excellence Project*, to promote and facilitate a service culture transformation for front-line staff and managers. The pilot project was positively reviewed by participants.
- K. Massey, University Registrar and Executive Director of Enrolment Services, described improvements to the web calendar and presented updates on the Integrated Services project.
- S. Franke, Chief Information Officer, presented a draft of Guidelines for Student-Owned Laptops, including topics such as laptop standards, laptop lending, software, and laptops in the classrooms, labs and exams.

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. McGill facilitates application procedures paid for by Golden Key.
- Five projects and two individual undergraduate students have advanced to the provincial level of the Forces AVENIR student recognition competitions. The awards are announced in October.
- 21 McGill students received Millennium Excellence scholarships in 2008-2009 and 23 were nominated for 2009-2010, the last year of the program.
- McGill undergraduate students were awarded two 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.

- 24 students participated in the McGill internal interview process for the Rhodes Scholar competition. One McGill student was named a Québec Rhodes Scholar for 2009; another was named a Newfoundland and Labrador Rhodes Scholar for 2009.

8. GUESTS

- Lisen Moore, Associate Manager, Intercollegiate Sports (8 Oct. 2008) explained the context of a possible Academic Coaching Project and the steps Athletics takes to monitor student athlete grades.
- Johanne Pelletier, Secretary-General (7 January 2009) participated in a discussion of the work of the Senate Review Working Group and the review of CSA's mandate and membership.
- C. Weston and A. Finkelstein (8 April 2009) discussed new technologies, assessment of learning, and the kinds of decisions to be considered when selecting technologies.
- Mr. Phillip Quintal (6 May 2009) explained McGill's Athletics Anti-Doping Policy.

9. OTHER

- The ballroom of New Residence was successful as a venue for midterm exams.
- CSA's motion to include on course outlines the right to submit graded written work in French or English received Senate approval in January 2009.

10. MEMBERSHIP OF CSA

- Members for 2008-2009:

Chair

Jane Everett, Dean of Students

Secretary

Edith Breiner

Deputy Provost, Associate and Assistant Deans and Directors

Morton Mendelson, Deputy Provost (Student Life and Learning)

Linda Jacobs Starkey, Associate Dean of Students

David Lewis, Associate Dean (Academic and Student Affairs), Agricultural and Environmental Sciences

Enrica Quaroni, Associate Dean (Student Affairs), Arts

Alfred Jaeger, Deans' delegate, Continuing Education

Marie Dagenais, Associate Dean (Academic Affairs), Dentistry

Spencer Boudreau, Associate Dean (Student Affairs), Education

Subhasis Ghoshal, Associate Dean (Student Affairs), Engineering (Judy Pharo, alternate)

Lisa Travis, Associate Dean, Graduate and Postdoctoral Studies

Véronique Bélanger, Assistant Dean (Student Affairs), Law (to Dec. 2008); Ali Martin-Meyer (2009)

David Lametti, 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

Nicole Allard, Director, Advising Services, Science

Directors and Administrative Officers

Sylvia Franke, Chief Information Officer

Doug Jackson, Director, Information Systems Resources

Kathleen Massey, University Registrar and Executive Director Enrolment Services

Mary Jo McCulloch, Senior Manager, Student Accounts

Silvana Pellecchia, Manager, Student Affairs Office, Agricultural and Environmental Sciences

Michael Porritt, Executive Director, Residences and Student Housing

Student Members

Nadya Wilkinson (Undergraduate), VP University Affairs, SSMU
Margaret Labban (Graduate)
Andrew Ling (Undergraduate)

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 Department / School academic advisors [Anne Comeau, Biology; Gordon Foote, Music]
One professor who is not, nor has been, an academic advisor [Jeeseon Park]
The University Registrar or delegate [Fiona Lees; alternate, Anna Walsh]
Three undergraduate students [Alexandra Bishop; William Johnston; Ivan Neilson]

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; Lisa Travis, Linguistics (Associate Dean, Graduate and Postdoctoral Studies)]; missing one academic member in 2008-2009.
One representative from Libraries [Sara Holder]
One undergraduate student from either campus [Alex Deguise]
One graduate student from either campus [Faizel Gulamhussein]
One student from the Association of Graduate Students Employed at McGill (AGSEM) [Samantha Pascoe]
One student from the McGill Legal Information Clinic (MLIC) [Alexandre Bien-Aimé]

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) [Kathleen Massey; Anna Walsh, alternate]
Two undergraduate students [Andrew Ling; Ryan Luther]
Two Faculty advisors [Fiorella Lisi, Graduate and Postdoctoral Studies; Christine Zilberman, Education]
One Student Affairs manager [Silvana Pellecchia, Agricultural and Environmental Sciences; Judy Pharo, Engineering]

Mandate

- To identify policies and procedures that differ across faculties and to assess rationale for any 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 [Michael Mitchell]
- The University Registrar and Executive Director of Enrolment Services [Kathleen Massey]
- The Associate Registrar [Anna Walsh]
- Senior Manager, Student Accounts Office [Mary Jo McCullogh]
- A representative from the Office of Planning and Institutional Analysis [Don Bargenda]
- 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 Silvana Pellecchia
- Faculties of Arts and Science Sharon Bezeau
- Centre for Continuing Education Johnny Martuccio
- Faculty of Dentistry Patricia Bassett
- Faculty of Education Joan Barrett
- Faculty of Engineering Stacey Comeau
- Graduate and Postdoctoral Studies Office Fiorelli Lisi
- Faculty of Law Nancy Czettel
- Desautels Faculty of Management Doreen Lamfookon
- 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).