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TO: Senate

FROM: Professor Morton J. Mendelson
 Deputy Provost (Student Life and Learning)
 Chair, University Committee on Scholarship and Student Aid

SUBJECT: University Admissions Committee – Senate Report 2008-2009

DATE: September 21, 2009.

DOCUMENT #: D09-12

ACTION REQUIRED: INFORMATION DISCUSSION APPROVAL / DECISION

ISSUE: University Admissions Committee – Senate Report 2008-2009

BACKGROUND & RATIONALE:

In accordance with its mandate, the UAC reviewed 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 received admissions reports, monitored trends in admissions to the faculties, and drew conclusions or made recommendations as appropriate.

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

- offering a General Year for newly admitted engineering students;
- increasing the standards for Continuing Education English and French language courses;
- implications of the Bologna Process for McGill’s admission practices;
- revision of the admission requirements for several Graduate Certificates;
- revision of the policy and procedures related to English proficiency requirements for the Department of Career and Management Studies;
- revision of admission requirements for applicants into Medicine.

APPENDICES: University Admissions Committee Annual Report for 2008-2009

UNIVERSITY ADMISSIONS COMMITTEE
ANNUAL REPORT: 2008-2009 ACADEMIC YEAR

MEETING DATES:

The UAC had four meetings: October 7, 2008; January 27, 2009 (e-review), March 17, 2009; and May 11, 2009 (e-review).

MEMBERSHIP FOR 2008-2009:

University Representatives

Morton J. Mendelson, Deputy Provost (Student Life and Learning) (Chair)
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
Charmaine Lyn, Assistant Dean (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

Melissa Wong, graduate student
Ivan Neilson, SSMU
Alexander Dyck, SSMU

Resource Persons

Kathleen Massey, University Registrar & Executive Director of Enrolment Services
Kim Bartlett, Director of Admissions and Recruitment, Enrolment Services

Secretary

Nadine Lessard, Administrative Assistant, Enrolment Services

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

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

ACTIVITIES DURING 2008-2009 ACADEMIC YEAR

1. General Year for Engineering Students

UAC approved a proposal for the admissions criteria for a new UO General Engineering Program, which was added to the Faculty of Engineering UO options. Prerequisites and minimum admission standards are the same as for the other programs. The intention of this program is to give students an opportunity to obtain an overview of the various options in Engineering before they commit to a particular discipline.

2. Foreign French & International Baccalaureate: no longer eligible to BCL/LLB

UAC approved revisions to the admissions prerequisites to the BCL/LLB for Fall 2009 entrance. Candidates may apply on the basis of a Diploma of Collegial Studies (D.C.S) from a Cegep, or a Quebec French Baccalaureate (Q.F.B.). Candidates who will have completed a French Baccalaureate or an International Baccalaureate Diploma outside of the province of Quebec, must have completed a minimum of two years of full-time university studies (60 credits), at the time of registration, to be eligible to apply to BCL/LLB programs.

3. Continuing Education – program revisions

UAC approved a change in academic standing requirement from 55% to 65% in 100- and 200-level English and French language courses. A similar change was previously approved for 300- and 400-level courses. The goal is to ensure that students have adequate skill before moving from one level to the next.

4. Bologna accord – McGill actions

A Bologna Process Working Group was struck to monitor the Bologna process and changes to the European education system and academic credentials. McGill is committed to welcoming academically qualified students from schools and other institutions of learning in Europe. The Working Group drafted a statement of principle for inclusion in undergraduate and graduate recruitment material.

5. New admission criteria for Social Work

UAC approved a revision to admissions criteria to Social Work. The admission policy in the School of Social Work meets accreditation standards of the Canadian Association of Social Work Educators and ensures that students who eventually graduate with either a BSW or MSW have adequate foundation knowledge. Students must have five of the six prerequisites to the program completed prior to the application deadline of May 1st, but the sixth prerequisite must be completed before the beginning of the second year of the BSW program or before entering the MSW program, whichever comes first.

6. Revision of the admission requirements for the Graduate Certificate in Human Resource Management, the Diploma in Accounting and the Graduate Certificate in Internet Business

UAC approved three proposals by the Department of Career and Management Studies to revise existing requirements for the Graduate Certificate in Human Resources Management, the Diploma in Accounting and the Graduate Certificate in Internet Business. The rationale for the revisions was that an omission in the original program proposal disqualified a cohort of otherwise eligible students from the program:

- For the Graduate Certificate in Human Resources Management, the admission requirement now reads “...students must hold a Bachelor’s degree (or equivalent) or a graduate degree (or equivalent)...”
- For the Diploma in Accounting, the admission requirement now reads “...students must have a Bachelor’s Degree in any discipline with a minimum CGPA of 2.8 out of 4.0 **or** 3.0 out of 4.0 in the last two years of full-time academic studies.” *
- or the Graduate Certificate in Internet Business, the admission requirement now reads “ ... applicants must hold a Bachelor of Commerce (or equivalent), a Bachelor of Computer Science, a Bachelor of Software Engineering or a Bachelor of Computer Engineering with a minimum CGPA of 3.0 out of 4.0 **or** 3.2 out of 4.0 in the last two years of full-time academic studies.” *

* This is due to the fact that there was an increase in students applying whose academic standards in their first year of university were not adequate for admission to any of the abovementioned Continuing Education programs. In order to increase the opportunity for students in this situation, it was decided to either count the overall average **or** only look at the last 2 years of their degree.

7. Revision of the policy and procedures with regards to English proficiency requirements for the Department of Career and Management Studies.

Currently, applicants to, and Special Students in, the Department of Career and Management Studies are required to provide proof of proficiency in English as part of the application and registration process. UAC approved an amendment regarding English language proficiency, providing an expanded list of ways in which the requirement can be met.

The reasons for the amendments were to reduce or eliminate testing for applicants who can reliably demonstrate English proficiency and to align the requirements as closely as possible with those for undergraduate and graduate programs.

8. MCAT: Proposal for extension eligibility & exemption

One of the pre-requisites to be eligible for admission to the 4-year medical program is to have successfully written the MCAT within the 3-year period preceding the application deadline. McGill was the only Quebec medical school that required the MCAT from students with a Quebec university undergraduate degree. Every year, applicants with stellar academic records refrained from applying to the McGill program because of the MCAT exam requirement. As the MCAT facilitates the comparison between students with degrees from various international universities, the MCAT will still be required for these students (including Quebecers) who graduate outside of Quebec. The proposal was approved to exempt students who compete in the Quebec resident pool and hold an undergraduate degree from a Quebec institution from writing the MCAT. The proposal to extend the eligibility of the MCAT results from 3 to 5 years was also approved.

UNIVERSITY ADMISSIONS COMMITTEE

SUBCOMMITTEE ON ADMISSIONS REVIEWS

MEETING DATES:

The Subcommittee did not meet in 2008-2009.

SUBCOMMITTEE ON ADMISSIONS REVIEWS MEMBERSHIP FOR 2008-2009:

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

There were no policies or procedures and no cases to review.