



# McGill

## **MEMORANDUM**

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**DATE:** October 17, 2006

**TO:** Senate  
c/o Johanne Pelletier, Secretary-General

**FROM:** Linda Jacobs Starkey, Interim Dean of Students  
Chair, Committee on Student Affairs (CSA)

**SUBJECT:** **CSA Plans and Priorities 2006 - 2007**

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The Committee on Student Affairs (CSA), a Senate standing committee, will continue to address issues that arise pertaining to its terms of reference. Seven meetings, one approximately every month, are scheduled during 2006-2007.

### Plans & Priorities

Recommendations arising from the Principal's Task Force on Student Life and Learning will be addressed by CSA, where appropriate. For example, the Subcommittee on Undergraduate Academic Advising will be responsible for coordination of short and long-term plans regarding recommendations for advising procedural and staffing changes.

Pending feedback from the Provost on the report of the workgroup to address policies regarding incidents of hazing, the CSA will review the Code of Student Conduct and Disciplinary Procedures to ensure that appropriate revisions to address hazing are included. A specific Policy on Hazing and Inappropriate Initiation Practices will be proposed to Senate.

In collaboration with faculty disciplinary officers, student representatives, and the Academic Integrity Subcommittee, the CSA will continue to work to promote academic integrity. Use of a new resource for instructors to facilitate in-class discussion will be assessed; a new document "A conversation with your graduate student(s): academic integrity" will be prepared; and a program for in-class student promotion of academic integrity is in the planning stage. Monitoring implementation of the Policy on the use of Text-Matching Software will be important; the resource is expected to be available for the winter semester.

Respectfully submitted,

**McGILL UNIVERSITY  
SENATE COMMITTEE ON STUDENT AFFAIRS  
ANNUAL REPORT 2005-2006**

**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 Associate Provost (Academic Programs and Services)

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)

**CSA MEETING DATES**

**2005-2006**

October 12, 2005

November 9, 2005

December 14, 2005

January 25, 2006

March 15, 2006

April 12, 2006

May 10, 2006

**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 and Planning 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

## ACTIVITIES DURING 2005-2006 ACADEMIC YEAR

The Committee on Student Affairs (CSA) met seven times during the 2005-2006 academic year and discussed the following major issues:

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

- CSA members discussed the concern that regulations for conduct of midterms and in-class final exams are not universally applied. It is questionable whether or not new professors are aware that there are protocols around exams, though this is covered at New Professor Orientation. Faculties have a responsibility to share this important message with instructors. A working group was formed to consider this matter as well as regulations for courses which do not have formal examinations, e.g. does a take home exam fit within final exam regulations?
- An academic integrity statement to be used on all exam booklets was agreed upon, giving uniformity to the message across faculties.
- Initiated in 2005-2006 by Associate Dean of Arts (Student Affairs) E. Quaroni, and supported by student representatives, most faculties agreed to again provide the book *Doing Honest Work in College* (C. Lipson) to new students at the time they obtain their I.D. card in fall and winter 2006-2007.
- In 2004-2005 CSA members endorsed exploration of a one-month, zero-credit “University 101” course that would cover academic integrity and reference citation matters. A resource to support in-class discussions on academic integrity was developed, reviewed and revised by CSA, and approved for distribution to instructors. Work on this item will continue.

### 2. FEEDBACK TO OTHER UNIVERSITY COMMITTEES

- CSA members reviewed developing policies and revisions in a number of areas: earlier dates for new students’ course registration, student PORTAL initiative, dates for preparation of convocation lists, the use of bilingual name plates for front-line service areas, and changes in descriptors of administration fees on students accounts.

### 3. HANDBOOK OF STUDENT RIGHTS AND RESPONSIBILITIES

Minor changes to the Code of Student Conduct and Disciplinary Procedures were approved throughout the academic year and presented to Senate for approval. Revisions to the Policy for Accommodation of Religious Holy Days were also submitted. The (then) Interim Provost’s request to the Dean of Students and the Director of Athletics for a work group to review university policies on hazing led to a draft report and recommendations which were discussed at CSA in May 2006. The report was forwarded to the Provost.

### 4. CALENDAR OF DATES (2007-2008)

- The calendar of dates for 2007-2008 was confirmed. The first day of classes will be Tuesday, September 4, and the last day will be Tuesday, December 4. Tuesday, October 9 of the fall 2007 term, will follow a Monday timetable. Wednesday, December 5, is designated as a study day before exams, which will be held December 6 through 21, inclusive (12 days). For winter 2008, classes will be held Thursday, January 3 to Friday, April 11, with study week between February 25 to 29 and a 13-day examination period April 14 through 30 (Senate document #D05-66). Thursday, March 20 will follow the Monday timetable.

### 5. MEMBERSHIP OF CSA

- The Chair, Dean Bruce M. Shore, thanked members, especially those whose term was over, for their thoughtful deliberations; in turn, the members thanked Dean Shore for his leadership and stewardship over the past five years.

## Academic Integrity Subcommittee

### Membership

Four members of the academic staff

Linda Jacobs Starkey (Chair)

Jane Everett

Norman Miller

André Costopoulos

One representative from Libraries [Karen Nicholson]

One undergraduate student from either campus

One graduate student from either campus [Imad Al Ghouleh]

One student from Association of Graduate Students Employed at McGill (AGSEM) [Erin Vollick]

One student from the McGill Legal Information Clinic (MLIC) [John Ramsey]

### **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.

## Sub-Committee on Student Records

### Membership

Director, Information Systems Resources, (Chair), Doug Jackson,  
Secretary, ARR, Paula Pombo

### Members

Agricultural and Environmental Sciences ARR	Suzanne Higgins Heidi Emami Sylvia Franke Laura Lavergne Steve Olive Patrick O'Neill Fern Ship Anna Walsh Assaad Zakka
Arts and Science	Sharon Bezeau Fiona Lees
Continuing Education	Assunta Cerrone-Mancini Claudette Lapierre Johnny Martuccio
Education	Christine Zilberman
Engineering	Lesley Morin Judy Pharo Susie Vodopivec
Graduate Medicine	Ginette Arsenault
Graduate Studies	Fiorella Lisi Cathy Workman
ISR	Johanne Brossard Irv Griffith Allan Levine
Law	Christine Gervais
Management	Helen Van Eyk
Medicine	Janet Butt Nancy Czemmell
Music	Marie Moscato
Nursing	Céline Arsenault
Physical and Occupational Therapy	Marlene Brettler
Planning Office	Song Seng Choong
Religious Studies	Luvana Di Francesco
SIS	Joan Barrett
Student Accounts Office	Mary Jo McCullogh
University Planning Office	Denis Marchand

## **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

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

Two Faculty Advisors

Faculty of Arts, Donald Sedgwick

Faculty of Engineering, Judy Pharo

Two Departmental / School Academic Advisors

Department of Psychology, Nicole Allard

School of Computer Science, Sue Whitesides

One Professor who is not, nor has been, an academic advisor

Department of Atmospheric and Oceanic Sciences, Charles Lin

The Registrar or delegate

Programs and Degree Evaluation Manager, Danielle Hay

Three Undergraduate students

Adam Conter, President, SSMU

Ivy O' Reilly-Trudel

Max Reed

### **Terms of Reference:**

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.