



# Memorandum

**Deputy Provost (Student Life and Learning)**  
James Administration Building, Room 621  
845 Sherbrooke St. West  
Tel: 514-398-3109 | Fax: 514-398-3576

**TO:** Senate  
**FROM:** Professor Morton J. Mendelson, Deputy-Provost (Student Life and Learning)  
**SUBJECT:** Annual Report of the Committee on Enrolment and Student Affairs  
**DATE:** 19 October 2011  
**DOCUMENT #:** D11-13  
**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

---

**ISSUE:** Presentation of the annual report of the Committee on Enrolment and Student Affairs 2010-2011 and of plans and priorities for 2011-2012.

---

**BACKGROUND & RATIONALE:** The terms of reference for the Committee on Enrolment and Student Affairs stipulate that the Committee shall report annually to Senate about:

- policy recommendations
- actions taken in the name of Senate
- awards and financial aid provided to McGill students

CESA will continue to address issues pertaining to admissions, the academic calendar, academic integrity, and scholarships and student aid.

---

**MOTION OR RESOLUTION FOR APPROVAL:** N/A

---

**PRIOR CONSULTATION:** CESA

---

**NEXT STEPS:** N/A

---

**APPENDICES:** Appendix A: 2010-2011 Annual Report of the Committee on Enrolment and Student Affairs

---



# McGill

Office of the Deputy Provost

Telephone: 398-3918

Fax: 398-3576

[Jonathan.Nordland@mcgill.ca](mailto:Jonathan.Nordland@mcgill.ca)

---

**Committee on Enrolment and Student Affairs (CESA)**  
**2010-2011 Annual Report**

---

**Terms of reference:**

1. The Committee shall review and recommend to Senate:
  - a. policies as they affect course timetabling, student records, and student affairs in general;
  - b. principles regarding sessional dates and specific sessional dates for all faculties and for the Centre for Continuing Education, including the beginning and end of the session, holidays, and examinations.
  
2. The Committee shall review and recommend to Senate, where appropriate in collaboration with the faculties and Academic Policy Committee:
  - a. policies related to academic integrity;
  - b. policies related to student advising and orientation.
  
3. The Committee shall review and approve in the name of Senate:
  - a. new awards and changes in the conditions of existing awards made by the University to its students; awards include scholarships, fellowships, prizes, medals, bursaries, loans, and the work-study program;
  - b. the admissions standards and policies of the University.
  
4. The Committee shall report annually to Senate about:
  - a. policy recommendations;
  - b. actions taken in the name of Senate;
  - c. awards and financial aid provided to McGill students.
  
5. The Committee shall strike a subcommittee with the Dean of Students as Chair that 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 the Committee.
  
6. The Committee shall meet at least three times during the academic year.

*Approved by Senate on May 20, 2009*

**Composition (approved by Senate, 20 May 2009)**

Deputy-Provost (Student Life and Learning), Chair

Associate Provost (Graduate Education) or delegate

Dean of Students or delegate

Three (3) delegates of Deans from among the large faculties

One (1) delegate of a Dean from among the small faculties

One (1) representative of Senate from the administrative and support staff

Three (3) representatives of Senate from the academic staff

One (1) representative named by the Alumni Association

Two (2) undergraduate student representatives

One (1) graduate student representative

One (1) student representative of Macdonald Campus

Secretary

**2010-2011 membership***Ex-officio:*

Morton J. Mendelson	Deputy-Provost (Student Life and Learning) - Chair
Meyer Nahon	Associate Provost (Graduate Education) delegate
Jane Everett	Dean of Students

*Delegates of Deans from among the large faculties:*

Ashraf Ismail	Agricultural & Environmental Sciences
Subhasis Ghoshal	Engineering
Saleem Razack	Medicine

*Delegate of a Dean from among the small faculties:*

David Lametti	Law
---------------	-----

*Representative of Senate from the administrative and support staff*

Kathryn Peterson	Science
------------------	---------

*Representatives of Senate from the academic staff*

Steven Jordan	Education
David Wolfson	Science
Kyoko Hashimoto	Music

*Representative of the Alumni Association*

Cynthia Price

*Student representatives:*

Joshua Abaki	Undergraduate student, SSMU
Annie Ma	Undergraduate student, SSMU
Rojun Song	Graduate student, PGSS
Erica Deluca	Undergraduate student, Macdonald Campus

*Secretary to the Committee:*

Philip J. Smith	Academic Planning Officer, Office of the Deputy Provost
-----------------	---

## **Report on CESA activities, 2010-2011**

The Committee met on 7 occasions with the following issues being addressed:

### **1. Reviewed and recommended to Senate:**

#### **1.1 Policies as they affect course timetabling, student records, and student affairs in general**

- a) The committee discussed the Strategic Enrolment Plan, which was brought to Senate on March 23, 2011.

#### **1.2 Principles regarding sessional dates and specific sessional dates for all faculties and for the Centre for Continuing Education, including the beginning and end of the session, holidays, and examinations**

- a) The Committee reviewed the 2011-2012 academic calendar of dates, and made a number suggestions, all of which were approved by Senate on March 23, 2011, including:
  - i. Term will commence on Friday, January 6, 2012 (instead of Monday, January 9, 2012)
  - ii. Classes will end on Monday, April 16, 2012
  - iii. The Examination period will commence on Tuesday, April 17, 2012 (there will be no study day)
  - iv. Exams will end by April 30, 2012 (in order not to spill over into May)

### **2. Reviewed and recommended to Senate in collaboration with the faculties and APC:**

#### **2.1 Policies related to academic integrity**

No policy recommendations were made.

#### **2.2 Policies related to student advising and orientation**

No policy recommendations were made.

### **3 Reviewed and approved in the name of Senate:**

#### **3.1 New awards and changes in the conditions of existing awards made by the University to its students; awards include scholarships, fellowships, prizes, medals, bursaries, loans, and the work-study program.**

The following summarized the activities of CESA, with regard to new and revised awards for the year 2010-2011:

New Non-Template awards approved:	17
New awards conforming to an approved template:	48
Revisions to awards conforming to an approved template:	134

### **3.2 The admissions standards and policies of the University**

- a) Approved the abolition of the MCAT as a criterion for admissions in the Faculty of Medicine.
- b) Approved the removal of the admissions requirement of 50-hour voluntary service in a clinic for the School of Physical and Occupational Therapy.
- c) Approved an advanced standing policy in the admissions process to the Faculty of Medicine, to allow direct access, as of May 2012, for international medical graduates to clinical training. The proposal was approved as a pilot project, to help replace attrition and slightly increase the total number of physicians trained. Individuals participating in this project would still need to pass the Medical Council of Canada Medical Examination, be legal residents of Quebec, and have a good command of either English or French.
- d) Approved conditional acceptances for international students who already meet all of the academic qualifications for a given program of study except for their level of proficiency in English. Provisionally accepted students would be enrolled in the McGill Certificate of Proficiency in English Language and Culture, completion of which would permit them to enroll directly into their degree program.
- e) Approved revisions to the admission requirements for the Graduate Diploma in Accounting in the School of Continuing Studies.

## **4 Report annually to Senate about:**

### **4.1 Policy recommendations**

No policy recommendations were made, except the one noted above.

### **4.2 Actions taken in the name of Senate**

No actions were taken in the name of Senate, besides the ones reported above.

### **4.3 Awards and financial aid provided to McGill students**

No awards and financial aid were provided by this committee.

## **5 Subcommittee on Admissions Review:**

- a) Approved the terms of reference for the Subcommittee on Admissions Review.
- b) Approved the membership of the Subcommittee on Admissions Review.

### **Plans for 2011-2012**

In addition to the regular business of the committee, CESA will continue to work on the following items:

1. Continue to provide oversight for scholarships and admission criteria.
2. Review the calendar of dates for 2015-2016.
3. Review the revisions to the Code of Student Conduct.

CESA will meet at least three times during the 2010-2011 academic year.

*Jon Nordland, 19 September 2011*