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# Memorandum

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**Deputy Provost (Student Life and Learning)**  
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**TO:** Senate  
**FROM:** Professor Ollivier Dyens, Deputy-Provost (Student life and Learning)  
**SUBJECT:** Annual Report of the Committee on Enrolment and Student Affairs (CESA)  
**DATE:** November 5, 2013  
**DOCUMENT #:** D13-23  
**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

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**ISSUE:** Presentation of the annual report of the Committee on Enrolment and Student Affairs 2012-2013 and of plans and priorities for 2013-2014.

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**BACKGROUND & RATIONALE:** The terms of reference for the Committee on Enrolment and Student Affairs (CESA) 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.

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

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**PRIOR CONSULTATION:** CESA

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**NEXT STEPS:** N/A

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**APPENDICES:** Appendix A: 2012-2013 Annual Report of the Committee on Enrolment and Student Affairs

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# McGill

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**Committee on Enrolment and Student Affairs (CESA)**  
**2012-2013 Annual Report**

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**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

**2012-2013 membership***Ex-officio:*

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

*Delegates of Deans from among the large faculties:*

Ashraf Ismail	Agricultural & Environmental Sciences
Nicole Allard	Science
Saleem Razack	Medicine

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

Jaye Ellis	Law
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*Representative of Senate from the administrative and support staff*

Marieke Bosch-Larose	Science
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*Representatives of Senate from the academic staff*

Vikram Bhatt	Engineering
Allan Hepburn	Arts
Isabelle Cossette	Music

*Representative of the Alumni Association*

Cynthia Price	
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*Student representatives:*

Haley Dinell	Undergraduate student, SSMU
Moe Nasr	Undergraduate student, SSMU
Benjamin Wiles	Graduate student, PGSS
Erica Deluca	Undergraduate student, Macdonald Campus

*Secretary to the Committee:*

Jonathan Nordland	Academic Planning Officer, Office of the Deputy Provost
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## **Report on CESA activities, 2012-2013**

The Committee met on 5 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 recommended changes to sections 3.4.3 and 8.1.1 of the University Student Assessment Policy, which were approved by Senate at its January 23, 2013 meeting.

#### **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 2014-2015 and 2015-2016 academic calendar of dates, which was approved by Senate at its May 15, 2013 meeting.

### **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 2012-2013:

New Non-Template awards approved:	37
New awards conforming to an approved template:	47
Revisions to awards conforming to an approved template:	34

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

- a) The Committee approved the admissions policy for the MasterCard Foundation Scholars Program at its December 18, 2012 meeting.
- b) The Committee approved an amended admissions criteria to the joint MD-OMFS between the faculties of Medicine and Dentistry at its February 19, 2013 meeting.
- c) The Committee approved a revised mature student policy for the Bachelor of Theology in the Faculty of Religious Studies at its April 16, 2013 meeting.

#### **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 membership of the Subcommittee on Admissions Review.

#### **Plans for 2013-2014**

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 2016-2017.

CESA will meet at least three times during the 2013-2014 academic year.

*Jon Nordland*