



# Memorandum

**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 (2013-2014)

**DATE:** November 19, 2014

**DOCUMENT #:** D14-20

**ACTION REQUIRED:**  INFORMATION     APPROVAL/DECISION

**ISSUE:** Presentation of the annual report of the Committee on Enrolment and Student Affairs 2013-2014 and of plans and priorities for 2014-2015.

**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: 2013-2014 Annual Report of the Committee on Enrolment and Student Affairs



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**Committee on Enrolment and Student Affairs (CESA)**

**2013-2014 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

**2013-2014 membership**

*Ex-officio:*

Ollivier Dyens

Deputy-Provost (Student Life and Learning) - Chair

Laura Nilson

Associate Provost (Graduate Education) delegate

Andre Costopoulos

Dean of Students

*Delegates of Deans from among the large faculties:*

Dannielle Donelley

Agricultural & Environmental Sciences

Nicole Allard

Science

Elaine Davis

Medicine

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

Jaye Ellis

Law

*Representative of Senate from the administrative and support staff*

Marieke Bosch-Larose

Science

*Representatives of Senate from the academic staff*

Vikram Bhatt

Engineering

Allan Hepburn

Arts

Isabelle Cossette

Music

*Representative of the Alumni Association*

Louise Kierans

*Student representatives:*

Joey Shae

Undergraduate student, SSMU

Kate Sheridan

Undergraduate student, SSMU

Benjamin Wiles

Graduate student, PGSS

Andre Maynard

Undergraduate student, Macdonald Campus

*Secretary to the Committee:*

Jonathan Nordland

Academic Planning Officer, Office of the Deputy Provost

## **Report on CESA activities, 2013-2014**

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) No policy changes were recommended.

#### **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 recommended the Academic Calendar of Dates for the 2017-2018 academic year to Senate.

### **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:	22
New awards conforming to an approved template:	32
Revisions to awards conforming to an approved template:	63

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

- a) The Committee amended the definition of non-traditional pathway and pilot qualifying year for admission into the Faculty of Medicine;
- b) The Committee approved a proposal to implement a letter of intent for applicants to the Bachelor of Education Programs in the Department of Integrated Studies in Education;
- c) The Committee approved a policy allowing students with advanced standing to complete a four year program
- d) The Committee approved a change to the Entrance requirements for the Graduate Certificate in Internet business;
- e) The Committee approved the proposal to implement multiple mini-interviews in the Faculty of Dentistry;

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

##### **4.1 Policy recommendations**

No policy recommendations were made.

##### **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 2014-2015**

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, and recommend to Senate, the calendar of dates for 2018-2019.
3. Amend to simplify the process for approval of University awards.

CESA will meet at least three times during the 2014-2015 academic year.

*Jon Nordland*