

**AGENDA**

**NOTE: Members who wish to have items moved from the Consent to the Regular Agenda should contact the University Secretariat before the Senate meeting. Members may also request to have items moved when the Agenda is presented for approval.**

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***A. OPEN SESSION***

**OPENING REMARKS**

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**CONSENT**

**2. MINUTES OF PREVIOUS MEETING – NOVEMBER 14, 2018 (OPEN SESSION)**

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**REGULAR**

**3. BUSINESS ARISING**

**4. ENQUIRIES**

**5. COMMUNICATIONS**

- 7 - 16      a. **Enrolment Figures (INFORMATION)**  
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- 17 - 40      b. **Equity and Inclusion Office Report (INFORMATION)**  
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**6. GRADUATE COUNCIL REPORT**

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**8. UNIVERSITY PLANNING COMMITTEE REPORT**

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(APPROVAL)

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**13. AMENDMENTS TO THE GRADUAND LISTS**

**14. EXECUTIVE COMMITTEE REPORT**

**15. COMMITTEE ON APPOINTMENTS REPORT**

**REGULAR**

**16. COMMITTEE ON APPOINTMENTS REPORT**

**17. COMMITTEE ON HONORARY DEGREES**

**18. OTHER BUSINESS**

Total Graduate Headcount Enrolment by associated Faculty and Department, Fall 2018

ASSOCIATED FACULTY/DEPARTMENT		2018/2019													
		Full Time				Part Time				Headcount Total				CO-OP WorkTerm	
		DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	MASTERS	TOTAL
BUSINESS	BUSINESS	75		25	100	3			3	6	78	28	106		
	EMBA		30		30						30		30		
	FINANCE		143		143						143		143		
	MBA		348		348		147		147		495		495	95	95
	TOTAL	75	521	25	621	3	147		153	78	668	28	774	95	95
ENGINEERING	BIOMEDICAL ENGINEERING	35	29		64		1		1	35	30		65		
	CHEMICAL ENGINEERING	56	33		89	1			1	57	33		90		
	CIVIL ENGINEERING	60	26		86	3	6		9	63	32		95		
	COMPUTING AND SOFTWARE	45	66		111	6	7		13	51	73		124		
	ELECTRICAL AND COMPUTER ENGINEERING	80	74		154	1	6		7	81	80		161		
	ENGINEERING PHYSICS	35	27		62		10		10	35	37		72		
	ENGINEERING PRACTICE		198		198		21		21		219		219		
	FACULTY OF ENGINEERING			45	45							45	45		
	MATERIALS SCIENCE AND ENGINEERING	32	32		64		1		1	32	33		65		
	MECHANICAL ENGINEERING	73	57		130	4	1		5	77	58		135		
	TOTAL	416	542	45	1003	15	53		68	431	595	45	1071		
HEALTH SCIENCES	BIOCHEMISTRY	75	47		122					75	47		122		
	BIOMEDICAL DISCOVERY AND COMMERCIALIZATION		18		18						18		18		
	CLINICAL BEHAVIOURAL SCIENCE							19	19				19		
	CLINICAL BEHAVIOURAL STUDIES														
	FACULTY OF HEALTH SCIENCES			9	9			5	5			14	14		
	HEALTH RESEARCH METHODOLOGY	62	70	2	134	21	36	52	109	83	106	54	243		
	HEALTH SCIENCE EDUCATION		27		27		46		46		73		73		
	MEDICAL SCIENCES	68	104		172		1		1	68	105		173		
	NURSING	13	63	2	78	7	22	1	30	20	85	3	108		
	OCCUPATIONAL THERAPY		132		132						132		132		
	PEDIATRICS		32		32		11		11		43		43		
	PHYSIOTHERAPY		127		127						127		127		
	PUBLIC HEALTH		49		49		10		10		59		59		
	REHABILITATION SCIENCE	25	27		52	12	47		59	37	74		111		
	SCHOOL OF REHAB SCIENCE		59		59						59		59		
	EHEALTH		75		75		31		31		106		106		
	GLOBAL HEALTH		84		84						84		84		
	HEALTH MANAGEMENT		17		17		133		133		150		150		
	HEALTH POLICY	31			31					31			31		
	NEUROSCIENCE	25	26		51		1		1	25	27		52		
	TOTAL	299	957	13	1269	40	338	77	455	339	1295	90	1724		
HUMANITIES	CLASSICS	6	4		10					6	4		10		
	COMMUNICATION MANAGEMENT						51		51		51		51		
	COMMUNICATION STUDIES & MULTIMEDIA	9	13		22					9	13		22		
	ENGLISH	55	27		82		1		1	55	28		83		
	FRENCH	13	4		17					13	4		17		
	HISTORY	29	13		42	2			2	31	13		44		
	INTERDISCIPLINARY STUDIES		10		10						10		10		
	LINGUISTICS AND LANGUAGES	16	9		25					16	9		25		
	PHILOSOPHY	35	15		50		2		2	35	17		52		
	FACULTY OF HUMANITIES			4	4							4	4		
	TOTAL	163	95	4	262	2	54		56	165	149	4	318		
SCIENCE	BIOLOGY	37	47		84		1		1	37	48		85		
	CHEMISTRY	48	19		67					48	19		67		
	FACULTY OF SCIENCE			11	11							11	11		
	GEOGRAPHY AND EARTH SCIENCES	40	36		76	5	2		7	45	38		83		
	KINESIOLOGY	22	26		48	2	1		3	24	27		51		
	MATH AND STATISTICS	30	48		78					30	48		78		
	MEDICAL PHYSICS	9	9		18	1	5		6	10	14		24		
	PHYSICS AND ASTRONOMY	39	27		66					39	27		66		
	PSYCHOLOGY	71	36		107	1			1	72	36		108		
	CHEMICAL BIOLOGY	14	15		29					14	15		29		
	COMPUTATIONAL SCIENCE AND ENGINEERING	19	17		36	2			2	21	17		38		
	TOTAL	329	280	11	620	11	9		20	340	289	11	640		

ASSOCIATED FACULTY/DEPARTMENT		2018/2019													
		Full Time				Part Time				Headcount Total				CO-OP WorkTerm	
		DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	MASTERS	TOTAL
SOCIAL SCIENCES	ANTHROPOLOGY	23	17		40	1			1	24	17		41		
	ECONOMICS	23	20		43		1		1	23	21		44		
	FACULTY OF SOCIAL SCIENCES			2	2							2	2		
	HEALTH, AGING & SOCIETY	16	8		24					16	8		24		
	LABOUR STUDIES	4	12		16		2		2	4	14		18		
	POLITICAL SCIENCE	31	22		53					31	22		53		
	RELIGIOUS STUDIES	28	10		38	1			1	29	10		39		
	SOCIAL WORK	20	13	2	35		11		11	20	24	2	46		
	SOCIOLOGY	27	15		42					27	15		42		
	GLOBALIZATION		16		16		1		1		17		17		
TOTAL		172	133	4	309	2	15		17	174	148	4	326		
INTERDISCIPLINARY	INTERDISCIPLINARY(POST DEGR)														
	INTERDISCIPLINARY (RESEARCH)			4	4							4	4		
	TOTAL			4	4							4	4		
GRAND TOTAL		1454	2528	106	4088	73	616	80	769	1527	3144	186	4857	95	95

Note 1: Headcount is as of November 1st and as reported to MTCU.

Note 2: Headcount enrolment of McMaster interdisciplinary programs is counted under their designated associated Faculty.

Note 3: Interdisciplinary (No Faculty) contains students in Academic Plans - Interdisciplinary (Post Degr) and Interdisciplinary (Research) who take courses from any Faculty and have not been associated with a specific Faculty.

SOURCE: STUDENT RECORDS DATABASE (PeopleSoft Campus Solutions)

PREPARED BY THE OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS

UPDATED DATE:03DEC2018

Total Domestic Graduate Headcount Enrolment by associated Faculty and Department, Fall 2018

ASSOCIATED FACULTY/DEPARTMENT		2018/2019														CO-OP Work Term	
		Full Time				Part Time				Headcount Total							
		DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	MASTERS	TOTAL		
BUSINESS	BUSINESS	42		1	43	3		3	6	45		4	49				
	EMBA		29		29						29		29				
	FINANCE		1		1						1		1				
	MBA		213		213		147		147		360		360	85	85		
	TOTAL	42	243	1	286	3	147	3	153	45	390	4	439	85	85		
ENGINEERING	BIOMEDICAL ENGINEERING	25	21		46		1		1	25	22		47				
	CHEMICAL ENGINEERING	19	19		38	1			1	20	19		39				
	CIVIL ENGINEERING	15	20		35	3	6		9	18	26		44				
	COMPUTING AND SOFTWARE	27	38		65	6	7		13	33	45		78				
	ELECTRICAL AND COMPUTER ENGINEERING	19	33		52	1	6		7	20	39		59				
	ENGINEERING PHYSICS	22	21		43		10		10	22	31		53				
	ENGINEERING PRACTICE		36		36		21		21		57		57				
	MATERIALS SCIENCE AND ENGINEERING	8	18		26		1		1	8	19		27				
	MECHANICAL ENGINEERING	13	24		37	4	1		5	17	25		42				
	FACULTY OF ENGINEERING			1	1							1	1				
	TOTAL	148	230	1	379	15	53		68	163	283	1	447				
HEALTH SCIENCES	BIOCHEMISTRY	63	44		107					63	44		107				
	BIOMEDICAL DISCOVERY AND COMMERCIALIZATION		17		17						17		17				
	CLINICAL BEHAVIOURAL SCIENCE							18	18			18	18				
	CLINICAL BEHAVIOURAL STUDIES																
	FACULTY OF HEALTH SCIENCES							5	5			5	5				
	HEALTH RESEARCH METHODOLOGY	51	58	2	111	20	35	43	98	71	93	45	209				
	HEALTH SCIENCE EDUCATION		25		25		44		44		69		69				
	MEDICAL SCIENCES	62	96		158		1		1	62	97		159				
	NURSING	13	63	2	78	7	22	1	30	20	85	3	108				
	OCCUPATIONAL THERAPY		131		131						131		131				
	PEDIATRICS		30		30		10		10		40		40				
	PHYSIOTHERAPY		127		127						127		127				
	PUBLIC HEALTH		47		47		9		9		56		56				
	REHABILITATION SCIENCE	18	23		41	12	46		58	30	69		99				
	SCHOOL OF REHAB SCIENCE		58		58						58		58				
	EHEALTH		66		66		31		31		97		97				
	GLOBAL HEALTH		80		80						80		80				
	HEALTH MANAGEMENT		17		17		131		131		148		148				
	HEALTH POLICY	22			22					22			22				
	NEUROSCIENCE	24	26		50		1		1	24	27		51				
	TOTAL	253	908	4	1165	39	330	67	436	292	1238	71	1601				
HUMANITIES	CLASSICS	6	3		9					6	3		9				
	COMMUNICATION MANAGEMENT						51		51		51		51				
	COMMUNICATION STUDIES & MULTIMEDIA	6	12		18					6	12		18				
	ENGLISH	48	26		74		1		1	48	27		75				
	FRENCH	8	3		11					8	3		11				
	HISTORY	26	11		37	2			2	28	11		39				
	INTERDISCIPLINARY STUDIES		8		8						8		8				
	LINGUISTICS AND LANGUAGES	13	7		20					13	7		20				
	PHILOSOPHY	33	15		48		2		2	33	17		50				
	TOTAL	140	85		225	2	54		56	142	139		281				
SCIENCE	BIOLOGY	22	42		64		1		1	22	43		65				
	CHEMISTRY	35	13		48					35	13		48				
	FACULTY OF SCIENCE			1	1							1	1				
	GEOGRAPHY AND EARTH SCIENCES	31	35		66	5	2		7	36	37		73				
	KINESIOLOGY	22	26		48	2	1		3	24	27		51				
	MATH AND STATISTICS	16	34		50					16	34		50				
	MEDICAL PHYSICS	8	8		16		5		5	8	13		21				
	PHYSICS AND ASTRONOMY	26	22		48					26	22		48				
	PSYCHOLOGY	66	31		97	1			1	67	31		98				
	CHEMICAL BIOLOGY	12	15		27					12	15		27				
	COMPUTATIONAL SCIENCE AND ENGINEERING	8	7		15	1			1	9	7		16				
	TOTAL	246	233	1	480	9	9		18	255	242	1	498				

ASSOCIATED FACULTY/DEPARTMENT		2018/2019													
		Full Time				Part Time				Headcount Total				CO-OP Work Term	
		DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	MASTERS	TOTAL
SOCIAL SCIENCES	ANTHROPOLOGY	21	17		38	1			1	22	17		39		
	ECONOMICS	18	17		35	1	1		1	18	18		36		
	HEALTH, AGING & SOCIETY	14	8		22					14	8		22		
	LABOUR STUDIES	4	12		16		2		2	4	14		18		
	POLITICAL SCIENCE	27	21		48					27	21		48		
	RELIGIOUS STUDIES	18	10		28	1			1	19	10		29		
	SOCIAL WORK	20	13	1	34		11		11	20	24	1	45		
	SOCIOLOGY	26	15		41					26	15		41		
	GLOBALIZATION		15		15		1		1		16		16		
	TOTAL	148	128	1	277	2	15		17	150	143	1	294		
INTERDISCIPLINARY	INTERDISCIPLINARY(POST DEGR)														
	TOTAL														
GRAND TOTAL		977	1827	8	2812	70	608	70	748	1047	2435	78	3560	85	85

Note 1: Headcount is as of November 1st and as reported to MTCU.

Note 2: Headcount enrolment of McMaster interdisciplinary programs is counted under their designated associated Faculty.

Note 3: Interdisciplinary (No Faculty) contains students in Academic Plans - Interdisciplinary (Post Degr) and Interdisciplinary (Research) who take courses from any Faculty and have not been associated with a specific Faculty.

SOURCE: STUDENT RECORDS DATABASE (PeopleSoft Campus Solutions)

PREPARED BY THE OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS

UPDATED DATE:03DEC2018

Total International Graduate Headcount Enrolment by associated Faculty and Department, Fall 2018

ASSOCIATED FACULTY/DEPARTMENT		2018/2019												CO-OP Work Term		
		Full Time				Part Time				Headcount Total						
		DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL			
BUSINESS	BUSINESS	33		24	57					33		24	57			
	EMBA		1		1						1		1			
	FINANCE		142		142						142		142			
	MBA		135		135						135		135	10	10	
	TOTAL	33	278	24	335					33	278	24	335	10	10	
ENGINEERING	CHEMICAL ENGINEERING	37	14		51					37	14		51			
	CIVIL ENGINEERING	45	6		51					45	6		51			
	COMPUTING AND SOFTWARE	18	28		46					18	28		46			
	ELECTRICAL AND COMPUTER ENGINEERING	61	41		102					61	41		102			
	ENGINEERING PHYSICS	13	6		19					13	6		19			
	ENGINEERING PRACTICE		162		162						162		162			
	FACULTY OF ENGINEERING			44	44							44	44			
	MATERIALS SCIENCE AND ENGINEERING	24	14		38					24	14		38			
	MECHANICAL ENGINEERING	60	33		93					60	33		93			
	BIOMEDICAL ENGINEERING	10	8		18					10	8		18			
	TOTAL	268	312	44	624					268	312	44	624			
	HEALTH SCIENCES	BIOCHEMISTRY	12	3		15					12	3		15		
		BIOMEDICAL DISCOVERY AND COMMERCIALIZATION		1		1						1		1		
FACULTY OF HEALTH SCIENCES				9	9							9	9			
HEALTH RESEARCH METHODOLOGY		11	12		23	1	1	9	11	12	13	9	34			
HEALTH SCIENCE EDUCATION			2		2		2		2		4		4			
MEDICAL SCIENCES		6	8		14					6	8		14			
PEDIATRICS			2		2		1		1		3		3			
PHYSIOTHERAPY																
PUBLIC HEALTH			2		2		1		1		3		3			
REHABILITATION SCIENCE		7	4		11		1		1	7	5		12			
EHEALTH			9		9						9		9			
GLOBAL HEALTH			4		4						4		4			
HEALTH MANAGEMENT							2		2		2		2			
HEALTH POLICY		9			9					9			9			
NEUROSCIENCE		1			1					1			1			
CLINICAL BEHAVIOURAL SCIENCE								1	1			1	1			
OCCUPATIONAL THERAPY			1		1						1		1			
SCHOOL OF REHAB SCIENCE		1		1						1		1				
TOTAL	46	49	9	104	1	8	10	19	47	57	19	123				
HUMANITIES	COMMUNICATION MANAGEMENT															
	COMMUNICATION STUDIES & MULTIMEDIA	3	1		4					3	1		4			
	ENGLISH	7	1		8					7	1		8			
	FRENCH	5	1		6					5	1		6			
	HISTORY	3	2		5					3	2		5			
	INTERDISCIPLINARY STUDIES		2		2						2		2			
	LINGUISTICS AND LANGUAGES	3	2		5					3	2		5			
	PHILOSOPHY	2			2					2			2			
	CLASSICS		1		1						1		1			
	FACULTY OF HUMANITIES			4	4							4	4			
	TOTAL	23	10	4	37					23	10	4	37			

ASSOCIATED FACULTY/DEPARTMENT		2018/2019													
		Full Time				Part Time				Headcount Total				CO-OP Work Term	
		DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	DOCTORAL	MASTERS	DIP/CERT	TOTAL	MASTERS	TOTAL
SCIENCE	BIOLOGY	15	5		20					15	5		20		
	CHEMISTRY	13	6		19					13	6		19		
	FACULTY OF SCIENCE			10	10							10	10		
	GEOGRAPHY AND EARTH SCIENCES	9	1		10					9	1		10		
	MATH AND STATISTICS	14	14		28					14	14		28		
	MEDICAL PHYSICS	1	1		2	1			1	2	1		3		
	PHYSICS AND ASTRONOMY	13	5		18					13	5		18		
	PSYCHOLOGY	5	5		10					5	5		10		
	CHEMICAL BIOLOGY	2			2					2			2		
	COMPUTATIONAL SCIENCE AND ENGINEERING	11	10		21	1			1	12	10		22		
	TOTAL	83	47	10	140	2			2	85	47	10	142		
SOCIAL SCIENCES	ANTHROPOLOGY	2			2					2			2		
	ECONOMICS	5	3		8					5	3		8		
	FACULTY OF SOCIAL SCIENCES			2	2							2	2		
	HEALTH, AGING & SOCIETY	2			2					2			2		
	POLITICAL SCIENCE	4	1		5					4	1		5		
	RELIGIOUS STUDIES	10			10					10			10		
	SOCIAL WORK			1	1							1	1		
	SOCIOLOGY	1			1					1			1		
	GLOBALIZATION		1		1						1		1		
	TOTAL	24	5	3	32					24	5	3	32		
	INTERDISCIPLINARY	INTERDISCIPLINARY (RESEARCH)			4	4							4	4	
	TOTAL			4	4							4	4		
GRAND TOTAL		477	701	98	1276	3	8	10	21	480	709	108	1297	10	10

Note 1: Headcount is as of November 1st and as reported to MTCU.

Note 2: Headcount enrolment of McMaster interdisciplinary programs is counted under their designated associated Faculty.

Note 3: Interdisciplinary (No Faculty) contains students in Academic Plans - Interdisciplinary (Post Degr) and Interdisciplinary (Research) who take courses from any Faculty and have not been associated with a specific Faculty.

SOURCE: STUDENT RECORDS DATABASE (PeopleSoft Campus Solutions)

PREPARED BY THE OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS

UPDATED DATE: 03DEC2018



Full Time and Part Time Undergraduate Enrolment by Faculty and Level, as of November 1st.

FACULTY/LEVEL	2017/2018										2018/2019									
	Fall										Fall									
	Full Time							Part Time	Grand Total	Full Time							Part Time	Grand Total	Grand Total Δ in %	
	I	II	III	IV	V	OTHER	Total	Total		I	II	III	IV	V	OTHER	Total	Total			
BUSINESS	971	819	646	564		7	3007	55	3062	959	788	850	580		2	3179	87	3266	6.7%	
SCHOOL OF ENGINEERING AND APPLIED SCIENCES	969	1116	876	912	202		4075	68	4143	1182	1018	985	940	191		4316	67	4383	5.8%	
SCHOOL OF ENGINEERING PRACTICE & TECHNOLOGY	223	236	273	374			1106	222	1328	264	205	328	384			1181	224	1405	5.8%	
ENGINEERING OTHER	3	2	16			9	30	10	40	3	13	1			33	50	7	57	42.5%	
ENGINEERING TOTAL	1195	1354	1165	1286	202	9	5211	300	5511	1449	1236	1314	1324	191	33	5547	298	5845	6.1%	
BACHELORS PROGRAMS	237	273	261	204		1	976	6	982	243	257	335	222	5	2	1064	3	1067	8.7%	
SCHOOL OF MEDICINE	204	205	205				614	0	614	202	208	202				612	0	612	-0.3%	
MIDWIFERY	30	27	37	27			121	0	121	32	28	25	41			126	2	128	5.8%	
PHYSICIANS ASSISTANT	24	23					47	0	47	25	22					47	0	47	0.0%	
RESIDENTS						1088	1088	0	1088						1116	1116	0	1116	2.6%	
NURSING	123	127	205	216			671	12	683	136	111	196	201			644	9	653	-4.4%	
INTERDISCIPLINARY STUDIES HEALTH SCIENCES							0	0	0		29					29	0	29	N/A	
COLLABORATIVE NURSING	200	374	317	329			1220	104	1324	274	338	330	359			1301	70	1371	3.5%	
FHS CONTINUING						1	1	14	15						4	4	2	6	-60.0%	
HEALTH SCIENCES TOTAL	818	1029	1025	776		1090	4738	136	4874	912	993	1088	823	5	1122	4943	86	5029	3.2%	
HUMANITIES	548	587	535	463		10	2143	129	2272	544	600	529	429		31	2133	129	2262	-0.4%	
SCIENCE	1872	1835	1546	1471	17	44	6785	117	6902	1897	1855	1716	1478	14	93	7053	116	7169	3.9%	
SOCIAL SCIENCES	1176	1059	1012	680		22	3949	243	4192	1211	1175	959	657		36	4038	218	4256	1.5%	
ARTS & SCIENCE	62	75	67	68		3	275	3	278	70	59	71	71			271	4	275	-1.1%	
DIVINITY	27	18	2			16	63	128	191	11	19	2			17	49	139	188	-1.6%	
GRAND TOTAL	6669	6776	5998	5308	219	1201	26171	1111	27282	7053	6725	6529	5362	210	1334	27213	1077	28290	3.7%	

Note 1: Undergraduate Headcount enrolment includes Fall as reported to MTCU on each year.

Note 2: The Headcount total column excludes students in the co-op work term.

Note 3: Faculty of Engineering Other includes: Continuing Student- Engineering, Exchange Student (Incoming)- EN, LOP (Incoming) - EN, LOP / Visiting (Incoming) - EN, Transition Student- Engineering.

Note 4: Effective Summer 2015, McMaster's definition of a part time student changed from 12 units to 9 units per four month term.

Source: Student Records Database (PeopleSoft Campus Solutions).

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**Enrolment Management Update  
Headcounts of Level 1 students**

FACULTY/PROGRAM			Total Target	101			105			Grand Total	RETURNING			Grand Total - Target
				Full-Time	Part-Time	Total	Full-Time	Part-Time	Total		Full-Time	Part-Time	Total	
ARTS & SCIENCE PROGRAM	Arts & Science 1	ASCIENCE1	70	49		49	18		18	67	3		3	-3
	Total		70	49		49	18		18	67	3		3	-3
FACULTY OF BUSINESS	Business 1	BUSINESS1	785	668	2	670	92	2	94	764	139	12	151	-21
	Integrated Business&Humanities	HIBH	50	50		50	1		1	51	1		1	1
	Transition Student-Business	TRANS SB								0	8	3	11	0
	Total		835	718	2	720	93	2	95	815	148	15	163	-20
FACULTY OF ENGINEERING	B Tech 1 - BioTechnology CO-OP	BTECH_BIO1	43	42		42	6		6	48	9		9	5
	BTech1-Auto&Veh Eng Tech CO-OP	BTECH_AVT1	80	88		88	11		11	99	17		17	19
	BTech1-Automatn Eng Tech CO-OP	BTECH_PA1	80	81		81	3		3	84	7		7	4
	Computer Science 1	COMPSCI1		3		3	2		2	5	3		3	
	Computer Science 1 CO-OP	COMPSCICO1	45	41		41	8		8	49	2		2	9
	Engineering 1	ENGINEER1		107		107	15	1	16	123	16	2	18	
	Engineering 1 CO-OP	ENGINEERC1	899	692	1	693	96	1	97	790	56	3	59	14
	Integr Biomed Eng&Hth Sc1CO-OP	IBEHSC1		102		102	11		11	113				-9
	Integrated Biomed Eng & HthSc1	IBEHS1	150	25		25	3		3	28				
	Transition Student-Engineering	TRANSEN								0	3	2	5	0
	Total		1297	1181	1	1182	155	2	157	1339	113	7	120	42
FACULTY OF HEALTH SCIENCES	Bach. of Health Sciences Hon	BHSCH	240	216		216	25		25	241	2		2	1
	Total		240	216		216	25		25	241	2		2	1
FACULTY OF HUMANITIES	Humanities 1	HUM1	450	325	1	326	119	5	124	450	51	9	60	0
	Music 1	MUSIC1	25	11		11	3		3	14	7		7	-11
	Studio Art 1	STUDIOART1	26	23		23	4	1	5	28	1	1	2	2
	Total		501	359	1	360	126	6	132	492	59	10	69	-9
FACULTY OF SCIENCE	Chemical &Physical Sci Gateway	PHYSALSCI1	105	79		79	12		12	91	21	3	24	-14
	Enviro & Earth Sci Gateway	ENVEARTH1	63	53		53	13	1	14	67	12		12	4
	Integrated Science	HINTEGSCI	60	63		63	5		5	68	1		1	8
	Kinesiology	HKINESIOL	205	232	1	233	11		11	244	7		7	39
	Life Sciences Gateway	LIFESCI1	1018	903		903	68	2	70	973	43	3	46	-45
	Math & Statistics Gateway	MATHSTAT1	202	189		189	37		37	226	37		37	24
	Medical Radiation Sciences	MEDRADSCI	110	98		98	10		10	108	3		3	-2
	Total		1763	1617	1	1618	156	3	159	1777	124	6	130	14
FACULTY OF SOCIALSCIENCES	Social Sciences 1	SOCSCI1	992	867	4	871	173	6	179	1050	171	16	187	58
	Total		992	867	4	871	173	6	179	1050	171	16	187	58
MIDWIFERY	Midwifery	MIDWIFERY	30	6		6	24		24	30	2		2	0
	Total		30	6		6	24		24	30	2		2	0
SCHOOL OF NURSING	Nursing - McMaster	NURS_MCM	120	107		107	8	1	9	116	21	2	23	-4
	Total		120	107		107	8	1	9	116	21	2	23	-4
Grand Total			5848	5120	9	5129	778	20	798	5927	643	56	699	79

Note 1:\* 101 - students registered in previous academic year at Ontario Secondary School.

Note 2:\* 105 - all other applicants including students that came indirectly from an Ontario Secondary School.

Note 3:\* Returning - internal transfers, students repeating Level 1, students readmitted, and students with course deficiency.

Note 4: Headcounts as of November 1 and as reported to MTCU.

Note 5: Headcounts exclude Divinity, Mohawk & Conestoga Nursing.

Source: Student Records Database.

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UPDATED ON: 28NOV2018



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**Enrolment Management Update  
Headcounts of Level 1 Domestic students**

FACULTY/PROGRAM			Domestic Target	101			105			Grand Total	RETURNING			Grand Total - Target
				Full-Time	Part-Time	Total	Full-Time	Part-Time	Total		Full-Time	Part-Time	Total	
ARTS & SCIENCE PROGRAM	Arts & Science 1	ASCIENCE1	70	49		49	17		17	66	3		3	-4
	Total		70	49		49	17		17	66	3		3	-4
FACULTY OF BUSINESS	Business 1	BUSINESS1	585	562	2	564	42	1	43	607	50	8	58	22
	Integrated Business&Humanities	HIBH	50	50		50	1		1	51	1		1	1
	Transition Student-Business	TRANSSB								0	4	1	5	0
	Total		635	612	2	614	43	1	44	658	55	9	64	23
FACULTY OF ENGINEERING	B Tech 1 - BioTechnology CO-OP	BTECH_BIO1	34	38		38	3		3	41	7		7	7
	BTech1-Auto&Veh Eng Tech CO-OP	BTECH_AVT1	65	75		75	6		6	81	8		8	16
	BTech1-Automatn Eng Tech CO-OP	BTECH_PA1	72	69		69	2		2	71	3		3	-1
	Computer Science 1	COMPSCI1		1		1	2		2	3	2		2	
	Computer Science 1 CO-OP	COMPSCICO1	25	25		25	1		1	26	1		1	4
	Engineering 1	ENGINEER1		97		97	8		8	105	10	2	12	
	Engineering 1 CO-OP	ENGINEERC1	690	610		610	47	1	48	658	41	1	42	73
	Integr Biomed Eng&Hth Sc1CO-OP	IBEHSC1		101		101	11		11	112				-4
	Integrated Biomed Eng & HthSc1	IBEHS1	140	21		21	3		3	24				
	Transition Student-Engineering	TRANSEN								0	2	2	4	0
	Total		1026	1037		1037	83	1	84	1121	74	5	79	95
FACULTY OF HEALTH SCIENCES	Bach. of Health Sciences Hon	BHSCH	238	215		215	25		25	240	2		2	2
	Total		238	215		215	25		25	240	2		2	2
FACULTY OF HUMANITIES	Humanities 1	HUM1	410	304	1	305	114	5	119	424	39	7	46	14
	Music 1	MUSIC1	25	11		11	3		3	14	6		6	-11
	Studio Art 1	STUDIOART1	25	20		20	4	1	5	25		1	1	0
	Total		460	335	1	336	121	6	127	463	45	8	53	3
FACULTY OF SCIENCE	Chemical &Physical Sci Gateway	PHYSALSCI1	70	63		63	7		7	70	5	1	6	0
	Enviro & Earth Sci Gateway	ENVEARTH1	48	48		48	10	1	11	59	8		8	11
	Integrated Science	HINTEGSCI	58	63		63	5		5	68	1		1	10
	Kinesiology	HKINESIOL	200	230		230	11		11	241	7		7	41
	Life Sciences Gateway	LIFESC11	953	868		868	56		56	924	35	3	38	-29
	Math & Statistics Gateway	MATHSTAT1	125	100		100	15		15	115	7		7	-10
	Medical Radiation Sciences	MEDRADSCI	108	96		96	10		10	106	3		3	-2
	Total		1562	1468		1468	114	1	115	1583	66	4	70	21
FACULTY OF SOCIAL SCIENCES	Social Sciences 1	SOCSCI1	870	814	3	817	140	5	145	962	102	15	117	92
	Total		870	814	3	817	140	5	145	962	102	15	117	92
MIDWIFERY	Midwifery	MIDWIFERY	30	6		6	24		24	30	2		2	0
	Total		30	6		6	24		24	30	2		2	0
SCHOOL OF NURSING	Nursing - McMaster	NURS_MCM	120	106		106	8	1	9	115	21	2	23	-5
	Total		120	106		106	8	1	9	115	21	2	23	-5
Grand Total			5011	4642	6	4648	575	15	590	5238	370	43	413	227

Note 1:\* 101 - students registered in previous academic year at Ontario Secondary School.

Note 2:\* 105 - all other applicants including students that came indirectly from an Ontario Secondary School.

Note 3:\* Returning - internal transfers, students repeating Level 1, students readmitted, and students with course deficiency.

Note 4: Headcounts as of November 1 and as reported to MTCU.

Note 5: Headcounts exclude Divinity, Mohawk & Conestoga Nursing.

Source: Student Records Database.

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**Enrolment Management Update  
Headcounts of Level 1 VISA students**

FACULTY/PROGRAM			VISA Target	101			105			Grand Total	RETURNING			Grand Total - Target
				Full-Time	Part-Time	Total	Full-Time	Part-Time	Total		Full-Time	Part-Time	Total	
ARTS & SCIENCE PROGRAM	Arts & Science 1	ASCIENCE1	0			0	1		1	1				1
	Total		0			0	1		1	1				1
FACULTY OF BUSINESS	Business 1	BUSINESS1	200	106		106	50	1	51	157	89	4	93	-43
	Transition Student-Business	TRANSSB	0							0	4	2	6	0
	Total		200	106		106	50	1	51	157	93	6	99	-43
FACULTY OF ENGINEERING	B Tech 1 - BioTechnology CO-OP	BTECH_BIO1	9	4		4	3		3	7	2		2	-2
	BTech1-Auto&Veh Eng Tech CO-OP	BTECH_AVT1	15	13		13	5		5	18	9		9	3
	BTech1-Automatn Eng Tech CO-OP	BTECH_PA1	8	12		12	1		1	13	4		4	5
	Computer Science 1	COMPSCI1	20	2		2				0	1		1	3
	Computer Science 1 CO-OP	COMPSCICO1		16		16	7		7	23	1		1	
	Engineering 1	ENGINEER1	209	10		10	7	1	8	18	6		6	-59
	Engineering 1 CO-OP	ENGINEERC1		82	1	83	49		49	132	15	2	17	
	Integr Biomed Eng&Hth Sc1CO-OP	IBEHSC1	10	1		1				0				-10
	Integrated Biomed Eng & HthSc1	IBEHS1		4		4				0				
	Transition Student-Engineering	TRANSEN								0	1		1	
	Total		271	144	1	145	72	1	73	218	39	2	41	-53
FACULTY OF HEALTH SCIENCES	Bach. of Health Sciences Hon	BHSCH	2	1		1				0				-2
	Total		2	1		1				0				-2
FACULTY OF HUMANITIES	Humanities 1	HUM1	40	21		21	5		5	26	12	2	14	-14
	Music 1	MUSIC1	0							0	1		1	0
	Studio Art 1	STUDIOART1	1	3		3				0	1		1	-1
	Total		41	24		24	5		5	29	14	2	16	-12
FACULTY OF SCIENCE	Chemical &Physical Sci Gateway	PHYSALSCI1	35	16		16	5		5	21	16	2	18	-14
	Enviro & Earth Sci Gateway	ENVEARTH1	15	5		5	3		3	8	4		4	-7
	Integrated Science	HINTEGSCI	2			0				0			0	-2
	Kinesiology	HKINESIOL	5	2	1	3				0				-5
	Life Sciences Gateway	LIFESCI1	65	35		35	12	2	14	49	8		8	-16
	Math & Statistics Gateway	MATHSTAT1	77	89		89	22		22	111	30		30	34
	Medical Radiation Sciences	MEDRADSCI	2	2		2				0				-2
	Total		201	149	1	150	42	2	44	194	58	2	60	-7
FACULTY OF SOCIAL SCIENCES	Social Sciences 1	SOCSCI1	122	53	1	54	33	1	34	88	69	1	70	-34
	Total		122	53	1	54	33	1	34	88	69	1	70	-34
SCHOOL OF NURSING	Nursing - McMaster	NURS_MCM	0	1		1				0				0
	Total		0	1		1				0				0
Grand Total			837	478	3	481	203	5	208	689	273	13	286	-148

Note 1:\* 101 - students registered in previous academic year at Ontario Secondary School.

Note 2:\* 105 - all other applicants including students that came indirectly from an Ontario Secondary School.

Note 3:\* Returning - internal transfers, students repeating Level 1, students readmitted, and students with course deficiency.

Note 4: Headcounts as of November 1 and as reported to MTCU.

Note 5: Headcounts exclude Divinity, Mohawk & Conestoga Nursing.

Source: Student Records Database.

PREPARED BY THE OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS

UPDATED ON: 28NOV2018



# Equity and Inclusion Office

## Annual Report

**SEPTEMBER 1, 2017  
– AUGUST 31, 2018**

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**BRIGHTER WORLD**

Equity and  
Inclusion Office







# Equity and Inclusion Office

## Annual Report

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## Relevant Links

**Accessibility Hub** [accessibility.mcmaster.ca](https://accessibility.mcmaster.ca)

**Equity and Inclusion Office** [equity.mcmaster.ca](https://equity.mcmaster.ca)

**Equity and Inclusion on Facebook** [facebook.com/EIOMcMaster](https://facebook.com/EIOMcMaster)

**Hamilton Anti-Racism Resource Centre** [harrc.ca](https://harrc.ca)

**Policy on Discrimination and Harassment: Prevention & Response**  
[mcmaster.ca/policy/General/HR/Discrimination\\_and\\_Harassment.pdf](https://mcmaster.ca/policy/General/HR/Discrimination_and_Harassment.pdf)

**President's Advisory Committee on Building an Inclusive Community** [pacbic.mcmaster.ca](https://pacbic.mcmaster.ca)

**Sexual Violence Policy**  
[mcmaster.ca/vpacademic/Sexual\\_Violence\\_Docs/Sexual\\_Violence\\_Policy\\_effec-Jan\\_1,2017.pdf](https://mcmaster.ca/vpacademic/Sexual_Violence_Docs/Sexual_Violence_Policy_effec-Jan_1,2017.pdf)

**Sexual Violence Response Protocol** [svrp.mcmaster.ca](https://svrp.mcmaster.ca)

# Message from Dr. Arig al Shaibah, Associate Vice President

## Dear Campus Community Members:

As McMaster's inaugural Associate Vice President, Equity and Inclusion, it is my pleasure to present this 2018 Annual Report of the Equity and Inclusion Office, and to offer some introductory comments!



While this report provides both narrative highlights and statistical information related to the programs and services offered through the Office, I would like to share, in these prefacing remarks, some information about my role and what I have been focused on since I joined McMaster in April of 2018.

In the last several months, in addition to familiarizing myself with the campus, I have been engaged in collaborative work to strengthen the foundations needed to enable both the EIO team and the broader community to advance institution-wide equity, diversity and inclusion (EDI).

The EIO has experienced considerable change since its inception. In the last year, the Office benefited from institutional investment in both people and programming. Shortly after I began my term, the entire team engaged in a productive exercise which led to the revitalization of our vision, reinforcement of our core values, and renewal of our mission and mandate. We are poised to maintain forward momentum!

With respect to building broader university capacity to advance EDI, I have been consulting and engaging campus community members – students, faculty, staff and administrators – on the development of an institution-wide EDI framework and strategy. Community consultations will continue through the 2018/19 winter term.

Together, we have been shaping a four-pillar framework spanning all areas of the university:

- 1. Institutional commitment and capacity** (strengthening leadership, governance, and accountability);
- 2. Educational content and context** (innovating teaching, learning and research);
- 3. Interactional capabilities and climate** (developing attitudes, knowledge and skills);
- 4. Compositional diversity and community engagement** (enhancing equity, access, and success).

We have also determined that our EDI efforts should be guided by the following principles:

- *Cultural relevance and reconciliation* through education and relationship-building;
- *Community ownership* through campus consultation and engagement;
- *Collective responsibility* through senior level accountability and distributed leadership;
- *Coordinated de-centralization* through cross campus collaborations and synergies; and
- *Continuous improvement* through evidence-based decision-making and practice.

We are living in increasingly diverse, pluralistic, and interconnected communities, yet disparities in social determinants of human health and well-being persist, intergroup conflict continues, and solutions to local and global economic and environmental sustainability challenges elude us. It is more important than ever to generate knowledge and graduate scholars, global citizens and leaders to address these contemporary issues and challenges. These are the ultimate goals of advancing EDI and inclusive excellence in higher education, and, as a world-class institution, McMaster is well placed to be on the leading edge of these efforts.

Arig

## Executive Summary

McMaster's Equity and Inclusion Office (the Office) experienced considerable change and forward momentum in the 2017/2018 academic year. The following are particularly notable accomplishments.

In April 2018, Dr. Arig al Shaibah joined the Equity and Inclusion Office as McMaster University's first Associate Vice President, Equity and Inclusion. Reporting to the Provost and Vice-President Academic, Dr. David Farrar, Dr. al Shaibah was appointed after a national search and unanimous recommendation by the selection committee.

In March 2018, the Hamilton Anti-Racism Resource Centre (HARRC) was successfully launched in collaboration with the City of Hamilton and the Hamilton Centre for Civic Inclusion. Princewill Ogban was hired as the Manager of the HARRC. More than 10 years in the making, the new HARRC is already proving to be a positive force in combatting race-based discrimination, harassment and hate incidents.

The Office was relocated to the First Floor of University Hall, bringing the entire EIO team together under one roof and creating a more collaborative and efficient work environment. More importantly, the new office location provides a more welcoming and accessible space for members of the University community seeking our support and services, particularly those requiring a private place for confidential consultations.

The EIO website was also updated. More user-friendly, the site is now easier to navigate, and visitors report it is quicker and easier to identify and locate the vital information they are looking for.

In addition to looking forward to Dr. al Shaibah's leadership and vision for advancing a campus-wide EDI Framework and Action Plan, the EIO will be prioritizing the following activities in 2018/19:

- Reviewing both the Sexual Violence Policy and the Policy on Discrimination and Harassment;
- Supporting the implementation of employment equity best practices across the institution;
- Contributing to the enhancement of recruitment and selection training resources and tools;
- Developing a new online tool to improve tracking of Sexual Violence cases; and
- Building on the pilot Indigenous Blanket Exercise to sustain campus community training efforts.

767

Total cases -  
consultations/  
complaints/disclosures

41

Complaints

637

Consultations

89

Sexual Violence  
Disclosures

170

Total workshops  
and events

9,937

Total people  
reached



# The Equity and Inclusion Office

## Advancing equity, diversity and inclusion

### The Equity and Inclusion Office has a broad and proactive mandate to:

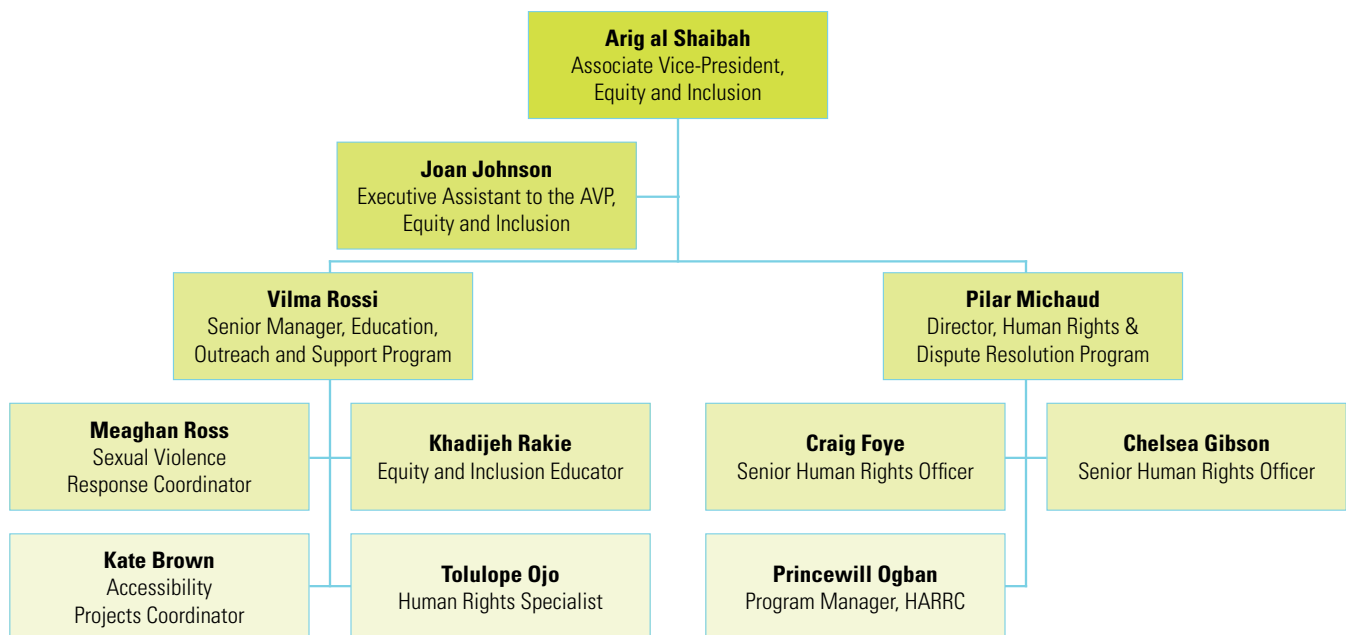
- Identify and address campus-wide systemic equity and inclusion issues;
- Play a central role in campus education and awareness-raising on equity and inclusion; and
- Help develop and implement relevant equity and inclusion initiatives, policies and processes, including those for handling discrimination, harassment and sexual violence concerns and complaints.

The Associate Vice President (AVP), Equity and Inclusion provides leadership to advance institution-wide strategic equity, diversity and inclusion priorities and goals, working collaboratively and in consultation with the President's Advisory Committee on Building an Inclusive Community (PACBIC), the Indigenous Education Council, and the McMaster Accessibility Council.

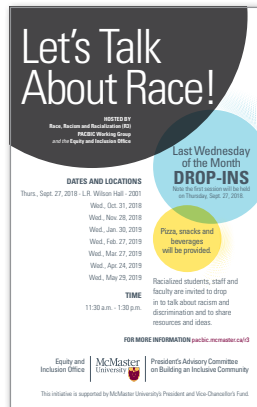
### Two complementary programs

**The Human Rights and Dispute Resolution Program** offers confidential advice, guidance and consultation to students, staff and faculty members on issues related to human rights. The Program houses one of four intake sites listed in McMaster's *Policy on Discrimination and Harassment: Prevention and Response* and the *Sexual Violence Policy*. The Program team is responsible for facilitating the resolution of concerns and complaints and for investigating formal complaints related to issues of discrimination, harassment and sexual violence.

**The Education, Outreach and Support Program** engages students, staff and faculty members through awareness-raising and education, including workshops, equity-related initiatives, inter and intragroup dialogue, support and outreach, and special events. The Program team works closely with partners, both on and off campus, not only to advance equity, inclusion and accessibility, but also to challenge myths and misconceptions about sexual violence on campus.

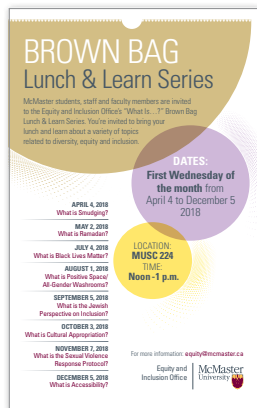


# Education, Outreach and Support Program 2017/18 Highlights



**The Education, Outreach and Support (EOS) Program** – formerly known as the Equity Services Program – is overseen by Vilma Rossi, Senior Manager, Education, Outreach and Support. EOS includes AccessMAC, the University's accessibility program, the Sexual Violence Response Protocol, and the Education Portfolio which includes a wide range of educational workshops and initiatives related to equity, diversity and inclusion.

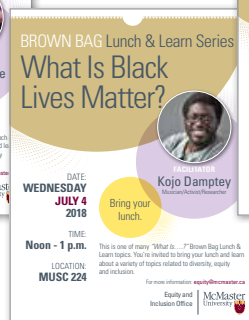
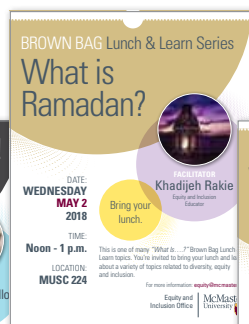
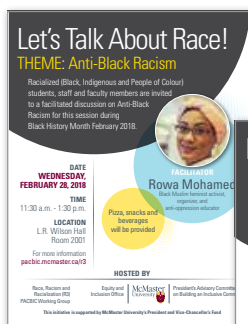
This year, the Program was strengthened by the addition of the **Equity and Inclusion Educator** position. This position was filled by Khadijeh Rake who first undertook the role on a promotional assignment from her previous position as Human Rights Specialist. With the introduction of the Equity and Inclusion Educator role, the Program looks forward to providing an even wider range of workshops and specialized training to build skills and raise awareness around harassment, discrimination, equity, accessibility and inclusion. The Educator will also work closely with team members and with members of historically marginalized groups on campus to create opportunities for intragroup support and dialogue initiatives, such as the very well-received **"Let's Talk About Race"** and **"Disability Discussions"** Series.

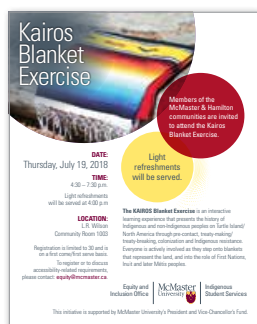
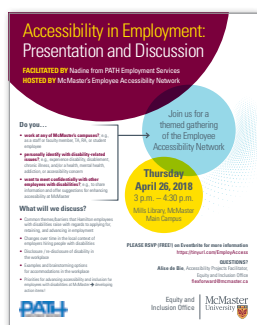


Another exciting initiative was the **Lunch & Learn** series covering a wide range of topics of interest to the campus community. This initiative has been so well-received that the Program will be adding a **"Smart Start"** series for campus members who want a very early start to their day with coffee, croissants and conversation about equity, diversity and inclusion.

Working in close partnership with the Employment Equity Specialist in Human Resources Services, the EOS team continued to build on the success of the "Building Inclusion" Series for managers and supervisors with the "Creating Trans-Inclusive Workspaces Presentation" offered by the 519 Community Centre, Toronto.

The **"Creating Trans-Inclusive Workspaces"** presentation was complemented by the release of the **On-Line Trans Resource** developed by several members of McMaster's transgender and non-binary communities: <https://equity.mcmaster.ca/inclusion-initiatives>





## AccessMac Highlights

- EIO staff worked with youth activists with disabilities and other partners to hold the very first **Momentum: Disability Justice UnConference** to celebrate and commemorate the International Day of Persons with Disabilities (December 3).
- The **Employee Accessibility Network for Employees with Disabilities** was launched.
- In partnership with MSU Maccess, the **Disability Discussions Series** was launched. This student-focused series consists of themed events and networking opportunities for students with disabilities on topics of their choice.
- EIO partnered with MacPherson Institute staff on important accessibility-related initiatives, including the **Accessibility and Equity in Teaching and Learning Network**, which hosted two events in early summer 2018 for faculty and teaching staff members.
- AccessMAC** developed strong partnerships with groups working in accessibility and disability inclusion both within McMaster and in the broader Hamilton community. Partners include the Hamilton Centre for Civic Inclusion, PATH Employment Services, and L'Arche Hamilton.

## Other important highlights of the past reporting year include:

In its ongoing efforts to build an inclusive community, the EOS Program provides many educational events and initiatives to the McMaster community. Notable ones include:

**National Day of Remembrance and Action on Violence Against Women:** EOS works in close partnership with the Anti-Violence Network and the Indigenous Studies Program/Indigenous Student Services to plan the commemorative events held annually on or about December 6th.

**Smudging Protocol:** Led by Katelyn Knott, Indigenous Projects Coordinator and graduate student in Gender Studies and Feminist Research, the Equity and Inclusion Office partnered with members of the Indigenous communities and relevant McMaster University offices to affirm the right of Indigenous peoples to engage in Smudging on campus. This right is upheld by the University's "Procedure for Burning Traditional and Sacred Medicines" which recognizes that "the use of these Traditional and Sacred Medicines for ceremonial purposes is separate and distinct from the 'recreational' use of tobacco, and other substances, and as such is not subject to the same restrictions outlined in the *Tobacco & Smoke Free University Policy*."

**Black History Month 2017:** Black History Month is commemorated on an annual basis in February. Coordinated by Kojo Dampety, this year's commemoration offered a series of meaningful and engaging presentations and initiatives that brought together some of the pre-eminent scholars and advocates on issues related to anti-Black racism and other forms of oppression facing members of racialized communities.

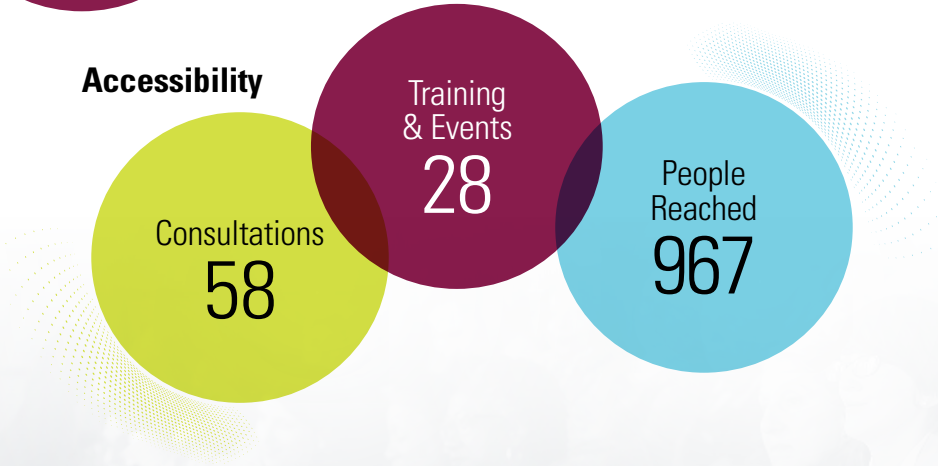
Members of the EOS Education Portfolio worked closely with Indigenous Student Services to deliver the **Kairos Blanket Exercise (KBE)** to members of the campus community. The KBE is an interactive learning experience that presents the history of Indigenous and non-Indigenous peoples on Turtle Island/North America through pre-contact, treaty-making/treaty-breaking, colonization and Indigenous resistance. The KBE was made possible with financial assistance from the President and Vice-Chancellor's Fund.

**Equity and Accessibility**

**Equity**



**Accessibility**



# Sexual Violence Response Protocol

McMaster University introduced its Sexual Violence Response Protocol in 2015; the purpose of the Protocol is to ensure all individuals on campus – students, staff, and faculty – know how to provide consistent, clear, and survivor-centred responses to disclosures of sexual and gender-based violence.

The Sexual Violence Response Coordinator consults with community members on their respective roles and responsibilities under the Protocol, receives and responds to individual disclosures of sexual and gender-based violence, including drafting safety plans for individual survivors, providing referrals to campus and community resources/supports, arranging academic, workplace, and residence accommodations, and providing information regarding complaint and reporting options available to survivors on and off campus.

The Coordinator played an integral role in the implementation of, and reporting on, the Ministry of Advanced Education and Skills Development's Campus Climate Survey on Sexual Violence. In total, 9333 McMaster University students completed the survey, representing a response rate of 30.7%, which is greater than the average university response rate of 26.1%. A provincial analysis of survey results is currently being undertaken.

The Protocol is woven into McMaster's *Sexual Violence Policy*, in that disclosing and seeking support from the Sexual Violence Response Coordinator is one of the Policy's three options available to community members. Other options under the Policy including making a formal university complaint and making a report to Security Services or Hamilton Police Services.

Additional information on McMaster's Sexual Violence Response Protocol can be found here:

<https://svrp.mcmaster.ca/>.

## Sexual Violence Cases: Data Collection

McMaster University was required to report aggregate data to the Ministry of Advanced Education and Skills Development on formal complaints/reports of sexual violence made by students from September 1, 2017 to December 31, 2017. For Ministry reporting purposes, a formal complaint/report is narrowly defined as one of the following two situations:

- a student who has been affected by sexual violence (including students directly affected by sexual violence and bystanders) informs the postsecondary institution about that experience for the purposes of initiating the institution's investigation and adjudication procedures; or
- the institution, upon being informed of an incident of sexual violence, initiates an investigation.

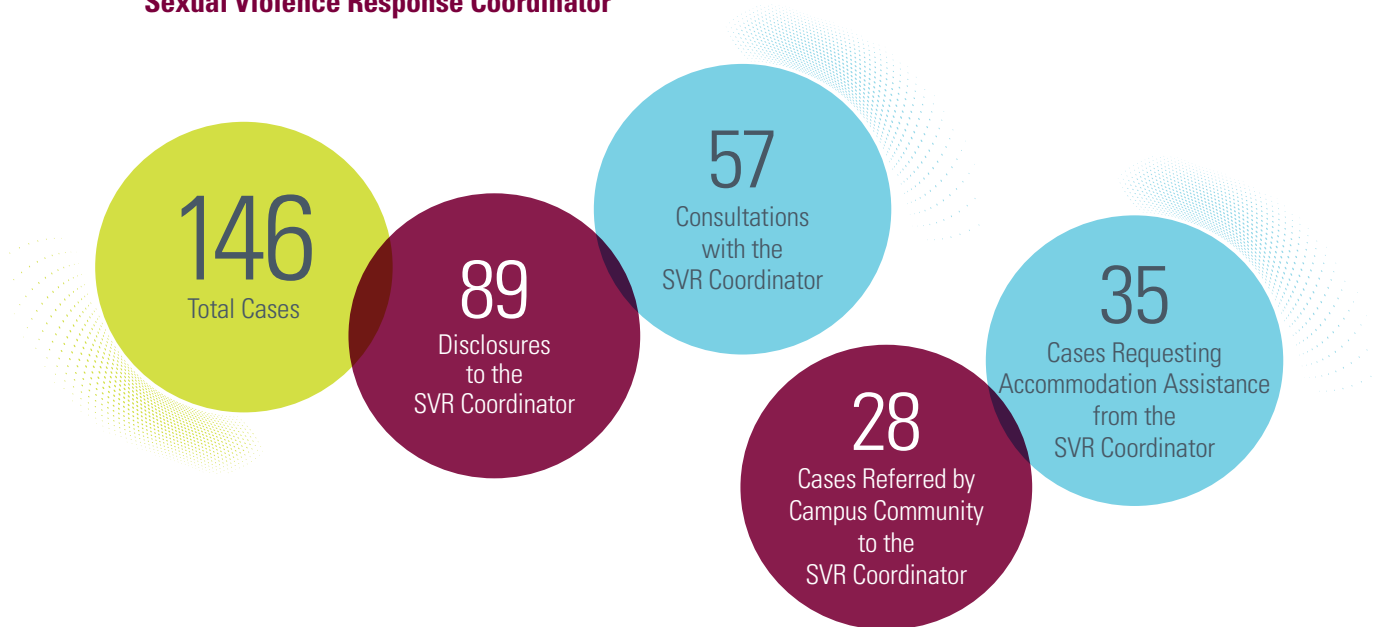
## University Data Collection\*: Beyond Mandatory Ministry Reporting

In order to reflect a broader picture of sexual violence on the McMaster campus, the EIO collects the following data, published in this report.

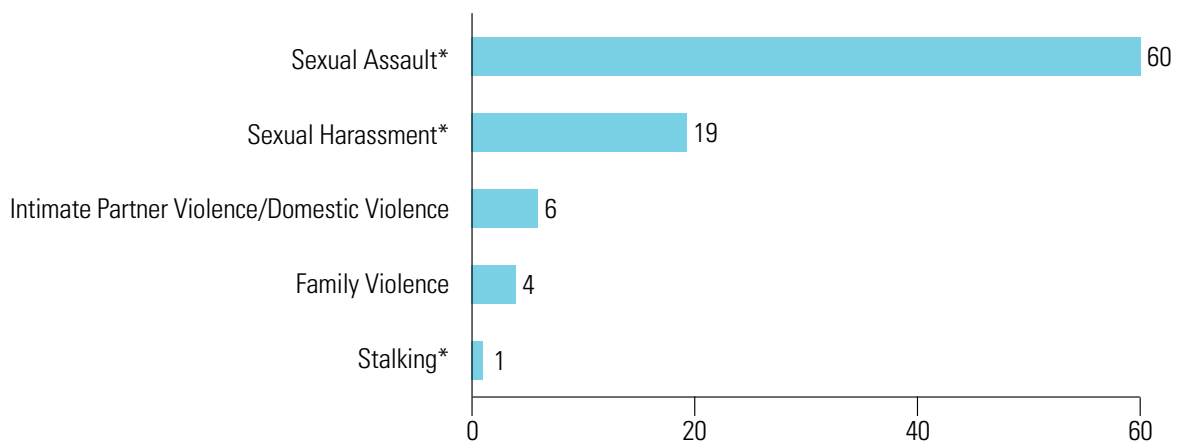
- **Disclosures** – when an individual informs the Sexual Violence Response Coordinator about an experience of sexual violence with the intent to access support, accommodations and/or information about their options;
- **Consultations** – when an individual approaches an Intake Office in order to seek information with the intent of pursuing an informal resolution to the incident experienced;
- **Complaints** – when an individual submits a formal complaint to an Intake Office with the intent of initiating a university process, including formal investigation and adjudication; and
- **Reports**<sup>1</sup> – when an individual makes a first person report to University Security Services or Hamilton Police Services with the intent of initiating a legal process, including laying a charge and engaging in legal proceedings.

<sup>1</sup> EIO records all reports made to Hamilton Police Services (HPS) through McMaster Security Services, but is not privy to reports made directly by individuals to HPS.

## Overview of Sexual Violence Disclosures and Consultations to Sexual Violence Response Coordinator



## Disclosures: Type of Sexual Violence

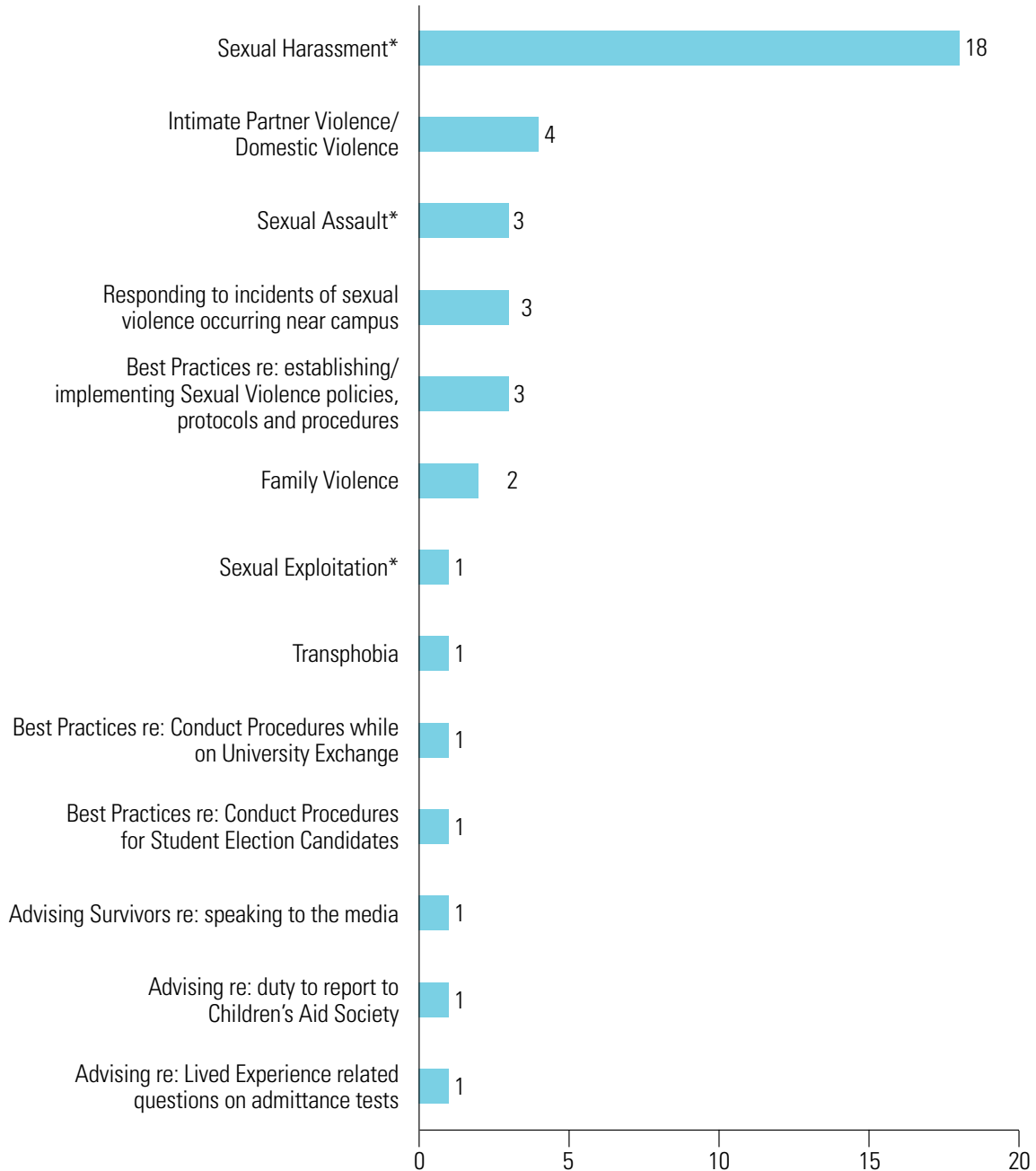


\* Denotes Ministry Category

Note: Some disclosures involved more than one type of sexual violence.



## Consultations: Type of Sexual Violence



## Overview of Sexual Violence Statistics Collected through the Intake Offices

Total Unique Cases Presenting to Intake Offices: 53

53  
Consultations  
with Intake Offices

51  
Sexual Harassment

2  
Sexual Assault

17  
Complaints  
Submitted to  
Intake Offices

12  
Sexual Harassment

5  
Sexual Assault



# Human Rights and Dispute Resolution Program 2017/2018 Narrative Highlights and Statistics

**The Human Rights and Dispute Resolution Program** is overseen by Pilar Michaud, Director (HRDR) and includes two Senior Human Rights Officers, Chelsea Gibson and Craig Foye, and an Anti-Racism Program Manager, Princewill Ogban.

## **Hamilton Anti-Racism Resource Centre: 10+ years in the making:**

On March 21, 2018 – International Day for the Elimination of Racial Discrimination – McMaster University, the City of Hamilton, and the Hamilton Centre for Civic Inclusion announced the opening of the Hamilton Anti-Racism Resource Centre (HARRC).



A truly collaborative initiative, HARRC was proposed more than 10 years ago by the City of Hamilton's Committee Against Racism (CAR). HARRC's mandate is to address discrimination, harassment and hate incidents based on race by collecting statistics and providing support, information and referrals to people affected by race-related oppression or violence.

HARRC's Program Manager is Princewill Ogban, an employee of the Equity and Inclusion Office. Princewill is a registered social worker who has extensive experience working with members of marginalized communities within the corporate, education and health and social services sector. Working closely with Princewill is Dr. Ameil Joseph, a faculty member with McMaster's School of Social Work. Professor Joseph's role is Scholar-in-Community, a fellowship funded by the Faculty of Social Sciences.

"HARRC is a unique model that takes on a present-day analysis of what racism is," says Professor Joseph. "It acknowledges what happens on an individual level: the discrimination, the harassment, the direct experience of racism that people experience. These stories will also be collected anonymously and analysed at aggregate levels, to identify problematic systemic and structural patterns and trends."

Since opening its doors, HARRC has been actively involved in community outreach and relationship building, and has conducted 40 consultations, the majority with individuals who self-identify as African Canadian or Black.

For more information, please visit HARRC's website: <http://harrc.ca>



## **Assessment Team: A new model for handling complaints**

McMaster implemented a new approach to assessing complaints under both the *Sexual Violence Policy* and the *Policy on Discrimination and Harassment: Prevention & Response*. This past academic year marks the first full year this model was in place.

Regardless of which Intake Office (Equity and Inclusion Office, Employee & Labour Relations, Student Support and Case Management Office, or Faculty of Health Sciences Professionalism Office) receives a complaint, the complaint is forwarded to a multi-disciplinary Assessment Team.

The Assessment Team then determines: whether the matter fits within the scope of the policies; considers if an investigation is required, and, if so, the parameters; and decides whether accommodation or interim measures are necessary. The Assessment Team maintains a roster of investigators and oversees investigations, advising and consulting with the appropriate senior administrative decision-maker.

The model has proven to have several advantages:

- It provides clarity and university-wide consistency around the complaint process;
- It is allowing the university to develop a panel of experts who are intimately familiar with McMaster's policies;
- It is focused on early and effective alternative dispute resolution;
- It is fostering partnerships and teamwork across the university, and enhancing internal capacity to deal with complaints; and
- It is contributing to education and increased awareness across the university on issues related to harassment, discrimination, and sexual violence.

As a new approach, McMaster's model has generated interest from other university campuses; the Director Employee/Labour Relations recently presented on the model at a conference for the Council of Senior Human Resources Officials. A year into implementation, we are reviewing whether and how to further improve the model.

Note: The 2017/2018 academic year marked the first year that the Assessment Team model was used for the entire 12-month reporting period. While the total number of cases reported by the EIO for the year is similar to 2016/17, the number of complaints is much lower. This is attributed to the new model and the narrower definition of a complaint. A complaint is now a case that is reviewed by the Assessment Team. Cases remaining in an Intake Office and that are resolved through that office are now reported as consultations or informal resolutions.

### **Keeping Current: Training and tools for leaders and administrators**

The EIO continues to support McMaster's leaders and administrators in staying up to date on the university's policies - *Sexual Violence Policy* and the *Policy on Discrimination and Harassment: Prevention & Response*. Staff representatives from each of the four Intake Offices (Equity and Inclusion Office, Employee & Labour Relations, Student Support and Case Management Office, or Faculty of Health Sciences Professionalism Office) collaborated to develop and deliver a workshop that included:

- An overview of the ***Sexual Violence Policy***, including supports, process for disclosures, complaints, and reports, and investigative and adjudication processes, with a focus on the roles and responsibilities of Chairs and Directors
- An overview of the revised ***Policy on Discrimination and Harassment: Prevention and Response***, with a focus on the roles and responsibilities of Chairs and Directors
- A refresher on McMaster's ***Sexual Violence Response Protocol***
- The opportunity to ask questions, share in problem-solving, and identify needed next steps and supports

The workshop was formally offered through the Office of the Vice Provost (Faculty) for Department and Graduate Chairs and Directors in January 2018. Iterations were delivered upon request throughout the year to various departments on campus.

The Intake Offices created one-page reference guides for use by people managers, and are in the process of also creating a desktop card setting out administrators' limits to confidentiality.

The work of developing tools has been identified as an area for continued improvement in 2018/19.

# Overview of Harassment/Discrimination and Sexual Violence Complaints

Under sections 58 and 71 of the *Policy on Discrimination and Harassment: Prevention & Response* and section 38 of the Sexual Violence Policy, the Equity and Inclusion Office is responsible for gathering and analyzing statistics on consultations, disclosures, complaints, investigations, sanctions and outcomes, and for reporting on that data to the Senate and the Board of Governors.

Unless stated otherwise, this report covers data collected from September 1, 2017 to August 31, 2018.

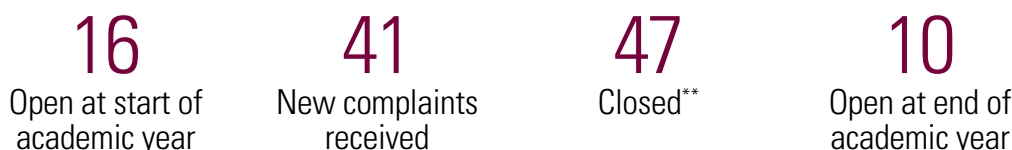
The report includes: (1) data gathered by the Equity and Inclusion Office; and (2) data provided to the Office by Human Resources Services, Faculty of Health Sciences Professionalism Office, Student Support & Case Management, and Security Services.



Note: The 2017/2018 academic year marked the first year that the Assessment Team model was used for the entire 12-month reporting period. While the total number of cases reported by the EIO for the year is similar to 2016/17, the number of complaints is much lower. This is attributed to the new model and the narrower definition of a complaint. A complaint is now a case that is reviewed by the Assessment Team. Cases remaining in an Intake Office and that are resolved through that office are now reported as consultations or informal resolutions.

## Complaints

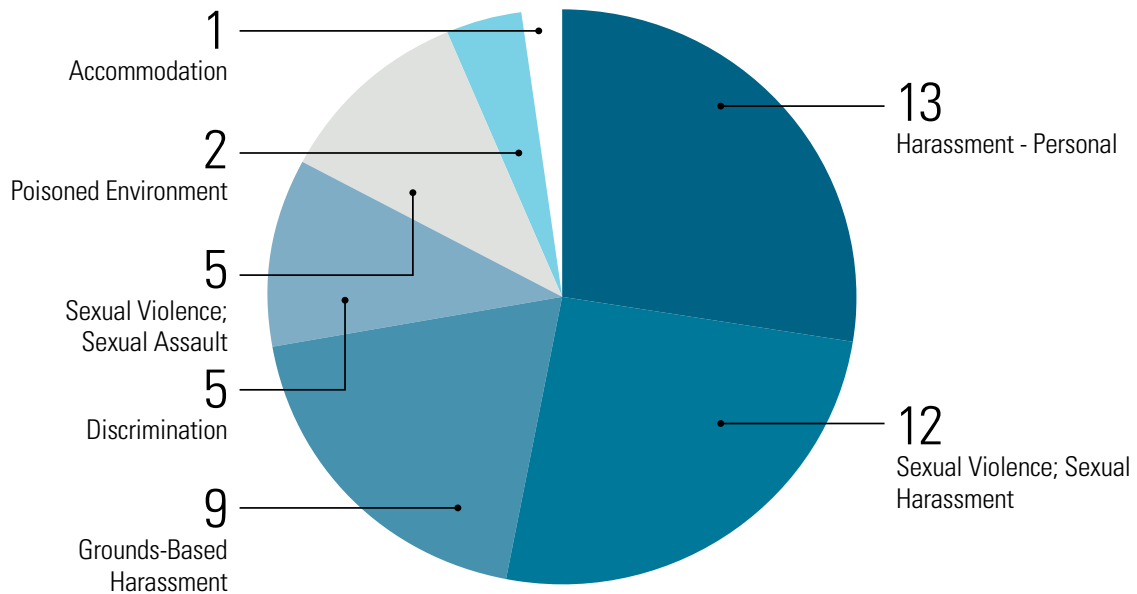
### 1. Complaints: Status of Formal Complaints



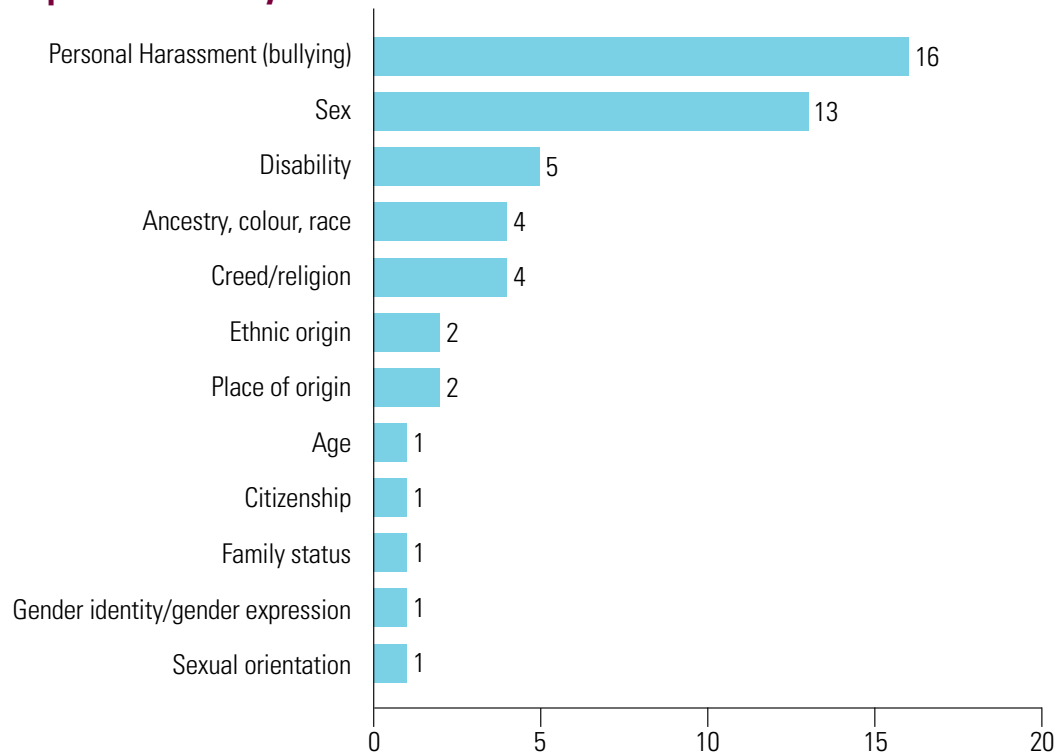
Of the 47 complaints that were closed during this academic year, 24 involved an investigation process followed by a determination as to whether or not a University Policy was violated. Half (12) of the complaints that were investigated resulted in a finding of violation, and half resulted in a finding of no violation. In cases where violations are found to occur, outcomes vary, depending on the circumstances of each case. Outcomes in 2017/18 included: retroactive academic accommodation; instituting no contact orders between individuals; designating individuals as PNG (persona non grata) from campus; remedial educational initiatives; mandated training; professional coaching; documented discussions; and termination of employment.

\*\* Complaints may not be investigated for a variety of reasons, including: the complaint was withdrawn; the parties reached a resolution; the complaint proceeded under another University process, such as the Student Appeal Procedures or Student Code of Rights & Responsibilities; the Assessment Team and senior administrative decision-maker determined there was no jurisdiction or no prima facie case.

## 2. Complaints: Breakdown by Issue

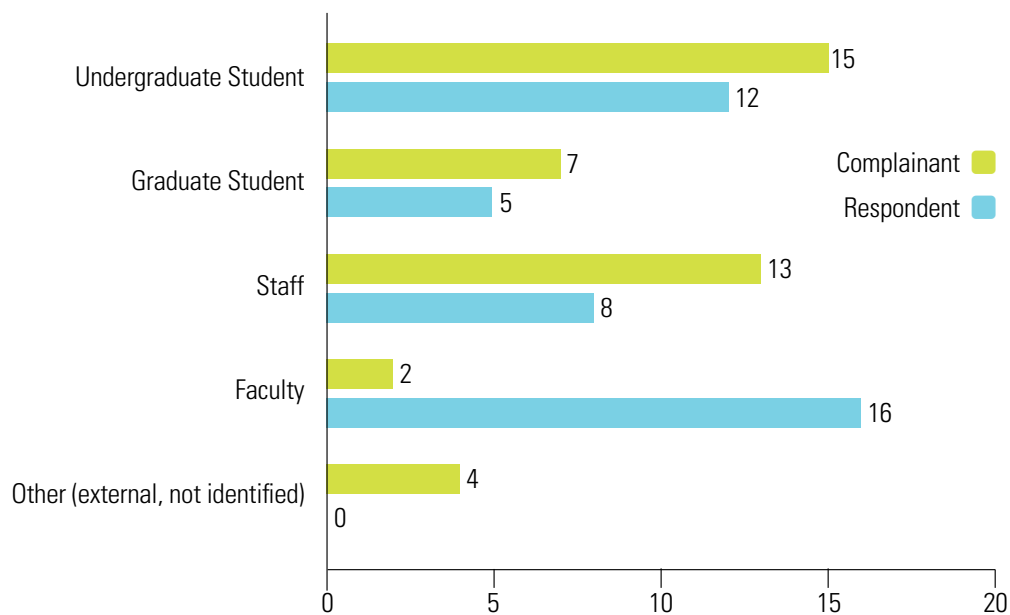


## 3. Complaints: Cases by Ground

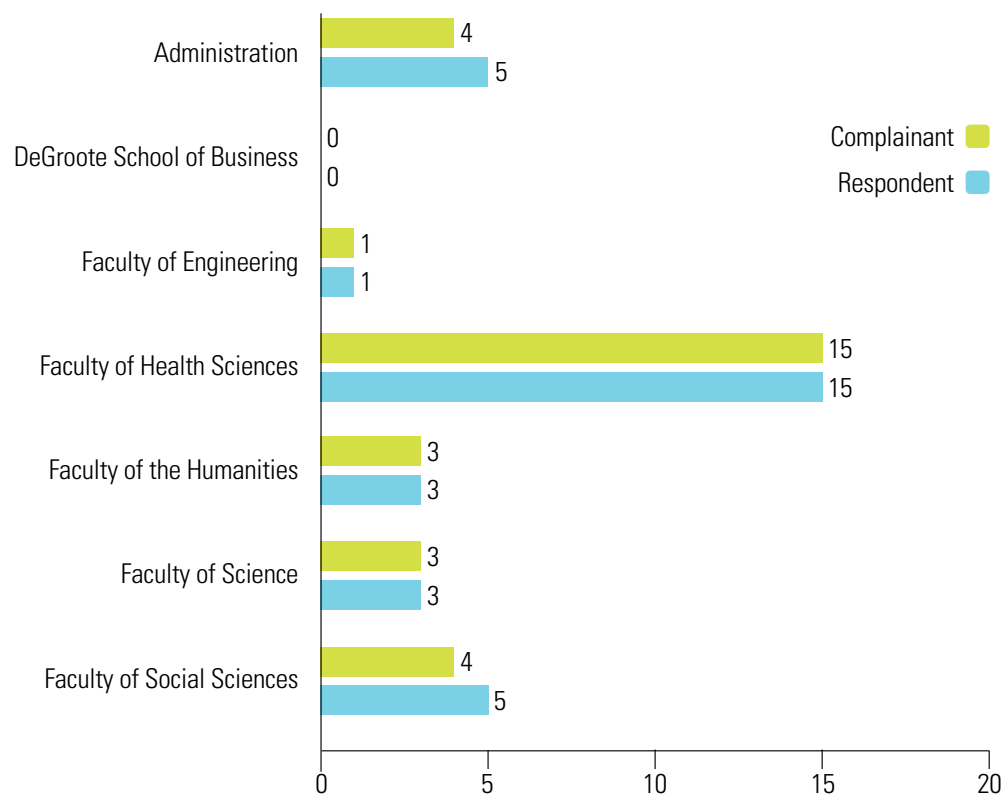


Note: Some consultations involve more than one ground.

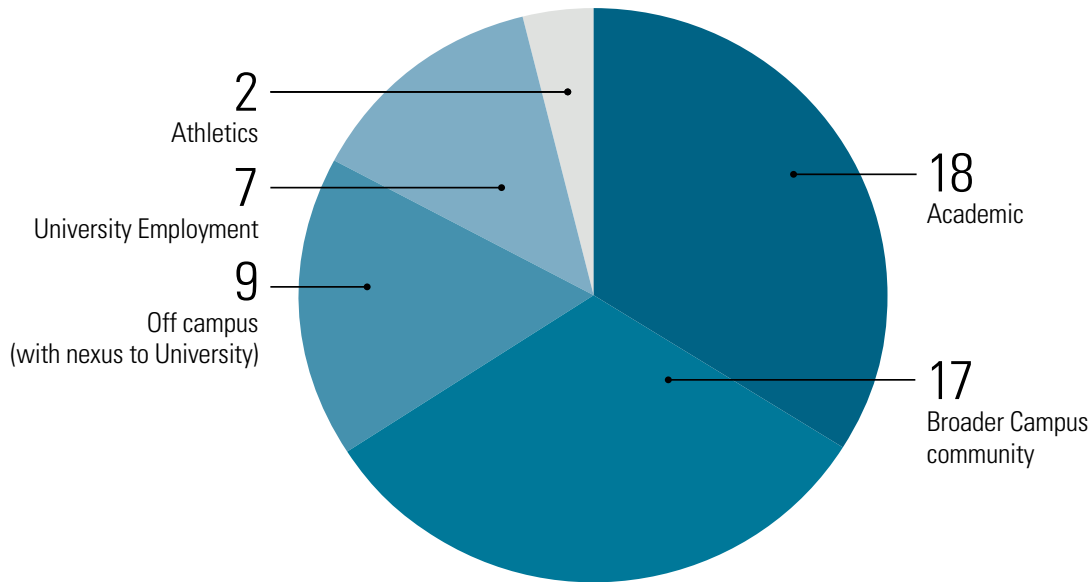
#### 4. Complaints: Participant Type



#### 5. Complaints: Participant Type by Faculty/Areas of the University



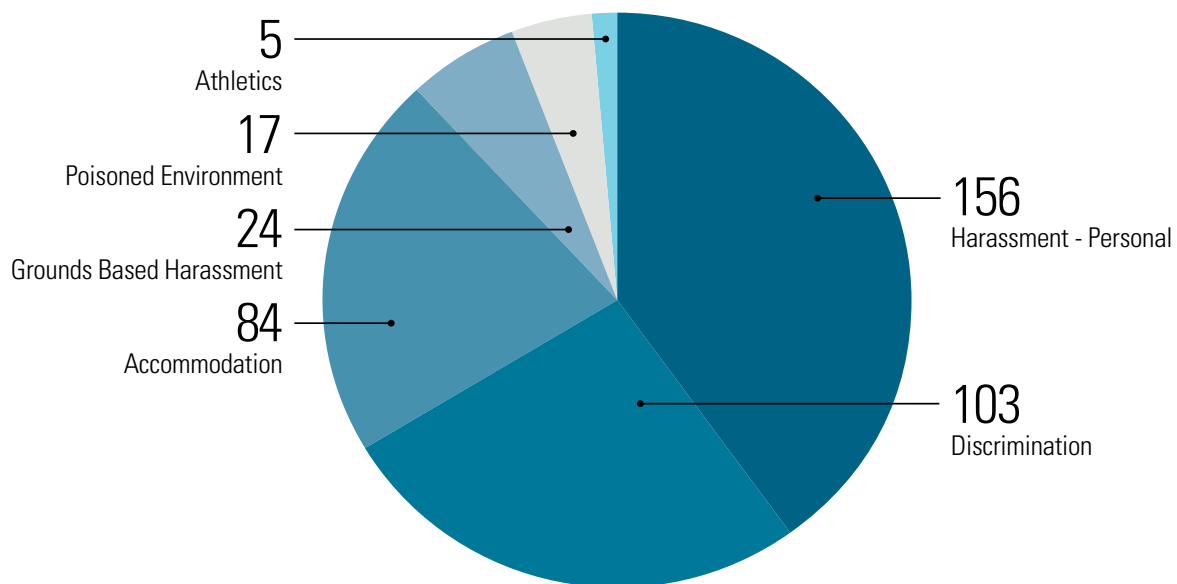
## 6. Complaints: Origin of the Concern



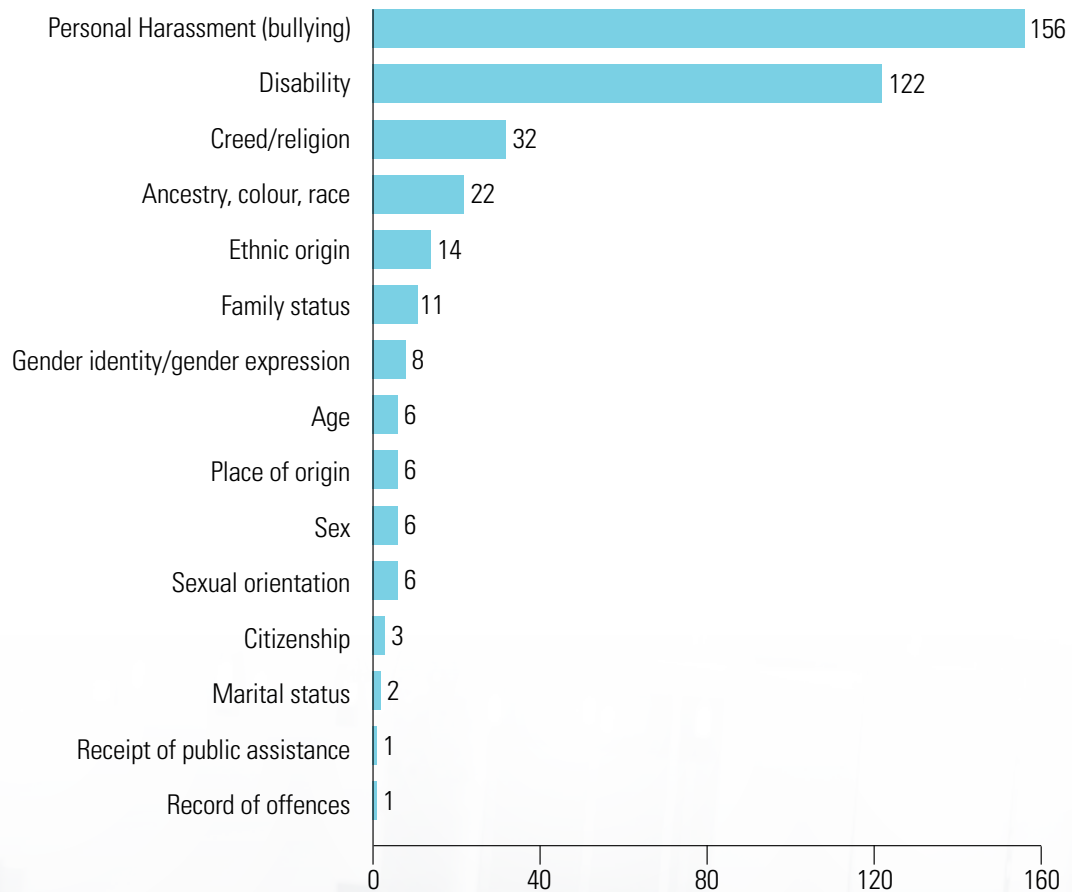
## Consultations

### Discrimination Policy

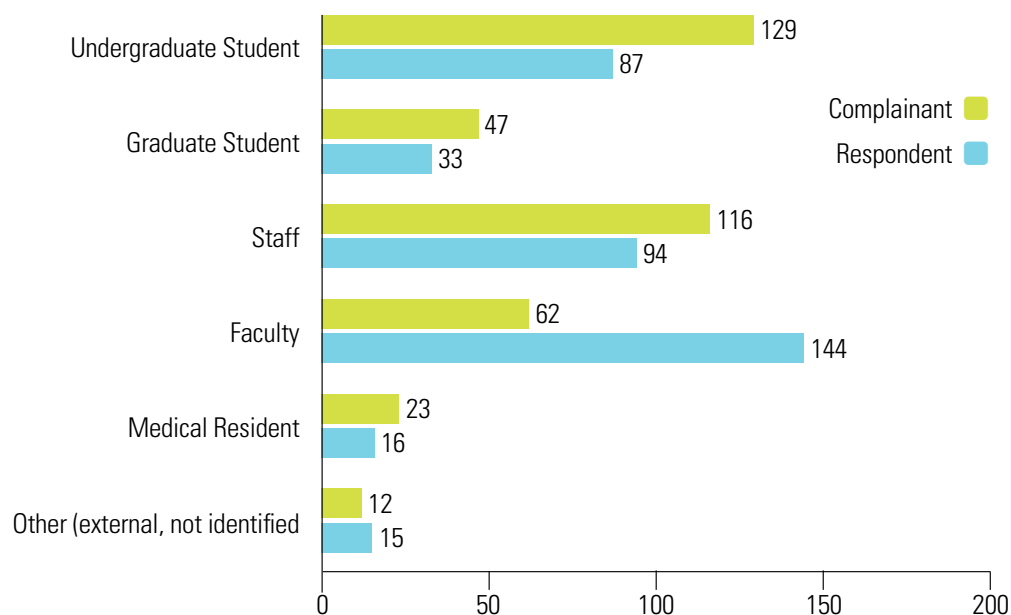
## 7. Discrimination Consultations: Breakdown by Issue



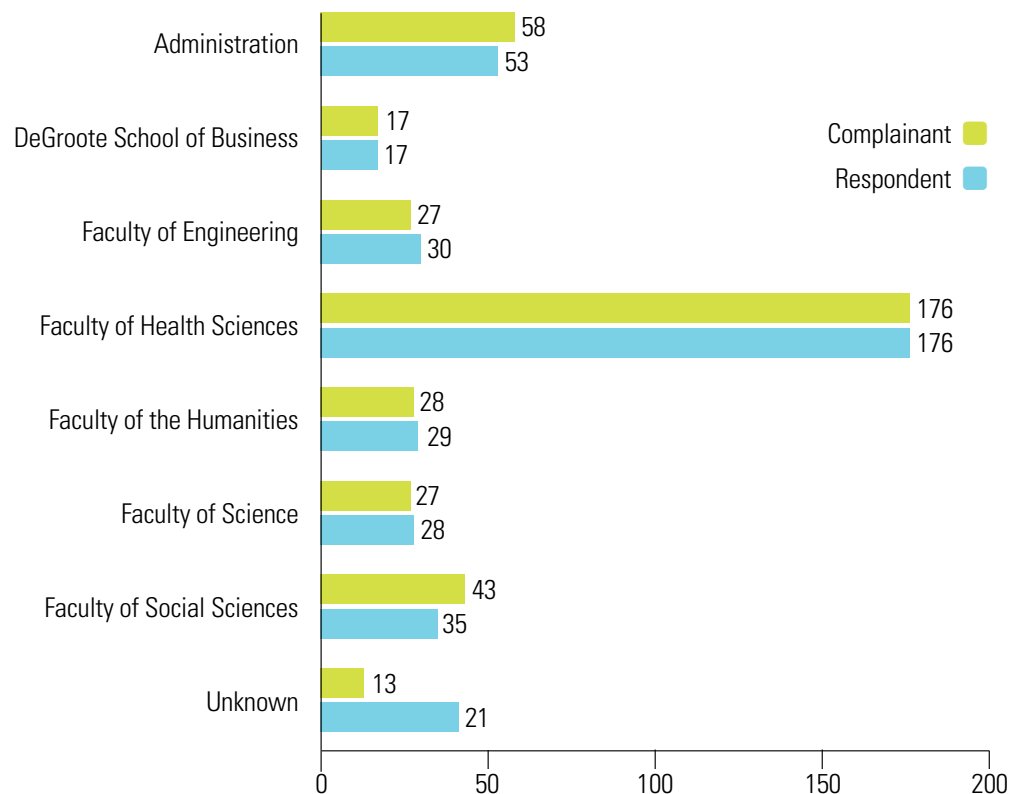
## 8. Discrimination Consultations: Cases by Ground



## 9. Discrimination Consultations: Participant Type

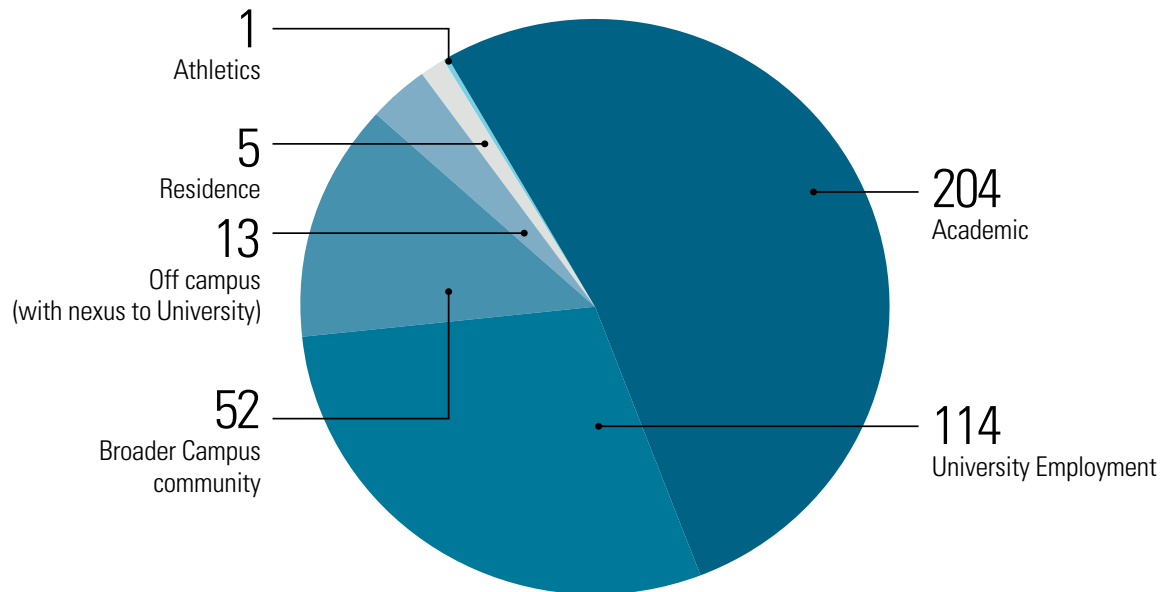


## 10. Discrimination Consultations: Participant Type by Faculty/Area of the University



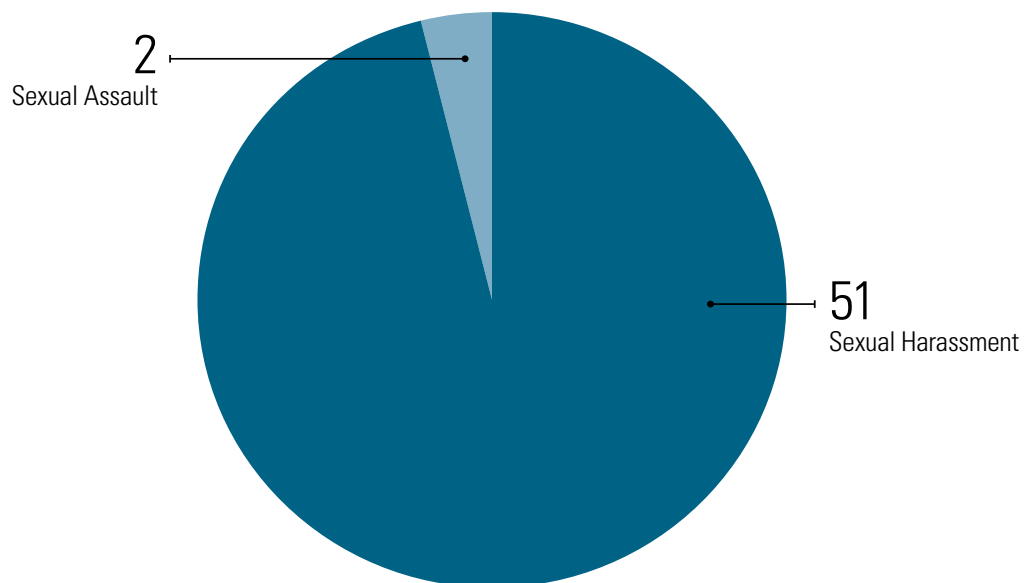


### 11. Discrimination Consultations: Origin of the Concern



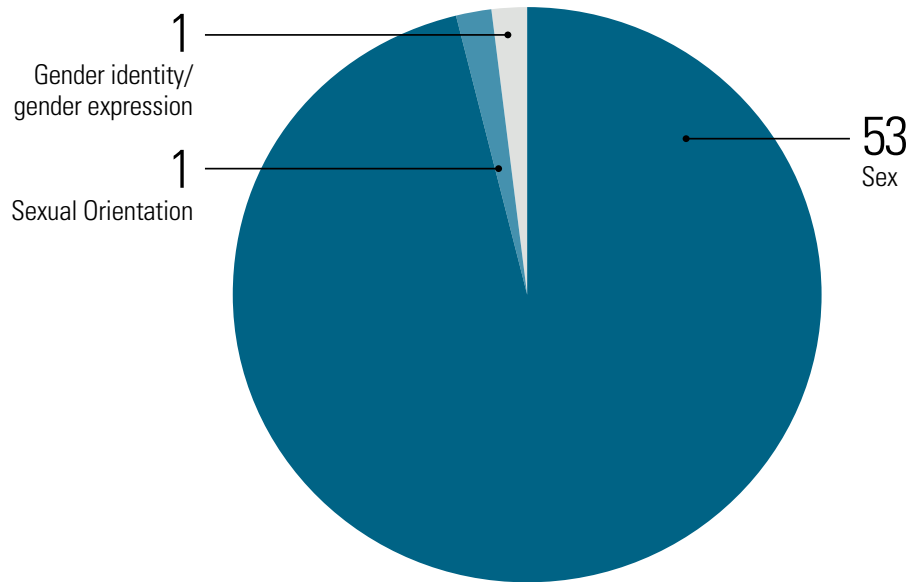
### Sexual Violence Policy

### 12. Sexual Violence Consultations: Breakdown by Type of Sexual Violence\*

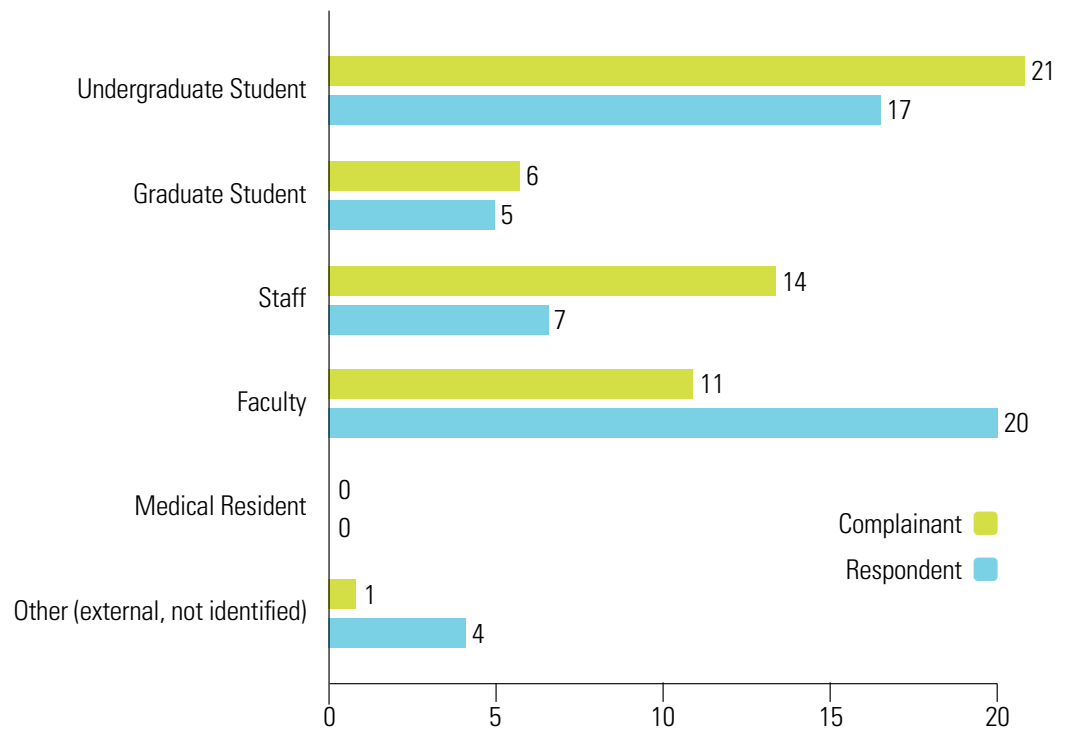


\* Categories are stipulated by the Ministry of Advanced Education and Skills Development. The other categories are: stalking, indecent exposure, voyeurism, and sexual exploitation.

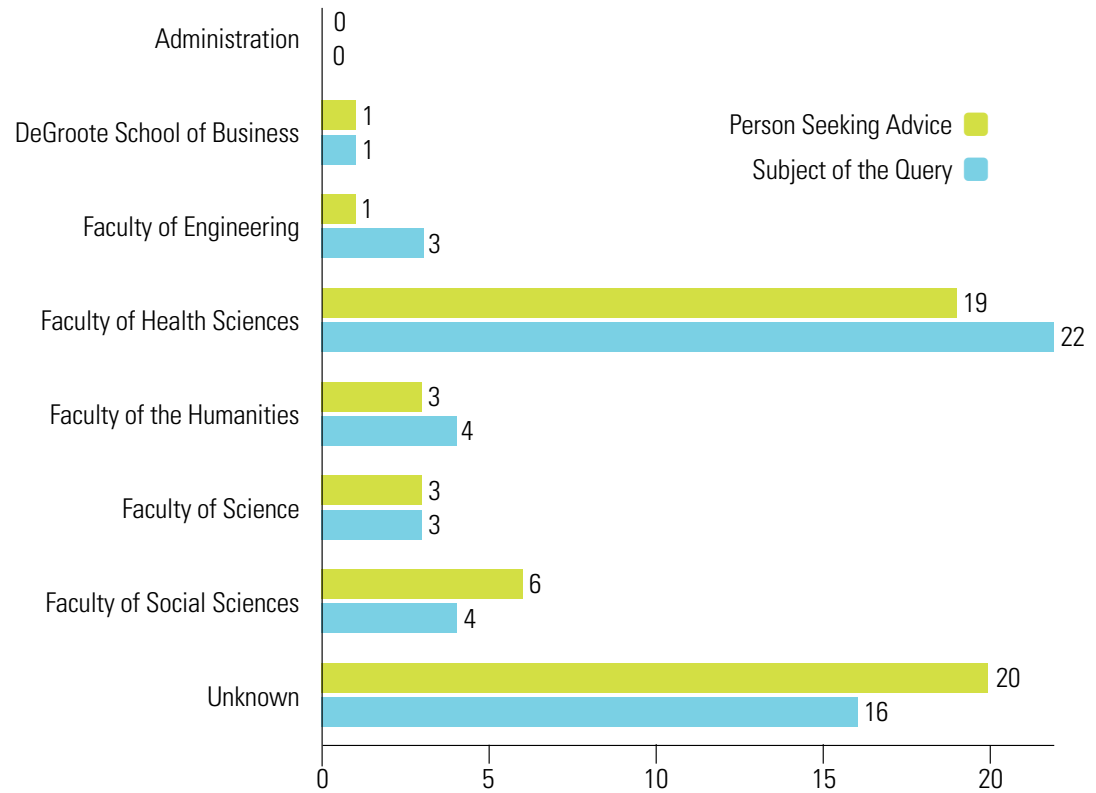
### 13. Sexual Violence Consultations: Cases by Ground



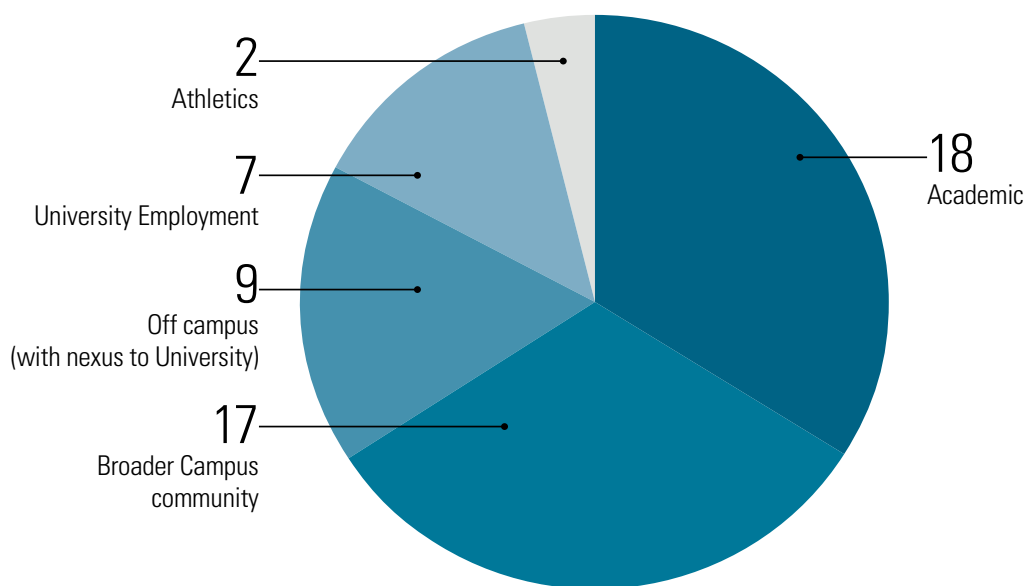
### 14. Sexual Violence Consultations: Participant Type



### 15. Sexual Violence Consultations: Participant Type by Faculty/Area of the University



### 16. Sexual Violence Consultations: Origin of the Concern





**Equity and Inclusion Office**

Human Rights | Complaint Resolution  
Education | Accessibility  
Sexual Violence Support

/EIOMcMaster   
@EIOMcMaster   
905.525.9140 ext. 27581   
[equity@mcmaster.ca](mailto:equity@mcmaster.ca)   
[equity.mcmaster.ca](http://equity.mcmaster.ca) 

Equity and Inclusion Office | **McMaster University** 



**School of Graduate Studies**

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4L8

Phone 905.525.9140  
Ext. 23679  
Fax 905.521.0689  
<http://www.mcmaster.ca/graduate>

**To : Senate**

**From : Christina Bryce**  
**Assistant Graduate Secretary**

**Re : Report from Graduate Council**

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**At its meeting on November 20<sup>th</sup>, Graduate Council approved the following for recommendation to Senate:**

**For Approval:**

**1. Faculty of Health Sciences**

**Biochemistry**

**Change to Program Requirements (Ph.D.)**

At present students within this program have three examinations related to doctoral-level studies, including the Transfer Examination, Qualification Examination and Comprehensive Examination. The recommended change will unify the testing of comprehensive knowledge into a single examination called the Ph.D. Candidacy Examination. The rationale for the change is that the volume of examinations followed, in close proximity, by the comprehensive examination draws students away from the primary learning objectives of the program and the new examination is in a format best-suited to evaluate comprehensive knowledge of Ph.D. candidates within the program.

**For Information:**

**2. Minimum Remuneration for Doctoral Students (attachment)**

Graduate Council approved a proposed change to the minimum remuneration for offers of full-time doctoral studies from its current guaranteed value of \$17,500 to tuition plus \$13,500 annually, effective as of September 2019 for incoming students, with the restrictions as set out in the attached document.

**3. Faculty of Social Sciences**

**Anthropology**

**Change to Specialization Names/Research Areas (M.A. and Ph.D.)**

Anthropology proposed a change to the titles of two research areas of specialization within their program. The first was changing Culture, Health and Disease, to Health and the second

change proposed was to Cultural Anthropology, changing it to Socio-Cultural Anthropology. The changes are intended to keep up to date with changes in the field and provide clarity for students.

#### **4. New Scholarship**

**NAME OF FUND:** Bev Bayus Graduate Scholarship

**TERMS OF REFERENCE FOR FUND:**

Established in 2018 by Bev Bayus, B.A./B.P.E (Class of 75). To be awarded by the School of Graduate Studies to a student within the Faculty of Science or Faculty of Social Sciences. Preference will be given to a student pursuing graduate studies in either of the Department of Kinesiology, the Department of Sociology, or the School of Geography and Earth Sciences.

## **Proposed text for Graduate Calendar:**

### **5. Financial Support**

McMaster University aims to provide competitive funding offers to highly qualified candidates recommended for admission to our research-based graduate programs. Each program is responsible for determining the level of funding in their offers, although the School of Graduate Studies (SGS) sets a minimum level of funding for full-time doctoral studies for the first four years of full-time enrolment.

Financial support for Doctoral studies will normally be provided for the first four years of full-time enrolment, and will be comprised of funds from the admitting Faculty or graduate program, including departmental scholarships/awards, research scholarship support, and possibly employment (e.g. teaching assistant). The annual level of financial support will meet or exceed the minimum level of support set by SGS, provided all conditions stated in the *Financial Support* subsections below are satisfied.

Funding for students enrolled in most research-based Master's program will normally be provided for the nominal duration of the program. There is no minimum level of funding stipulated by SGS for Master's programs.

#### **5.1. MINIMUM ACADEMIC REQUIREMENT FOR FINANCIAL SUPPORT**

Only registered full-time students who maintain regular attendance on campus and meet program conditions for progression towards their degree shall continue to receive the funding outlined in their offer of admissions.

#### **5.2. DURATION OF FINANCIAL SUPPORT**

- Normal duration for financial support in a research-based Master's programs varies from two to six terms of full-time registration, depending on the program.
- Normal duration for financial support in a Doctoral program is the first twelve terms of full-time registration.
- Full-time students transferring from a Master's program to a Doctoral program are eligible for financial support at the level of their original offer or at the minimum funding level set by SGS, whichever is higher, for an additional twelve consecutive terms from the time of their transfer to PhD.
- There is no obligation for continued financial support exists for full-time students transferring from a Doctoral program to a Master's program.

#### **5.3 MINIMUM LEVEL OF FINANCIAL SUPPORT FOR DOCTORAL STUDENTS**

All full-time Doctoral students who meet the stated criteria under Section 5 shall receive financial support corresponding to their offer for the stated financial support duration of the degree which meets or exceeds an annual minimum value equal to full-time tuition plus \$13,500. OSAP is excluded in the calculation of the financial support package. Examples of situations where the minimum financial support does not apply or ceases to apply are:

A student may decline all or part of the funding offer without prejudice to his/her admission. Where a newly enrolling student declines part of the funding package, the program must retain a copy of the written statement (either hardcopy or electronic) sent to the student acknowledging the change in financial support, which remains in effect for the length of the program. The program is not obligated to provide additional funding in compensation for the declined part(s) of the funding package.

In rare cases where a student is terminated from their employment duties (e.g. teaching assistantship), the program bears no obligation to compensate for the lost funding.

Where a successful applicant has been made an offer based on funding external to the university, the support committed to the student (by the university) for the nominal duration of their degree will be the difference between the funding minimum and the external scholarship value. In cases where an external scholarship ceases to be paid out in whole or in part, the university is not obliged to increase its financial support package.



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## **REPORT TO THE SENATE**

### **FROM THE**

### **COMMITTEE ON By-Laws**

#### **Open Session (Regular Agenda)**

Senate accepted Notice of Motion for amendments to the Faculty of Science By-Laws, the Senate Observers Proposal and the Eligibility of Non-Ontario Residence to Serve as Chancellor, at its meeting on November 14, 2018.

**Amending any By-Laws requires two meetings of the Senate. Notice of motion is presented at the first and the question is considered at the second.**

1. Amendments to the Faculty of Science By-Laws (FOR APPROVAL)

At its meeting on September 24, 2018, the Committee reviewed and recommended that Senate approve the amendments to the *Faculty of Science By-Laws*.

The Senate Committee on By-Laws now recommends,

**MOTION:**

**That Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to the Faculty of Science By-Laws as set out in Attachment I.**

2. Senate Observers Proposal (FOR APPROVAL)

At its meeting on September 24, 2018, the Committee reviewed and recommended that Senate approve the Senate Observers Proposal. Following the appointment of McMaster's first Associate Vice-President (Equity and Inclusion) earlier this year, it is proposed that the incumbent be named an ex-officio Senate Observer. The Committee also recommends housekeeping amendments to the list of Senate Observers to reflect the current titles of positions already described in Schedule A of the *By-Laws*.

The Senate Committee on By-Laws now recommends,

**MOTION:**

**That Senate, on the recommendation of the Committee on By-Laws, approve the proposal to establish the Associate Vice-President (Equity and Inclusion) as a Senate Observer & Administrative Updates to List of Observers as described in Schedule "A" of the *By-Laws* and as set out in Attachment II.**

3. Eligibility of Non-Ontario Residence to Serve as Chancellor (FOR APPROVAL)

At its meeting on November 1, 2018, Senate Committee on By-Laws discussed the residency requirements for the Chancellor. It has been observed that the Senate *By-Laws* residency requirement restricts the candidate pool and may limit the University's ability to appoint candidates who reflect that values, diversity and vision for the role.

The Senate Committee on By-Laws now recommends,

**MOTION:**

**That Senate, on the recommendation of the Committee on By-Laws, approve the amendment of Article II, section 5, of the *By-Laws* to remove language requiring the Chancellor's customary place of residence to be the Province of Ontario.**

**Senate: FOR APPROVAL  
December 12, 2018**

August 13, 2018

TO: Christi Garneau, University Secretary

FROM: Maureen J. MacDonald, Dean, Faculty of Science



SUBJECT: Proposed Amendments to the Faculty of Science By-laws

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Throughout the 2017-2018 academic year, the Faculty of Science has worked to review and propose amendment to its By-laws. The attached document outlines amendments that best reflect the current and desired state of governance for the Faculty—our current By-laws were last amended in June 2009. Consultations took place with various stakeholders, with unanimous approval by Faculty Council on April 12, 2018 and General Faculty of May 24, 2018. We now submit our amendments for review and approval by the Senate Committee on By-laws and the University Senate.

Throughout the attached document, track-changes and comments have been used to identify all changes and rationale for them. Below you will also find a high-level summary of the major changes to our By-laws.

One of the goals of these changes is to clarify and ease the appointment/election processes of members for better representation by various groups in the Faculty of Science. Titles have been updated throughout the document, and consistency of format made for similar committees.

Since 2009, there have been many changes in the composition of the Faculty in terms of academic units, and these are now accurately identified in the document. Specific changes and rationale can be found in the comments in the proposal document.

A number of standing committees have been deleted from the By-laws as they are no longer required as a result of other policies or legislation, i.e. Undergraduate Hearing Committee, Faculty-based Health & Safety committees, etc. Amendments have been made to existing standing committees, with the addition of the Faculty Finance and Faculty Appointments Advisory Committees.

One of the major proposed changes is to the Faculty Tenure & Promotion Committee. We ask that four (versus the current three) of our seven elected members be at the rank of full Professor to ensure that the majority of the committee membership be full Professors. Further, we are proposing the addition of a teaching-stream faculty member with permanence, along with the required quorum considerations. We believe that the addition of such a faculty member will strengthen the review of teaching and pedagogical contributions of candidates, as well providing recognition and equality for teaching-stream faculty members on such an important Faculty committee. While we understand that the current *Tenure & Promotion Policy* does not allow teaching-stream faculty members to serve on the Faculty Committee, we believe that this is a change worth considering. Of note, the Faculty of Science has increasingly permitted (within the provisions of the *T&P Policy*) teaching-stream faculty members to serve on Departmental Committees, and

believes this should be the case at the Faculty-level. We are happy to engage in a greater discussion on this matter, and understand that this will require time, consultation and changes to policies and by University governing bodies.

We have made a number of comments in the document regarding elections. We understand that the way elections are conducted and the required processes are being reviewed at a University level; we hope our comments add to that discussion.

We would be happy to have the opportunity to discuss our proposed By-law amendments and rationale, as necessary, with you and your staff, or with members of the Senate Committee on By-laws. Thank you in advance for your continuing assistance on this matter for the benefit of the Faculty.

cc: D. Bailey, Administrator (Faculty Affairs), Faculty of Science

Memo to UnivSec re By-law Amendments - 2018-08.docx

## I THE FACULTY OF SCIENCE

### (i) Membership:

- Ex Officio: President  
Provost  
Vice-President (Research ~~and International Affairs~~)  
Dean & Vice-Provost of Graduate Studies  
Dean of the Faculty (Chair)  
Associate Deans of the Faculty  
~~Associate Vice-President and Dean of Graduate Studies or an Associate Dean of Graduate Studies designated by the Associate Vice-President and Dean of Graduate Studies~~  
Assistant Dean (Academic Studies), Faculty of Science  
~~Library Director, Science and Engineering~~  
Director of Finance & Administration, Faculty of Science  
Directors of Senate-approved Centres and Institutes that report to the Dean, Faculty of Science in which the Faculty of Science is involved (see Schedule A)  
~~Director of Administration, Faculty of Science~~  
Directors of Interdisciplinary Graduate Programs involving the Faculty of Science  
Chair, Department of Biochemistry & Biomedical Sciences, Faculty of Health Sciences
- Faculty: All full-time faculty members holding appointment at the rank of Lecturer or higher in the Departments/Schools of ~~Biochemistry and Biomedical Sciences~~, Biology, Chemistry & Chemical Biology, ~~Computing and Software, Geography & Earth Sciences, Interdisciplinary Science, Kinesiology, Mathematics & Statistics, Materials Science and Engineering, Medical Physics and Applied Radiation Sciences~~, Physics & Astronomy, and Psychology, Neuroscience & Behaviour, ~~in the School of Geography and Earth Sciences~~ and in such other departments and schools as may be added to the Faculty of Science by the Senate  
One faculty member from each of the other Faculties
- Staff: Three full-time staff members in the Faculty of Science, elected by and from the full-time, non-teaching staff of the Faculty, for staggered three-year, once renewable terms

~~Staff members should normally have at least one year of service within the Faculty. Continued service within the Faculty for at least the term of election is normally expected.~~

~~One member of The Management Group (TMG), elected by and from that group for a two-year term~~

~~One member of the Technical/Instructional support staff, elected by and from that group for a two-year term~~

~~One member of the Administrative/Student Services support staff, elected by and from that group for a two-year term~~

Students: The elected undergraduate student to the University Senate from the Faculty of Science

~~The President of the McMaster Science Society (undergraduate student association), or delegate, and 4 additional undergraduate students to be appointed annually by the Faculty Dean upon recommendation by the President of the McMaster Science Society~~

~~One undergraduate student, elected by and from the full time undergraduate students in each department and school of the Faculty of Science for two years or until graduation, whichever term is the shorter~~

The elected graduate student to the University Senate from the Faculty of Science

~~The President of the Scientist Association at McMaster (graduate student association), or delegate, and 1 additional graduate student to be appointed annually by the Faculty Dean upon recommendation by the President of the Scientist Association at McMaster~~

~~One graduate student elected by and from the full-time graduate students in each department and school of the Faculty of Science for two years or until graduation, whichever term is the shorter~~

*Students may be asked to withdraw when the cases of specific students are under consideration, but on other matters shall have full voting privileges.*

Secretary: Secretary of the Senate, or delegate  
(non-voting)

Consultants: ~~Director of the Centre for Continuing Education, or delegate~~  
(non-voting) ~~Registrar, or delegate~~  
~~Manager, Environmental and Occupational Health Support~~  
~~— Services, or delegate~~  
Manager, Science Career and Cooperative Education  
Administrator (Research and Facilities), Faculty of Science



Administrator (Faculty, ~~Staff and Systems Affairs~~), Faculty of Science  
Directors of Senate-approved Centres and Institutes that report to the  
Vice-President (Research) in which the Faculty of Science is  
involved (see Schedule B)

**(ii) Regular Meetings:**

- (a) The Faculty shall meet at least two times during the period from September to June, inclusive. A notice of meeting shall normally be circulated at least one week before a meeting, and an agenda shall be circulated at least forty-eight hours before any such meeting.
- (b) Meetings of the Faculty shall be conducted in accordance with the rules and procedures of the Senate.
- (c) A quorum shall consist of those present at the meeting, provided that the meeting has been properly called and that regrets have not been received by the Secretary from more than one half of the members of the Faculty. However, for action on items not on the circulated agenda, a quorum shall consist of one half of the members of the Faculty.
- (d) In the absence of the Dean of the Faculty, the Chair shall be ~~the an~~ Associate Dean ~~(Studies)~~ of the Faculty or, in his/her absence, a member of the Faculty designated by the Dean.

**(iii) Special Meetings:**

Special meetings may be called, under the same conditions of notice and agenda as specified in sub-section (ii) above, by the Dean. They shall be called when at least twenty voting members of the Faculty request such a meeting by written submission to the Dean.

**(iv) Authority of the Faculty:**

- (a) The Faculty shall, within its area of jurisdiction and subject to the constraints imposed by these By-laws, determine the various levels of responsibility within the Faculty and establish appropriate Standing and Ad Hoc Committees.
- (b) Under the authority of these By-laws, which are subject to approval and amendment by the Senate, the Faculty shall determine the functions and powers that may be delegated to subordinate bodies.

**II THE FACULTY COUNCIL**

**(i) Composition:**

Ex Officio: President

Provost  
Dean & Vice-Provost of Graduate Studies  
Dean of the Faculty (Chair)  
Associate Deans of the Faculty  
~~Associate Vice-President and Dean of Graduate Studies or an Associate  
Dean of Graduate Studies designated by the Associate Vice-  
President and Dean of Graduate Studies~~  
Chairs of Departments and Directors of Schools in the Faculty of Science  
Assistant Dean (Academic)  
Director of Finance & Administration

Consultants: Members of the Faculty who are members of the University Planning  
(non-voting) Committee  
~~Director of Administration~~  
~~Assistant Dean (Studies)~~  
Directors of Interdisciplinary Graduate Programs involving the Faculty of  
Science  
Chair, Department of Biochemistry & Biomedical Sciences, Faculty of  
Health Sciences  
Administrator (Research and Facilities)  
Administrator (Faculty, Staff and Systems)

Secretary: Secretary of the Senate, or delegate  
(non-voting)

Quorum: One half of the voting members

**(ii) Functions:**

To do short-term and long-term planning for the Faculty of Science; to co-ordinate the academic objectives and priorities of the Departments and Schools in the Faculty of Science into a coherent Faculty plan; to be responsible for the planning of the Faculty's physical facilities and services; to deal with such matters as may be referred to it by the Dean of the Faculty or by the Faculty; to act on behalf of the Faculty in the period between the last regular Faculty meeting of one academic year and the first regular Faculty meeting of the succeeding academic year, submitting a written report to the Faculty at the latter meeting on all actions taken; to advise the Dean on matters of concern; to make recommendations to the Faculty on any appropriate matter; and to act as a nominating committee, as set out in Section V below; ~~and to appoint an appropriate member of staff to each Department Chair Ad Hoc Selection Committee.~~

Action taken by Faculty Council shall be reported to the Faculty at the next Faculty meeting.

**III DEAN'S AD HOC COMMITTEES**

Ad hoc committees, for advice and/or assistance in the operation of the Faculty, may be appointed on the Dean's initiative or at the request of the Faculty. The Faculty shall be informed of the function and composition of all such ad hoc committees.

#### IV STANDING COMMITTEES

##### (i) General

The President, the Provost, and the Dean of the Faculty are ex officio members of all Standing Committees, except that neither the President nor the Provost is an ex officio member of the Tenure and Promotion Committee.

The Standing Committees listed below, and such other committees as the Faculty or the Faculty Council may establish, shall meet at the call of the Chair. Student members of committees may be asked to withdraw from meetings when cases of specific students are under consideration.

Unless otherwise specified, a quorum shall consist of one half of the committee members.

##### (ii) Undergraduate Academic Planning and Policy Committee

###### Functions:

To advise the Associate Dean (~~Studies~~Academic) on matters and policy related to undergraduate academic planning, recruitment, course enrolment management, and student awards; and to consider undergraduate curriculum matters affecting the Faculty of Science and make recommendations thereon to the Faculty.

###### Composition:

- |             |   |
|-------------|---|
| Ex Officio: | President<br>Provost<br>Dean of the Faculty<br>Associate Dean ( <del>Academic</del> Studies) (Chair)<br>Assistant Dean ( <del>Academic</del> Studies)   |
| Faculty:    | Undergraduate Associate Chairs (or equivalent) of each Department, <del>and</del><br>School, <del>and Program in the Faculty of Science</del> offering programs<br>in which there are students registered in the Faculty of Science                               |
| Students:   | <del>President, McMaster Science Society, or delegate</del><br><del>Vice-President, Academic, McMaster Science Society</del><br><del>Two undergraduate students registered in the Faculty of Science, elected</del><br><del>annually by and from that group</del> |

Consultant: Manager, Science Career and Cooperative Education  
(non-voting)

Secretary: Provided by the Office of the Dean  
(non-voting)

~~(iii) Undergraduate Hearing Committee~~

Functions:

~~To serve as final adjudicator of undergraduate student appeals involving substantive academic judgement, as described under Sections 28 to 33 of the *Student Appeal Procedures*. Each case shall be heard by a tribunal of the Committee appointed by the Chair and appropriate to the case. Normally, tribunals shall consist of three members including either the Chair or the Vice-Chair.~~

Composition:

~~Chair: To be appointed by the Faculty Council from among the members of the Committee~~

~~Vice Chair: To be appointed annually by the Faculty Council from among the members of the Committee~~

~~Ex Officio: President  
Provost  
Dean of the Faculty~~

~~Faculty: Ten faculty members, appointed by Faculty Council for staggered three-year terms. No Department or School shall have more than two representatives.~~

~~Secretary: Provided by the Office of the Associate Dean (Studies)  
(non-voting)~~

~~Consultant: Secretary of the Senate  
(non-voting)~~

(iv) **Committee on Graduate Curriculum, Policy, Admissions and Study**

Functions:

To consider matters of policy and curriculum affecting graduate work in the Faculty of Science, including new programs and course changes, and to make recommendations thereon to the Faculty; to determine the admissibility to graduate study of any applicant recommended by a Department, School, Unit or Institute; to approve each graduate

student's course program; to review annually the progress of each graduate student; to determine action on the recommendation of a Department or School in instances of failure in a course; to recommend to the Graduate Council the students to receive graduate degrees; to decide on petitions from graduate students for special consideration in respect to off-campus or part-time study, extension of time to complete degree requirements, etc.; and to hear appeals of graduate students with respect to matters of academic standing involving substantive academic judgement, as described in Sections 28 to 33 of the *Student Appeal Procedures*.

Composition:

- Chair: Associate Dean (Graduate Studies), Faculty of Science  
~~An Associate Dean of Graduate Studies designated by the Associate Vice-President and Dean of Graduate Studies~~
- Ex Officio: President  
Provost  
Dean of the Faculty  
~~Associate Vice-President and Dean~~ & Vice-Provost of Graduate Studies
- Faculty: The ~~two faculty members most recently~~ longest serving faculty member  
currently elected by the Faculty of Science to the Graduate Council, ~~their term to be concurrent with their term on the Graduate Council or two years, whichever is the shorter~~  
~~Six faculty members, appointed by Faculty Council for staggered three-year terms~~  
Graduate Associate Chair (or equivalent) of each Department and School in the Faculty of Science offering programs in which there are students registered in the Faculty of Science  
One member appointed by the Graduate Council from a department or school other than those of the Faculty of Science
- Students: ~~Two graduate students, elected annually by and from the graduate student members of the Faculty~~  
The elected graduate student to the University Senate from the Faculty of Science  
The President of the Scientist Association at McMaster (graduate student association), or delegate
- Students may be asked to withdraw when the cases of specific students are under consideration, but on other matters shall have full voting privileges.
- Secretary: Secretary of the School of Graduate Studies, or delegate  
(non-voting)

**(v) Tenure and Promotion Committee**

Functions:

To receive from the Chair of each Department and the Director of each School, and to consider, all recommendations for the granting or withholding of tenure/permanence; to recommend to the Senate Committee on Appointments, for each candidate, that either tenure/permanence be granted or the appointment be allowed to lapse or the period of the term appointment be extended or no action be taken on the case; to receive from the Chair of each Department and the Director of each School, and to consider, all recommendations for promotion; and to recommend to the Senate Committee on Appointments the granting or withholding of promotion.

Composition:

Chair: Dean of the Faculty

Faculty: Seven tenured members of the full-time faculty (as specified in these By-laws) elected from those holding the rank of Professor or Associate Professor. Of these, at least ~~three~~ four shall be Professors and at least one shall be an Associate Professor. They shall be elected for staggered three-year terms by the full-time members of the Faculty.

Quorum: The Dean of the Faculty, and all other members, save one.

**~~(vi) Library Committee (Joint with the Faculty of Engineering)~~**

~~Functions:~~

~~To consider general policy for the Science and Engineering Library and to make recommendations to the University Libraries Committee; to advise the Science and Engineering Librarian on the day-to-day operations of the Science and Engineering Library in the best interests of the Library's users; to recommend to the University Libraries Committee appropriate acquisitions policies and budget allocations for each Department, School, Institute or Research Unit; and to consider any other matter relevant to the effective operation of a teaching and research library, reporting to the Faculties to provide information or to solicit advice.~~

~~Composition:~~

~~Chair: Appointed jointly by the Deans of Science and Engineering~~

~~Ex Officio: President~~

~~Provost  
Dean of the Faculty of Science  
Dean of the Faculty of Engineering  
Associate Dean (Studies)  
University Librarian  
Library Director, Science and Engineering  
Chair of the Arts Library Committee  
Chair of the Health Sciences Library Committee~~

~~Faculty: — One representative (generally the Library representative) selected annually from each Department, School, Institute or Research Unit in the Faculties of Science and Engineering~~

~~Students: — One undergraduate and one graduate student, from each of the Faculties of Science and Engineering, elected annually by the undergraduate and graduate student members of each of the Faculties~~

~~(vii) — A. Faculty Joint Occupational Health and Safety Committee~~

~~Functions:~~

~~For all buildings and areas under the control of the Faculty: to receive information on safety and hazards from the University and other sources and disseminate it to faculty members, staff and students as needed; to provide advice to the Dean of the Faculty, Department Chairs, Directors of Schools, faculty members, staff or students, wherever appropriate, concerning perceived hazards; to monitor compliance by McMaster University with the spirit and the letter of the Ontario Occupational Health and Safety Act and other relevant legislation and to report to the Dean on any variances; and to represent the Faculty of Science legally in all legal Joint Occupational Health and Safety Committee matters designated under the Occupational Health and Safety Act.~~

~~Composition:~~

~~Co Chairs: — One to be selected from the faculty/management members  
One to be selected by and from the elected worker members~~

~~Ex Officio: — President  
Provost  
Dean of the Faculty~~

~~Members: — One employer designated member from each Department/School/Unit  
One elected committee member from the Health and Safety Committee of each Department/School/Unit, selected by the elected members of the Department/School/Unit~~

~~One part-time instructor selected by CUPE~~

~~Additional members as may be appointed by the co-chairs, in consultation with the Dean, from other groups which use the facilities of the Faculty of Science, as long as the total number of elected members on the Committee comprises at least 50% of the Committee membership~~

~~Consultants: — Manager, Environmental and Occupational Health Support  
(non-voting) — Services~~

~~Safety Specialist, Environmental and Occupational Health Support  
Services~~

~~Additional resource persons to be appointed by the Co-Chairs as required by the legislation~~

~~Secretary: — Provided by the Office of the Dean  
(non-voting)~~

#### **~~B. Department/School/Unit Health and Safety Committee~~**

##### ~~Functions:~~

~~To provide advice to the Department Chair, School or Unit Director concerning health and safety matters having to do with the safe conduct of undergraduate laboratories and all research activities at the Department/School/Unit level and to report to the Department Chair, School or Unit Director on potential hazards; to conduct safety surveys within the Department/School/Unit in accordance with the Ontario Occupational Health and Safety Act; and to provide representation to the Faculty Joint Health and Safety Committee~~

##### ~~Composition:~~

~~Co-Chairs: — One person to be appointed by the Department Chair/School or Unit Director from among the faculty members in that Department/School/Unit  
One person to be selected by and from the non-supervisory employees~~

~~Ex Officio: — President  
Provost  
Dean of the Faculty~~

~~Members: — One or more non-supervisory employees to be elected by and from those in the Department/School/Unit. One of the elected people must be a non-supervisory technician.  
One graduate student to be elected by and from the graduate students in the Department/School/Unit~~



~~One person to be appointed by the Department Chair, School or Unit  
Director from among the employed members of the  
Department/School/Unit~~

(viii) **Faculty of Science ~~Awards and Honorary Degree~~ Recognition and Rankings  
Committee**

Functions:

To nominate Science faculty members for prestigious international, national and University-specific research and teaching excellence ~~A~~awards, and to make recommendations to the Dean for honorary degree nominations from the Faculty of Science, to provide recommendations to the Dean on matters related to reputation and rankings.

Composition:

Chair: To be appointed by the Dean of the Faculty in consultation with Faculty Council

Ex Officio: President  
Provost  
Dean of the Faculty

Faculty: One faculty member from each Department or School

Secretary: Provided by the Office of the Dean  
(non-voting)

(#) **Faculty Finance Committee**

Functions:

To monitor the financial position of the Faculty and to recommend strategies to ensure a financially viable organization to the Dean; to develop financial policies and guidelines for the review and management of the fiscal resources, to recommend thereon to the Dean; to establish a mechanism (e.g. reports, key performance indicators, etc.) for financial decision-making, including recommending comprehensive financial plans and budgets for the Faculty; and, to establish such other *ad hoc* committees as may be deemed appropriate to review specific financial issues with Faculty-wide implications. The Faculty Finance Committee is advisory to the Dean.

Composition:

Chair: Dean of the Faculty

Ex-Officio:     President  
                     Provost  
                     One (1) member of the Faculty who is a member of the University Budget  
                                 Committee (if applicable)  
                     Associate Deans of the Faculty  
                     Director, Finance & Administration, Faculty of Science

Members:     Two (2) Department Chairs, both to be appointed for staggered three-year  
                         terms (once renewable) by the Dean, in consultation with the Associate  
                         Deans. One (1) of whom will also serve to orient new Chairs to University  
                         and Faculty financial processes.

Two (2) members of the Faculty to be appointed for staggered three-year  
                         terms (once renewable) by the Dean, in consultation with the Associate  
                         Deans.

Normally, members will be selected such that departmental  
                         representation is not duplicated.

#### **(#) Faculty Appointments Advisory Committee**

Functions:

To review all Department and School applications for new full-time tenure- and teaching-  
stream faculty appointments, and recommend to the Dean on the allocation of the number  
and nature of the faculty positions. This Committee is advisory to the Dean.

Composition:

Chair:             Dean of the Faculty

Ex-Officio:     President  
                     Provost  
                     Associate Deans of the Faculty

Members:     Five (5) faculty members (not Chairs/Directors or Associate  
                         Chairs/Directors), one from each School and Department not represented  
                         by Associate Deans, appointed by the Dean after consultation with the  
                         relevant Chairs/Directors

Consultant:     Administrator (Faculty Affairs)  
                     (non-voting)

## **V ELECTIONS**

- (i) At an appropriate time each year, the Faculty Council shall make appointments or nominations to fill the vacant positions on each Standing Committee as appropriate, except the Tenure and Promotion Committee. Nominations shall be mailed to all members of the electorate, at their University address, giving members the opportunity to make additional nominations, within a designated period, any such nomination to be supported by five members of the electorate. In the event that further nominations are received, an election shall be conducted by the Secretary of the Senate, by means of ballots mailed to the University address of each member of the electorate.
- (ii) At an appropriate time each year, the Faculty Council shall make nominations sufficient to ensure an election of representatives of the Faculty of Science on the Graduate Council, on the Undergraduate Council, on the Senate and on the Tenure and Promotion Committee.

These nominations shall be mailed to all members of the electorate eligible to vote in such elections, at their University address, giving members the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nomination to be supported by five members of the electorate. The elections shall be conducted by the Secretary of the Senate, by means of ballots mailed to the University address of each member of the electorate.
- (iii) The Faculty Council shall nominate a representative of the Faculty of Science, for a three-year renewable term, to each of the other Faculties in which the Faculty of Science has representation. Additional nominations may be made by members of the electorate, within a designated period, any such nomination to be supported by five members of the electorate. If an election for any of these representatives be necessary, it shall be held concurrently with the election of members of Standing Committees.
- (iv) In the election of faculty members from the Faculty of Science to the Senate, no department or school shall hold more than two of the six allotted seats.
- (v) All elections shall be conducted in accordance with the single transferable vote procedure.
- (vi) The electorate shall consist of those faculty members holding the rank of Lecturer and above in the Departments and Schools of the Faculty of Science except insofar as the electorate for the Tenure and Promotion Committee is restricted by Senate to full-time members of the Faculty.
- (vii) Appointments to Standing Committees from Departments and Schools shall be forwarded by the Directors of Schools and Department Chairs to the Dean prior to July 1 of each year.
- (viii) Retiring members of Standing Committees shall be replaced by new members on **July 1** of each year, ~~except for the Undergraduate Hearing Committee. For this Committee,~~

~~retiring members shall be replaced by newly appointed members on September 1 of each year.~~

- (ix) If a position on a Standing Committee other than the Tenure and Promotion Committee becomes vacant, the Faculty Council may fill that vacancy for the remainder of the vacated term. In the case of a vacancy on the Tenure and Promotion Committee, a by-election must be held in accordance with the procedures outlined above.
- (x) In the election of staff members to the Faculty, Faculty Council shall make sufficient nominations to ensure an election. Additional nominations shall be solicited from the electorate, within a designated period and any such nomination shall be supported by three members of the electorate.

## **VI AMENDMENTS TO THE BY-LAWS OF THE FACULTY OF SCIENCE**

- (i) To have effect, any amendment to these By-laws must first be approved by the Senate.
- (ii) A recommendation to the Senate for any amendment to any By-law, or for any new By-law, shall be made only after the proposed change in the By-laws has been approved at a Faculty meeting. Notice of motion to request such amendment shall be given at a previous meeting of the Faculty, or in writing to all members of the Faculty at least four weeks before the Faculty meeting.

## **VII IMPLEMENTATION**

The date of effect for these By-laws shall be the date on which they receive the approval of the Senate.

Date of Most Recent Approval by Senate: ~~TBD~~June 3, 2009

### Faculty of Science By-laws: Schedule A

Senate-approved Centres and Institutes ~~in which the Faculty of Science is involved~~ that report to the Dean, Faculty of Science:

- Biointerfaces Institute (BI)
- McMaster Centre for Climate Change
- McMaster Centre for Nutrition, Exercise and Health Research (McNEHR)
- ~~Brockhouse Institute for Materials Research~~
- ~~McMaster Institute for Molecular Biology and Biotechnology (MOBIX)~~
- McMaster Institute for Music and the Mind (MIMM)
- ~~McMaster Institute for Transportation and Logistics (MITL)~~
- ~~McMaster Institute of Applied Radiation Sciences (McIARS)~~
- ~~McMaster Institute of Environment and Health (MIEH)~~
- McMaster Physical Activity Centre of Excellence (PACE)
- Origins Institute (OI)

~~March 2008~~As of Date TBD

### Faculty of Science By-laws: Schedule B

Senate-approved Centres and Institutes that report to the Vice-President (Research) in which the Faculty of Science is involved:

- Brockhouse Institute for Materials Research (BIMR)
- Fraunhofer Project Centre for Biomedical Engineering and Advanced Manufacturing (BEAM)
- MacData Institute
- McMaster Institute for Healthier Environments (MIHE)
- McMaster Institute for Transportation and Logistics (MITL)

As of Date TBD

**SCHEDULE "A" - COMPOSITION OF THE SENATE**

*Ex Officio:*

The Chancellor  
The President and Vice-Chancellor  
The Provost and Vice-President (Academic)  
The Vice-President (Administration)  
The Vice-President (Health Sciences)  
The Vice-President (Research)  
The Vice-President (University Advancement)  
The Dean of the Faculty of Business  
The Dean of the Faculty of Engineering  
The Dean of the Faculty of Health Sciences  
The Dean of the Faculty of Humanities  
The Dean of the Faculty of Science  
The Dean of the Faculty of Social Sciences  
The Vice-Provost and Dean of Graduate Studies  
The Director of the Centre for Continuing Education<sup>2</sup>  
The Principal of McMaster Divinity College  
The Chair of the Undergraduate Council

Appointed by the Alumni  
Association of McMaster  
University from among  
the graduates:

Four members

Appointed by and from the  
Board of Governors:

Three members

Elected by and from the  
students in each Faculty:

12 members

Faculty of Business	one graduate student and one undergraduate student
Faculty of Humanities	one graduate student and one undergraduate student
Faculty of Social Sciences	one graduate student and one undergraduate student
Faculty of Engineering	one graduate student and one undergraduate student
Faculty of Science	one graduate student and one undergraduate student
Faculty of Health Sciences	one graduate student and one undergraduate student

<sup>2</sup> The position of Director of the Centre for Continuing Education is the successor to the position of Dean of Adult Education named in the McMaster University Act (1976). All references to the Dean of Adult Education shall be deemed henceforth to refer to the Director of the Centre for Continuing Education.

Elected by and from the  
Teaching Staff of the  
University:

30 members

Faculty of Business	-	three members
Faculty of Humanities	-	six members
Faculty of Engineering	-	three members
Faculty of Health Sciences	-	six members
Faculty of Science	-	six members
Faculty of Social Sciences	-	six members

Appointed by and  
from the Teaching Staff  
of the Divinity College:

One member

Observers:

~~Associate Vice-President (Academic), Faculty of Health Sciences~~  
~~Executive Vice-Dean and Associate Vice-President (Academic) Faculty of Health Science~~  
Vice-Provost (International Affairs)  
Associate Vice-President (Students and Learning) and Dean of Students  
Associate Vice-President (Research)  
Associate Vice-President (Institutional Research and Analysis)  
Associate Dean of Business (Academic)  
Associate Dean of Engineering (Academic)  
Associate Dean of Humanities (Academic)  
~~Associate Dean of Health Sciences (Undergraduate Education)~~  
~~Vice-Dean, Undergraduate Education, Faculty of Health Sciences~~  
~~Associate Dean of Health Sciences (Nursing)~~  
~~Vice-Dean, Faculty of Health Sciences, Executive Director, School of Nursing~~  
~~Associate Dean of Health Sciences (Rehabilitation Science)~~  
~~Vice-Dean, Faculty of Health Science, Executive Director, School of Rehabilitation Science~~  
Associate Dean of Science (Academic)  
Associate Dean of Social Sciences (Academic)  
Ombudsperson  
University Registrar  
University Librarian  
Director of the Arts and Science Program  
~~Director of Government and Public Relations (or delegate)~~  
~~Assistant Vice-President, Communications & Public Affairs~~  
Senior Advisor to the President  
Academic Co-Chair, Indigenous Education Council  
One student registered in the Arts and Science Program  
President or Designate, McMaster University Faculty Association  
President or Designate, McMaster Students Union  
President or Designate, Graduate Students Association  
President or Designate, McMaster Association of Part-Time Students  
Associate Vice-Provost (Equity and Inclusion)

**TO: Senate Committee on By-Laws**

**FROM: Christi Garneau, Secretary of the Senate**

**DATE: October 25, 2018**

**RE: Amendment to Article II of the Senate By-Laws: Residency Requirements for the Chancellor**

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### **Background**

At its meeting on October 10, 2018, Senate began the process to form the Committee for Nominating a Chancellor to replace Dr. Suzanne Labarge as she will conclude her second term next year. The Chancellor is the titular head of the institution, whose main duty is conferring degrees at Convocation, along with defined roles in University governance as an ex-officio member of the Board of Governors and Senate. Chancellors often also participate in the cultural, philanthropic, and ceremonial aspects of University life. It is McMaster's practice to appoint members of the alumni to the role, although this is not codified.

Currently, the Senate By-Laws require that the Chancellor's customary place of residence be the Province of Ontario. While the exact origin of this requirement has not been confirmed, it is understood to be a longstanding criterion that candidates must meet. It is possible that there may have been historical reasons necessitating this, such as the practicalities of long-distance travel, which may not be relevant anymore.

More recently, it has been observed that this residency requirement restricts the candidate pool and may limit the University's ability to appoint candidates who reflect the values, diversity, and vision for the role. Accordingly, the President's Office has asked that the Committee on By-Laws consider whether this residency requirement for Chancellors be removed.

### **Motion:**

**That the Committee on By-Laws recommend to the Senate the amendment of Article II, section 5, to remove language requiring the Chancellor's customary place of residence to be the Province of Ontario.**



**ARTICLE II**  
**THE CHANCELLOR AND THE PRESIDENT**

3. The Chancellor shall be appointed by the Senate upon nomination from a Committee for Nominating a Chancellor.
4. The term of office of Chancellor shall be three years, normally renewable only once, commencing the first day of September of the year of appointment.
5. ~~No person shall occupy the office of Chancellor whose customary place of residence is not in the Province of Ontario.~~ No person shall occupy the office of Chancellor who is the President or the Vice-President, the head of an affiliated college, or a member of the teaching or administrative staff of the University or of an affiliated college.
6. When the office of Chancellor becomes vacant, the vacancy shall be filled by the appointment of a successor in the manner set out in Section 3, and such successor shall hold office as set forth in Section 4.
7. When a Chancellor ceases to be eligible for such office, or becomes incapable of acting, the office shall be deemed to be vacant.
8. A declaration of the existence of a vacancy in the office of Chancellor by the Senate entered in the minutes of the Senate is conclusive evidence of the vacancy.
9.
  - (a) The Committee for Nominating a Chancellor shall consist of the President, the Chair of the Board, the Principal of the Divinity College, the alumni members of the Senate and five other members of the Senate elected by the Senate in accordance with the procedure described in Section 118 (a). Seven members of the Committee for Nominating a Chancellor, including the President and the Chair of the Board, shall constitute a quorum at any meeting thereof.
  - (b) The Senate component of a Committee for Recommending a President shall consist of three faculty members, one graduate student and one undergraduate student, to be elected by the Senate, but not necessarily from the Senate, in accordance with the procedure described in Section 118 (a).
  - (c) The Committee for Nominating a Chancellor and the Committee for Recommending a President shall each appoint its own chair from among its members and determine its own procedure.
10. The Committee for Nominating a Chancellor and the Committee for Recommending a President shall report to the Senate in writing. Each report shall be made available to Senate members by the Secretary of the Senate no later than 24 hours prior to the relevant Senate meeting, and to observers at the beginning of the Closed Session of the Senate meeting.

**REPORT TO SENATE  
FROM THE  
UNIVERSITY PLANNING COMMITTEE**

**(Open – Regular)**

**1. Establishment of the David Braley Centre for Antibiotic Discovery**

At its meeting on November 14, 2018, the University Planning Committee approved, for recommendation to Senate and the Board of Governors, a proposal to establish the David Braley Centre for Antibiotic Discovery.

The University Planning Committee now recommends,

**that Senate approve, for recommendation to the Board of Governors, the establishment of the David Braley Centre for Antibiotic Discovery as recommended by the University Planning Committee.**

**Senate: FOR APPROVAL  
December 12, 2018**

October 9, 2018

TO: University Planning Committee

FROM: Karen Mossman

RE: **Proposal for the Establishment of the  
David Braley Centre for Antibiotic Discovery**

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The Committee on Research Institutes has reviewed the attached Proposal for the establishment of the **David Braley Centre for Antibiotic Discovery**, as per the policies and guidelines.

The proposal has the unanimous support of the Committee on Research Institutes.

Please include this as an Agenda Item for the next University Planning Committee Meeting.



KM

Attach.

cc: David Farrar  
Paul O'Byrne  
Michael Thompson  
Christi Garneau

September 21, 2018

Dr. Karen Mossman  
Acting Vice-President, Research  
Chair, Committee on Research Institutes  
c/o Gilmour Hall, Room 208

**Re: Proposed centre - David Braley Centre for Antibiotic Discovery**

Dear Dr. Mossman,

On behalf of the Faculty of Health Sciences, I would like to recommend the approval of the David Braley Centre for Antibiotic Discovery as an official research centre at McMaster.

Please find a proposal for the Centre attached.

If you require further information, please do not hesitate to contact me.

Sincerely,



Paul O'Byrne MB, FRCP(C), FRSC  
Dean and Vice-President  
Faculty of Health Sciences  
McMaster University

cc: J. Bramson

Encl.

PO:rl

## Research Institute/Centre Proposal

Proposal for new:

☐ Institute     **X Centre**

\*for current definitions, please see the University's *Guidelines for the Governance and Review of Research Institutes, Centres and Groups*

(<https://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/Governance-Review-ResearchInstitutesCentresGroups.pdf>)

Submitted by: Dr.

Gerry Wright, Director, Michael G. DeGroote Institute for Infectious Disease Research

### 1. **Official Name**

The David Braley Centre for Antibiotic Discovery

### 2. **Objectives /Proposed Activities**

The goals of the David Braley Centre for Antibiotic Discovery are:

To build on our internal strengths to address the increasing crisis in Antimicrobial Resistance (AMR) through research and development.

To identify new lifelong partnerships with mutually beneficial outcomes to solving the antibiotic crisis by identifying new antibiotics and alternatives to antibiotics, new diagnostic tools, and improved clinical practices.

To identify collaborative projects with partners that will complement areas of expertise.

To be national leaders of innovation and discovery in antimicrobial resistance.

The Braley Centre for Antibiotic Discovery provides McMaster University with the unique opportunity to take an internationally recognized leadership role in antibiotic research and innovation.

### 3. **Rationale for Establishment**

Antibiotics are essential to modern medicine. We rely on them to cure diseases ranging from pneumonia and meningitis to infections of blood, skin, the urinary, and gastrointestinal tracts, and all other body systems. Equally important, antibiotics enable us to control infection, thereby making surgeries, cancer chemotherapy, the care of preterm infants, and many other high-risk procedures possible.

Despite the critical importance of these drugs to medicine, we are now at risk of losing the advances of the past 65 years and returning to a pre-antibiotic era. Indeed, for some multi-drug resistant bacteria, we have already lost the battle. The reasons for this crisis include the evolution of AMR by previously susceptible bacteria and the parallel lack of innovation in new antibiotic discovery.

To create a hub of AMR and antibiotic discovery research that builds on our strengths, our existing and growing infrastructure, and our partnerships. We will work vigorously to translate our research into improvements to health care and whenever possible, through commercialization with partners. We are committed to broad open collaboration at national and international levels across sectors to meet our mission of finding solutions that contribute to the elimination of the global threat of AMR in Canada and around the world.

The vision of the *David Braley Centre for Antibiotic Discovery* is to contribute to the elimination of the threat of AMR in Canada and across the globe. Our mission is to transform scientific discoveries into meaningful solutions for AMR.

### **Membership**

Membership will be comprised of scientists and clinicians with research interests in antimicrobial resistance (AMR) and will have an academic appointment in a McMaster academic department. Core membership requires an active scholarly basic research or clinical program in an area relevant to AMR. Initial membership will include:

<b>Name</b>	<b>Primary Faculty and Department</b>	<b>Area of Expertise</b>
Eric Brown	Biochemistry & Biomedical Sciences	Drug discovery, Antimicrobial resistance
Andrew McArthur	Biochemistry & Biomedical Sciences	Genomics, bioinformatics
Michael Surette	Pathology & Molecular Medicine	The human microbiome, respiratory tract infections, drug discovery
Mark Loeb	Medicine	Clinical studies, metadata analysis
Dawn Bowdish	Pathology & Molecular Medicine	The immune system, pneumonia, aging, drug discovery
Lori Burrows	Biochemistry & Biomedical Sciences	Bacteria physiology, drug discovery, antimicrobial resistance
Marie Elliot	Biology	Bacteria development, physiology and community behaviour, drug discovery

Associate membership in the David Braley Centre for Antibiotic Discovery will be appointed to faculty members collaborating with core members or involved in projects with direct relevance to the objectives of the Centre.

Membership in the Centre will be made on the recommendation of the Director.

4. **Financial Resources**

With the support of a \$7M philanthropic gift from Mr. Braley, a five-year budget projection is shown in Appendix A and represents how the \$7M investment will provide the resources to provide the infrastructure necessary to support the David Braley Centre for Antibiotic Discovery with the personnel, equipment, supplies and outreach platforms for the delivery of novel AMR solutions.

The Faculty of Health Sciences has introduced a new policy regarding research overhead for institutes and Centre's that automatically directs a portion of overhead from all core members to a dedicated operating account for the institute/Centre and no longer requires separate Dean/Chair approval. The Vice-Dean (Research) in FHS has reviewed the proposal as it related to funding and had no issues.

All core members of this Centre with the exception of one are based in FHS. Any central University policies with regard to overhead distribution will remain in force (i.e. with the non-FHS member's overhead directed to the respective department within the Faculty of Science as determined by the policy).

**4.1 Donations and Outreach**

It is anticipated that this timely initiative in AMR will have the potential to attract the interest of new donors and government.

5. **Staff Resources**

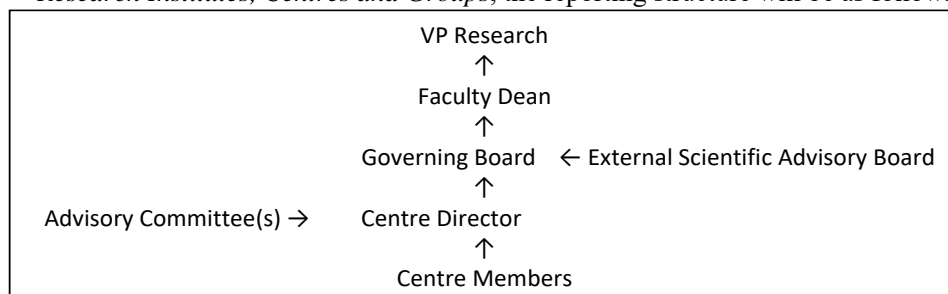
The David Braley Centre for Antibiotic Discovery will be resourced by administrative staff to ensure efficient operational management of the Centre. Salary will be supported through internal sources.

6. **Physical Resources**

The David Braley Centre for Antibiotic Discovery will occupy approximately 3,417.90 square feet on the second floor of MDCL to accommodate office and lab personnel as well as equipment. The exact location and amount of space will be determined in consultation with Faculty leadership. The space will be designed to ensure a connection between labs and to encourage the natural development of translational research. The Faculty will continue to cover the ongoing University space costs attributed to this space.

7. **Organizational Structure**

In keeping with the University's *Guidelines for the Governance and Review of Research Institutes, Centres and Groups*, the reporting structure will be as follows:



### **8.1 Director**

The Director will set the research and academic direction of the David Braley Antibiotic Discovery Centre in consultation with the Governing Board and Advisory Committee. The Director will articulate the leadership of the Centre, set milestones and provide the business plan. The Director will report annually to the Governing Board.

The Director will be appointed for a 5-year renewable term.

Pending approval by the University's governing bodies, Dr. Gerry Wright is to be put forward for appointment as the inaugural holder of this position.

### **8.2 Governing Board**

The Governing Board (GB) will oversee the status, progress, and financial viability of the David Braley Antibiotic Discovery Centre. According to the University's *Guidelines for the Governance and Review of Research Institutes, Centres and Groups*, the GB will be comprised at a minimum to include the Dean and Vice-President, Faculty of Health Sciences, the Vice-Dean Research, Faculty of Health Sciences, and chair of Biochemistry and Biomedical Sciences.

The David Braley Antibiotic Discovery Centre Director will report to the GB on an annual basis.

### **8.3 Management Advisory Committee (MAC)**

The Management Advisory Committee (MAC) will provide advice to the Director with regard to operational priorities and the direction for the Centre. In addition to the MAC members by the Director, members will also include a member external to the university with experience in project management, and a representative of Mr. Braley. The MAC is consulted at least every two years, or more frequently at the discretion of the Director.

### **8.4 External Scientific Advisory Board (ESAB)**

The ESAB will be comprised of international experts and provide scientific and intellectual leadership for the guidance and development of DRI research projects. Will make recommendations on project directions and progress toward milestones.

Proposed members of the ESAB include: Frank Plummer, MD (ex-Director of National Microbiology Lab, Canada); John Rex, MD (ex-head of antibiotic discovery at Astra Zeneca), Patricia Bradford, PhD (ex-Director, Applied Sciences for Infectious Disease, Novartis), Laura Piddock, PhD (Professor U Birmingham, Head of Scientific Affairs, Global Antibiotic Research & Development Partnership). This Board will meet annually and through teleconference as required.



## **8. Operational Review**

### **9.1 Annual Review**

The David Braley Antibiotic Discovery Centre Director will report to the Governing Board on an annual basis. This report should include updates on research productivity, researchers, educational initiatives, external affiliations, Centre administration and operations, financial status, grants-in-aid, strengths and weaknesses, objectives for the coming year and any other items of relevance to the operation of the David Braley Antibiotic Discovery Centre

### **9.2 Periodic Review**

According to the University's *Guidelines for the Governance and Review of Research Institutes, Centres and Groups*, the David Braley Antibiotic Discovery Centre will undergo an external review every five years in keeping with University guidelines and at the discretion of the Governing Board (GB). The composition of the External Review Board (ERB) will be determined by the GB, as chaired by the Dean, Faculty of Health Sciences.

The composition of the ERB will be determined by the GB and should take into account the aspirations of the Centre and the availability of funds to support the review. The ERB would normally comprise three high-calibre scholars with an international perspective, who must be arms-length from the David Braley Antibiotic Discovery Centre. The ERB will assess the performance of the Centre's Director and its scientific program. The ERB will be furnished with documents describing the University's policy on Research Institutes and will be asked whether performance is compatible with expectations described in the policy.

The ERB is expected to use accepted measures of performance such as publication number and impact to assess the Centre's contributions in comparison with those of (a) the Centre during the preceding 5 years and/or (b) with the performance of Centre's of similar size in the same field of research.

The recommendations of the ERB will include the renewal of the Director, and whether the Centre's performance is consistent with that of a Centre at McMaster University. Their report will be submitted in confidence to the GB via the Dean, Faculty of Health Sciences. Normally, the Governing Board chair would share the ERB's report or major recommendations from the ERB's report with either the current Director, or the successor to the current Director, so that the leadership of the Centre benefits from the perspective of the ERB.

Statement of Revenues and Expenditures						
	2018-19 Projected Annual	2019-20 Projected Annual	2020-21 Projected Annual	2021-22 Projected Annual	2022-23 Projected Annual	Notes
<b>REVENUE</b>						
Initial Gift - spend down trust	\$ 7,000,000.00					
Carry Forward from previous year		\$ 6,312,059.00	\$5,621,796.00	\$4,929,089.00	\$4,233,809.00	
Annual Interest @4%		\$ 252,482.36	\$ 234,971.13	\$ 206,562.41	\$ 177,614.86	The \$7M resides in a spend-down fund which will earn annual interest based on the capital remaining
<b>TOTAL REVENUE</b>	<b>\$ 7,000,000.00</b>	<b>\$ 6,564,541.36</b>	<b>\$5,856,767.13</b>	<b>\$5,135,651.41</b>	<b>\$4,411,423.86</b>	
<b>EXPENSES</b>						
Faculty support - 1 mid-career - 2 early career	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	supplementary support for recruitment/retention of early to mid-career faculty members who have demonstrated excellence in AMR
Research and Trainees	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	to support research faculty with financial support to enable them to focus on high risk – high reward opportunities
Research Supplies & Infrastructure	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	representing the required inputs to the innovative research studies undertaken by Centre's investigators
Commercialization & development Annual Symposium	\$ 60,000.00 \$ 35,000.00	\$ 60,000.00 \$ 35,000.00	\$ 60,000.00 \$ 35,000.00	\$ 60,000.00 \$ 35,000.00	\$ 60,000.00 \$ 35,000.00	directed toward de- risking projects that have the potential to attract additional investments from private and industry funders. costs associated with the coordination of an annual Centre symposium
External Scientific Advisory Board	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	to support the engagement activities of the External Scientific Advisory Board members
Administration & Operating	\$ 57,941.00	\$ 60,263.00	\$ 62,707.00	\$ 65,280.00	\$ 67,988.00	administrative and operational business activities to support the research center and team.
<b>TOTAL EXPENSES</b>	<b>\$ 687,941.00</b>	<b>\$ 690,263.00</b>	<b>\$ 692,707.00</b>	<b>\$ 695,280.00</b>	<b>\$ 697,988.00</b>	
<b>CARRYFORWARD TO FOLLOWING YEAR</b>	<b>\$ 6,312,059.00</b>	<b>\$ 5,874,278.36</b>	<b>\$5,164,060.13</b>	<b>\$4,440,371.41</b>	<b>\$3,713,435.86</b>	