Senate

3:30 PM, Wednesday, September 12, 2018
Gilmour Hall, Council Room (Room 111)

AGENDA

NOTE: Members who wish to have items moved from the Consent to the Regular Agenda should contact the University Secretariat at senate@mcmaster.ca 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
INTRODUCTION OF NEW SENATE MEMBERS AND OPENING REMARKS

1.   APPROVAL OF AGENDA – OPEN SESSION

CONSENT

2.   MINUTES OF PREVIOUS MEETING – JUNE 6, 2018 - OPEN SESSION

3.   COMMUNICATIONS

4.   REPORT FROM THE EXECUTIVE COMMITTEE

REGULAR

5.   ENQUIRIES

6. COMMUNICATIONS

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7. OTHER BUSINESS

B. CLOSED SESSION

8. APPROVAL OF AGENDA - CLOSED SESSION

<u>*CONSENT*</u>

9. MINUTES OF PREVIOUS MEETING – JUNE 6, 2018 - CLOSED SESSION

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11. REPORT FROM THE EXECUTIVE COMMITTEE

<u>*REGULAR*</u>

12. 2018 GRADUANDS

13. OTHER BUSINESS

SENATE MINUTES   **VOL. LXIII**

Wednesday, June 6, 2018 at 3:30 p.m.
In the Council Room (111), Gilmour Hall

PRESENT: Dr. Patrick Deane (Chair), Ms Anita Acai, Ms Leah Allan, Dr. Catherine Anderson, Dr. Vishwanath Baba, Dr. Rob Baker, Dr. Pamela Baxter, Dr. Lee Beach, Dr. Martin Beckmann, Mr. Cam Brandreth, Dr. Lorraine Carter, Dr. Philippa Carter, Dr. Narat Charupat, Mr. Jason Chestney, Dr. David Clark, Mr. Andrew Colgoni, Mr. Gary Collins, Mr. Roger Cauldrey, Dr. Ken Cruikshank, Dr. Nancy Doubleday, Dr. Diane Enns, Dr. David Farrar, Dr. Carlos Fillipe, Dr. James Gillett, Dr. Meridith Griffin, Dr. Sheila Harms, Dr. Jerry Hurley, Dr. Kiruba Kirubarajan, Dr. Graeme Luke, Dr. Maureen MacDonald, Prof. Judy Major-Girardin, Ms Beth Manganelli Staite, Mr. Jim McCaughey, Mr. Sid Nath, Ms Muffy Phull, Dr. Stanley Porter, Dr. Ishwar Puri, Dr. Stephanie Ross, Dr. Erik Sorenson, Dr. Victor Satzewich, Dr. Aaron Schat, Dr. Spencer Smith, Ms Moira Taylor, Ms Veronica van der Vliet, Dr. Brenda Vrkljan, Dr. Len Waverman, Dr. Doug Welch, Ms Mary Williams, Ms Christi Garneau (Secretary of the Senate), Mr. M. Downard (Associate University Secretary)

OBSERVERS: Ms Carolyn Brendon, Ms Esme Davies, Mr. Chukky Ibe, Dr. Jacy Lee, Dr. Gary Warner

REGRETS RECEIVED: Dr. Sigal Balshine, Dr. Ana Campos, Dr. Ian Dworkin, Dr. David Earn, Dr. Alison Holloway, Ms Rebecca Jamieson, Dr. Anne Niec, Dr. Robert O'Brien, Dr. Paul O'Byrne, Ms Rina Patel, Mr. Aaron Roberts, Dr. Susan Searls Giroux, Dr. Jonathan Schertzer

A.   *OPEN SESSION*

OPENING REMARKS

Dr. Deane thanked those Senators whose terms were ending for their service, participation and helpful contribution to McMaster's governance.

Senators were informed that, with the finalization of McMaster's Strategic Research Plan, the administration is working on the Brighter World Research Initiative. Dr. Deane discussed the details of the initiative. It was explained that it will build on work related to McMaster's Brighter World branding and marketing campaign, which promotes McMaster's national and international reputation as a highly recognized research-intensive university, highlighting the impact of McMaster's research excellence, enhancing McMaster's reputation in the global rankings, and enriching the University's on-campus branding and engagement within the local communities.

I   APPROVAL OF AGENDA – OPEN SESSION

Dr. Deane confirmed that no requests had been received to move any items from the Consent to the Regular agenda of the Open Session.

It was duly moved and seconded,

that Senate approve the Open Session agenda for the meeting of June 6, 2018 and that items II and III be approved by consent.

The motion was **carried**.

CONSENT

II   MINUTES of the Meeting of May 16, 2018 – Open Session

Motion:

that the minutes of the Open Session portion of the meeting held on May 16, 2018 be approved as circulated.

Approved by Consent

III   REPORT FROM THE COMMITTEE ON APPOINTMENTS

a. **Name Change for the DiCenso Professorship in Advanced Practice Nursing**

Motion:

that Senate approve, for recommendation to the Board of Governors, the name change for the DiCenso Professorship in Advanced Practice Nursing, as circulated.

Approved by Consent.

REGULAR

IV   BUSINESS ARISING

There was no business arising for Open Session.

V   ENQUIRIES

There were no enquiries.

VI   COMMUNICATIONS

There were no communications.

VII   REPORTS FROM COUNCILS

a.   Graduate Council

i.   New Program Proposal – M.Eng and G.Dip in Systems and Technology

Dr. Welch provided Senators with an overview of the new program proposal.

It was duly moved and seconded,

that Senate, on the recommendation of Graduate Council, approve the revised new program proposal for the Masters of Engineering and Graduate Diploma in Systems and Technology as circulated.

The motion was **carried.**

ii.   Faculty of Business

Members were provided with details of the proposals from the Faculty of Business.

It was duly moved and seconded,

that Senate, on the recommendation of Graduate Council, approve the change in admission requirements for the Master of Finance program as circulated.

The motion was **carried.**

It was duly moved and seconded,

that Senate, on the recommendation of Graduate Council, approve the cancellation of the Supply Chain Management specialization within the Master of Business Administration program as circulated.

The motion was **carried.**

It was duly moved and seconded,

that Senate, on the recommendation of Graduate Council, approve the creation of a Business Analytics specialization within the Master of Business Administration program as circulated.

The motion was **carried**.

iii.   **Faculty of Business**
iv.   **Faculty of Health Sciences**
v.   **Faculty of Science**
vi.   **Faculty of Social Sciences Calendar Copy – Creation of New Milestones (Ph.D)**
vii.   **Quality Assurance Committee**
viii.   **Changes to Thesis Defence Process**

Senate received the above-listed reports for information.

b.   **Undergraduate Council**

i.   **Revisions to the Senate Policy on Certificates and Diplomas**

On behalf of Undergraduate Council Chair Dr. Susan Searls Giroux, Dr. Lorraine Carter provided members with an overview of the circulated material, explaining the proposed changes to the Senate Policy on Certificates and diplomas. These amendments pertain to the recognition of credits earned through programs and courses offered by the Centre for Continuing Education (CCE).

It was duly moved and seconded,

that Senate, on the recommendation of Undergraduate Council, approve the proposed revisions to the Senate Policy on Certificates and Diplomas as circulated and effective July 1, 2018.

The motion was **carried.**

ii.   **Proposed New Course for Academic Credit**

Dr. Carter explained that the Centre for Continuing Education proposes the creation of a Data Analytics in Health Care course within the Health Information Management and Health Information Management Plus Diplomas.

It was duly moved and seconded,

That Senate, on the recommendation of Undergraduate Council, approve the creation of a Data Analytics in Health Care course offered by the Centre for Continuing Education as circulated.

The motion was **carried.**

iii.   **Establishment of New Certificate of Completion Programs**

Dr. Puri discussed the proposal from the Faculty of Engineering to create a Carbon Mitigation Certificate of Completion. This would build on the Faculty's success in partnering with industry to offer practice-based education.

It was duly moved and seconded,

that Senate, on the recommendation of Undergraduate Council, approve the Carbon Mitigation Certificate of Completion as circulated.

The motion was carried.

VIII   REPORT FROM SENATE COMMITTEES

a.   **University Planning Committee**

i.   **Policy on the Indirect Costs Associated with Research Funding From the Private Sector**

Dr. Farrar informed Senate that the University Planning Committee recently reviewed and approved the Policy on the Indirect Costs Associated with Research Funding from the Private Sector. It is now presented to Senate, for recommendation to the Board of Governors. In his capacity as VP Research, Dr. Baker provided an overview of the proposal.

It was duly moved and seconded,

that Senate, on the recommendation of the University Planning Committee, approve for recommendation to the Board of Governors, the revisions to the Policy on the Indirect Costs Associated with Research Funding from the Private Sector as circulated.

The motion was carried.

ii.   **Establishment of the McMaster Midwifery Research Centre**

Senate discussed the proposal to establish the McMaster Midwifery Research Centre.

It was duly moved and seconded,

that Senate, on the recommendation of the University Planning Committee, approve for recommendation to the Board of Governors, the proposed McMaster Midwifery Research Centre.

The motion was **carried**.

iii.   **Consolidated Budget**

Dr. Juliet Daniel provided members with a presentation on the consolidated budget. Senate had an in-depth discussion about the budget and priorities for the University. The item was presented for information as the budget is approved by the Board of Governors.

iv.   **Establishment of New Programs**

The Provost and Vice-President (Academic) provided an overview of the circulated new programs. It was noted that the material is provided for information.

b.   **Committee on By-Laws**

i.   **Referral from Senate Regarding Governance Oversight for Master of Divinity (MDiv) and Master of Theological Studies (MTS) Degree Programs**

Dr. Clark presented the report. The Committee on By-Laws considered a referral made by the Senate at its March meeting and the material was presented as notice of motion at the May meeting. The proposed amendments will transfer governance oversight of the MDiv and MTS programs from Graduate Council to Undergraduate Council, which was recommended following an academic audit that determined these programs would not comply with graduate-level IQAP reviews. Senators asked questions of Dr. Clark, Dr. Welch, and President Deane and discussed the merits of the proposal including the process used to develop the recommendations and the impact on students.

It was duly moved and seconded,

that Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to the By-Laws of the Senate of McMaster University article X (The Graduate Council) and article XI (The Undergraduate Council) as circulated, effective July 1, 2018.

The motion was **carried**.

ii.   **Referral from the Senate Committee on Student Affairs**

Senators discussed the proposed changes to the terms of reference for the Committee on Students Affairs, which, if approved, would allow the Committee to approve annual minor housekeeping changes to the Residence Agreement/Contract and report these to Senate for information. The Chair of the By-Laws Committee answered questions and explained the rationale for the changes.

It was duly moved and seconded,

that Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to the By-Laws of the Senate of McMaster University article VIII, section 139 as circulated, effective July 1, 2018.

The motion was **carried**.

iii.   **Amendments to the By-Laws of the Faculty of Engineering**

Dr. Clark provided an overview of the circulated material, explaining that, if approved, the Faculty of Engineering will establish the Student Academic Accommodation Committee. Dean Puri answered questions about the proposed amendments.

It was duly moved and seconded,

that Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to the By-Laws of the Faculty of Engineering to create a Student Academic Accommodation Committee as circulated, effective July 1, 2018.

The motion was **carried**.

IX   OTHER BUSINESS

There was no other business in Open Session.

September 12, 2018

TO: Members and Observers of the McMaster University Senate

FROM: Christi Garneau
             University Secretary

RE: Confidentiality of Senate and Senate Committee Discussions

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For many years there has been an annual reminder to members of Senate and Senate committees of their responsibilities in terms of confidentiality.

The operation of the Senate is governed by *The McMaster University Act, 1976* and the Senate By-laws. Much of Senate's business is conducted in Open Session and that part of each Senate meeting may be attended by any member of the University or the wider community. Matters discussed in Open Session are not confidential and the record of Senate's Open Session proceedings is available to the general public.

The University Act, however, provides for certain matters to be dealt with in Closed Session, i.e., "matters confidential to the University" and "matters of a personal nature concerning an individual." Items discussed in the Closed Session portion of Senate meetings are confidential and are not to be divulged to anyone not entitled to be present. This rule applies also to the meetings of Senate committees and boards (Senate By-law 2(l)). The University is now also governed by Ontario's *Freedom of Information and Protection of Privacy Act* (RSO 1990) (FIPPA). Despite the provisions of this Act with respect to Freedom of Information, the substance of Closed Session discussions are normally exempt from disclosure. This Act does, however, impose on the University an even greater level of accountability with respect to the protection of confidential information about individuals.

Senate members and observers are urged to treat Closed Session discussions and materials with the necessary confidentiality, not only to protect the individuals whose names may be mentioned, but also to provide an atmosphere in which Senate and committee members may engage in frank debate on what are sometimes very sensitive issues. In this way, the dignity and authority of the Senate will not be undermined and the decisions made will more likely be based on full and candid discussion.

McMaster University

SENATE MEETING SCHEDULE
2018-19 Academic Session
at 3:30 p.m.
In the Council Room (Room 111), Gilmour Hall

Wednesday, September 12, 2018

Wednesday, October 10, 2018

Wednesday, November 14, 2018

Wednesday, December 12, 2018

Second Term

Wednesday, January 9, 2019

Wednesday, February 13, 2019

Wednesday, March 13, 2019

Wednesday, April 10, 2019

Wednesday, May 15, 2019

Wednesday, June 5, 2019

McMaster University
MEMBERS OF SENATE 2018-19

EX OFFICIO

Chancellor	Dr. Suzanne Labarge
President & Vice-Chancellor	Dr. Patrick Deane
Provost and Vice President, Academic	Dr. David Farrar
Vice-President (Administration)	Mr. Roger Couldrey
Dean and Vice-President (Health Sciences)	Dr. Paul O'Byrne
Vice-President (Research)	Dr. Karen Mossman (Acting)
Vice-President (University Advancement)	Ms. Mary Williams
Dean, Faculty of Business	Dr. Leonard Waverman
Dean, Faculty of Engineering	Dr. Ishwar Puri
Dean, Faculty of Humanities	Dr. Ken Cruikshank
Dean, Faculty of Science	Dr. Maureen MacDonald
Dean, Faculty of Social Sciences	Dr. Jeremiah Hurley
Vice-Provost and Dean of Graduate Studies	Dr. Doug Welch
Principal, Divinity College	Dr. Stanley Porter
Undergraduate Council Chair	Dr. Susan Searls Giroux
Director, Centre for Continuing Education	Dr. Lorraine Carter

TEACHING STAFF

Faculty of Business

Dr. Peter Miu	(2021)
Dr. Narat Charupat	(2019)
Dr. Aaron Schat	(2020)

Faculty of Engineering

Dr. Thomas Adams	(2020)
Dr. Spencer Smith	(2019)
Dr. Nicola Nicolici	(2021)

Faculty of Humanities

Dr. Christina Baade	(2021)
Dr. Bonny Ibhawoh	(2021)
Dr. Mary Silcox	(2019)
Dr. Catherine Anderson	(2019)
Dr. Martin Beckmann	(2020)
Dr. Nancy Doubleday	(2020)

Faculty of Social Sciences

Dr. Megan Brickley	(2021)
Dr. Katherine Cuff	(2021)
Dr. Philippa Carter	(2019)
Vacancy	(2019)
Dr. Robert O'Brien	(2020)
Dr. Victor Satzewich	(2020)

Faculty of Science

Dr. Kim Dej	(2021)
Vacancy	(2021)
Dr. Sigal Balshine	(2019)
Dr. Ana Campos	(2019)
Dr. Ian Dworkin	(2020)
Dr. Erik Sorensen	(2020)

Faculty of Health Sciences

Dr. Pamela Baxter	(2021)
Dr. Mark Walton	(2021)
Dr. Brenda Vrkljan	(2019)
Dr. Jonathan Schertzer	(2019)
Dr. Alison Holloway	(2020)
Dr. Anne Niec	(2020)

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McMaster Divinity College

Vacancy

ALUMNI REPRESENTATIVES

Ms. Beth Manganelli Staite	(2019)
Ms. Moira Taylor	(2021)
Mr. Gary Collins	(2021)
Mr. Jim McCaughey	(2020)

BOARD REPRESENTATIVES

Ms. Debbie Martin	(2021)
Ms. Rebecca Jamieson	(2021)
Mr. Andrew Colgoni	(2020)

STUDENT REPRESENTATIVES

Undergraduate

Ms. Alannah De Angelis	Business	(2019)
Mr. Daniel Morrison	Engineering	(2020)
Ms. Rina Patel	Health Sciences	(2019)
Mr. Jason Chestney	Humanities	(2019)
Mr. Tevin Heath	Science	(2020)
Mr. Cam Brandreth	Social Sciences	(2019)

Graduate

Ms. Mariam Munawar	Business	(2020)
Vacancy	Engineering	(2019)
Ms. Maleeha Qazi	Health Sciences	(2020)
Mr. Aaron Roberts	Humanities	(2019)
Ms. Anita Acai	Science	(2019)
Ms. Taylor Mackenzie	Social Sciences	(2019)

SECRETARY OF SENATE

Ms. Christi Garneau

MEMBERSHIPS OF STANDING COMMITTEES AND BOARDS
OF SENATE
FOR THE 2018-2019 ACADEMIC YEAR

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EXECUTIVE COMMITTEE

Chancellor	Dr. Suzanne Labarge	
President (Chair)	Dr. Patrick Deane	
Provost and Vice-President (Academic)	Dr. David Farrar	

Eight members of Senate, including four faculty, one alumni member, one other Senate member, one graduate student, one undergraduate student

Teaching Staff Senator	Dr. Catherine Anderson	(2020)
Teaching Staff Senator	Dr. Sigal Balshine	(2019)
Teaching Staff Senator	Dr. Thomas Adams	(2020)
Teaching Staff Senator	Dr. Jonathan Schertzer	(2019)
Teaching Staff Senator	Dr. Jerry Hurley	
Alumni Senator	Mr. Jim McCaughey	(2020)
Graduate Student Senator	Mr. Taylor Mackenzie	(2019)
Undergraduate Student Senator	Mr. Jason Chestney	(2019)

UNIVERSITY PLANNING COMMITTEE

Ex Officio Members

Chancellor	Dr. Suzanne Labarge
Chair of the Board of Governors	Mr. Paul Douglas
Vice-Chair of the Board of Governors	Mr. Bradley Merkel
President	Dr. Patrick Deane
Provost and Vice-President (Academic) (Chair)	Dr. David Farrar
Vice-President (Administration)	Mr. Roger Couldrey
Vice-President (Research)	Dr. Karen Mossman (Acting)
Vice-Provost and Dean of Graduate Studies	Dr. Douglas Welch

Members shall be elected by and from the appropriate constituency according to the approved process. Terms of office begin July 1. Five members elected by and from the teaching staff of the University and one Faculty Dean, elected by and from the six Faculty Deans.

Elected Teaching Staff	Dr. Ana Campos	(2021)
Elected Teaching Staff	Dr. Steve Hanna	(2019)
Elected Teaching Staff	Dr. Alison McQueen	(2019)
Elected Teaching Staff	Dr. Gillian Goward	(2020)
Elected Teaching Staff	Dr. Julie Richardson	(2020)
Elected Faculty Dean	Dr. Leonard Waverman	(2019)
Elected Non-Teaching Staff	Ms Arlene Dosen	(2021)
Elected Graduate Student	Mr. Rodrigo Narro Perez	(2020)
Elected Undergraduate Student	Mr. Tevin Heath	(2020)

COMMITTEE ON APPOINTMENTS

Chancellor	Dr. Suzanne Labarge
President	Dr. Patrick Deane
Provost and Vice-President (Academic)	Dr. David Farrar
Vice-President (Research)	Dr. Karen Mossman (Acting)
Vice-Provost and Dean of Graduate Studies	Dr. Douglas Welch/ Dr. Michael Thompson (Acting to December 31, 2018)

Seven elected faculty members of Senate, and one student member of Senate

Teaching Staff Senator	Dr. Nicola Nicolici	(2021)
Teaching Staff Senator	Dr. Bonny Ibowah	(2021)
Teaching Staff Senator	Dr. Katherine Cuff	(2021)
Teaching Staff Senator	Dr. Vic Satzewich	(2020)
Teaching Staff Senator	Dr. Erik Sorensen	(2020)
Teaching Staff Senator	Dr. Narat Charupat	(2021)
Teaching Staff Senator (Chair)	Dr. Alison Holloway	(2020)
Student Senator	Ms Anita Acai	(2019)

COMMITTEE ON HONORARY DEGREES

Chancellor	Dr. Suzanne Labarge	
President (Chair)	Dr. Patrick Deane	
Teaching Staff Senator	Dr. Spencer Smith	(2019)
Teaching Staff Senator	Dr. Nancy Doubleday	(2020)
Teaching Staff Senator	Dr. Megan Brickley	(2021)
Teaching Staff Senator	Dr. Brenda Vrkljan	(2019)
Alumni Member of Senate	Ms Beth Manganelli Staite	(2019)

COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

Chancellor	Dr. Suzanne Labarge	
President	Dr. Patrick Deane	
University Bedel	Dr. Michel Rathbone	
Teaching Staff Senator (Chair)	Dr. Mary Silcox	(2019)
Teaching Staff Senator	Dr. Narat Charupat	(2019)
Teaching Staff Senator	Dr. Spencer Smith	(2019)
Teaching Staff Senator	Dr. Kim Dej	(2021)
Teaching Staff Senator	Dr. Martin Beckman	(2020)
Teaching Staff Senator	*Vacant*	
Graduate Student Senator	*Vacant*	
Undergraduate Student Senator	Mr. Cam Brandreth	(2019)
Registrar *(Consultant)*	Ms Melissa Pool	

COMMITTEE ON BY-LAWS

Chancellor	Dr. Suzanne Labarge	
President	Dr. Patrick Deane	

four members appointed by the Senate, one of whom shall be a member of the Senate and one of whom shall be the Secretary of the Senate

Secretary of the Senate	Ms Christine Garneau	
Teaching Staff Senator	Dr. Peter Miu	(2021)
Teaching Staff (Chair)	Dr. Ana Campos	(2019)
Teaching Staff	*Vacancy*	(2019)

COMMITTEE ON ACADEMIC INTEGRITY

Chancellor	Dr. Suzanne Labarge	
President	Dr. Patrick Deane	
Vice-Provost and Dean of Graduate Studies	Dr. Douglas Welch	
Vice-Provost (Faculty)	Dr. Susan Searls Giroux	
Teaching Staff Senator (Chair)	Dr. Philippa Carter	(2019)
Teaching Staff Senator	Dr. Martin Beckmann	(2020)
Teaching Staff Senator	Dr. Robert O'Brien	(2020)
Teaching Staff Senator	Dr. Spencer Smith	(2019)
Undergraduate Student Senator	Mr. Jason Chestney	(2019)
Graduate Student Senator	Ms Taylor Mackenzie	(2019)
Academic Integrity Officer (Consultant)	Ms Kim Mason	
Registrar (Consultant)	Ms Melissa Pool	
Associate Registrar and Secretary of the School of Graduate Studies (Consultant)	Ms Stephanie Baschiera	

COMMITTEE ON STUDENT AFFAIRS

Chancellor	Dr. Suzanne Labarge	
President	Dr. Patrick Deane	
Associate Vice-President (Students & Learning) and Dean of Students (Chair)	Mr. Sean Van Koughnett	

Membership is for one year (July 1 to June 30)

Teaching Staff Senator	Dr. Philipa Carter	(2019)
Teaching Staff	Dr. Grace Kehler	
Teaching Staff	Dr. Michael Farquharson	
Undergraduate Student (part-time)	TBD	
Undergraduate Student (full-time)	TBD	
Undergraduate Student (residence)	TBD	
Graduate Student Senator	Ms Anita Acai	(2019)

UNDERGRADUATE COUNCIL

Ex Officio Members

Chancellor	Dr. Suzanne Labarge
President	Dr. Patrick Deane
Provost and Vice-President (Academic)	Dr. David Farrar
Vice-Provost (Faculty)	Dr. Susan Searls Giroux
Associate Dean (Academic), Faculty of Business	Dr. Sue McCracken
Associate Dean (Academic), Faculty of Engineering	Dr. Ken Coley
Associate Dean (Undergraduate Education), Faculty of Health Sciences	Dr. Del Harnish
Associate Dean, Faculty of Humanities	Dr. Anna Moro
Associate Dean (Academic), Faculty of Science (Acting)	Dr. Robin Cameron
Associate Dean (Academic), Faculty of Social Sciences	Dr. Lori Campbell
Director, Arts and Science Program (Acting)	Dr. Gary Warner
Director, Centre for Continuing Education	Dr. Lorraine Carter
University Registrar	Ms Melissa Pool
Associate Vice-President, (Students & Learning) and Dean of Students	Mr. Sean Van Koughnett
University Librarian	Ms Vivian Lewis

Elected Faculty Members

Faculty of Business	Dr. Emad Mohammad	(2020)
Faculty of Engineering	Dr. Cameron Churchill	(2019)
Faculty of Health Sciences	Dr. Ruth Chen	(2020)
Faculty of Humanities	Dr. Jeffery Donaldson	(2021)
Faculty of Science	Dr. Rosa da Silva	(2019)
Faculty of Social Sciences	Dr. Tristan Carter	(2021)

7 undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by Senate

Undergraduate Students

Arts and Science Program	Ms Melissa Paglialunga	(2019)
Faculty of Business	Ms Emily Davies	(2019)
Faculty of Engineering	Ms Lacey Wice	(2019)
Faculty of Health Sciences	Ms Bolade Ajarat Shipeolu	(2019)
Faculty of Humanities	Ms Adrianna Michell	(2019)
Faculty of Science	Mr. Jhanahan Sriranjan	(2019)
Faculty of Social Sciences	Ms Raquel Munoz	(2019)

TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE

Six full-time tenured faculty members, normally at the rank of professor, not necessarily drawn from Senate, one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science and Social Sciences, none of whom, during his or her term on the Committee, shall be a member of a Faculty Tenure and Promotion Committee or of the Senate Committee on Appointments. (1-year appointments – July 1 to June 30)

		Initial Appointment
Faculty of Business	Dr. Ron Balvers	2016-2017
Faculty of Engineering	Dr. Jamal Deen	2007-2008
Faculty of Health Sciences	Dr. Stephanie Atkinson	2005-2006
Faculty of Humanities	Dr. William Hanley	2016-2017
Faculty of Science	*Vacancy*	
Faculty of Social Sciences	Dr. Ellen Badone	2017-2018

SENATE BOARD FOR STUDENT APPEALS

Chancellor	Dr. Suzanne Labarge
President	Dr. Patrick Deane

*Twelve members appointed by the Senate for one-year terms (**September 1 to August 31**), of whom six shall be members of the faculty who are not senior academic administrative officers, four shall be undergraduate students, and two shall be graduate students.*

Faculty Member (Chair)	Dr. Anne Niec	Health Sciences	
Faculty Member (Vice-Chair)	Dr. Aaron Schat	Business	(2020)
Faculty Member	Dr. Ian Dworkin	Science	(2020)
Faculty Member	Dr. Sean Corner	Humanities	
Faculty Member	Dr. Anne Niec	Health Sciences	(2020)
Faculty Member	Dr. Sean Corner	Humanities	
Undergraduate Student	Ms Alanna De Angelis	Business	(2019)
Undergraduate Student	Mr. Daniel Morrison	Engineering	(2020)
Undergraduate Student	Ms Rina Patel	Health Sciences	(2019)
Undergraduate Student	Mr. Tevin Heath	Science	(2020)
Graduate Student	Mr. Aaron Roberts	Humanities	(2019)
Graduate Student	Ms Maleeha Qazi	Health Sciences	(2020)

BOARD-SENATE RESEARCH MISCONDUCT HEARINGS PANEL

Senate Component: 18 tenured faculty members appointed by the Senate after consultation with the Faculty Association, 3 graduate and 3 undergraduate students appointed by the Senate, 12 full-time staff members who have been employees of the University for at least two years appointed by the Board of Governors after consultation with the appropriate staff associations. *Members of the Panel shall be appointed for staggered 3-year terms, once renewable, effective July 1.* The Chair and one Vice-Chair of the Panel shall be appointed by Senate from among the tenured faculty members; one Vice-Chair shall be appointed by the Board of Governors from among the staff members.

Faculty Member	Business	*Vacant*	
Faculty Member	Business	Dr. Ron Balvers	(2020)
Faculty Member	Business	Dr. Brian Detlor	(2020)
Faculty Member	Engineering	Dr. Chan Ching	(2020)
Faculty Member	Engineering	Dr. Gianluigi Botton	(2020)
Faculty Member	Engineering	*Vacant*	
Faculty Member	Health Sciences	Dr. Alexander Ball	(2020)
Faculty Member	Health Sciences	Dr. Brenda Vrkljan	(2021)
Faculty Member	Health Sciences	Dr. Mark Walton	(2021)
Faculty Member	Humanities	Dr. Lorraine York	(2021)
Faculty Member	Humanities	Dr. Barry Allen	(2020)
Faculty Member	Humanities	Dr. Suzanne Crosta	(2019)
Faculty Member	Science	Dr. Matt Valeriote (Chair)	(2019)
Faculty Member	Science	Dr. Colin Seymour	(2019)
Faculty Member	Science	Dr. Kari Dalnoki-Veress	(2020)
Faculty Member	Social Sciences	Dr. Shayne Clarke	(2019)
Faculty Member	Social Sciences	Dr. Michael Veall	(2020)
Faculty Member	Social Sciences	*Vacant*	
Undergraduate Student		*Vacant*	
Undergraduate Student		*Vacant*	
Undergraduate Student		*Vacant*	
Graduate Student	Science	Ms Anita Acai	(2019)
Graduate Student	Humanities	*Vacant*	
Graduate Student	Engineering	Mr. Tim van Boxtel	(2019)

BOARD-SENATE HEARING PANEL FOR DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE

Senate Component: 6 members of the teaching staff, 3 undergraduate students, and 3 graduate students. The Chair is appointed by Senate from among the above members. Student members are appointed for <u>two-year terms</u> and teaching staff for <u>three-year terms</u>.

Teaching Staff Member	Health Sciences	Dr. Michelle MacDonald (Chair)	(2019)
Teaching Staff Member	Humanities	Dr. Elzbieta Grodek	(2021)
Teaching Staff Member	Social Sciences	*Vacant*	
Teaching Staff Member	Engineering	Dr. Tim Davidson (Vice-Chair)	(2019)
Teaching Staff Member	Business	Dr. Frances Tuer	(2019)
Teaching Staff Member	Science	Dr. Kari Dalnoki-Veress	(2019)
Graduate Student		Mr. Aaron Roberts	(2019)
Graduate Student		Ms Maleeha Qazi	(2020)
Graduate Student		Ms Taylor Mackenzie	(2019)
Undergraduate Student	Social Sciences	Mr. Cam Brandreth	(2019)
Undergraduate Student		Mr. Tevin Heath	(2020)
Undergraduate Student		Ms Rina Patel	(2020)

FACULTY DISCIPLINE BOARD

Six tenured faculty members at the rank of Professor (*staggered three-year terms)*

Tenured Faculty Member	Business	Dr. Rick Hackett	(2019)
Tenured Faculty Member	Engineering	Dr. William Farmer	(2019)
Tenured Faculty Member	Health Sciences	Dr. Judith West-Mays	(2020)
Tenured Faculty Member	Humanities	Dr. Daniel Coleman	(2021)
Tenured Faculty Member	Science	Dr. David Earn	(2021)
Tenured Faculty Member	Social Sciences	Dr. Cyril Levitt	(2020)

2017-2018

Annual Report:
McMaster Research Ethics Board

Dr. Steven Bray
Chair, McMaster Research Ethics Board
June 30, 2018
sbray@mcmaster.ca

Executive Summary

The McMaster Research Ethics Board (MREB) is responsible for ensuring that non-medical research involving humans carried out by McMaster faculty, students and staff is in compliance with Canada's Tri-Council Policy Statement (TCPS): *Ethical Conduct for Research Involving Humans*.

In 2017-2018, MREB and its Student Research Ethics Committees (SRECs) reviewed 314 new protocols, and 153 amendments, for a total of 467 reviews. This would be a 2.64% increase in protocols reviewed by MREB over the previous year and consistent with the total review numbers over the previous several years. Peak submission periods for protocols were October/November 2017 and May 2018.

In addition, MREB's activities over 2017-2018 included: on-going systems development, the provision of educational opportunities for McMaster researchers, training and professional development opportunities for MREB members and personnel, policy development, promotional activities, and improvements to the review and administration of protocols. Among the highlights are:

- The implementation of a new online research ethics review and management system began and has entered the testing phase with researchers. The new system is provided by Infonetica Ltd., which specializes in research management, ethics management, ethics approval and compliance training solutions. It is the same system used by the Hamilton Integrated Research Ethics Board (HiREB), and the MREB version of the online system is being called the McMaster Research Ethics Manager (MacREM). The MacREM system should be out of the pilot phase and released university wide in the fall of 2018.

- The creation of a set of research data management documents focused on communicating MREB requirements and best practices in maintaining the security of research participant data in electronic format. The documents include; a data storage and security guide, an FAQ on research data security, a data management matrix for differing risk levels of data, and a glossary of data storage and security terms. These documents should aid researchers unfamiliar with some of the technical aspects of data security and enable them to better protect research participant data.

Goals and objectives for 2018-2019 include:

- Finalize the revised MREB Terms of Reference and send both the MREB Terms of Reference and the revised Appeals Board Terms of Reference to the Senate for final approval.

- Continue to support the VPR and AVPR in the development of a policy regarding legal representation where researchers are protecting confidentiality of participants. In 2018-2019 the policy should move forward to the Senate.

- Conduct an extensive search for both a new MREB Chair and Vice-Chair for 2019-2020, as both Dr. Bray and Dr. Fast will be stepping down.

- Work with the Privacy Office to develop a FIPPA compliant guideline for the use of McMaster contact information (primarily emails) in research recruitment.

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Mandate and Role of the McMaster Research Ethics Board

The McMaster Research Ethics Board (MREB), created by the President's Council in 1974, is an autonomous entity within McMaster University charged with reviewing non-medical research to ensure the safety and well-being of human participants involved in research carried out by McMaster faculty, students, and personnel. McMaster University mandates its Research Ethics Boards (REBs) to ensure that all research investigations involving humans are in compliance with Canada's Tri-Council Policy Statement on the *Ethical Conduct for Research Involving Humans*. MREB is responsible for educating the University community on non-medical research ethics involving human participants, and setting University policies with respect to non-medical research involving human participants. Board members represent a broad range of disciplines and faculties, particularly those in which non-medical research with humans takes place. Board membership includes at least one member knowledgeable in ethics, and at least one community member with no affiliation with the university. In addition, the Board has representation from the Canadian Indigenous community, a member knowledgeable in research with Aboriginal communities, and a member knowledgeable in the law. The MREB Chair, in addition to chairing the Board, is also a member of the McMaster University Advisory Committee on Human Research Ethics (MUACHRE), which facilitates the development of policy and communication between McMaster University's medical and non-medical board. The MREB Chair is also a member of the McMaster University, Hamilton Health Sciences and St. Joseph's Healthcare Hamilton Appeals Board.

How the McMaster Research Ethics Board Works

MREB's guiding principles are based on the Tri-Council Policy Statement (TCPS) on the *Ethical Conduct for Research Involving Humans*, as well as McMaster University's *Research Involving Human Participants Policy Statement*. To ensure the adequate review of research ethics protocols and the continual education of MREB members, MREB convenes face-to-face, once a month, from September to June, with a pause during the summer months unless additional meetings are required. Quorum is established with 50% of the members in attendance; included in that number, a member with knowledge of ethics and a community member must be present. Minutes of meetings are recorded and approved by the REB. Discussions and minutes are kept confidential.

Decision Making Process

Any non-medical research involving human participants is subject to full review by MREB. Most ethics protocols reviewed by MREB go through a delegated review process (i.e., one or two members and the Chair or Vice-Chair). McMaster University mandates MREB, in accordance with the TCPS, to review the ethical acceptability of non-medical research. In this regard, MREB may recommend clearance, propose modifications, reject or even terminate any planned or ongoing non-medical research involving human participants that is conducted under the auspices or within the jurisdiction of McMaster University. MREB delegates to various Student Research Ethics Committees (SRECs) on campus the review of most minimal risk undergraduate research and course-based research. The main MREB committee reviews faculty, staff, and graduate student research.

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Members of the Board – as of June 2018

1. **Chair**: Steven Bray, Kinesiology
2. **Vice-Chair:** Susan Watt, Professor Emerita, School of Social Work
3. **Vice-Chair**: Susan Fast: Gender Studies and Feminist Research
4. Hodon Abdi, Community Member
5. Kathy Ball, Mills Library Administration
6. Chelsea Barranger, History
7. Lee Beach, Divinity College (on sabbatical)
8. Sue Becker, Psychology, Neuroscience & Behaviour
9. Rachel Bomberry, Faculty of Health Sciences, Indigenous Representative
10. Mike Campbell, Community Member
11. Krista D'Aoust, Community Member
12. Debbie Davis, Community Member
13. Greg Flynn, Political Science
14. Sarah Glen, Faculty of Health Sciences
15. Amy Gullage, MacPherson Institute
16. Maureen Hupfer, DeGroote School of Business
17. Sadhna Jayatunge, Community Member
18. Mark Johnstone, Philosophy
19. Erin Kuri, School of Social Work
20. Kelsey Leonard, Political Science, Indigenous Representative
21. Paul Muir, IT Security (UTS)
22. David Ogborn, Communication Studies and Multimedia
23. Maureen Padden, School of Geography & Earth Sciences
24. Cheryl Quenneville, Mechanical Engineering
25. Ranil Sonnadara, Research and High-Performance Computing
26. Lauren Wallace, Anthropology
27. Tom Wanyama, Faculty of Engineering
28. Philip White, Kinesiology

MREB Administrative Personnel

Senior Ethics Advisor: Nikola Caric
Research Ethics Officer: Daniel Tesolin

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Chair's Message

It has been a pleasure to serve the second year of my 3-year term as Chair of MREB, alongside Vice-Chairs Dr. Susan Watt and Dr. Susan Fast, for 2017-18. The Board's primary task is to review the applications of McMaster researchers whose work involves human participants to ensure that they comply with the Tri-Council's statement on ethical conduct for research involving humans. The MREB engages in a rigorous process of reviewing proposed research and contributes substantially to the training of undergraduate and graduate students as well as faculty and staff.

This year, we reviewed 314 new ethics applications and 153 amendments to existing applications. This volume of submissions and reviews establishes a new record for MREB and attests to the vibrant and active research culture among scholars engaging in non-medical research with human participants throughout the University. It means, also, that the staff, Board members and MREB's academic leadership carry a significant administrative load. We strive to turn applications around within a month of receiving them, but this is sometimes difficult given the complexity of the protocols and our other research, teaching and administrative responsibilities. I am hopeful that the upcoming launch of the new online application system (MacREM) will make the process run more efficiently, but the careful attention required in the review process will ultimately rely on human resources. I have considerable concern that with diminishing faculty resources across campus and the resultant increases in administrative loads among faculty members, it is becoming increasingly difficult to populate MREB. We have endeavored to reduce review load on MREB members by instituting a new review process for the lowest risk research – where the initial delegated review is done by one MREB member, instead of two, before going to the Chair or Vice-Chair. However, faculty on MREB should not have to carry their ethics review responsibilities on top of their regular administrative duties, and instead should have service on MREB count as part of their administrative load for their department/school. Particularly for departments/schools that engage in a large amount of human participant research, for which MREB requires faculty members with expertise in the discipline. One of my goals this year will be to communicate this to departments and schools from which new MREB members may be required, so that MREB duties can be included in the assigning of administrative responsibilities to faculty.

The major initiative that was taken on for 2017-18 is the implementation of the new online ethics review and management system – McMaster Research Ethics Manager (MacREM). I am grateful to the Office of VP Research and IT Governance for making the acquisition of the new system possible. For researchers the benefits will include a new online application form that is cleaner than the form-fillable Word/pdf version, an online portal where all of their ethics review documents are stored for easy access, and the ability to quickly share access to the ethics applications and documents with other members of the research team. On the administration side, the new system will greatly reduce the time spent on document management by the Research Ethics Officer, freeing up more time to provide help to researchers going through the ethics review process. Michael Wilson, under the guidance of Ranil Sonnadara (Special Advisor to the VPR), has been diligently working on the MacREM implantation since January 2018 and we are now at the point where researchers can test the new system through an official ethics application and review. I am looking forward to receiving feedback from the McMaster research community, and working on the launch version of MacREM – which we anticipate will be ready in the fall of 2018.

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In addition to processing a record flow of submissions, MREB was successful in meeting many of its goals and objectives for 2017-18. Among the highlights were education sessions at MREB meetings pertaining to; privacy and research by David Weinkauf from the Office of the Information and Privacy Commissioner of Ontario, research ethics and pedagogical research by Beth Marquis and Cherie Woolmer from the MacPherson Institute, ethical issues in social media research (Facebook and Twitter) by MREB Vice-Chair, Susan Watt, and ethics review of autoethnography by Senior Ethics Advisor, Nick Caric. Another objective met was the development of a set of guidance materials for researchers and reviewers on research data privacy and security, with MREB members Chandra Kavanagh and Ranil Sonnadara leading the development of a suite of resources that are now accessible on the MREB website. Additionally, major progress was made on the development of a university policy to support researchers in maintaining promises of confidentiality to research participants. Nick Caric worked with Associate VP Research, Karen Mossman, to finalize a draft policy that is now being worked into a joint policy with Hamilton Health Sciences and St. Joseph's Healthcare Hamilton.

Over the next 12 months we will work towards accomplishing our next set of goals. Among the key objectives for the year is the delivery of a host of workshops and support activities designed to educate McMaster researchers on MacREM and facilitate a smooth and comfortable transition to the MacREM system. We will continue to support the use of LimeSurvey as a secure and cost-effective resource for researchers using online data acquisition and the development of a university policy to support McMaster researchers in maintaining promises of confidentiality.

The past year saw significant transition within the research ethics office as Senior Ethics Advisor, Karen Szala-Meneok retired on August 1st, leaving a tremendous void after working in the ethics office for 11 years. Additionally, Michael Wilson's move to a growth opportunity position leading the MacREM implementation left the Research Ethics Officer position vacant. In their places we welcomed Nick Caric as Senior Ethics Advisor in July 2017 and Daniel Tesolin as Research Ethics Officer in March 2018. Nick joined us after working over two years in the office of research ethics at the University of Waterloo, and Daniel worked in research ethics for over three years at Dawson College before coming to McMaster. We are fortunate to have hired new staff that can lean on their previous experience in research ethics while they learn to navigate their new context. We also have the benefit of having Michael Wilson stay located in the ethics office space, where he has graciously made himself available to answer the new staff's questions about research ethics at McMaster.

This coming year will be an important year of transition within the MREB leadership as both my term as Chair and Susan Fast's term as Vice-Chair will conclude and we will both be stepping down. It is imperative that a thorough search for a new MREB Chair and Vice-Chair be initiated as soon as possible and one of my primary goals this year is to work with the Research Ethics Office and the Office of the VP Research to find qualified candidates. The role of MREB Chair is exceedingly influential in determining how research ethics review is conducted at McMaster, and the Chair and Vice-Chair's decisions affect both research participants and McMaster researchers. Finding suitable faculty members to occupy these posts is an important task for the entire McMaster research community this coming year.

The Chair of MREB is a role in a team system that has, at its core, an incredibly devoted and industrious office staff. I am truly indebted to Nick Caric (Senior Ethics Advisor) and Daniel Tesolin (Research Ethics Officer) for their patience and support assisting me in my role and acknowledge the incredible volume and quality of guidance and support they provide to McMaster's research community. I must also acknowledge the work of Michael Wilson, who excellently filled the role of Research Ethics Officer until moving to his growth opportunity

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position in January of 2018. I am so fortunate to have had Dr. Susan Watt serve as MREB's Co-Chair, and for the first half of 2018 as an MREB Vice-Chair. Susan's knowledge, experience and impeccable communication skills are key ingredients to effective leadership and the research community at McMaster is much for the better having had her strong influence over the past two years. Susan's term on MREB ended in June of 2018, and I cannot thank her enough for her significant contributions to MREB during her time with the Board. In January 2018 we welcomed back from leave Dr. Susan Fast as MREB Vice-Chair. I am extremely lucky to have someone with Susan's discernment and experience (a former Chair of MREB) serve as MREB Vice-Chair for the coming year.

It is also critical to acknowledge and praise the valuable work of the various Student Research Ethics Committees (SRECs) across campus. The SRECs are organized and coordinated by the Research Ethics Officer and provide a vital service in handling the review of course-based research and low-risk research protocols conducted by undergraduate students. These sub-committees are an integral part of our effort to ensure that all protocols are dealt with fairly and efficiently and offer significant relief to the ethics review burden of MREB.

It has been an honour to serve the University as Chair of the MREB for 2017-18 and I look forward to the year to come.

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Operational and Policy Development Activities

Internal Meetings

- Monthly MREB meetings: The purpose of these meetings was to review protocols, deliver continuing education to MREB members, and address MREB operational matters. The June 2018 monthly meeting was a joint MREB/SREC member appreciation luncheon. At that meeting, SREC Chairs reported on their annual activities, and the goals and objectives for the upcoming year were finalized.

- Monthly meetings of the Chair, Vice-Chairs, and MREB personnel: These meetings were held to address routine operational matters and to set the agenda for the monthly full Board meetings.

- Monthly SREC meetings: These were attended by SREC Chairs and SREC members along with MREB personnel to deal with protocols and administrative matters relevant to the functioning of the SRECs.

Administrative Activities

- The Research Ethics Officer continued to support through refinement and reengineering, the daily administration of MREB protocols using an information system developed in-house. The procedure for requiring applications and supporting documents to be submitted as MSWord or PDF documents has proven to be a significant in-road to moving toward a more paperless system. In the fall of 2018 the switch was made to use PDF documents as the master record for ethics files, initiating the transition to an entirely paperless system. All MREB and SREC members are now completing paperless reviews. In 2018-2019 the ethics application process and data management will be significantly altered with the launch of the new MacREM system.

- The Researcher Annual Report/Project Status process continued in compliance with the TCPS requirement of ongoing review. MREB personnel ensured that researchers complete their required short annual project status reports in advance of the anniversary of their initial clearance in order to remain in compliance with the Tri-Council Policy Statement, the Tri-Agency's Framework: Responsible Conduct for Research, and university policies and funding requirements.

- The MREB member background and skills inventory continues to be completed by new members. This information assists the Board in tracking areas of expertise among its members, identifying gaps that require filling when new members are being recruited to serve on MREB, and helps the board assign protocols to reviewers. Research Ethics Officer, Daniel Tesolin, is creating a database connecting reviewer expertise, availability and review history to improve efficiency in assigning ethics applications for review.

- Several minor revisions were made to MREB's main protocol application form in response to elements that were unclear for researchers. The latest version was released in January 2018. A major revision of elements of the application was undertaken in May-June 2018 to prepare the online version of the form for MacREM.

- Former MREB member and PhD student, Chandra Kavanagh, worked with the MREB and IT data security experts on campus to develop a set of research data management documents focused on

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communicating MREB requirements and best practices in maintaining the security of research participant data in electronic format. The documents include; a data storage and security guide, an FAQ on research data security, a data management matrix for differing risk levels of data, and a glossary of data storage and security terms. These documents should aid researchers unfamiliar with some of the technical aspects of data security and enable them to better protect research participant data.

- A new review process for the lowest risk research has been instituted in order to reduce review load on MREB members and decrease review times. In the new review process the initial delegated review is done by one MREB member, instead of two, before going to the Chair or Vice-Chair for review. A guidance document for the research ethics officer, listing the criteria for a study to qualify for the new process, was created by the ethics office staff and MREB Chairs, with input from the MREB members.

- An update was made to Section B.11 (Participants) of the standard MREB application form to clarify when a rationale for the sample size was necessary.

Information Systems Development

- A new online ethics review and data management system for MREB has been funded through the IT Governance process via the Office of the VP Research. After an extensive review process, the system selected is provided by Infonetica Ltd, which specializes in research management, ethics management, ethics approval and compliance training solutions. It is the same system currently in use by the Hamilton Integrated Research Ethics Board (HiREB), so we will now have a common platform across both REBs. This will be particularly helpful for researchers who submit applications to both boards. This system, which is being called McMaster Research Ethics Manager (MacREM), is a web-based electronic platform for conducting research ethics reviews and is built using modern infrastructure that exhibits a vast set of features, while maintaining an easy-to-use interface. The new platform is being implemented to streamline and improve the quality of the review process, automate reporting and workflow, and help make the ethics review process more efficient and simpler for researchers and reviewers.

- The work to implement the MacREM system began in January 2018 when Michael Wilson left the Research Ethics Officer position and took on a career growth opportunity position leading the MacREM implementation under the supervision of Ranil Sonnadara (Special Advisor to the Vice President, Research). Michael spent the first half of 2018 becoming familiar with the Infonetica system, creating the system workflow and roles, creating user guides, and preparing the application forms, email templates, and other system documents. During this time, Michael oversaw initial user testing by ethics office staff, MREB Chairs and members, and volunteer researchers. The first version of the new online MREB application form was published on June 1, 2018 and the system is now ready for testing with official ethics applications. Going forward, the summer will be spent refining the system and forms based on feedback from researchers, reviewers, and ethics staff, with the goal of a university wide launch in the fall of 2018. The ethics office staff, Nick Caric and Daniel Tesolin, have provided support to Michael during implementation, but will now spend more time learning, using and refining the system with the start of official ethics reviews on the new system.

- In January 2018, the Office of the VP Research began the process of redesigning the research.mcmaster.ca website, along with associated websites – including the MREB site (reo.mcmaster.ca). An external web design company, in conjunction with RHPCS, is leading the creation

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and implementation of the new site. Senior Ethics Advisor, Nick Caric, has been involved in the redesign through providing feedback to RHPCS on the content and format of the MREB section on the new site.

- The LimeSurvey survey template service is growing in popularity and has guaranteed funding until March 2019. The service, which receives technical support from Research and High Performance Computing Service (RHPCS), provides McMaster researchers with survey templates that enable researchers to develop and administer online surveys that are compliant with TCPS guidelines without needing to do any programming. To date there have been 3863 surveys created (includes creation of test/practice surveys). "How to" documents as well as education and training workshops for McMaster researchers are available on the website to support this interest and demand. Along with the increase in new accounts there is growing interest from researchers in the Faculty of Health Sciences. In addition to the workshops and training materials, Ginet Segui Lines from Research and High Performance Computing Support (RHPCS), and MREB's Research Ethics Officer, Daniel Tesolin, provide personal support to researchers when opening new accounts and during survey design.

- Michael Wilson made updates to the current online ethics system to allow for better reporting of statistics and searching of ethics protocols.

Policy Development

- Major progress was made on the development of a university policy to support researchers in maintaining promises of confidentiality to research participants, in part to satisfy the Interagency Advisory Panel on Research Ethics interpretation of Article 5.1 of the TCPS2. The Senior Ethics Advisor worked with Associate VP Research, Karen Mossman, with input from the Office of Legal Services and the University Secretariat, to finalize a draft policy. That draft is now being worked into a joint policy with Hamilton Health Sciences and St. Joseph's Healthcare Hamilton. The joint policy is essential as many research projects are collaborations between the institutions.

- The Senior Ethics Advisor, in collaboration with the HIREB ethics officer, the Associate VP Research, and the University Secretariat, finalized the revisions of the Terms of Reference for the Research Ethics Standing Appeals Board. The document is ready to proceed to the Senate for approval.

- The Senior Ethics Advisor, with input from the Research Ethics Officer, the MREB membership and the University Secretariat, completed revisions of the MREB Terms of References. The primary change was to reduce quorum requirements for conducting Board business other than full-board ethics reviews (e.g. approving minutes) to match minimum quorum requirements in the TCPS2. This will make it easier for the MREB to achieve quorum and conduct business at each monthly meeting. The proposed revisions will now be sent to the Associate VP Research for feedback and will then proceed to the Senate for approval.

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Education and Professional Development

Educational Activities

- Monthly ethics drop-in consultations were held. These sessions allow researchers to chat informally with the Chair, Vice-Chair, and MREB personnel about their projects, raising questions and seeking advice about how best to proceed with the clearance process.

- Numerous one-on-one ethics consultations were provided throughout the year, often on a daily basis, by MREB personnel. These consultations were conducted face-to-face, by telephone, videoconferencing, and through email exchanges.

- Seven undergraduate student research ethics workshops, designed specifically for Honours thesis students were run in September, October, January and February. Additional sessions were presented for Undergraduate Student Research Award (USRA) applicants in March. These workshops were repeated in different time slots and different days to accommodate students' class schedules.

Educational Presentations

- The MREB Chair held orientation sessions for new members, introducing them to their protocol reviewer role. MREB personnel also oriented new members on the practical aspects of interacting with the MREB online reviewer system and answered questions about practical aspects of their new positions.

- The Senior Ethics Advisor made a presentation on research ethics during the McMaster Divinity School Teaching and Learning Colloquy for its doctoral students, and also presented as part of the Social Science lunch and learn series.

- In-class presentations on research ethics were made in PhD, Masters and undergraduate courses in Anthropology, Masters of Communication Management, Social Work, Arts and Sciences, Communications and Multimedia, Health Aging and Society, Labour Studies, Global Studies, Psychology, Sociology, Statistics, Kinesiology, Gender Studies, and Religious Studies. Over 20 presentations were made.

- The Chair, Vice-Chair, and MREB personnel planned and co-organized McMaster's 18th annual *Research Ethics Training Workshop* in January 2018, which was held in conjunction with representatives from the Hamilton Integrated Research Ethics Board (HiREB) and the School of Graduate Studies. The workshop was open to McMaster faculty, post-doctoral fellows, graduate students and staff from all programs. About 45 researchers attended. This year's workshop included a presentation on the philosophical foundations of research ethics and provided attendees with the opportunity to talk directly to the chairs of the two REBs about their research ethics questions. The workshop retained its popular interactive component consisting of the small group review of a mock research ethics application form facilitated by REB chairs, staff and REB members.

- In October, MREB hosted the 18th annual "*How to Review a Protocol Training Workshop*" attended by MREB and SREC members, HIREB members, and members of REBs across Southern Ontario, about 35 attendees in total. The workshop was well-received and provided REB and SREC members with

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information about the TCPS and the review process. Attendees had the opportunity to acquire hands-on experience with individual and group review processes of a mock protocol to hone their reviewing skills and receive feedback from workshop facilitators.

- Four educational workshops were conducted on the McMaster LimeSurvey service for researchers and support staff. Facilitators included the MREB Research Ethics Officer, the Learning Technology Consultant for the Faculty of Social Science, and the Research Computing Specialist with Research and High Performance Computing. These workshops have been the impetus for the creation of a McMaster community of practice for researchers who use LimeSurvey in their work and share their knowledge and feedback with other users.

REB Capacity Building

- MREB continued its ongoing capacity building efforts by inviting other REBs to send their new members to attend MREB's "How to Review a Protocol" training workshop. At the 2018 workshop about two thirds of the participants were from other institutions, including; Waterloo, Ryerson, Humber, HWDSB, Conestoga, Laurier, UOIT, Fanshawe, Mohawk and George Brown.

- The McMaster Research Ethics online tutorial has now had over 6580 researchers complete it since June 2007 here in Canada and abroad. Many institutions and instructors from across Canada continue to make it mandatory for their researchers.

Promotional Initiatives

- MREB personnel staffed *information tables* at new faculty orientations, Grad Week, and events to educate new faculty and student researchers about research ethics.

- MREB personnel revised the "Researcher's Quick Information Sheet" about human participant research used at all MREB education events from the monthly Drop-Ins to "Grad Week" events.

- The ethics support personnel, with the help of RHPCS, are looking into handing over the Tutorial for Researchers Conducting Retrospective Review of Health Records to HRS and/or HiREB for ongoing support and maintenance https://ethics.mcmaster.ca/chart/. Originally the creation of this tutorial was a collaboration between MREB and HIREB ethics staff, and had been receiving technical support from Michael J. Wilson, MREB's former Research Ethics Officer. This tutorial is mandatory for researchers who wish to do research using information held in patient charts. It instructs researchers on the legislative and privacy concerns for the use of personal health information in research. Over 12,000 researchers have been certified on the brief tutorial since its creation.

Guidance Documents and Templates

- A PowerPoint presentation entitled "Myths and Misconceptions" was used at various research ethics education events such as the "How to Review a Protocol" and the "Annual Research Ethics Workshop" to address common misconceptions about research ethics and the application review process.

- The ethics office worked with the University Secretariat to provide ethics review requirement wording to be used in course outlines (as required by the Undergraduate Course Management Policies).

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- The main guidance documents created in 2017-18 are the set of documents on data storage and security (see further details in the Administrative Activities section above).

Professional Development

- MREB invited David Weinkauf, from the Office of the Information and Privacy Commissioner of Ontario, to present at a Board meeting on the topic of privacy and research.

- MREB invited Drs. Beth Marquis and Cherie Woolmer, Paul R. MacPherson Institute, to present at a Board meeting on the topic of research ethics in pedagogical research. This presentation provided an opportunity for MREB members and pedagogical researchers to discuss issues and concerns in the ethics review of pedagogical research.

- Education sessions for the Board were also led by MREB Vice-Chair, Dr. Susan Watt, and Senior Ethics Advisor, Nick Caric. Susan Watt presented on research, privacy, and social media at two separate meetings – one presentation focused on Facebook and the other on Twitter. Nick Caric presented on ethical review of autoethnography projects. To provide material for the autoethnography presentation, Nick Caric conducted an informal survey of REBs in Canada on if, and how, ethics review of autoethnography was done.

- The Senior Ethics Advisor and Research Ethics Officer attended the Canadian Association of Research Ethics Boards annual conference. Highlights included presentations on updates to the TCPS2, conducting research with Indigenous communities, issues in cannabis use research, and research with people with dementia.

- SREC Chairs were invited to attend MREB's meetings when discussions that presented good educational opportunities were scheduled.

- MREB members complete the Tri-Council Policy Statement Course on Research Ethics (CORE) tutorial when they join the Board.

Goals and Objectives for the Year (July 1, 2017 – June 30, 2018)

- Continue to work on plans for acquisition and implementation of an online application/review system.

- Continue to work with the Vice-President Research and other key McMaster University stakeholders (Office of Legal Services, University Secretariat etc.) to create a policy regarding legal representation where researchers are protecting confidentiality of participants against subpoena as per TCPS guidelines.

- Work collaboratively with a newly formed MREB sub-committee made up of MREB members and staff along with McMaster data security experts to address emerging issues related to research data security with the purpose of providing best practice guidance materials for researchers and REB/SREC members.

- Development of a guidance document for REB/SREC reviewers and for researchers on research data security generally and how long they can keep their data on LimeSurvey.

- Continue to promote knowledge and use of LimeSurvey now that its funding has been extended.

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- Continue MREB and SREC member's continuing education opportunities during MREB meetings related to emerging issues in research ethics; including a session by Mr. David Weinkauf from the Office of the Information and Privacy Commissioner of Ontario to discuss the recent guidelines on Big Data and De-identification of Data.

- Undertake a review of the MREB Terms of Reference document to investigate new initiatives such as recruitment of Professors Emeriti to MREB and alternative quorum models.

- Work with key stakeholders toward revising the "McMaster Accounts Payable Guidelines for Participants Compensation" to align with Tri-Agency funding requirements and Tri-Council Policy Statement requirements for maintaining confidentiality requirements.

Goals and Objectives for the Year (July 1, 2018 – June 30, 2019)

- Implement the new online ethics review and management system – MacREM. Major steps include; review and revision of application forms and other system documents; training of researchers, reviewers, MREB Chairs, and ethics office staff in the use of MacREM; and determining how reporting to ROADS and Research Finance will work with MacREM.

- Finalize the revised MREB Terms of Reference and send both the MREB Terms of Reference and the revised Appeals Board Terms of Reference to the Senate for final approval.

- Continue to support the VPR and AVPR in the development of a policy regarding legal representation where researchers are protecting confidentiality of participants. In 2018-2019 the policy should move forward to the Senate.

- Continue MREB and SREC member's continuing education opportunities related to emerging issues in research ethics during MREB meetings. MREB members suggest further education on the intersection of research ethics and technology; social media research, electronic data security, online surveys, etc.

- Conduct an extensive search for both a new MREB Chair and Vice-Chair for 2019-2020, as both Dr. Bray and Dr. Fast will be stepping down.

- Use review stats to determine optimal MREB representation from departments and work towards having sufficient representation for 2019-2020. Includes communicating to department Chairs in advance and advocating that MREB service be a core administrative responsibility of designated faculty, as opposed to extra work on top of administrative responsibilities.

- With the launch of the new/revised McMaster Research website, start the process of reviewing all MREB web content and revising as necessary.

- Work with the Privacy Office to develop a FIPPA compliant guideline for the use of McMaster contact information (primarily emails) in research recruitment.

June 30, 2018

Statistical Overview of Protocols Received in 2017-2018

Table 1: Number of Protocols Received by MREB and its SRECs by Academic Year

Year	MREB	SREC	Total	Amendments	Total Including Amendments
2010-2011	216	89	**305**	76	**381**
2011-2012	214	61	**275**	99	**374**
2012-2013	232	105	**337**	100	**437**
2013-2014	235	81	**316**	143	**459**
2014-2015	267	72	**339**	114	**453**
2015-2016	244	63	**307**	106	**413**
2016-2017	273	59	**332**	123	**455**
2017-2018	251	63	**314**	153	**467**

Table 2: Number of Protocols Received by MREB and SRECs by Month

Month	MREB	SREC	Total
July 2017	16	0	**16**
August 2017	28	1	**29**
September 2017	19	4	**23**
October 2017	19	16	**35**
November 2017	25	13	**38**
December 2017	11	5	**16**
January 2018	24	8	**32**
February 2018	20	9	**29**
March 2018	22	2	**24**
16April 2018	18	3	**21**
May 2018	31	2	**33**
June 2018	18	0	**18**
Total	**251**	**63**	**314**

June 30, 2018

Table 3: Number of Protocols Received by MREB by Faculty/School (Last 4 Years)

Faculty	2014-2015	2015-2016	2016-2017	2017-2018
Administration	9	17	11	20
Arts & Science	7	11	11	9
Business	31	24	37	31
Divinity College	1	3	4	5
Engineering	12	3	14	13
External	3	5	6	4
Health Sciences	0	0	1	1
Humanities	50	45	40	37
Science	61	59	70	58
Social Sciences	93	77	78	73
Total	**267**	**244**	**273**	**251**

Table 4: Number of Protocols Received by MREB by Type of Research (Last 4 Years)

Level	2014-2015	2015-2016	2016-2017	2017-2018
Administration	8	11	8	12
Doctor of Ministry	1	1	0	2
Faculty	127	115	133	119
Post-Doctoral	6	6	6	6
PhD	31	36	39	35
Major Research Paper	33	18	23	20
Master's	44	36	42	34
Undergraduate	15	20	20	21
Other	2	1	2	2
Total	**267**	**244**	**273**	**251**

June 30, 2018

REPORT TO SENATE

FROM THE

EXECUTIVE COMMITTEE

Open Session (Consent Agenda)

a. **Actions Taken on Behalf of Senate: Rescind Parenting Leave Policy**

A recommendation to rescind the Parenting Leave Policy was approved by the Executive Committee on June 20, 2018 on behalf of Senate.

b. **Actions Taken on Behalf of Senate: Establishment of the McMaster Chair in Health Technology Management**

A recommendation to establish the McMaster Chair in Health Technology Management was approved by the Executive Committee on June 20, 2018 on behalf of Senate.

c. **Actions Taken on Behalf of Senate: Centre for Networked Media and Performance (CNMAP)**

A recommendation to establish the Centre for Networked Media and Performance (CNMAP) was approved by the Executive Committee on June 20, 2018 on behalf of Senate.

Senate: For Information
September 12, 2018

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

_____

At it's meeting on June 12ᵗʰ Graduate Council approved the following for recommendation to Senate:

For Approval:

1. **Rescind Parenting Leave Policy (attachments)**

Graduate Council approved rescinding the standalone senate policy regarding parenting leaves so that the sole remaining policy governing this matter would be in the Graduate Calendar. This change is intended to prevent unnecessary duplication and to prevent the two separate documents from getting out of sync with one another.

For Information:

2. **Guide for the Preparation of Masters and Doctoral Theses**

Graduate Council approved minor housekeeping edits to the guide which included adjustments to titles and other minor corrections to reflect the current process.

3. **New Graduate Awards**

Name of Fund: Molson C. Cain Graduate Award

Fund Terms of Reference:

Established in 2018 by the Estate of Molson C. Cain. To provide funding for a research grant for a MSc or PhD student in the Faculty of Science to be used for meetings, publications or equipment in support of their thesis. Funding to be available for the duration of the student's nominal degree.

Name of Fund: The Sandra M. Stephens Memorial Award for Global Research Leaders

Fund Terms of Reference:

Established in 2018 in memory of Sandra Marie Stephens, who offered tremendous support for both local and international PhD students during her tenure at the DeGroote School of Business. To be awarded by the School of Graduate Studies based on the recommendation of the Associate Dean, Graduate Studies and Research, in consultation with the Ph.D. Advisory Committee, in the Faculty of

Business, to a student who displays global interest through, but not limited to, collection of primary data from overseas and/ or collaboration with international co-authors.

Name of Fund: Michael Kiley Graduate Scholarship in Antibiotic Resistance

Fund Terms of Reference:
Established in 2017 by the family of Michael Kiley. To be awarded to a graduate student associated with the Michael G. DeGroote Institute for Infectious Disease Research who has made a significant contribution to antibiotic infection research through a presentation of their research at an annual trainee research symposium. To be awarded annually by the School of Graduate Studies on the recommendation of the Executive Committee of the Michael G. DeGroote Institute for Infectious Disease Research.

2

McMaster University

Policies, Procedures and Guidelines

Complete Policy Title: **Parenting Leave Policy**	Policy Number (if applicable):
Approved by: **Senate**	Date of Most Recent Approval: **June 6, 2012**
Date of Original Approval(s): **June 6, 2012**	Supersedes/Amends Policy dated:
Responsible Executive: **Associate Vice-President and Dean of Graduate Studies**	Enquiries: University Secretariat

DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails

Intent

The Parenting Leave Policy (the "Policy") is intended to assist parents in successfully combining their graduate studies and family responsibilities with minimum financial and/or academic impact. The University will provide the following arrangement for parents requiring parenting leave from their studies. The Policy applies only to full time graduate students as defined by the School of Graduate Studies.

Definitions

"McMaster Graduate Scholarship Funds"- The sum total of departmental and graduate scholarships as well as research account support committed to the student. It does not include funding from external sources; funding from employment such as Teaching Assistantships or Research Assistantships, or; most scholarships held in trust.

"Parent"- Includes the birth mother of a child; a person with whom a child is placed for adoption; and a person who is in a relationship of some permanence with a parent of a child and who intend to treat the child as his or her own.

"Parenting Leave"- An unpaid leave of absence from studies of up to 52 weeks' duration for a birth mother of a child or up to 37 weeks' for the parent of child who is not the birth mother.

Leave of Absence from Studies

Eligibility
A leave of absence for up to 52 weeks is permitted for Parenting Leave. A student electing not to take the maximum amount of time available for parenting leave will not have the option of taking any unused portion at a later date.

Parameters
A Parenting leave for the birth mother may consist of two parts – a pregnancy leave and parental leave. The pregnancy leave must begin, at the earliest, up to 17 weeks before the anticipated due date or on the date the child comes into the care and control of the parent for the first time and lasts for 17 weeks. The parental leave must begin right after the pregnancy leave and lasts for up to 35 weeks. Alternatively, the birthing mother may only take the parental leave. In this case the leave can be a maximum of 37 weeks in length and must begin at latest within 52 weeks after the birth of the child or the date on which the child comes into the care and control of the parent for the first time.

The Parenting leave for a non-birth mother can be a maximum of 37 weeks in length and must begin at latest within 52 weeks after the birth of the child or the date on which the child comes into the care and control of the parent for the first time.

It is understood that when a student takes a Parenting leave, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in his or her graduate studies program.

In order that the student's supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student's absence, students are expected to provide as much notice as possible of the intention to take a Parenting Leave under this Policy.

A student is normally expected to give at least four weeks' notice of the date on which he/she intends to take his/her leave(s) and at least four weeks' notice of the date on which he/she intends to return from leave, should this date be different from the date agreed upon at the time the leave was granted.

A Parenting Leave or a portion thereof *may* be taken simultaneously with a Pregnancy and/or Parental leave from employment, in accordance with the Employment Standards Act, should the student also be an employee of McMaster University.

If both parents of a child are McMaster Graduate Students, only one parent is eligible to access Parenting Leave under this Policy at any one time. This Policy does not preclude the other parent from applying for a leave of absence under another policy or program and the approval or denial of that leave application will be determined on the basis of the parameters of that leave policy or program.

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University

Combination with Other Leaves

If a student is also an employee, it is incumbent upon the student to review their terms and conditions of employment and/or Collective Agreement (if any) and apply for the appropriate leave of absence from employment there under.

Financial Support from the School of Graduate Studies for Parenting Leave

Eligibility

Students who have not completed a minimum of 16 weeks of graduate studies at McMaster will not be eligible for Financial Support under this Policy. They will remain eligible for a leave of absence from studies, in accordance with the above.

Parameters

A student in receipt of McMaster Graduate Scholarship Funds who has a child (or children) by birth or adoption may receive the financial support available under the Policy for a minimum period of 4 months and a maximum period of 8 months.

A student electing not to take the maximum amount of time available will not have the option of taking any unused leave at a later date.

A student in receipt of McMaster Graduate Scholarship Funds who takes a Parenting Leave under the Policy will be entitled to continue to receive graduate scholarship funds at the normal monthly rate, to a maximum of $750 per month and to a maximum total of $3,000, provided that a "Leave of Absence Information Form" has been submitted to and approved by the School of Graduate Studies.

The formula used to determine the "normal monthly rate" when a student is not currently in receipt of scholarship funds is the total of their McMaster Graduate Scholarship Funds averaged over the previous or current academic year depending on the start date of the parenting leave.

Combination with Other Forms of Financial Support

To maximize flexibility, the financial support available under the Policy can be combined with stipends from sources, excluding those from the Tri-Agencies (noted below) and can be spread over a period of between 4 and 8 months at the discretion of the student. However, in no case will funding for Parenting Leave from the School of Graduate Studies exceed a total of $3000 (and $750.00/month).

If the parent of the child for whom the Parenting Leave is being taken is eligible to receive parental support from CIHR, NSERC, or SSHRC for the leave at any time during the Parenting leave, the parent is not eligible for financial support under McMaster's Parenting Leave Policy.

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University

When two McMaster graduate students are the parents of a child, only one of those students will be entitled to claim the financial support under the Policy.

Financial support during Parenting Leave for students who are also employees of the University, provided as part of their terms and conditions of employment, are distinct and separate from the financial support available under this Policy. Other financial benefits, except as specifically excluded herein, can be taken concurrently with the financial support provided under this Policy provided that the individual meets the eligibility requirements for those plans for the duration for which they are accessing financial support under those plans.

The financial support provided under this Policy is not considered an approved Supplemental Unemployment Benefit Plan for the purposes of receiving Employment Insurance. Therefore, students wishing to access financial support under this Policy in addition to Employment Insurance ("EI") benefits should be aware that Human Resources and Skills Development Canada ("HRSDC") may consider financial support under this Policy to be earnings and could therefore require repayment of some or all EI benefits received. It is incumbent upon the student accessing financial support under this Policy to contact HRSDC if they have questions in this regard.

For questions on the administration of the Policy, contact the School of Graduate Studies.

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2.5.7 Leaves of Absence

General Regulations

Leaves of ~~Aa~~bsence ("LOA") are normally granted on a term-by-term basis. Whenever possible the ~~leave~~ LOA should start and end at the beginning of a term (i.e., January 1, May 1, or September 1). During the period of a ~~Leave~~ LOA the student ~~cannot expect to be given~~will not receive supervision or be entitled to use the University's academic facilities for the purposes of academic progression. During a ~~Leave of Absence~~LOA, no tuition will be charged, nor will the student be eligible for any scholarship support. Students on a ~~leave of absence~~LOA have to pay applicable supplemental fees and will be able to use the services associated with those fees. The length of time for completing the degree, and for scholarship support eligibility (see qualifier below), will be extended by the duration of the ~~Leave~~ LOA on the resumption of studies. If a ~~leave~~ LOA begins or ends in the middle of a term, term count will be determined upon return in consultation with the Associate Dean.

~~Leaves of absence~~LOA affecting Teaching Assistantship duties are covered by the Collective Agreement with Local 3906 (Unit 1) of the Canadian Union of Public Employees. Please refer to the collective agreement for additional information: http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit1/

Students should be aware that in the event of ~~Leaves of Absence~~a LOA, continuation of the same research project and/or supervisor cannot be guaranteed. Students applying for a ~~leave of absence~~LOA for personal reasons must normally have completed at least one year of full time graduate studies. ~~Students who have not completed a minimum of 16 weeks of graduate studies at McMaster will not be eligible for parenting leave scholarship funding as noted below.~~ For additional information related to ~~parental~~ parenting ~~and maternity~~ leaves, please refer to the next section.

Students returning earlier than planned from a ~~leave of absence~~LOA must provide ~~a minimum of~~4 four week's notice to the School of Graduate Studies, in writing.

Reasons for Leaves of Absence

A ~~leave of absence~~LOA for up to one year is permitted for reasons of illness, provided that the request is supported by adequate medical documentation. Students who have successfully completed at least one full year in a graduate program may apply for a ~~leave of absence~~LOA once for up to one year for other personal circumstances, provided that the student's supervisor and the department support the request. Alternatively, the student may request withdrawal (Withdrawal at the Request of the Student). Should the student opt to withdraw, ~~he/she~~they may be eligible for reinstatement, at the University's discretion upon reapplication.

A ~~leave of absence~~LOA to obtain externally paid relevant work experience may be granted for one term for a Master's student and for two terms for a Ph.D. student. A LOA for purposes of obtaining relevant work experience cannot be for two consecutive terms~~No two Leaves taken to obtain relevant work experience may be consecutive.~~

A ~~leave of absence~~LOA will not be granted to pursue another program of study.

Under certain circumstances the ~~AVP~~ Vice-Provost and Dean of Graduate Studies may allow for a special ~~leave of absence~~LOA. In this case, application should be made directly to the ~~AVP~~ Vice-Provost and Dean of Graduate Studies.

It is understood that when a student takes a LOA, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in his or her graduate studies program.

In order that the student's supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student's LOA, students are expected to provide as much notice as possible of the intention to take a LOA.

Note: Students who hold fellowships, scholarships or grants from tNSERC, SSHRC, CIHR, or OGS should be aware that these agencies or any other external funding source may have policies governing the interruption and continuation of awards that may differ from the University's policy on leaves of absence LOA. Students holding such awards and who intend to keep them are responsible for ensuring that any leave of absenceLOA taken does not conflict with the granting agency's regulations. The appropriate agency should be contacted for details.

Parenting Leave Policy

Intent

The Parenting Leave Policy (the "Policy") is intended to assist parents in successfully combining their graduate studies and family responsibilities with minimum financial and/or academic impact. The University will provide the following arrangement for parents requiring parenting leave from their studies. The Policy applies only to full time graduate students as defined by the School of Graduate Studies.

Definitions

"McMaster Graduate Scholarship Funds" The sum total of departmental and graduate scholarships as well as research account support committed to the student. It does not include funding from external sources; funding from employment such as Teaching Assistantships or Research Assistantships, or; most scholarships held in trust.

"Parent" Includes the birth mother of a child; a person with whom a child is placed for adoption; and a person who is in a relationship of some permanence with a parent of a child and who intend to treat the child as his or her own.

"Parenting Leave" An unpaid leave of absence from studies of up to 52 weeks' duration for a birth mother of a child or up to 37 weeks' for the parent of child who is not the birth mother.

Leave of Absence from Studies

Eligibility

A leave of absence for up to 52 weeks is permitted for Parenting Leave. A student electing not to take the maximum amount of time available for parenting leave will not have the option of taking any unused portion at a later date.

Parameters

A Parenting leave for the birth mother may consist of two parts - a pregnancy leave and parental leave. The pregnancy leave must begin, at the earliest, up to 17 weeks before the anticipated due date or on the date the child comes into the care and control of the parent for the first time and lasts for 17 weeks. The parental leave must begin right after the pregnancy leave and lasts for up to 35 weeks. Alternatively, the birthing mother may only take the parental leave. In this case the leave can be a maximum of 37 weeks in length and must begin at latest within 52 weeks after the birth of the child or the date on which the child comes into the care and control of the parent for the first time.

The Parenting leave for a non-birth mother can be a maximum of 37 weeks in length and must begin at latest within 52 weeks after the birth of the child or the date on which the child comes into the care and control of the parent for the first time.

It is understood that when a student takes a Parenting leave, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in his or her graduate studies program.

In order that the student's supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student's absence, students are expected to provide as much notice as possible of the intention to take a Parenting Leave under this Policy.

A student is normally expected to give at least four weeks' notice of the date on which he/she intends to take his/her leave(s) and at least four weeks' notice of the date on which he/she intends to return from leave, should this date be different from the date agreed upon at the time the leave was granted.

A Parenting Leave or a portion thereof *may* be taken simultaneously with a Pregnancy and/or Parental leave from employment, in accordance with the Employment Standards Act, should the student also be an employee of McMaster University.

If both parents of a child are McMaster Graduate Students, only one parent is eligible to access Parenting Leave under this Policy at any one time. This Policy does not preclude the other parent from applying for a leave of absence under another policy or program and the approval or denial of that leave application will be determined on the basis of the parameters of that leave policy or program.

Combination with Other Leaves

A Parenting Leave or a portion thereof *may* be taken concurrently with a Pregnancy and/or Parental leave from employment, in accordance with the Employment Standards Act, 2000, should the student also be an employee of the University.

If a student is also an employee, it is incumbent upon the student to review their terms and conditions of employment and/or Collective Agreement (if any) and apply for the appropriate leave of absence from employment there under.

Normally, pregnancy/parental leave is completed within 18 months of the date of birth or custody.

Financial Support from the School of Graduate Studies for Parenting Leave

Eligibility
Students who have not completed a minimum of 16 weeks of graduate studies at McMaster will not be eligible for Financial Support under This Policy. They will remain eligible for a leave of absence from studies, in accordance with the above.

Parameters
A student in receipt of McMaster Graduate Scholarship Funds who has a child (or children) by birth or adoption may receive the financial support available under the Policy for a minimum period of 4 months and a maximum period of 8 months.

A student electing not to take the maximum amount of time available will not have the option of taking any unused leave at a later date.

A student in receipt of McMaster Graduate Scholarship Funds who takes a Parenting Leave under the Policy will be entitled to continue to receive graduate scholarship funds at the normal monthly rate, to a maximum of $750 per month and to a maximum total of $3,000, provided that a "Leave of Absence Information Form" has been submitted to and approved by the School of Graduate Studies.

The formula used to determine the "normal monthly rate" when a student is not currently in receipt of scholarship funds is the total of their McMaster Graduate Scholarship Funds averaged over the previous or current academic year depending on the start date of the parenting leave.

Combination with Other Forms of Financial Support

To maximize flexibility, the financial support available under the Policy can be combined with stipends from sources, excluding those from the Tri-Agencies (noted below) and can be spread over a period of between 4 and 8 months at the discretion of the student. However, in no case will funding for Parenting Leave from the School of Graduate Studies exceed a total of $3000 (and $750.00/month).

If the parent of the child for whom the Parenting Leave is being taken is eligible to receive parental support from CIHR, NSERC, SSHRC or another agency that provides parental support for the leave at any time during the Parenting leave, the parent is not eligible for financial support under McMaster's Parenting Leave Policy.

When two McMaster graduate students are the parents of a child, only one of those students will be entitled to claim the financial support under the Policy.

Financial support during Parenting Leave for students who are also employees of the University, provided as part of their terms and conditions of employment, are distinct and separate from the financial support available under this Policy. Other financial benefits, except as specifically excluded herein, can be taken concurrently with the financial support provided under this Policy provided that the individual meets the eligibility requirements for those plans for the duration for which they are accessing financial support under those plans.

The financial support provided under this Policy is not considered an approved Supplemental Unemployment Benefit Plan for the purposes of receiving Employment Insurance. Therefore, students wishing to access financial support under this Policy in addition to Employment Insurance ("EI") benefits should be aware that Human Resources and Skills Development Canada ("HRSDC") may consider financial support under this Policy to be earnings and could therefore require repayment of some of all EI benefits received. It is incumbent upon the student accessing financial support under this Policy to contact HRSDC if they have questions in this regard.

For questions on the administration of the Policy, contact the School of Graduate Studies.

2.5.8 Parenting Leave

Parenting Leave Policy

Intent

The Parenting Leave Policy (the "Policy") is intended to assist parents in successfully combining their graduate studies and family responsibilities with minimum financial and/or academic impact. The University will provide the following arrangement for parents requiring parenting leave from their studies at the time of pregnancy, birth or adoption and/or to provide care during the child's first year.

According to the Employment Standards Act 200 – May 7, 2018 version Part XIV, a "parent" includes:

"a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own"

Consistent with the Employment Standards Act, (2000 – May 7 2018 version Part XIV) a Parenting Leave ends "61 weeks after it began, if the employee also took pregnancy leave and 63 weeks after it began, otherwise."

The form to apply is available on the School of Graduate Studies Resources page (insert appropriate link). A student electing not to take the maximum amount of time available for Parenting Leave will not have the option of taking any unused portion at a later date. Students returning from a leave should consult with their programs and should note that course availability may be affected by the timing of their return.

Eligible students can also apply for a Parenting Grant. More information on this is available on the School of Graduate Studies Website (insert link to webpage where the applicable information will be listed).

It is understood that when a student takes a Parenting Leave, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in their graduate studies program.

In order that the student's supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student's absence, students are expected to provide as much notice as possible of the intention to take a Parenting Leave under this Policy.

A student is normally expected to give at least four weeks' notice of the date on which they intend to take their leave(s) and at least four weeks' notice of the date on which they intend to return from leave, should this date be different from the date agreed upon at the time the leave was granted.

Combination with Other Leaves

A Parenting Leave or a portion thereof *may* be taken concurrently with a Pregnancy and/or Parental Leave from employment, in accordance with the *Employment Standards Act*, 2000, should the student also be an employee of the University.

If a student is also an employee, it is incumbent upon the student to review their terms and conditions of employment and/or Collective Agreement (if any) and apply for the appropriate leave of absence from the employer.

Note: Students who hold fellowships, scholarships or grants from NSERC, SSHRC, CIHR, or OGS should be aware that these agencies or any other external funding source may have policies governing the interruption and continuation of awards that may differ from the University's policy on LOA. Students holding such awards, and who intend to keep them, are responsible for ensuring that any LOA taken does not conflict with the granting agency's regulations. The appropriate agency should be contacted for details.

For questions on the administration of the Policy, contact the School of Graduate Studies.

McMaster University

REPORT TO SENATE EXECUTIVE COMMITTEE

FROM THE

COMMITTEE ON APPOINTMENTS

Open Session

At the meeting on June 18, 2018, the Committee on Appointments approved the following recommendation and now recommends that the Senate Executive approve, on behalf of Senate, the:

    a.   **Establishment of the McMaster Chair in Health Technology Management**

Senate Executive Committee: For Approval
June 20, 2018

Paul M. O'Byrne
MB, FRCPC, FRSC

Dean and Vice-President
Faculty of Health Sciences

Health Sciences Centre, Room 2E1
1280 Main Street West
Hamilton ON Canada L8S 4K1

Tel: 905.525.9140 Ext. 22100
Fax: 905.546.0800
Email: deanfhs@mcmaster.ca
http://www.fhs.mcmaster.ca

June 6, 2018

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Establishment of the McMaster Chair in Health Technology Management

On behalf of the Faculty of Health Sciences, I would like to recommend the establishment of the McMaster Chair in Health Technology Management.

Residual internal funding held within the Department of Health Research Methods, Evidence, and Impact is being endowed and the Dean and Vice-President has committed annual matching funds to permanently support this position. The Chair will provide additional resources to firmly establish a leadership position for McMaster in the area of health technology management.

The terms of reference for the Chair are attached.

Sincerely,

Paul O'Byrne MB, FRCP(C), FRSC
Dean and Vice-President

Encl.

PO/rl

Michael G. DeGroote
SCHOOL OF MEDICINE

TERMS OF REFERENCE

McMaster Chair in Health Technology Management

General

Health Technology Management (HTM) is an area of strength in the Faculty of Health Sciences at McMaster University. To take advantage of its comparative advantage in the HTM field, developing endowed positions will allow McMaster to firmly establish a leadership position.

Although HTM is a broad field encompassing or overlapping with systematic literature reviews, evidence synthesis, economic appraisal, patient reported outcomes, social and ethical evaluations, policy analysis and knowledge translation, a fundamental building block and natural starting point for developing endowed chairs in HTM at McMaster is the complementary sub-disciplines of economic evaluation and decision analytic modeling.

A pooling and transfer of funds has been directed to the Faculty of Health Sciences to provide support for the *McMaster Chair in Health Technology Management*. The research, education interests and accomplishments of the incumbent will encompass a broad and comprehensive range of sub-disciplines related to the broader field of HTM, but will have specific expertise and focus in methods related to economic evaluation and decision analytic modeling of health technologies.

Details and Duties

The holder of the Chair shall be an individual with content knowledge, extensive research and practical application experience in methods of economic appraisal, in collaborating with health care decision makers at all levels of the health care system, in educating students, health care professionals and decision makers.

Specifically, the Chair will:

- Hold a full-time appointment in the Department of Health Research Methods, Evidence, and Impact in the Faculty of Health Sciences at McMaster University;

- Be an integral part of the institutional vision towards establishing and maintaining a world-class program in health technology management which exemplifies the central values of the University and the Department of Health Research Methods, Evidence, and Impact;

- Contribute significantly to the body of scholarship in the area of health technology management, through teaching and/or research at McMaster University;

- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Health Research Methods, Evidence, and Impact, including participation in the education programs of the School.

Selection Process

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc selection committee which shall include, at minimum, the Associate Dean (Research), the Chair of the Department of Health Research Methods, Evidence, and Impact, the Vice-President (Research) of St. Joseph's Healthcare Hamilton, members of the Department of Health Research Methods, Evidence, and Impact, and Directors/Chairs of other HTM-related research groups at McMaster (e.g. Centre for Health Economics and Policy Analysis) as appropriate.

According to the *McMaster University Policy Guidelines for Establishing Named Chairs and Professorships*, committee members from St. Joseph's Healthcare Hamilton who do not hold a McMaster appointment shall have Observer status on the committee, but will not be allowed to vote, or veto the selection. The Committee will forward its recommendation to the Senate Committee on Appointments.

Term

An appointment to the Chair shall be for up to five (5) years, with the understanding that renewal for additional terms is possible.

Acknowledgement

The incumbent will acknowledge that she/he holds the "McMaster Chair in Health Technology Management" in all publications, lectures and any other activities supported through the fund.

March 2018

McMaster University

REPORT TO THE SENATE EXECUTIVE COMMITTEE
FROM THE
UNIVERSITY PLANNING COMMITTEE

Centre for Networked Media and Performance (CNMAP) Proposal

At its meeting on June 20, 2018, the University Planning Committee approved the establishment of the Centre for Networked Media and Performance (CNMAP).

The University Planning Committee recommends,

that the Senate Executive Committee approve, on behalf of Senate, the establishment of the Centre for Networked Media and Performance (CNMAP), as detailed in the attached.

Senate Executive Committee: For Approval
June 20, 2018

McMaster University

June 7, 2018

TO: University Planning Committee

FROM: Robert L. Baker

RE: **Centre for Networked Media and Performance (CNMAP) Proposal**
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The Committee on Research Institutes has reviewed the attached Proposal for the **Centre for Networked Media and Performance (CNMAP)**, 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.

RLB/pb

Attach.

cc: David Farrar
     Ken Cruikshank
     Doug Welch
     Christi Garneau

Proposal for a New Research Centre of Excellence
The Centre for Networked Media and Performance (CNMAP)
April 2018

Vision and Objectives

The rapid proliferation of new information and communications technologies has raced ahead of the development and examination of the human uses and impacts of those technologies. A key element within this digital revolution is the emergence of networking and "the network" as pervasive features across diverse human environments. Humanities research has a special role to play in this context: Research and research-creation in the media and performing arts offer a setting in which new configurations of our networked landscape can be imagined, actualized, evaluated, and transformed in experimental ways.

In this context, the Centre for Networked Media and Performance (CNMAP) has as its mission the production, exploration and analysis of new forms of expression, communication and collaboration enabled by networks and networking technologies. That mission entails the following three principal objectives:

1. To encourage and facilitate interdisciplinary collaboration between researchers around a shared interest in the potentials and effects of networks and networking. Fields of research at McMaster that can be brought together around a networking focus include but are not limited to network music, popular music, sound studies, communication policy, intellectual property, Internet radio, music information retrieval, live coding, software studies, and digital games.

2. To encourage and facilitate the participation and engagement of the widest possible range of undergraduate and graduate students, community members, independent artists, emerging scholars, and others with this research.

3. To discover, develop and support new, networked, accessible, and flexible ways of organizing both interdisciplinary research conversations and artistic activity.

Activities, Nodes, and Portals

The primary, overarching activity of the Centre for Networked Media and Performance is to facilitate communication between and about a collection of nodes, each of which is a standing McMaster research space or activity connected to the examination or reconfiguration of networked culture. The nodes of the Centre will share a common online platform, such that events and information generated by one node are shared with the participants of other nodes, as well as with the general public, in highly visible forms. This information sharing, along with larger events (symposia, workshops, and conferences) that bring together multiple nodes, will facilitate participants' engagement with diverse approaches to research, while coordinating knowledge mobilization activities to maximize attention and impact. The Centre's initial

collection of nine nodes, together with each node's key activities, are as follows:

Node 1 - Cybernetic Orchestra: The "oldest" node of the new Centre is the Cybernetic Orchestra, McMaster's live coding laptop orchestra founded and directed by Dr. David Ogborn with support from a strategic SSHRC grant. The orchestra has accumulated a significant quantity of production equipment, community connections, international research-creation partners, alumni and embodied expertise (particularly in terms of artistic programming and networking). The orchestra is open to all members of the McMaster community, and currently includes a high proportion of graduate students, from programs within and beyond the Humanities. The orchestra meets weekly and produces performances on campus, off campus, streamed to the Internet, and at international peer-reviewed artistic conferences (often serving as a vector introducing undergraduate and graduate students to the various international milieus of artistic research). The Orchestra has released four albums: esp.beat (2012), Shift (2013), bilingual (2015), and Chiptunes (2018).

Node 2 - macGRID Simulation Research Network is an international multidisciplinary simulation research and creation network of academic and artist members working in an Open Simulator grid of virtual environments hosted on Canada Computes SHARCNET high performance computing infrastructure of 250 linux servers. As of 2017, macGRID has hosted 10 funded research projects and provided virtual environment studios for 7 artists. macGRID has 200 registered users of whom approximately 50 are currently active. macGRID research and creation activities include the development of virtual city environments that leverage high performance networked computing, machine learning and big data to design and test virtual world and simulation use cases for education, urban planning, civic engagement, storytelling, film, games, and emerging new media art forms.

Node 3 - Imaginary Landscapes*:* The Centre will take over the semi-regular production of the Imaginary Landscapes festival of media art and performance. Imaginary Landscapes provides a setting in which undergraduate and graduate media and performance projects appear alongside faculty research, and invited guests. The support of the new Centre will help both to systematize and to broaden the focus of *Imaginary Landscapes*, which usually takes place at the end of an academic semester. The newly opened black box theatre in L.R. Wilson Hall represents a key resource for this node, as a highly flexible, publicly visible site for the on campus mobilization of arts-based research.

Node 4 - Communications Governance Observatory: The Communications Governance Observatory, led by Dr. Sara Bannerman, Canada Research Chair in Communication Policy and Governance, seeks to deepen our understanding of the global networked governance of communication and creativity. Communication is increasingly regulated by technologies and private organizations, as well as by governments. Governance by a plurality of actors is known as 'networked governance'. Networked governance raises important questions about who governs, and how regulators are kept accountable. The Communications Governance Observatory works to describe and critically assess the networked governance of communication and creativity.

Node 5 - PulseLab: This lab, directed by Dr. Paula Gardner, is funded by the Asper Foundation. The team collaborates to adapt technologies for socially responsible innovation and to foster social change. Driven by feminist, intersectional, anti-oppression, and participatory action approaches, Pulse Lab aims to foster digital literacy and digital inclusion, in a practice that is technologically agnostic and values art and design methods. We seek to network our diverse research partners (that include community, non-profit, health and creative industries) in projects that adapt digital and emerging technologies to address pressing social, cultural and material needs in Canada. These projects currently address gender based violence, digital exclusion of marginalized youth, newcomer integration, and the rehabilitative and affect needs of growing senior populations. PulseLab provides the Centre a material research space, including a gesture based and biometric platform, for use in research experiments.   The lab also hosts and provides research space to postdoctoral students, PhD and MA candidates, undergraduate research assistants and international visiting graduate students.

Node 6 - Networked Imagination Laboratory: This laboratory, created and led by Dr. David Ogborn with support from the Canada Foundation for Innovation and Ontario's Ministry of Research and Innovation, is focused on the development of software interfaces and practices in which the collaborative potentials of networking are unfolded into new models. The lab is particularly oriented towards arts-based research in live coding (programming as an act of performance) and network music (collaborative music making over the Internet), and provides an immersive and adaptable environment replete with spatially-distributed loudspeakers, visual displays and work surfaces.   Applications of the lab's research include the development of collaborative and networked approaches to data sonification, and a group of faculty and graduate students (Networked Auditory Display Assemblage, or NADA) is currently meeting regularly in the lab to explore the potential of this alternative to visualization. In close connection with ongoing research projects, the lab will host Internet-mediated performances, talks and working sessions.

Node 7 - Software Studies Reading Group: The first of two initial reading groups envisioned for the Centre has already been meeting regularly since the beginning of the 2017-18 academic year and is focused on the field of software studies, which interprets software (and more generally, computational culture, computers, networking, etc) as historical and cultural artifacts. The reading group's current membership includes graduate students from diverse fields, such as Anthropology, Philosophy, Political Science, and Communication, New Media and Cultural Studies. The reading group is a collaboration with the Sherman Centre for Digital Scholarship and meets alternately in the Networked Imagination Laboratory and the Sherman Centre.

Node 8 - Sound Studies Reading Group: The second of two initial reading groups envisioned for the new Centre focuses upon the highly interdisciplinary field of sound studies, which brings together scholars interested in epistemologies, histories, ecologies, and politics of sound as they intersect with media, music, technology, and other cultural formations. The reading group will involve graduate students from the Communications and New Media MA program, the newly launched PhD in Communications, New Media and Cultural Studies, as well as other programs

and interested undergraduate students. The reading group, to be co-directed by Drs. Baade and Ogborn, will provide an important hub for theoretically informed conversation between researchers and research creators across nodes; it will also be an important site for involving other members of the campus community in the Centre.

Node 9 - Summer Workshops: The Node 9 Summer Workshops are a unique opportunity for growth and knowledge exchange in new media and performance. The workshops are open to adult participants of all levels of experience and background, and will be provided at very minimal or no cost. Participants will typically spend five days on the McMaster campus, with specific sessions each day devoted to technical instruction, individual and collective guided work, master classes by international artists, performances and discussions. The workshops are divided into parallel streams (for example: audio programming, multimedia storytelling) with featured presentations and a culminating event that brings together participants from diverse forms of new media and performance practice.

The Centre will also share information about, and encourage engagement with, larger networks. Each of these specific relationships is termed a "portal", with the initial portals as follows:

Portal 1 - FemTechNet: FemTechNet is an academic, artist, activist network working to share feminist knowledges on technology, media and science and to encourage community learning and collaborations that activate and make actionable feminist ethics in these areas. It provides a range of resources useful to our nodes and visitors to the Centre interested in online safety, critical pedagogy and the feminist foundations of technology and media studies. Dr. Paula Gardner is a foundational member of FemTechNet and teaches its DOCC course at McMaster. McMaster is also a hub for FemTechNet, funding a McMaster (CSMM) undergraduate student as a "Tech wizard" supporting FemTechNet's Technology and Operations Committee.

Portal 2 - FemBot Collective: is an artist, academic and activist collective that publishes an open peer reviewed journal, Ada: Journal of Feminism and Technology. Challenging the academy standard of blind review, the Ada model offers an online review system which employs a network and digital platform, and engages the author in dialogue in an open review with editors. FemBot also produces resources useful to the Centre, including an online toolkit, with tips for maintaining a safe and secure networked identity and to combat trolling.

Portal 3 - ICAfrica: ICAfrica is a new regional organization of the International Communication Association, co-founded by Dr. Paula Gardner, which uses a collaborative, lateral model of development which offer a range of research opportunities with African communication scholars, NGOs, and media organizations, particularly in Kenya, Uganda, South Africa, Tanzania, Nigeria, and Rwanda. Projects include mentoring emerging communication scholars; collaborating with community journalists in rural regions to support press freedom, HIV education and sexual safety for girls; contributing pedagogy and short courses to communication departments.

The Centre will also facilitate the organization of special events, such as conferences, and support applications for research funding by its members. McMaster researchers connected to

this Centre initiative are also working towards the launch of a new peer-reviewed journal focused on networked culture, and the Centre could certainly play a strong supporting role in the establishment and maintenance of this new avenue for research dissemination.

Rationale

The Centre for Networked Media and Performance advances McMaster's strategic research priorities in Data, Artificial Intelligence and the Digital Society, by facilitating the discovery and communication of connections between the active research programs of McMaster faculty building and analyzing the platforms, practices, and representations of our highly-networked cultural landscape. The Centre is particularly well-positioned to bridge new media creation and artistic performance with the critical study of networked culture and governance.

The research programs of the faculty driving this Centre proposal have been supported and recognized by substantial external grants (SSHRC, CFI, NCE, etc) and are activating new and significant spaces on campus (including the black box theatre in L.R. Wilson Hall, the Networked Imagination Laboratory, and Pulse Lab). The Centre will help connect these research programs, spaces, and resources to each other and to a wider community. The Centre will also foster interdisciplinary collaborations with other McMaster research organizations such as the Sherman Centre (collaborating on the Software Studies Reading Group), the LIVELab (a primary site for the ICLC 2016 conference hosted during the development of this proposal), and the MacData Institute (for example, the auditory display of research data is one focus of the Networked Imagination Laboratory).

Historical strengths connected to the proposed Centre include:

- The chairing of numerous successful conferences and scholarly associations by researchers connected to the Centre, including: International Conference on Live Coding 2016 (chair: Ogborn, scientific chair: Baade), International Communication Association Annual Convention (chair: Gardner; San Diego, CA, May 2017), International Society for the Theory and History of Intellectual Property (governing board member: Bannerman), Law Section of the International Association for Media and Communication Research (vice chair: Bannerman), SSHRC-funded conferences Music and Labour (2014) and Over the Waves: Music and Broadcasting (2005, co-applicant/co-organizer: Baade), Performance Committee of the American Musicological Society (2014-17, member: Baade), International Association for the Study of Popular Music, Canada chapter (2010-13, Conference Liaison and Executive Member: Baade).
- The launch of a new and uniquely interdisciplinary PhD program in Communication, New Media, and Cultural Studies, which has so far admitted two competitive cohorts, in many cases to work with Centre associates on PhD research that is strongly pertinent to the Centre's focus on networked culture.
- The work of Dr. Christina Baade, a University Scholar, on the intersections of popular music, media, and social change with particular attention to questions of gender, race, and national belonging. Her books include the award-winning *Victory Through Harmony: The BBC and Popular Music in World War II* (OUP, 2012) and the co-edited collection

Music and the Broadcast Experience: Performance, Production, and Audiences (OUP, 2016).

- Sara Bannerman's research on traditional forms of governance such as copyright, intellectual property, and privacy law, as well as networked governance undertaken through non-state actors: governance by code, technologies, and private companies. A Canada Research Chair in Communication Policy and Governance, she has published two books on international copyright: *International Copyright and Access to Knowledge* (Cambridge University Press, 2016) and *The Struggle for Canadian Copyright: Imperialism to Internationalism, 1842-1971* (UBC Press, 2013).
- The work of Dr. Paula Gardner, Asper Chair in Communications, in mobile and locative art creation, dance improvisation and in applied aging and health research. As a PI of the NCE-funded, GRAND (Graphics, Animation and New Media) network, she united Canadian designers and engineers in multidisciplinary research creation.
- Dr. David Harris Smith's direction of the macGRID Simulation Network, an international collective of artists and researchers working with avatar virtual environments, since November 2012. Dr. Smith, with Frauke Zeller, is also the creator of hitchBOT the hitchhiking robot, which brought international attention to the emerging status and ethics of social robotics.
- Dr. David Ogborn's work with live coding and participatory laptop orchestras (including the standing laptop orchestra at McMaster, the Cybernetic Orchestra), which has produced widely recognized platforms for collaborative live coding and which has led to the formation of the CFI- and MRI-funded Networked Imagination Laboratory.

Centre members have active, forward-looking programs of research. The following are examples of current funded projects that demonstrate the wide scope of the research addressed by the Centre for Networked Media and Performance:

1. Platforms and practices for networked, language-neutral live coding: This 5-year SSHRC Insight-funded project is led by Dr. David Ogborn. Networked live coding is an artistic practice in which spatially distributed teams of artist-programmers collaborate on the creation and modification of shared algorithms, in order to produce poetic and aesthetic results, such as music, video art or choreography. This allows specific ideas and skills, embodied in individuals, to be brought together despite obstacles of geography, mobility, and resources, and allows artistic audiences to be formed in new ways and at different scales. Such connection depends upon shared software protocols and platforms. Contemporary practice in this area, however, typically relies on repurposing software that was designed to meet other challenges (eg. interpersonal communication, office work). This research responds by building new platforms around the unique needs of geographically distributed live coding ensembles. In addition to creating new ensembles and audiences, this will provide insight into the intersection of artistic traditions with questions about media participation, computation literacy, and information security, in a world increasingly modulated by algorithms and networks.

2. ABLE, Arts based Therapies Enabling Longevity for Geriatric Outpatients, funded by McMaster Institute for Research in Aging (MIRA), is led by Paula Gardner. This research

project unites McMaster faculty in Faculties of Medicine and Health Sciences, Sciences, Engineering and Computer Science and Humanities in the creation and testing of an art-based platform to encourage sustainable physical therapy for seniors with fragility and dementia.. The platform employs a critical design approach, incorporating a range of seniors to contribute to the development and test the experience. Recognizing that sustained physical therapy requires encouragement, ABLE is designed to translate physical therapy and movement exercises into art-making and game play experiences with family and caregivers. As users engage in exercise with a partner, they create a digital painting, master a musical score or play a strategic game. The research project seeks to discover the impact of providing social engagement, physical exercise and arts creation/game play as synergistic engagements that can enhance mood and physical wellness, and decrease known health risks of boredom, isolation and loneliness. The project is conducted in cooperation with St. Peter's Hospital, Hamilton, Ontario.

3. Platform Imperialism and Canadian Cultural Policy: This project, led by Sara Bannerman and the Communications Governance Observatory, examines the networked governance of culture in the context of platform imperialism (Jin, 2015, Schwarz, 2017). Algorithms play increasingly important roles in the discovery of content. This has significant implications for life opportunities and employment (whose content is distributed and prioritized?), the star system (who is promoted and how?), politics (which and whose perspective is dominant?), international relations (whose view of the world is dominant?) and social relations (how are inequities in representation reproduced or addressed?). This project focuses on Canada, asking what role the Canadian state plays in regulating platforms and creativity.

4. HPC Cloud Analytics and Machine Learning Support for Watson Pepper Clinical Study. Led by David Harris Smith and funded by Southern Ontario Smart Computing Platform (SOSCIP), this project tests the design and implementation of smart robotics in the self-regulation of health promoting behaviours. A first of its kind clinical study in collaboration with McMaster Health Science and Psychology Neuroscience researchers will test the efficacy of an integrated suite of AI services and social robotics in the communication and support of healthy behavior for skin cancer prevention.

5. Virtual Hamilton: A Virtual Environment for Participatory Urban Planning (David Harris Smith) is a research project funded by the Ontario Ministry of Research and Innovation, SSHRC's Partnership Development progam and FedDev Ontario, developing machine learning methods for modeling urban settings in virtual environments. The project will provide necessary research in required smart cities infrastructure to facilitate civic engagement with city design and planning.

6. Bigger than the Beatles: Vera Lynn's Postwar Career and the Problems of Popular Music History is a 3-year project funded by a SSHRC Insight Grant (principal investigator: Baade). Focusing on the postwar career of the singer Dame Vera Lynn, the project objectives include: 1) constructing a theoretical model for interpreting the impact of normative, mainstream musicians (especially mature women), who worked in the

postwar period, that deploys critical approaches to femininity, whiteness, class, and national belonging; 2) identifying and examining previously unexplored connections between postwar television, radio, and recording as they related to the popular music mainstream; 3) developing an interdisciplinary approach for studying the postwar musical mainstream that puts into dialogue archival research, music and performance analysis, and the statistical analysis of repertory over time with cultural and media history, critical theory, and popular music historiography.

Participants, and Criteria for Expanding the Membership

The official membership consists of active participants in the official nodes of the Centre, who self-elect to be designated as members of the Centre, and who will then receive communications pertaining to the Centre. The minimum expectation of members of the Centre is that they will participate in the activities of one or more Centre nodes, and, where possible, share information and opportunities with other Centre members (through the Centre's online platform).   The Centre director will maintain a list of this membership and facilitate their communication with each other. The following is a current list of McMaster participants in the nodes and activities envisioned for the new Centre:

Dr. Christina Baade (Communication Studies and Multimedia)
Dr. Sara Bannerman (Communication Studies and Multimedia)
Dr. Peter Cockett (School of the Arts)
Dr. Paula Gardner (Communication Studies and Multimedia)
Dr. David Harris Smith (Communication Studies and Multimedia)
Chris Myhr (Communication Studies and Multimedia)
Dr. David Ogborn (Communication Studies and Multimedia)
Dr. Andrea Zeffiro (Communication Studies and Multimedia; Sherman Centre)

Organizational Structure and Governance

The Centre will be governed by the structures and processes outlined in McMaster University's Guidelines for the Governance and Review of Research Institutes, Centres and Groups (Dec. 15, 2011). The Centre reports to the Dean of the Faculty of Humanities. The principal administrative roles connected to the Centre are a director, a governing board, a steering committee, and an advisory committee (see Appendix B for diagram of roles and reporting lines).

The director will be appointed for a five-year, renewable term. The director will set the agenda for the Centre in consultation with the governing board and steering committee, and will report to the governing board annually. The director will maintain a list of the Centre's membership, maintain the Centre's online platform, and coordinate ongoing communications of Centre activities and opportunities to the membership and to the general public (for example, through the Centre's online platform, email lists, social media campaigns, and print promotion).

The governing board will oversee the state of the Centre with regard to direction and operation. Specific issues will include oversight to ensure adherence to the Centre's business plan, its financial viability, and its progress toward meeting goals. In accordance with University guidelines, the members of the governing board will be as follows:

- Dean of Humanities – Chair (or designate)
- Chair of the Department of Communication Studies and Multimedia
- Director of the School of the Arts (or designate)

The performance of the Centre will be reviewed every five years (or sooner at the request of the governing board) by an External Review Board (ERB). The ERB will be determined by the Dean of Humanities or designate, and may consist of external or internal reviewers. The recommendations of the ERB will include the renewal of the Director, and whether the Centre's performance is consistent with expectations for a Centre at McMaster University. Their report will be submitted in confidence to the Dean of Humanities. Normally, the Dean will 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.

A steering committee of 5 will be formed, including the Centre's director, and four other McMaster faculty members who are also members of the Centre. Steering committee members will be appointed for 3-year renewable terms. Appointments to the steering committee will be made by the Centre's director in consultation with the full membership. The steering committee will consult on an ongoing basis electronically, scheduling formal in-person meetings as necessary. Each year, the Centre's director will prepare an annual report on activities and finances. Following review, revision and approval by the steering committee this annual report will be submitted for approval to the Dean of the Faculty of Humanities.

The Director will establish an advisory committee whose purpose is to provide advice to the Director with regard to scientific or scholarly priorities and direction for the Institute. The advisory committee is chosen by the Director, and is consulted at least every two years, or more frequently at the discretion of the Director.

The Director will maintain the list of nodes and portals connected to the Centre. From time to time, it will be necessary to add or remove nodes and portals from this list. In each case, this will be done by the Director following consultation with both the steering and advisory committees. Nodes or portals to be added should have a substantial connection to the Centre's focus on networked culture, as well as strong potential for research exchange and collaboration with the existing nodes and portals. Nodes must be based at McMaster University, while portals are external to the university. Potential reasons to remove a node or portal from the list include but are not limited to (1) the node/portal no longer being active, (2) the participants in that node/portal desiring that it no longer be associated with the Centre, and (3) a lack of communication/information about the ongoing activities of the node.

Budget

Seed funding provided by the Office of the Vice-President Research through the Faculty of Humanities ($40,000, 2013-16) was primarily used for exploratory research assistance (especially around the elaboration of innovative concepts for the Centre's website), to build capacity by giving key research assistants experience with high profile international conferences in fields connected to Centre research, to augment available research infrastructure, and to bring the International Conference on Live Coding 2016 to McMaster (which has built capacity and reputation for future conference hosting activities connected to the Centre).

Going forward, the core, yearly expenses of the Centre for Networked Media and Performance (see Appendix A for detailed budget) include regular support of knowledge mobilization and outreach activities (hosting national and international conferences, along the lines of the hosting of the International Conference on Live Coding in 2016; the Node 9 summer workshops), server/software costs connected to the Centre's online platform and presence, and the cost of graphic design and promotion (eg. hiring undergraduate Multimedia students to design attractive, public-facing logos and other design materials).

The Centre for Networked Media and Performance will leverage existing space allocations and requires no additional space resources. In particular, the CFI-funded Networked Imagination Laboratory and the new black box theatre in the L.R. Wilson building represent ideal spaces for public performances and larger research meetings. It should also be noted that the Centre brings together nodes that will continue to undertake their own, independently administered and funded initiatives. Thus the level of activity connected to the Centre will be much higher than the above, "core" budget might suggest. Moreover, the Centre will actively and strategically seek additional resources and external support. A regular feature of Centre activities will be the hosting of workshops and conferences, often involving applications to SSHRC's Connections program (an application to support an interdisciplinary national sound conference at McMaster in 2019 is underway). As the conversation between Centre members about shared research deepens, they will look for opportunities to develop joint funding applications, including applications to foundations and to SSHRC's Partnership program.

APPENDIX A
Centre for Networked Media and Performance Budget

	2018-19	2019-20	2020-21	2021-22	2022-23	Total	$ Secured	$ Anticipated
OPENING BALANCE/CARRY FORWARD	$ -	$ -	$ -	$ -	$ -	$ -		

REVENUE - indicate whether secured or anticipated	Insert year	Insert year	Insert year	Insert year	Insert year	Total	$ Secured	$ Anticipated
Please ensure that any anticipated revenue from grant funding will only support costs eligible for that grant								
Dean of Humanities	$ 23,000	$ 23,000	$ 23,000	$ 23,000	$ 23,000	$ 115,000		
TOTAL REVENUE	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 115,000**		

EXPENSES	Insert year	Insert year	Insert year	Insert year	Insert year	Total	$ Secured	$ Anticipated
Administrative Expenses:								
Administrative Personnel						$ -		
Student Salaries for Graphic Design and Promotion	$ 1,200	$ 1,200	$ 1,200	$ 1,200	$ 1,200	$ 6,000		
Office Supplies:						$ -		
Reproduction and Distribution Costs for Promotion	$ 1,200	$ 1,200	$ 1,200	$ 1,200	$ 1,200	$ 6,000		
Office Equipment:						$ -		
Server/Software Costs	$ 600	$ 600	$ 600	$ 600	$ 600	$ 3,000		
Teaching release for Director	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000		
Workshops and Conferences	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 25,000		
Ongoing costs for space:						$ -		
Employs existing space supported by the Faculty of Humanities; no new space required						$ -		
Total Administrative Expenses	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 115,000**	$ -	$ -
Research Expenses:								
Not included in this operating budget						$ -		
Total Research Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL EXPENSES	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 23,000**	**$ 115,000**	$ -	$ -
IN-YEAR (Surplus/ Deficit)	$ -	$ -	$ -	$ -	$ -	$ -		

APPENDIX B
Reporting Lines for Centre for Networked Media and Performance (CNMAP)


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                    │       VP Research        │
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                    ┌─────────────────────────┐
                    │ Dean, Faculty of Humanities │
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                    ┌─────────────────┐      ┌─────────────────┐
                    │ Governing Board  │ ◄─── │ External Review │
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  │  Advisory    │ ───► │   Centre    │ ◄─── │  Steering    │
  │  Committee   │      │  Director   │      │  Committee   │
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                        │ Centre Members  │
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