



Senate

Wednesday, March 13, 2019 at 3:30 PM
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 before the Senate meeting. Members may also request to have items moved when the Agenda is presented for approval.

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11. MINUTES OF PREVIOUS MEETING – FEBRUARY 13, 2019 (CLOSED SESSION)

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16. REPORT FROM THE COMMITTEE ON APPOINTMENTS

(To Be Circulated)

17. REPORT FROM THE TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE

(To Be Circulated)

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School of Graduate Studies

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To : Senate

From : Christina Bryce
Assistant Graduate Secretary

Re : Report from Graduate Council

At its meeting on February 19th Graduate Council approved the following for recommendation to Senate:

For Approval:

1. Faculty of Engineering

School of Engineering Practice and Technology

Cancellation of Stream (M.ENG.D)

The School proposed the cancellation of their Sustainable Community Infrastructure Stream as the stream has received very low enrollment over the past several years and there are no full-time faculty with the expertise in this area within the School of Engineering Practice and Technology.

Change to Admission Requirements (M.E.M.E)

The program proposed a change to their admission requirements to note that applicants must have a degree in Engineering or Technology, whereas previously they only stated that applicants had to have an Honours Bachelor's degree in Engineering. The rationale for this change is that the program is a hands-on program which is equally suitable for applicants with a technology degree.

Computing and Software

Accelerated Direct-Entry Ph.D. Stream

The program proposed a change to their current direct-entry option, to create an accelerated direct-entry option designed for students who hold first-class standing with a bachelor's degree in computer science and software engineering or closely related fields for direct entry to PhD programs with reduced course loads offered by the department of Computing and Software. The typical duration of the program is 5 years. For this option they also proposed an adjustment to their admission requirements, including a more prescriptive description of the courses required and an emphasis on research experiences at the undergraduate level are highly valued

For Information:

2. Faculty of Engineering

Co-op and Work Experience Options

The Faculty of Engineering proposed decreasing the number of terms students had to be in their program before they could participate in these options from 3 terms to 2. The change is intended to make it easier for students to take advantage of co-ops available over the summer.

Biomedical Engineering*

Change to Calendar Copy (M.A.Sc. and Ph.D.)

The program proposed a change the language in their calendar around the timing of their Symposium. It had previously been listed as January and has now been changed to 'the Spring'.

*also approved by the Faculty of Health Sciences

Computing and Software

Change to Transfer Exam Process

The program proposed a change to their transfer exam documentation and process, streamlining and consolidating requirements to ensure that students are clear on what is required and that they matched the program requirements.

Engineering Physics

Change to Course Requirements and Calendar Copy (M.A.Sc. and Ph.D.)

The program proposed consolidating their two seminar courses into one. This is intended to address issues in the current course, including registration, attendance in the winter term due to transfers and that new Masters students might not have results to present.

School of Engineering Practice and Technology (M.E.M.E., M.E.P.P., M.E.E.I, M.T.E.I., M.Eng.D.

Change to Program Length and Calendar Copy (M.E.M.E.)

The program proposed an adjustment to the program length, from 24 to 28 months for part-time study. These adjustments have been made as students who are part-time can only enroll in 9 units per academic year, and their requirements are such that it would take our part time students 28 months to complete the program to fulfill their degree requirements.

They also proposed a change to the language around their project requirements, removing the requirement that students have a project at the time of admission and now noting that applicants have the option to complete a project, however they need to be accepted by the faculty lead to work on the project with the approval of the Associate Director in SEPT. This change reflects the current structure of the program where the project is optional and further allows the project to be selected after the enrollment date, instead of being required at the application time, which is very restrictive.

They removed the language around tollgates in the calendar copy as this is related to other degrees within the School of Engineering Practice and Technology (M.E.E.I and M.T.E.I.) and is not directly applicable to M.E.M.E.

They also adjusted their calendar copy to note that students can complete the project in any term depending on when they were admitted, rather than the winter term as their calendar section had previously state.

They also proposed a change to the composition of the examination committee to align with the evaluation process with other programs within the School which is more effective.

Change to Course Requirements and Calendar Copy (M.E.P.P.)

The program proposed the introduction of a course to manage the existing project within the program and adjusted their course requirements accordingly. They also proposed an adjustment to the text in their calendar around the 'ideal candidate', removing repetitive and incorrect text, as they already note the disciplines they pull their students from in another section. They adjusted the language of the calendar around objectives of the program, removing inaccurate text. They also changed their calendar text so it was more clear which electives a student could take.

Change to Calendar Copy and Course Requirements M.E.E.I and M.T.E.I

For both degrees, the program proposed an adjustment to the text around their Enterprise Project, changing the title from Peer Evaluation and Enterprise Project to Leadership Skill Development and Enterprise Project and adjusting the description to emphasize the importance of working in a team environment and reflecting the change in evaluation practice within the project.

For the M.E.E.I. program they also proposed an adjustment to the language around the advanced courses required, removing the word 'Engineering' as students can enroll in elective courses outside the Faculty of Engineering with the approval of a faculty lead.

Change to Calendar Copy and Course Requirements M.ENG.D

The School proposed a number of changes to their calendar copy for this degree, including adding a number of new course options for students to the list of available courses within the program, adding four recommended electives for students in the Product Design stream, adding a course in Human Centered Design as strongly recommend for Product Design students, the removal of sub-streams within the Process and Production Systems stream that have never been utilized within the program, removing January admissions and adjusting some of the language in the calendar to note a shift in the program towards teaching innovation and creative competencies. They also added 'augmented reality and virtual reality as an area in which the program develops competencies. They removed some redundant statements around requirements and incorrect statements around connections the program has to advanced centres at McMaster. The changes are intended to make the calendar, requirements and options clearer for students and applicants.

3. Faculty of Humanities

English and Cultural Studies

Change to Calendar Copy (M.A.)

The program proposed a change to their calendar copy for the M.A. programs in English and Cultural Studies and Critical Theory. For both programs a statement regarding the averages that successful candidates have had in recent years was removed from their admission and program requirements section. For the English M.A. they also proposed a change to the length of the thesis moving from 100 pages to 75-100 pages.

4. New Scholarships

NAME OF FUND: Dr. Cameron Crowe Scholarship in Chemical Engineering

TERMS OF REFERENCE FOR FUND: Established in 2018 by Dr. Cameron Crowe, Professor Emeritus of Chemical Engineering at McMaster University. To be awarded by the School of Graduate Studies to doctoral students in the Department of Chemical Engineering who demonstrate excellent academic performance and are Canadian citizens or permanent residents.

NAME OF FUND: The Gregory Bahun Award for Excellence in Chemistry

TERMS OF REFERENCE FOR FUND: Established in 2018 by Paul and Veronica Bahun in honour of their son Gregory, B.Sc., PhD (Class of 2017). To be awarded by the School of Graduate Studies to full time master's or doctoral students based upon the recommendation of the Department of Chemistry. Students must be enrolled in the department of Chemistry and demonstrate excellent academic performance.

NAME OF FUND: Margaret Black Bursary

TERMS OF REFERENCE FOR FUND: Established in 2018 from the Estate of Margaret Ellen Ann Black, former professor in the School of Nursing. To be granted to graduate students enrolled in the School of Nursing who demonstrate financial need.

REPORT TO SENATE FROM UNDERGRADUATE COUNCIL

FOR APPROVAL

I Addenda to Curriculum Revisions for Inclusion in the 2019-2020 Undergraduate Calendar

At its meeting of March 5, 2019, Undergraduate Council approved, for recommendation to Senate, major curriculum revisions in the Faculty of Social Science for inclusion in the *2019-2020 Undergraduate Calendar*. Details of the following are contained in Attachment I of the circulated report.

Undergraduate Council now recommends,

that Senate approve four program name changes: *Combined Honours Religious Studies and Another Subject (B.A.)* to *Combined Honours Society, Culture, and Religion and Another Subject (B.A.)*; *Honours Religious Studies (B.A.)* to *Honours Society, Culture, and Religion (B.A.)*; *Religious Studies (B.A.)* to *Society, Culture, and Religion (B.A.)*; and *Minor in Religious Studies* to *Minor in Society, Culture, and Religion*; for inclusion in the *2019-2020 Undergraduate Calendar*, as recommended by the Faculty of Social Sciences and set out in Attachment I.

FOR INFORMATION

II Terms of Award

At the same meeting, Undergraduate Council approved: a) six changes to award terms and b) one new bursary

a) Changes to Award Terms

The Alumni Canadian Geography Prize
The Beale-Lincoln-Hall Travel Scholarship
The Brain Blakey Memorial Scholarship
The Alice and Walter Day Scholarship
The Dubeck Memorial Academic Grant
The S.L. Squire Scholarships

b) New Bursaries

The Carloe J. Wilson Bursary

III Award Name Changes

At the same meeting, Undergraduate Council received, for information, one award name change.

IV Award Value Changes

At the same meeting, Undergraduate Council received, for information, nine award value changes.

V Addenda to Curriculum Revisions for the 2019-2020 Calendar

At the same meeting, Undergraduate Council approved the following minor curriculum revisions for inclusion in the *2019-2020 Undergraduate Calendar*.

- a) Faculty of Business
- b) Faculty of Engineering
- c) Faculty of Humanities
- d) Faculty of Science
- e) Faculty of Social Sciences
- f) Arts and Science Program

VI Revisions to Certificate and Diploma Programs

At the same meeting, Undergraduate Council approved revisions to the following certificate and diploma programs:

- a) Business Technology Management Certificate
- b) Concurrent Certificate in Leadership & Cross-Cultural Literacy
- c) Concurrent Ethics and Policy for Technological Innovation Certificate
- d) Human Resources Management Program

VII New Certificate of Completion Programs

At the same meeting, Undergraduate Council received for information, the creation of two new Certificate of Completion Programs offered by the Faculty of Engineering:

- a) Artificial Intelligence Certificate of Completion
- b) Automation Systems: Architecture & Programming Certificate of Completion

VIII McMaster English Language Development Diploma

At the same meeting, Undergraduate Council received for information, the development of the MELD Community Access Award. The new initiative would open the MELD program to a limited number of students (10) in need from the City of Hamilton, who could benefit from completing an intensive ESL bridging program.

IX Actions Taken on Behalf of Undergraduate Council

At the same meeting, Undergraduate Council received for information, the following actions taken on behalf of Undergraduate Council by the Undergraduate Council Executive Committee.

a) Terms of Award

The Executive Committee approved, four new awards, changes to twenty-three terms of awards, three new bursaries, and the removal of nine awards from the *Undergraduate Calendar*.

b) Membership Lists

The Executive Committee also approved membership lists for the Ad Hoc Committee on Certificates, Diplomas, and Micro Credentials and the Ad Hoc Committee on Deferred Examinations.

Senate: March 13, 2019

Faculty of Social Sciences
Addendum to the
Undergraduate Curriculum Report to
Undergraduate Council
FOR THE 2019 – 20 UNDERGRADUATE
CALENDAR
Revised

March 5, 2019

REPORT TO SENATE

- 1.0 NEW PROGRAMS: N/A
- 2.0 NEW MINORS: N/A
- 3.0 PROGRAM CLOSURES: N/A

4.0 MAJOR REVISIONS TO EXISTING PROGRAMS:

- 4.1 At the Undergraduate Council Meeting of December 11, 2018 the following change was approved: The Department of Religious Studies is proposing that the Combined Honours. B.A., the Honours. B.A., the B.A. degrees and the minor have the name changed from "Religious Studies" to "Society, Culture, Religion."

The Department of Religious Studies is requesting an amendment to these approved name changes as follows:

Combined Honours Religious Studies and Another Subject (B.A.) to Combined Honours Society, Culture, and Religion (B.A.)

Honours Religious Studies (B.A.) to Honours Society, Culture, and Religion (B.A.)

Religious Studies (B.A.) to Society, Culture, and Religion (B.A.)

Minor in Religious Studies to Minor in Society, Culture, and Religion

Justification: The addition of the word "and" highlights the important "Religion" component of the degree title, and brings it into line with other Social Sciences departments, i.e. Health, Aging and Society.

REPORT TO THE SENATE
FROM THE
COMMITTEE ON APPOINTMENTS

Open Session (Regular Agenda)

At its meeting on February 11, 2019, the Committee on Appointments approved the following recommendation and now recommends it to Senate for approval:

a. Establishment of the Gladys Sharpe Chair in Nursing

On February 11, 2019, the Senate Committee on Appointments approved the establishment of the Gladys Sharpe Chair in Nursing and now recommends it to Senate for approval:

It is now recommended,

That Senate approve the establishment of the Gladys Sharpe Chair in Nursing, as circulated.

b. Ad-Hoc Drafting Committee to Revise SPS A9 (Information)

On February 11, 2019, the Senate Committee on Appointments approved the terms of reference of SPS A9, commencing now, and the Joint MUFA-SCA Ad-Hoc Drafting Committee Membership, and now recommends it to Senate for information.

SENATE: FOR APPROVAL/ INFORMATION
March 13, 2019



January 29, 2019

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

Re: Establishment of the Gladys Sharpe Chair in Nursing

On behalf of the Faculty of Health Sciences, I would like to recommend the establishment of the Gladys Sharpe Chair in Nursing.

The Faculty of Health Sciences is providing funding to permanently support this Chair at McMaster in honour of Dr. Gladys Sharpe. Dr. Sharpe was the first director of McMaster's School of Nursing and created its first curriculum, laying the foundation for the nursing education programs of today.

The position will support nursing scholarship and research within the School of Nursing.

The terms of reference for the Chair are attached.

Sincerely,

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

Encl.

PO/rl

TERMS OF REFERENCE

Gladys Sharpe Chair in Nursing

General

Funding has been allocated by the Faculty of Health Sciences to provide support for the *Gladys Sharpe Chair in Nursing*. The incumbent will have demonstrated excellence in the area of nursing research.

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience.

Specifically, the Chair-holder will:

- Hold a full-time appointment in the School of Nursing 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 nursing education and research which exemplifies the central values of the University and the School of Nursing;
- Contribute significantly to the body of scholarship and capacity in research and nursing, through teaching, research and/or clinical work at McMaster University;
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the School of Nursing, including participation in the education programs (undergraduate and graduate) 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 and the Vice-Dean (Health Sciences) /Executive Director of the School of Nursing. 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 "*Gladys Sharpe Chair in Nursing*" in all publications, lectures and any other activities supported through the fund.

January 8, 2019

Joint MUFA-SCA Ad-Hoc Drafting Committee to Revise SPS A9

Terms of Reference

I. Preamble

The maximum number of teaching-stream positions that can be allocated is regulated by SPS A9 (approved in 2011). SPS A9 stipulates a maximum number of such positions in each Faculty (6 in Business, 8 in Engineering, 9 in Humanities, 15 in Science, and 13 in Social Sciences) except Health Sciences (exempted). Any revision to these numbers must be agreed to at Joint Committee. This mechanism is cumbersome for Deans, and, since it was based on fixed numbers rather than proportions of faculty complement, has not kept pace with Faculty needs. In addition, Contractually Limited Appointments (CLAs) are not part of the current policy.

Joint Committee has reached an agreement on revisions to the allocation of teaching-stream positions as follows:

- The proportion of teaching-intensive roles (teaching-stream and teaching-intensive CLAs) at McMaster (excluding Health sciences) cannot exceed 20% of the faculty complement (tenure stream, teaching stream, and CLAs in all Faculties except Health sciences)
- This same proportion cannot exceed 23% in any single Faculty (excluding Health Sciences)
- The proportion of teaching-intensive CLAs at McMaster (excluding Health Sciences) cannot exceed 7% of the faculty complement (tenure stream, teaching stream, and CLAs in all Faculties except Health sciences)
- The proportion of teaching-intensive CLAs cannot exceed 8% in any single Faculty (excluding Health Sciences)
- This policy should be reviewed in three years.

The Joint Committee proposes a joint MUFA-SCA Ad-Hoc Drafting Committee to re-write SPS A9, commencing in Fall 2018 and delivering its recommendations in Winter 2019.

II. Mandate

The Joint Ad-Hoc Drafting Committee ("the Committee") is tasked with reviewing SPS A9 and proposing changes for approval through the governing bodies. These changes should align with the agreement at Joint Committee outlined above.

III. Responsibilities

As part of its deliberations, the Committee will consider and make recommendations concerning:

- a. Data tracking and sharing of all teaching-intensive positions
- b. Whether the proposed changes to SPS A9 affects other policies related to appointments at McMaster
- c. How the policy should be evaluated after three years

IV. Membership

As proposed by MUFA (three members) and SCA (three members).

The University Secretariat will provide support to the Committee.

V. Reporting

The committee will keep the MUFA executive and SCA informed of its progress through its mandate.

The committee will invite MUFA to approve its report prior to submitting recommendations for approval through the governing bodies.

Joint MUFA-SCA Ad-Hoc Drafting Committee to Revise SPS A9

RE: Committee Membership

SCA Appointees:	Dr. Aaron Schat	Associate Professor, Chair Human Resources and Management
	Dr. Mohamed Bakr	Professor, Electrical and Computer Engineering
	Dr. Ken Cruikshank	Dean of Humanities
MUFA Appointees:	Dr. Philippa Carter	Teaching Professor, Religious Studies
	Dr. Martin Horn	Associate Professor, History
	Dr. Laura Parker	Associate Professor, Physics and Astronomy