

McMaster University

SENATE MINUTES

VOL. LXXV

Wednesday, March 11, 2020 at 3:30 p.m.
In the Council Room (111), Gilmour Hall

PRESENT: Dr. David Farrar, Dr. Aaron Schat, Dr. Alison Holloway, Dr. Ameil Joseph, Dr. Bhagwati Gupta, Dr. Christina Baade, Dr. Dina Brooks, Dr. Doug Welch, Dr. Hans Boden, Dr. Janie Astephen-Wilson, Dr. Jeremiah Hurley, Dr. Judy Fudge, Dr. Juliet Daniel, Dr. Karen Mossman, Dr. Katherine Cuff, Dr. Kathryn Mattison, Dr. Kim Dej, Dr. Kim Jones, Dr. Laura Parker, Dr. Mark Walton, Dr. Martin Horn, Dr. Megan Brickley, Dr. Nancy Doubleday, Dr. Nicola Nicolici, Dr. Pamela Baxter, Dr. Pamela Swett, Dr. Paul O’Byrne, Dr. Peter Miu, Dr. Phil Zylla, Dr. Sherman Cheung, Mr. Jim McCaughey, Ms Manisha Pahwa, Mr. Tevin Heath, Ms Anita Acai, Ms Leah Allen, Ms Cassidy Bereskin, Ms Geil Astorga, Ms Beth Manganeli Staite, Ms Mary Williams, Ms Moira Taylor, Mr. Sahand Sepehrvand, Mr. Muneeb Ahmed, Ms Andrea Thyret-Kidd (University Secretary), Ms Michelle Zheng (Associate University Secretary), Ms Alysha Suckert (Governance Coordinator)

OBSERVERS: Ms. Carolyn Brendon, Ms Esme Davies, Dr. Susan Denburg, Ms Andrea Farquhar, Ms. Vivian Lewis, Dr Alison Sills, Ms Melissa Pool, Mr. Sean Van Koughnett, Dr. Jean Wilson, Ms Rachel Murgel, Dr. Arig al Shaibah

REGRETS RECEIVED: Dr. Anne Niec, Dr. Ishwar Puri, Dr. Susan Searls Giroux, Dr. Thomas Adams, Mr. Roger Couldrey, Dr. Chandrima Chakraborty, Mr. Ryan Whitcher

A. OPEN SESSION

OPENING REMARKS

Dr. Farrar welcomed members to the meeting.

Dr. Farrar explained that the Crisis Management Group has been meeting regularly around Pandemic Planning for Coronavirus and has been in close contact with Public Health. The Crisis Management Group includes Dr. Kim Dej, Dr. Doug Welch, Ms Andrea Farquhar, Mr. Sean Van Koughnett, the Deans, and more members from across the institution. Regular updates are being provided to the community in a variety of different formats, and updated guidance and advice is being posted as we receive it. This includes advice around travel, hand washing and how members of the community can protect themselves. Our researchers in the Institute for Infectious Disease Research are also engaged in providing guidance and expert commentary. Last weekend there was a report from a student who had returned from Italy and came down with the flu. The student underwent a test and McMaster was advised they would receive the results by Saturday

which did not happen. The test result was negative but it prompted an interesting conversation about privacy concerns because we also want to protect the community. Information was shared with the community that McMaster was waiting on the results of a potential case.

A new website is due to be launched shortly and further updates will be provided on the Daily News and via social media. Dr. Farrar noted that there is an update about to go out regarding a positive case at the Juravinski Centre. There are 135 students who are still away from the university on exchanges and all student travel going forward is being stopped. Faculty and staff are free to make their own decisions and are encouraged to check the travel website. The university is looking at how to deliver our academic programs if we are told to close.

A question was asked regarding whether the Crisis Team includes any researchers that deal with pandemics. Ms. Farquhar explained that generally they bring in people they need. At this time, infectious disease experts as well as contingency experts have been involved. Ms. Farquhar added that they have created some videos with the Infectious Disease Institute to push information out to the community.

A question was asked regarding where people should go to find out about graduate student travel. Dr. Welch explained that this is moving rapidly. An original message was sent out explaining that the student's Supervisor and Chair need to sign off for non-high-risk countries and the Provost needs to sign off as well. If there are specific questions, they can be addressed to Dr. Welch. If it is a group of students traveling, individual applications do not need to be submitted, the instructor can put forward why it might be a reasonable thing to have the students travel during this time.

A member asked about interprovincial travel. Dr. Welch noted that currently the restrictions only apply to travel outside of Canada. There are no restrictions within Canada and all areas in Canada are currently considered low risk.

It was noted that the process for exceptions is for graduate students only. There is no exception for undergraduate students.

A question was asked as to why the restriction applies to graduate students and not faculty. Dr. Welch explained that they are concerned about faculty and that Deans could speak to their faculty. If a faculty member goes abroad, they may put themselves in a position where they are not able to return in a timely manner. As there is some research that may be absolutely necessary at this time, they are not making any restrictions.

A member noted that the university has no right to ban a researcher to present a paper as it is not university business. A travel ban could only extend to university work.

A question was asked regarding the intake of new students. Dr. Welch explained that there are issues related to getting language requirements done and being able to get visas. There is going to be a huge backlog and we will need to consider what requirements will be needed for September.

A question was asked regarding travel insurance coverage. Ms Wanda McKenna explained that everyone is covered SunLife and there is no indication that this will change.

A member asked a question regarding research being done at McMaster related to COVID-19. Dr. Mossman explained that it is a level 3 virus and that McMaster has a certified level 3 facility. The research lab is working on the virus and there is a lot of paperwork and due diligence to ensure that it is done properly and safely. Ms Farquahar noted that the new website has a section on research and about our work around COVID-19. It will give a fair amount of information on the current research occurring.

A question was asked regarding moving to online courses and consideration that some courses are impossible to complete online. Dr. Farrar explained that it could happen if McMaster had to close. Lectures could be pushed out in real time or recorded for use later. Dr. Dej noted that there are many different scenarios. Some courses would be able to quickly and easily switch to online. They are also looking at the impact on examinations and asking instructors to take a look at their evaluation structures and how they can be changed but not to disadvantage students.

A member asked if the University has been communicating with Public Health. Dr. Farrar explained that McMaster is close to Public Health and has been communicating a lot. Ms Farquhar added that McMaster has a good relationship with Public Health and that this has intensified. The Director of Public Health is joining Crisis Team meetings on occasion.

Dr. Farrar referred members to the website for more information.

Dr. Farrar noted that SMA3 has been submitted to the government and we are comfortable with where we are on this and are expecting that the document will be completed and signed off later this month.

Senators were reminded that the Secretariat is looking for scrutineers for the Faculty Elections to Senate. An email was circulated, and additional volunteers are still needed. If any Senators are able to act in this capacity, they should please contact the Secretariat.

1 APPROVAL OF AGENDA – OPEN SESSION

Dr. Farrar 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 March 11, 2020 and that items 2 and 3 be approved by Consent.

The motion was **carried**.

CONSENT

2 MINUTES of the Meeting of February 12, 2020 – Open Session

Motion:

that the minutes of the Open Session portion of the meeting held on February 12, 2020 be approved as circulated.

Approved by Consent.

3 REPORT FROM THE UNIVERSITY PLANNING COMMITTEE

Motion:

that Senate approve the closure of the Master of Divinity program, effective September 2020, as set out in the attached.

And

that Senate approve the closure of the Master of Theological Studies program, effective September 2020, as set out in the attached.

Approved by Consent.

REGULAR

4 BUSINESS ARISING

There was no business arising.

5 ENQUIRIES

There were no enquiries.

6 COMMUNICATIONS

There were no communications.

7 REPORT FROM UNDERGRADUATE COUNCIL

Dr. Kim Dej, Acting Vice-Provost, Faculty, presented the report from Undergraduate Council.

Dr. Dej explained that there are two items for approval and the remainder of items are for information.

1. Curriculum Revisions for Inclusion in the 2021-2022 Undergraduate Calendar

It was duly moved and seconded,

that Senate approve the establishment of the Combined Honours Bachelor of Arts in Integrated Arts and Another Subject, Honours Bachelor of Arts in

Integrated Arts, Honours Bachelor of Arts in Integrated Arts (Creative Critical Culture Specialization), Honours Bachelor of Arts in Integrated Arts (Performance Specialization), and Honours Bachelor of Arts in Integrated Arts (Studio Specialization) programs for inclusion in a future Undergraduate Calendar, as set out in the attached.

The motion was **carried**.

It was duly moved and seconded,

that Senate approve the establishment of the Honours Bachelor of Fine Arts in Integrated Arts, Honours Bachelor of Fine Arts in Integrated Arts (Creative Critical Culture Specialization), Honours Bachelor of Fine Arts in Integrated Arts (Performance Specialization), and Honours Bachelor of Fine Arts in Integrated Arts (Studio Specialization) programs for inclusion in a future Undergraduate Calendar, as set out in the attached.

The motion was **carried**.

2. Curriculum Revisions for Inclusion in the 2020-2021 Undergraduate Calendar

It was duly moved and seconded,

that Senate approve the establishment of the Honours Bachelor of Commerce Internship program as a modification of the existing Honours Bachelor of Commerce program, for inclusion in the 2020-2021 Undergraduate Calendar, as set out in the attached.

The motion was **carried**.

It was duly moved and seconded,

that Senate approve the establishment of the Honours Bachelor of Commerce in Integrated Business and Humanities Internship program as a modification of the existing Honours Bachelor of Commerce in Integrated Business and Humanities program, for inclusion in the 2020-2021 Undergraduate Calendar, as set out in the attached.

The motion was **carried**.

It was duly moved and seconded,

that Senate approve revisions to Admission Requirements and General Academic Regulations for inclusion in the 2020-2021 Undergraduate Calendar, as set out in the attached.

The motion was **carried**.

The remainder of items were for information.

8 REPORT FROM GRADUATE COUNCIL

Dr. Doug Welch, Vice-Provost and Dean of Graduate Studies, presented the report from Graduate Council.

Dr. Welch explained that there are two items for approval.

1. New Program Proposal – Master of Public Policy in Digital Society

It was duly moved and seconded,

that Senate approve the establishment of the Master of Public Policy in Digital Society, as outlined in the attached.

The motion was **carried**.

2. Program Name Change – Materials Science and Engineering

It was duly moved and seconded,

that Senate approve the name change of the M.A.Sc. program from Materials Engineering to Materials Science and Engineering.

The motion was **carried**.

9 REPORT FROM THE UNIVERSITY PLANNING COMMITTEE

Dr. Doug Welch, Member of the University Planning Committee, presented the report.

At its meeting on January 22, 2020, the University Planning Committee approved three items and is recommending one item to Senate for approval.

1. Integrated Arts – New Program Proposal

This item is for information. Undergraduate Council recommended the item to Senate for approval.

2. Report from Graduate Council

a. Master of Public Policy in Digital Society

This item is for information. Graduate Council recommended the item to Senate for approval.

b. M.Sc. Materials Science Program Closure

It was duly moved and seconded,

that Senate approve the closure of the M.Sc. in Materials Sciences, beginning September 2020, as outlined in the attached.

The motion was carried.

10 REPORT FROM THE COMMITTEE ON APPOINTMENTS

Dr. Alison Holloway, Chair of the Committee on Appointments, presented the report from the Committee on Appointments.

Dr. Holloway explained that on February 18, 2020, the Committee on Appointments approved an item and now recommend it to Senate for approval.

1. Terms of Reference – Associate Dean, Indigenous Health

It was duly moved and seconded,

that Senate approve the establishment of the position of Associate Dean, Indigenous Health, Faculty of Health Sciences effective April 1, 2020.

The motion was **carried**.

At its meeting on February 10, 2020, the Committee on Appointments approved the following recommendations and now recommends them to Senate for approval:

2. Policy on Public Release of Student Feedback on Course Experience

It was duly moved and seconded,

that Senate approve the amendments to the Policy on the Public Release of Students Ratings of Teaching Effectiveness, as circulated.

The motion was **carried**.

3. SPS B1 – Procedures for the Assessment of Teaching

It was duly moved and seconded,

that Senate approve the amendments to the Policy SPS B1 – Procedures for the Assessment of Teaching, as circulated.

The motion was **carried**.

4. SPS B2 – Teaching Portfolios

It was duly moved and seconded,

that Senate approve the amendments to the Policy SPS B2 – Teaching Portfolios, as circulated.

The motion was **carried**.

5. SPS C1 – Research Leave Policy – Tenured and CAWAR Faculty

It was duly moved and seconded,

that Senate approve the amendments to the Policy SPS C1 – Research Leave Policy– Tenured and CAWAR Faculty, as circulated.

The motion was **carried**.

6. SPS C2 – Research Leave Policy – Permanent Faculty

It was duly moved and seconded,

that Senate approve the amendments to the Policy SPS C2 – Research Leave Policy– Permanent Faculty, as circulated.

The motion was **carried**.

7. Tenured and Promotion Policy

It was duly moved and seconded,

that Senate approve the amendments to the Tenure and Promotion Policy, as circulated.

The motion was **carried**.

11 REPORT FROM THE COMMITTEE ON ACADEMIC INTEGRITY

Dr. Laura Parker, Chair of the Committee on Academic Integrity presented the report.

At its meeting on February 28, 2020, the Committee approved an amendment to the Academic Integrity Policy and now recommends it to Senate.

It was duly moved and seconded,

that Senate, on the recommendation of the Committee on Academic Integrity, approve the revisions to the Academic Integrity Policy effective July 1, 2020 as circulated.

A member asked whether smartwatches were considered. Dr. Parker explained that smartwatches are addressed under the use or possession of an unauthorized aid. Ms Kim Mason explained that the undergraduate examination policy outlines what can be brought into an exam and that item six of the policy covers no aids or electronic devices.

The motion was **carried**.

12 PRESENTATION TO SENATE

Ms. Kim Mason, Academic Integrity Officer provided an overview of the Academic Integrity Process.

The Academic Integrity Office oversees two main policies, the Academic Integrity Policy and the Research Integrity Policy. The office deals with both research misconduct, academic dishonesty, supporting students, and having conversations around whether or not to pursue a charge. Ms Mason noted that for the most part instructors are coming to see her. When an instructor notices that a student has plagiarised, they should notify Ms Mason and inform her of the student, the course and inform her that they will be meeting with the student. This allows Ms Mason to make a note to prohibit the student from withdrawing from the course while the instructor is meeting with them to determine if there is a charge. For a standard first offence there is a letter sent to the student and the penalty is a zero on the assignment or a lowered grade. For severe cases, such as a stolen exam, it will go immediately to a hearing. Adjudicators are appointed by Senate and will hear severe cases. The adjudicator decisions are appealable.

Ms Mason noted some trends and concerns. Social media use is a concern with discussions around quizzes, tests and assignments occurring. There are cases of 200-300 students chatting about quizzes and tests. Students need to be aware if the instructor is comfortable with conversations and sharing of information occurring through social media. Another growing concern is contract cheating. Some companies such as Course Hero and Check.com are being used in a negative way. Ms Mason explained that they are seeing live answers being put up during live exams. Targeted advertising is another concern. Students are accepting admission to McMaster and then they are being contacted by outside companies. These companies are letting the students know about services and later the students realised that they were ghost writers and asking them to wear camera glasses during examinations. Ms Mason noted that they are working with international students and putting information out there to be leery of who is reaching out to them and to focus on the resources available on campus.

Ms Mason invited faculty to contact her if they would like her to do a presentation on cheating trends for their department, or to contact her if they had any questions.

A member asked if Ms Mason is the contact if they have an issue with a faculty member. Ms Mason advised that it depends on the situation, and that she can advise of the appropriate person to contact if the situation is covered under a different policy.

A member asked about students studying in different countries and if they are processed through the home institution. Ms Mason explained that the institution offering the course deals with the situation and they have the right to notify McMaster. Students who are on exchange at McMaster are processed under McMaster policies.

13 OTHER BUSINESS

A member raised a question relating to Item 8 of the Agenda, the new Public Policy program. One of the endorsements for the program was from a tobacco company and the member felt that this was concerning for a professional program and questioned why the endorsement was not removed. Dr. Welch explained that it is important to raise questions when the items are addressed because the representatives from the program left the meeting after their item. The issue with preparing these packages is that they cannot change and they will need to be vigilant about this happening again. Dr. Welch encouraged the item to proceed without changing the package and noted that they will watch for it in the future.