

## Minutes of the University Planning Committee Meeting

Wednesday, October 18, 2023 at 10:30 AM, Gilmour Hall, Council Room (Room 111)

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**PRESENT:** Susan Tighe (Chair), Carmela Alfaro-Laganse, Karen Bird, Dina Brooks, Ryan Clarke, Arlene Dosen, Ori Epstein, Saher Fazilat, Lauren Fink, Khaled Hassanein, Steve Hranilovic, Jake Nease, Brenda Vrkljan, Nicole Wager

**OBSERVERS:** Kim Dej, Sean Van Koughnett

**CONSULTANTS:** Debbie Martin, Melissa Pool

**INVITED:** Barrington Walker, *Vice Provost, Equity & Inclusion*  
Paula Hearn, *Manager, Accessibility Program, Equity and Inclusion Office*  
Sherri Keene, *Assistant University Secretary*  
Christine Richard, *Associate University Secretary*  
Patricia Suleiman, *Director, Human Rights & Accessibility, Equity and Inclusion Office*  
Andrea Thyret-Kidd, *University Secretary & Privacy Officer*

**REGRETS:** David Farrar, Andy Knights, Mark Larché, Lili Litwin, Abdul Razak Alozi

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### *OPEN SESSION*

#### 1. Minutes of the Previous Meeting – September 13, 2023 (Open Session)

It was duly moved and seconded,

**that the University Planning Committee approve the open session minutes of the meeting held on September 13, 2023, as circulated.**

The motion was **Carried**.

#### 2. Chair's Comments and Update

Susan Tighe, *Provost & Vice-President (Academic)*, commented on the ongoing situation in the Middle East. The University released a statement to acknowledge the importance of supporting the physical and psychological well-being of our students, faculty and staff. Members were encouraged to bring any concerns to their Faculty Deans and Senior Administration to be addressed and to keep an open dialogue.

S. Tighe drew Members attention to a few reports that were recently released. The first being the annual report from Student Affairs. Sean Van Koughnett, *Associate Vice-President (Students and*

*Learning*), *Dean of Students*, explained that an event was held in mid-September along with the Student Advancement Team to celebrate a number of important things over the past few years. There is more extensive and comprehensive information provided in the report available online, including financials.

Steve Hranilovic, *Vice-Provost & Dean of Graduate Studies*, explained that the School of Graduate Studies underwent a review. A report was released in June 2023 and touched on a number of areas including finance, student support and the administrative core. The School of Graduate Studies has been working with Student Affairs and the Student Success Centre to pilot a new front desk support project. It is in the early stages and if it goes well, the service will be expanded.

A Student Accessibility Services Report has also been released. S. Van Koughnett explained that a review was conducted over the spring and summer of 2023 and the review committee was comprised of mostly internal McMaster members and one member from the University of Toronto. As a result, a working group has been formed to move forward with recommendations from the review.

S. Tighe also mentioned the McMaster University Library Impact Report was recently released and encouraged Members to review it if interested.

### **3. Business Arising**

There was no business arising.

### **4. McMaster Accessibility Council Annual Report 2022-23**

Paula Hearn, *Manager, Accessibility Program, Equity and Inclusion Office*, Patricia Suleiman, *Director, Human Rights & Accessibility, Equity and Inclusion Office*, and Barrington Walker, *Vice Provost, Equity & Inclusion* joined the meeting and provided members with an overview of the McMaster Accessibility Council Annual Report.

Members thanked the team for the inclusive consultation efforts and the adoption of Accessibility for Ontarians with Disabilities Act (AODA) standards and emphasized the importance of Access Mac. B. Walker and P. Hearn discussed the importance of operationalizing intersectionality and weaving it into training curriculum, and P. Suleiman highlighted the significance of representation in disability discussions.

The Committee discussed the challenges of going beyond compliance and the financial priorities associated with advancing accessibility. B. Walker stated that accessibility will touch all of us at different stages in our lives, and it is not just about money and accessibility, but universal justice.

S. Tighe suggested looking at Student Accessibility Services (SAS) data to determine if there are any gaps that could help the University improve services for students. Arlene Dosen and Sean Van Koughnett will review what information is available.

B. Walker, P. Hearn, P. Suleiman withdrew from the meeting.

This item was for information.

## 5. Report from Undergraduate Council

Kim Dej, *Vice-Provost, Teaching and Learning*, explained that at its meeting on September 26, 2023, the Undergraduate Council approved, for recommendation to the University Planning Committee, the following items:

### **5.1. New Certificate of Attendance Program Proposals from the Department of Psychiatry & Behavioural Neurosciences**

It was duly moved and seconded,

**that the University Planning Committee approve, for recommendation to the Senate, the nineteen Certificate of Attendance programs, as circulated.**

The motion was **Carried**; 1 Abstention.

Members discussed having a competitive analysis completed to ensure the program is charging the right price. K. Dej noted that this has been discussed about similar McMaster Continuing Education (MCE) certificates, diplomas, and microcredentials and is being reviewed. Members asked for clarity on how the workshops are marketed and if students are assessed. K. Dej clarified that these workshops are not stackable and there is currently no requirement for demonstrated skill, it is an opportunity for increasing knowledge only.

### **5.2. Revision to Existing Diploma Program - Business Administration (Generalist)**

It was duly moved and seconded,

**that the University Planning Committee approve, for recommendation to the Senate, the revisions to the Business Administration (Generalist) diploma program, as circulated.**

The motion was **Carried**; 1 abstention.

### **5.3. Closure of Diploma Program - Business Administration Diploma with Finance Concentration**

It was duly moved and seconded,

**that the University Planning Committee approve, for recommendation to the Senate, the closure of the Business Administration Diploma with the Finance Concentration, as circulated.**

The motion was **Carried**; 1 abstention.

## 6. Other Business

There was no further business.