

Minutes of the Meeting of the University Planning Committee

Wednesday, March 27, 2024 at 10:30 AM, Gilmour Hall, Council Room (Room 111)

PRESENT: Carmela Alfaro-Laganse, Karen Bird, Ryan Clarke, Arlene Dosen, Ori Epstein, Lauren Fink, Saher Fazilat, Khaled Hassanein, Steve Hranilovic, Mark Larché, Jake Nease, Brenda Vrkljan, Andrea Thyret-Kidd, (University Secretary & Privacy Officer), Michelle Zheng, (Associate University Secretary), Sherri Keene, (Assistant University Secretary)

OBSERVERS: Kim Dej, Matheus Grasselli

CONSULTANTS: Ehab Kamarah, Melissa Pool

REGRETS: Dina Brooks, Susan Tighe, David Farrar, Andy Knights, Lili Litwin, Nicole Wager

OPEN SESSION

Susan Tighe could not attend the meeting, Steve Hranilovic assumed the role of Chair.

1. Notice of Meeting - March 13, 2024

The notice of meeting was circulated on March 13, 2024.

2. Minutes of the Previous Meeting – March 6, 2024 (Open Session)

It was duly moved and seconded,

that the University Planning Committee approve the open session minutes of the meeting held on March 6, 2024, as circulated.

The motion was **Carried; 2 abstentions.**

3. Chair's Comments and Update

This item was deferred to the next meeting.

4. Business Arising

There was no business arising.

5. Report from the University Secretariat

Andrea Thyret-Kidd, *University Secretary & Privacy Officer*, presented the Report from the University Secretariat.

The Committee discussed the increasing government-imposed bureaucracy, particularly concerning policies, and special projects like McMaster Innovation Park (MIP), which significantly impact the workload of the Secretariat's Office. A. Thyret-Kidd explained that the University faces numerous requirements from government policies such as the requirement for employers to have a written policy on the right to disconnect, sexual violence policy, and the Freedom of Information and Protection of Privacy Act (FIPPA), and also some requirements from a finance perspective. These are mandatory and must be done. To manage the workload, the Secretariat's Office implements structured processes, aiming to maintain the number of meetings each year while reducing the volume of materials for the committees to review. Summary reports have been created to streamline reading and promote more meaningful discussion and decision-making during meetings. Communications are also sent well in advance to ensure that meeting participants have time to prepare and are provided with required information.

Members commended the work of the Secretariat's Office and highlighted the information provided on the University Secretariat's website and the governance workshops to help educate the community.

This item was for information.

6. Report from Undergraduate Council

6.1. Engaging and Partnering for People-Centered Care

Kim Dej, *Vice-Provost, Teaching and Learning*, explained that at its meeting held on February 27, 2024 the Undergraduate Council reviewed and approved the establishment of the non-academic microcredential in Engaging and Partnering for People-Centred Care. The fees for this microcredential program were approved at the University Student Fees Committee on March 19, 2024.

It was duly moved and seconded,

that the University Planning Committee approve the establishment of the non-academic microcredential in Engaging and Partnering for People-Centred Care, as circulated.

The motion was **Carried**.

6.2. Wilson College of Leadership and Civic Engagement Combined Honours in Leadership and Civic Studies and Another Subject

K. Dej explained that at its meeting held on March 26, 2024, the Undergraduate Council reviewed and approved the proposal for the Combined Honours in Leadership and Civic Studies and Another Subject degree program for inclusion in the 2025-2026 Undergraduate Calendar. Due to timing concerns related to Quality Council, it was coming forward to the University Planning Committee for approval now. The fees for this new program were approved at the University Student Fees Committee on March 19, 2024.

The Committee discussed whether universal design and core elements have been incorporated and whether accommodations will be in place before the program is created. K. Dej advised that development has been in consultation with both Faculty Deans and Don Abelson, *Academic Director, Wilson College of Leadership and Civic Engagement*, and these issues have been discussed.

A member expressed concern about the gender imbalance in the study sample, with only 19% of the sample being men, highlighting the need to correct sample sizes and consideration for competitor programs within the institution. Two courses were also identified as similar, and two faculty that may become future Canadian leaders were missing. It was also noted that auditors recommended addressing polarization, and the need for Canadian leaders to have French skills, and this was not addressed. K. Dej advised that this feedback will be provided to D. Abelson as the lead. Regarding the faculty members, flexibility was noted as important, and the comments will be taken back as well. K. Dej explained that obtaining student feedback for these types of studies is challenging and typically biased towards women, but efforts will be made to address this.

It was duly moved and seconded,

that the University Planning Committee approve the establishment of the Combined Honours in Leadership and Civic Studies and Another Subject degree program, as circulated.

The motion was **Carried**.

7. Proposals for Research Centres and Institutions

1. Proposal to Establish the Firestone Institute for Respiratory Health (FIRH)

Gianni Parise, *Deputy Vice-President, Research*, and Dawn Bowdish, *Professor, Medicine*, joined the meeting to speak to the proposal to establish the Firestone Institute for Respiratory Health (FIRH).

The Committee sought clarification on the difference between an institute and a centre, whether there is a Patient Advisory Committee on the Board to provide lived experience, how the partnership with McMaster will benefit both institutions, and whether there has been collaboration with the Indigenous Health Learning Lodge. It was suggested that educational outreach be incorporated as part of the mission and to include faculty that have environmental research backgrounds. D. Bowdish advised that it takes time to create meaningful change but will incorporate feedback from the Committee and continue to build recommendations into the establishment of the FIRH.

It was duly moved and seconded,

that the University Planning Committee approves, for recommendation to the Senate and Board of Governors, the establishment of the Firestone Institute for Respiratory Health (FIRH), as circulated.

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

2. Closure of the Fraunhofer Project Centre for Biomedical Engineering in Advanced Manufacturing (BEAM)

Gianni Parise spoke to the closure of the Fraunhofer Project Centre for Biomedical Engineering and Advanced Manufacturing (BEAM).

The Committee sought clarification on why the Centre opened in 2015 and closed in 2019, and how the municipal, provincial, and federal funding agreements worked. The Committee went on to discuss whether there was a downside to working on a Fraunhofer project and what lessons have been learned from the experience of having a Fraunhofer Institute at McMaster.

It was duly moved and seconded,

that the University Planning Committee approves, for recommendation to the Senate and Board of Governors, the closure of the Fraunhofer Project Centre for Biomedical Engineering and Advanced Manufacturing (BEAM), as circulated.

The motion was **Carried.**

8. Other Business

There was no other business.