



**Submission Deadlines for Governance Approvals  
2023 - 2024**

# Contents

Senate Executive Committee	3
Senate Committee on Appointments	4
Awards Committee, Certificates, Diplomas & Microcredentials Committee, and Student Fees Committee	5
Curriculum & Admissions Committee	6
University Planning Committee	7
Planning and Resources Committee	8
Audit and Risk Committee	9
Pension Trust Committee	10
Investment Pool Committee	10
Contacts	11
Our Staff	11
Important Links	12

# Senate Executive Committee

Submit to Secretariat by end of day	Senate Executive Committee Meeting	For Senate approval (if required)	For Board approval (if required)
Monday, September 25, 2023	Wednesday October 4, 2023	Wednesday October 18, 2023	Thursday, October 26, 2023
Monday, October 23, 2023	Wednesday November 1, 2023	Wednesday November 8, 2023	Thursday, December 14, 2023
Monday, November 13, 2023	Wednesday November 22, 2023	Wednesday December 13, 2023	
Monday, January 22, 2024	Wednesday January 31, 2024	Wednesday February 14, 2024	Thursday, March 7, 2024
Monday, February 26, 2024	Wednesday March 6, 2024	Wednesday March 20, 2024	Thursday, April 18, 2024
Monday, March 25, 2024	Wednesday April 3, 2024	Wednesday April 10, 2024	
Monday, April 15, 2024	Wednesday April 24, 2024	Wednesday May 15, 2024	Thursday, June 6, 2024
Tuesday, May 21, 2024	Wednesday May 29, 2024	Wednesday June 5, 2024	
Monday June 10, 2024	Wednesday June 19, 2024	Senate Executive Wednesday June 19, 2024	TBD (Board Exec)

\*Material can be submitted to [senate@mcmaster.ca](mailto:senate@mcmaster.ca)

## Senate Committee on Appointments

Submit to Secretariat by end of day:	SCA Meeting:	For Senate Approval:	For Board approval (if required):
Monday August 21, 2023	Wednesday August 30, 2023	Wednesday September 13, 2023	Board Executive Monday September 25, 2023
Thursday September 7, 2023	Monday September 18, 2023	Wednesday October 18, 2023	Thursday October 26, 2023
Tuesday October 10, 2023	Monday October 23, 2023	Wednesday November 8, 2023	Thursday December 14, 2023
Tuesday October 10, 2023	Wednesday October 25, 2023		
Tuesday October 10, 2023	Monday October 30, 2022		
Thursday November 9, 2023	Monday November 20, 2023	Wednesday December 13, 2023	
Thursday November 30, 2023	Monday December 11, 2023		
Tuesday January 9, 2024	Monday January 22, 2024	Wednesday February 14, 2024	Thursday March 7, 2024
Tuesday January 9, 2024	Wednesday January 24, 2024		
Tuesday January 9, 2024	Monday January 29, 2024		
Thursday February, 15, 2024	Monday February 26, 2024	Wednesday March 20, 2024	Thursday April 18, 2024
Thursday March 14, 2024	Monday March 25, 2024	Wednesday April 10, 2024	
Thursday April 25, 2024	Monday May 6, 2024	Wednesday May 15, 2024	Thursday June 6, 2024
Thursday May 16, 2024	Monday May 27, 2024	Wednesday June 5, 2024	
Thursday June 6, 2024	Monday June 17, 2024	Senate Executive Wednesday June 19, 2024	TBD (Board Exec)

\*Material can be submitted to [senate@mcmaster.ca](mailto:senate@mcmaster.ca)

Please email [univsec@mcmaster.ca](mailto:univsec@mcmaster.ca) to request a MacDrive upload link for submitting confidential items.

## Awards Committee, Certificates, Diplomas & Microcredentials Committee, and Student Fees Committee

Submit to Secretariat by end of day	Awards Committee and Certificates, Diplomas & Microcredentials Committee Meetings	Student Fees Committee Meeting	For Undergraduate Council Approval	For University Planning Committee Approval (if required)	For Senate Approval (if applicable)
Friday September 1, 2023	Tuesday September 12, 2023	Tuesday September 19, 2023	Tuesday September 26, 2023	Wednesday October 18, 2023	Wednesday November 8, 2023
Friday October 20, 2023	Tuesday October 31, 2023	Tuesday November 7, 2023	Tuesday November 14, 2023	Wednesday November 22, 2023	Wednesday December 13, 2023
		Tuesday December 5, 2023	Tuesday December 12, 2023		
Friday January 5, 2023	Tuesday January 16, 2024	Tuesday January 23, 2024	Tuesday January 30, 2024	Wednesday February 7, 2024	Wednesday February 14, 2024
Friday January 26, 2024	Tuesday February 6, 2024	Tuesday February 13, 2024	Tuesday February 27, 2024	Wednesday March 6, 2024	Wednesday March 20, 2024
Friday February 23, 2024	Tuesday March 5, 2024	Tuesday March 19, 2024	Tuesday March 26, 2024	Wednesday March 27, 2024	Wednesday April 10, 2024
Friday March 29, 2024	Tuesday April 9, 2024	Tuesday April 16, 2024	Tuesday April 16, 2024	Wednesday May 8, 2024	Wednesday May 15, 2024

\*Material can be submitted to [upc@mcmaster.ca](mailto:upc@mcmaster.ca)

## Curriculum & Admissions Committee

Submit to Secretariat by end of day	Curriculum & Admissions Committee Meeting	Student Fees Committee Meeting Approval (if applicable)	For Undergraduate Council Approval	For University Planning Committee Approval (if applicable)	For Senate Approval (if applicable)
Tuesday September 5, 2023	Tuesday September 12, 2023	Tuesday September 19, 2023	Tuesday September 26, 2023	Wednesday October 18, 2023	Wednesday November 8, 2023
Wednesday November 15, 2023	Tuesday November 28, 2023	Tuesday December 5, 2023	Tuesday December 12, 2023	Wednesday December 13, 2023	Wednesday December 13, 2023
Wednesday November 15, 2023	Wednesday November 29, 2023				
Friday January 5, 2024	Tuesday January 16, 2024	Tuesday January 23, 2024	Tuesday January 30, 2024	Wednesday February 7, 2024	Wednesday February 14, 2024
Friday January 26, 2024	Tuesday February 6, 2024	Tuesday February 13, 2024	Tuesday February 27, 2024	Wednesday March 6, 2024	Wednesday March 20, 2024
Friday February 23, 2024 <sup>1</sup>	Tuesday March 5, 2024	Tuesday March 19, 2024	Tuesday March 26, 2024	Wednesday March 27, 2024	Wednesday April 10, 2024
Friday March 29, 2024 <sup>1</sup>	Tuesday April 9, 2024	Tuesday April 16, 2024	Tuesday April 23, 2024	Wednesday May 8, 2024	Wednesday May 15, 2024

\* Please note that the [Policy on Academic Program Development and Review](#), [Certificates, Diplomas and Microcredentials Policy](#) and the [UGC Handbook](#) should be consulted prior to submissions to ensure the appropriate approvals are met. If you have any questions please don't hesitate to send any questions to [ugc@mcmaster.ca](mailto:ugc@mcmaster.ca).

Material can be submitted to [ugc@mcmaster.ca](mailto:ugc@mcmaster.ca)

<sup>1</sup> Submissions in February and March may not be approved by the appropriate governing bodies in time for the 2024-2025 Undergraduate Calendar. Please contact [ugc@mcmaster.ca](mailto:ugc@mcmaster.ca) for clarification on specific circumstances.

## University Planning Committee

Submit to Secretariat by end of day	University Planning Committee Meeting	Planning and Resources Committee Approval (if required)	Senate Approval (if required)	Board Approval (if required)
Tuesday September 5, 2023	Wednesday September 13, 2023	Thursday September 28, 2023	Wednesday October 18, 2023	Thursday October 26, 2023
Tuesday October 10, 2023	Wednesday October 18, 2023	Thursday November 30, 2023	Wednesday November 8, 2023	Thursday December 14, 2023
Tuesday November 14, 2023	Wednesday November 22, 2023	Thursday November 30, 2023	Wednesday December 13, 2023	Thursday December 14, 2023
Tuesday December 5, 2023	Wednesday December 13, 2023	Thursday February 8, 2024	Wednesday January 17, 2024	Thursday March 7, 2024
Tuesday January 9, 2024	Wednesday January 17, 2024	Thursday February 8, 2024	Wednesday February 14, 2024	Thursday March 7, 2024
Tuesday January 30, 2024	Wednesday February 7, 2024	Thursday February 8, 2024	Wednesday March 20, 2024	Thursday April 18, 2024
Tuesday February 27, 2024	Wednesday March 6, 2024	Thursday April 4, 2024	Wednesday April 10, 2024	Thursday April 18, 2024
Tuesday March 19, 2024	Wednesday March 27, 2024	Thursday May 16, 2024	Wednesday May 15, 2024	Thursday June 6, 2024
Tuesday April 30, 2024	Wednesday May 8, 2024	Thursday May 16, 2024	Wednesday June 5, 2024	Thursday June 6, 2024
Tuesday May 21, 2024	Wednesday May 29, 2024	Thursday July 11, 2024	TBD (Senate Exec)	TBD (Board Exec)

Capital projects may require approval from the Planning and Resources Committee prior to submission to the Board. Proposed institutes and centres require approval from Senate and Board. Naming opportunities and values require Board approval.

\* Material can be submitted to [upc@mcmaster.ca](mailto:upc@mcmaster.ca)

# Planning and Resources Committee

Submit to Secretariat by end of day	Planning and Resources Committee Meeting	Board Approval (if required)
Tuesday September 19, 2023	Thursday September 28, 2023	Thursday, October 26, 2023
Tuesday November 21, 2023	Thursday November 30, 2023	Thursday December 14, 2023
Tuesday January 30, 2024	Thursday February 8, 2024	Thursday March 7, 2024
Tuesday March 26, 2024	Thursday April 4, 2024	Thursday April 18, 2024
Tuesday May 7, 2024	Thursday May 16, 2024	Thursday June 6, 2024
Tuesday July 2, 2024	Thursday July 11, 2024 (If required)	TBD (Board Executive)

\*Material can be submitted to [board@mcmaster.ca](mailto:board@mcmaster.ca)



## Audit and Risk Committee

Submit to Secretariat by end of day	Audit and Risk Committee Meeting	Board Approval (if required)
Tuesday October 10, 2023	Thursday October 19, 2023	Thursday, October 26, 2023
Tuesday, November 7, 2023	Thursday November 16, 2023	Thursday December 14, 2023
Tuesday, January 16, 2024	Thursday January 25, 2024	Thursday March 7, 2024
Tuesday, April 23, 2024	Thursday May 2, 2024	Thursday June 6, 2024

\*Material can be submitted to [board@mcmaster.ca](mailto:board@mcmaster.ca)

## Pension Trust Committee

Submit to Secretariat by end of day	Pension Trust Committee Meeting	Board Approval (if required)
Tuesday August 22, 2023	Thursday August 31, 2023	Thursday, October 26, 2023
Tuesday September 5, 2023	Thursday September 14, 2023	
Tuesday November 7, 2023	Thursday November 16, 2023	Thursday December 14, 2023
Tuesday January 23, 2024	Thursday February 1, 2024	Thursday March 7, 2024
Tuesday March 12, 2024	Thursday March 21, 2024	Thursday June 6, 2024

\*Material can be submitted to [board@mcmaster.ca](mailto:board@mcmaster.ca)

## Investment Pool Committee

Submit to Secretariat by end of day	Investment Pool Committee Meeting	Board Approval (if required)
Friday September 1, 2023	Tuesday September 12, 2023	Thursday, October 26, 2023
Tuesday, November 28, 2023	Thursday December 7, 2023	Thursday December 14, 2023
Tuesday, March 19, 2024	Thursday March 28, 2024	Thursday June 6, 2024
Tuesday, June 18, 2024	Thursday June 27, 2024	TBD (Board Executive)

\*Material can be submitted to [board@mcmaster.ca](mailto:board@mcmaster.ca)

## Contacts

Should you have questions, please feel free to contact us through one of the emails below. These emails are always monitored, even during individual absences.

Board of Governors and Committees  
[board@mcmaster.ca](mailto:board@mcmaster.ca)

Senate and Committees  
[senate@mcmaster.ca](mailto:senate@mcmaster.ca)

Undergraduate Council and Committees  
[ugc@mcmaster.ca](mailto:ugc@mcmaster.ca)

Hearings Inquiries  
[hearings@mcmaster.ca](mailto:hearings@mcmaster.ca)

Policy Inquiries  
[policy@mcmaster.ca](mailto:policy@mcmaster.ca)

Privacy Inquiries  
[privacy@mcmaster.ca](mailto:privacy@mcmaster.ca)

General Inquiries  
[univsec@mcmaster.ca](mailto:univsec@mcmaster.ca)

UPC, Budget, Student Fees  
[upc@mcmaster.ca](mailto:upc@mcmaster.ca)

## Our Staff

Andrea Thyret-Kidd  
**University Secretary & Privacy Officer**

Michelle Zheng  
**Associate University Secretary**

Christine Richard  
**Associate University Secretary**

Michelle Bennett  
**Hearings, Policy & Privacy Manager**

Brad Coburn  
**Policy Advisor & Projects Officer**

Trudi Wright  
**Privacy & Records Management Specialist**

Kelly Snow  
**Assistant University Secretary**

Alysha Sless  
**Assistant University Secretary**

Sherri Keene  
**Assistant University Secretary**

Natalie Laforet  
**Executive Assistant**

## Important Links

[University Secretariat Website](#)

[Policies Directory](#)

[Meeting Dates](#)

[Board of Governors Meeting Materials](#)

[Senate Meeting Materials](#)

[UGC Meeting Materials](#)

[UPC Meeting Materials](#)

[Board of Governors Membership](#)

[Committees of the Board of Governors – Membership and Terms of Reference](#)

[Senate Membership](#)

[Committees of the Senate – Membership and Terms of Reference](#)