

SENATE
Wednesday, March 20, 2024 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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March 20, 2024

Provost's Report: March 2024

McMaster University | Senate



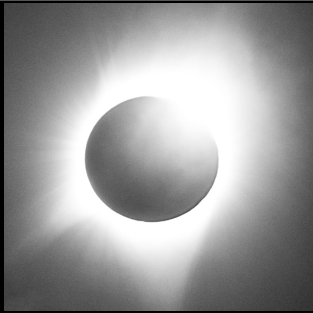
Eclipse Viewing Party on April 8

McMaster falls under 'path of totality'



Free educational programming offered by faculty and students from Department of Physics and Astronomy

- Reserve your tickets to view eclipse from McMaster's Ron Joyce Stadium.
- Go to Planetarium's website for list of public talks, planetarium shows.
- Free viewing glasses at various campus locations.
- **Community engagement:** Surrounding municipalities and Six Nations through libraries, school boards and community groups.



Hamilton, Mon 8th April 2024



More information at:
planetarium.physics.mcmaster.ca

Blue-Ribbon Panel

Nearly \$1.3 billion announced by government

Ontario to provide \$700 million to all of the province's colleges and universities over three years – far short of panel's recommendations

- More than \$200 million of the remaining funds will be provided to “institutions in the greatest need.”
- One-time amount for unfunded students in STEM programs (\$15.3M).
- Additional, limited funding for mental health programs, infrastructure.
- Tuition freeze to continue for at least three years.





Budget Process Update

Planning for 2024-25 fiscal year

Leaders across McMaster asked to develop budgets with fiscal restraint in mind

- Costs for fiscal year that starts on May 1, 2024 are forecast to outpace revenue if units across McMaster do not take action now.
- Fiscal restraint measures ensure upcoming budget allows university to continue pursuit of strategic objectives, including student, academic and research support.

International Students

McMaster continues to offer support



International students are important contributors at all of our Faculties

- March 31 deadline for Ontario to have plan in place to issue Provincial Attestation Letters (PALs).
- Task and Finish Group created with representatives from different Faculties, Alumni Relations, CMPA, Office of International Affairs, Registrar's Office.
- McMaster known for supporting international students once they arrive with the wraparound services they need for success.

Task Force on Graduate Funding

Report submitted to Provost



Extensive cross-campus consultations resulted in recommendations around five main themes

- Actions already taken since start of Task Force include:
 - Increase to minimum stipend for full-time/in-time PhD students.
 - Removal of limits to on-campus employment.
 - Commitment to publicly share aggregated data on graduate student funding.
- Report a valuable opportunity to reflect on challenges and opportunities facing graduate students.

Indigenous Student Bursary

Program to be in place for Fall 2024 Term



**Bursary to support
Indigenous students
beyond tuition costs**

- Program is tailored to each student's needs.
- Will help cover costs such as housing, childcare, transportation.
- Open to students who are members of the Haudenosaunee and Mississauga nations.
- Campus and community partners consulted to develop this program.

Internships in Ghana, Liberia

McMaster is lead partner in program



African Youth International Internship Project funded by Global Affairs Canada

- 50% of participating youth to come from equity-deserving groups.
- Program open to McMaster students and other youth from across Canada.
- \$4.9 million program a partnership between McMaster, Empowerment Squared (E2) and charity Schools of Dreams.



Highlights from the Faculties

In pursuit of academic excellence

Business

DeGroot team won a record 17 trophies at Jeux de Commerce Central.

Engineering

Newly expanded Engineering Research & Innovation Office established with support from SAFs.

Health Sciences & Humanities

Bachelor of Health Sciences (Honours) Integrated Rehabilitation and Humanities program has launched.

Science

More than 180 undergraduate students attend kickoff of Office of Undergraduate Research.

Social Sciences

New MA Program in Indigenous Studies approved by Quality Council. First cohort in September 2024, pending Ministry approval.

New in Student Affairs

McMaster supports the “whole student”



1

Student Success Centre and Alumni Association celebrating 20-year partnership, which provides services to grads up to 5 years.

2

Student Affairs organized 10 events during Black History Month, led by the Equity and Inclusion Office.

3

National spotlight for McMaster Athletics as it hosted the women’s national volleyball championships this past weekend.

4

MSU Hub now open, providing 40,000 square feet for events, study, prayer and lounge space.

Museum of Art update

Current faculty collaboration

We Remain Certain is on
view until **March 22, 2024.**

- Exhibition documents and explores Indigenous /Settler relations on the Haldimand Tract, historically and for the future.
- Collaboration with Allyson Ion (Social Work) and Rick Monture (English & Cultural Studies and Indigenous Studies), along with Protect the Tract, a community-based activist/advocacy group on Six Nations of the Grand River Territory.





Thank You

**REPORT TO SENATE
from the
GRADUATE COUNCIL**

For Approval (attachment)

1. Curriculum Revisions

At its meeting on February 13th Graduate Council approved the following changes:

Faculty of Humanities

- A change to the participating institutions for the Master of Communication Management.

It is now recommended,

that the Senate approve the curriculum revisions, for inclusion in the *2024-2025 Graduate Calendar*, as circulated.

For Information

2. 2024-2025 Sessional Dates

At the same meeting Graduate Council approved the 2024-2025 Graduate Sessional Dates.

[Note: A complete file for the information items listed above is available in the Graduate Council office, cbryce@mcmaster.ca.]

Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones

Please read the following notes before completing this form:

1. This form must be completed for all changes involving degree program requirements/procedures. All sections of this form must be completed.
2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT		Communication Studies and Media Arts	
NAME OF PROGRAM and PLAN		Master of Communications Management	
DEGREE	MCM		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input checked="" type="checkbox"/>			
Change in Admission Requirements	<input type="checkbox"/>	Change in Comprehensive Examination Procedure	<input type="checkbox"/>
Change in the Description of a section of the Graduate Calendar	<input checked="" type="checkbox"/>	EXPLAIN: In early 2023, our long-time academic partner, Syracuse University informed us that they were no longer interested in continuing our nearly 20-year academic partnership. This decision was shared with our department, faculty and SGS leadership. We informed the Quality Council in the spring of this proposed change and believed that it would only require a major modification. The decision by	

		<p>Syracuse to end the partnership would have no impact on our delivery of the program.</p> <p>In June 2023 we were informed by Quality Council that they reviewed our submission and agreed that this was only a major modification to be approved through McMaster's internal governance process to the end of the previous sentence.</p>
Other Changes:	x	<p>Explain:</p> <p>Removing "In partnership with Syracuse University" from the MCM diploma parchment. Providing the major modification is approved through the curriculum governance processes, this change to parchment will be submitted for review by McMaster's ceremonials committee.</p>
<p>Describe the existing requirement/procedure:</p> <p>Since our first graduating class (2010) all MCM graduates have a notation on their diploma that their McMaster degree was in partnership with Syracuse University. All remaining students, including those that entered the program in October 2022, will have continue to have this notation on their diploma. Students who were admitted in 2023 and entered into the program in October 2023 will not have this notation on their diploma.</p>		

Provide a detailed description of the Recommended Change (Attach additional pages if space is not sufficient.)

Current SGS [website copy](#) for Communications Management:

The Master of Communications Management is a partnership degree offered by McMaster University and Syracuse University for professionals in the areas of public relations, public affairs, government communications, government relations, health communications, community management, community engagement, public participation, advocacy, stakeholder relations, consulting and communications management. The degree combines the academic and professional expertise of three academic units (CSMM, DeGroot School of Business and the S.I. Newhouse School of Public Communications) to offer Canada's only communications management graduate program.

Recommended revised copy:

The Master of Communications Management is a part-time degree offered by Department of Communication Studies & Media Arts for working professionals in the areas of public relations, public affairs, government communications, government relations, health communications, community



management, community engagement, public participation, advocacy, stakeholder relations, consulting and communications management. The degree combines the academic and professional expertise of communications, business, leadership, ethics and digital analytics to offer Canada's only communications management graduate program.

Rationale for the Recommended Change (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

While it is disappointing with the end of this nearly 20-year relationship, there is no impact to the PLOs or the programs positionality within the Department.

Provide implementation date: (Implementation date should be at the beginning of the academic year)

Given that Syracuse set the deadline for the termination of the partnership at 30 June 2023, we proposed to the Quality Council that the changes be effective for Fall 2023.

Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, please explain:

There are no changes to the program or the curriculum as a result of this change.

Provide a description of the recommended change to be included in the calendar (please include a tracked changes version of the calendar section affected if applicable):

One recommended change to the calendar copy under the electives section:

(During the ~~second~~ **winter** term, students will vote for a total of three electives, which will be offered in the ~~third~~ **summer** term subject to the availability of instructors; ~~taught by faculty from either Syracuse or McMaster faculty~~).

Contact information for the recommended change:

Name: Dr. Terry Flynn Email: tflynn@mcmaster.ca

Date submitted: 1 November 2023

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

REPORT TO THE SENATE
from the
UNDERGRADUATE COUNCIL

FOR INFORMATION

1. Terms of Award

At the meeting held on February 27, 2024, the Undergraduate Council reviewed and approved the following Terms of Award.

a. Proposed New Awards

The McCreary Family Entrance Scholarship
The Johari Embry Purdy Legacy Materials Scholarship
The Lorneville EDI Scholarship
The Gerald Paolin Academic Grant
The LaVerne L Waldock Memorial Academic Grant in History

b. Changes to Award Terms

The Audrey Diemert Book Prize
The Merrill Francis Gage Scholarships
The Honours Health Sciences Program Scholarship
The Inter-Residence Council Scholarship
The Ernest Robert MacKenzie Kay Scholarships
The Catherine MacNeill Prize
The Donald G. McNabb Scholarship
The Audey Evelyn Mephram Award
The Class of 1966 Nursing Scholarship
The Stanley Robertson Scholarship
The Gerald and Verna Simpson Memorial Scholarship
The South Ontario Economic Development Council Scholarship
The Taylor's Education Group Entrance Scholarship
The Ralph Weekes Scholarship
The Thomas E. Willey Scholarship

c. Changes in Terms Due to Change in Department Name

Note: All changes relate to the change in name of the Department of Classics to the Department of Greek and Roman Studies.

The Brian Blakey Memorial Scholarship
The Josh and Jane Hunter Scholarship
The Alexander Gordon McKay Scholarship
The A.G. McKay Prize in Greek and Roman Studies
The E.T. Salmon Scholarship
The Varey Scholarship

d. Changes to Bursary Terms

The Gerald and Verna Simpson Bursary
The Clifford Johnston Webster Memorial Bursary

e. Awards Removed from the Undergraduate Calendar

The McMaster Amicus Academic Grant in Sociology (20001684)
The Paul Ray & Alexander Bishop Bursary (20007135)
The Cocco Family Scholarship (20005531)
The First-Generation Bursary (20006090)
The Collegiate Guardian Bursary (20007134)
The Havill Family Bursary (10773343)
The Emmanuel and Gertrude James Bursary (10773410)
The Art Jerome Academic Grant (20000182)
The Ledwith Family Bursary (20006788)
The Rehana & Khalid Masud Academic Grant (10773544)
The Parker Canada Division Engineering Excellence Award (20000072)
The Dr. Robert Scott Engineering Academic Grant (20018831)
The Peter and Judy Smith Academic Grant (20022508)
The Tax Executives Institute Scholarship (20006740)
The Frank and Carol Tristani Scholarship (10773750)
The Dr. John Warkentin Academic Grant (20003688)
The Wentworth Strategy Group Bursary (20013569)
The Marjorie & Briggs Williams Bursary (10773825)
This is Canada Fund (20009738)

2. Closure of two Certificate of Professional Learning Programs

At its February 27, 2024 meeting, the Undergraduate Council reviewed and approved the closure of the Certificate of Professional Learning Program in *Intercultural Competency (ICL)* and the Certificate of Professional Learning Program in *Foundations in Workplace Intercultural Competency & Communication*. Further details surrounding the Senate's approval of the closure can be found in the Report from the University Planning Committee.

3. Minor Curriculum Revisions and Calendar Submissions for Inclusion in the 2024-2025 Undergraduate Calendar

At the same meeting, the Undergraduate Council reviewed and approved minor curriculum revisions as proposed by the Faculties of Science, Engineering, and Social Sciences, as well as the Office of the Registrar, Aid & Awards.

4. Revisions to the Policy on Requests for Relief for Missed Academic Term Work

At the same meeting, the Undergraduate Council reviewed a recent set of revisions to the Policy on Requests for Relief for Missed Academic Term Work for information. It is sending an updated draft to the Senate for information as well. The Undergraduate Council will be asked to approve the revised policy at its meeting on March 26, 2024, and welcomes feedback from Senators up to this date. Feedback can be submitted by email to ugc@mcmaster.ca. The Senate will be asked to approve the final version of this revised policy at its meeting on April 10, 2024.

Documents detailing items for information are available for review on the [Secretariat's website](#).

Senate: FOR INFORMATION
March 20, 2024

March 13, 2024

TO: Members of Senate

FROM: Kim Dej
Vice Provost, Teaching & Learning

SUBJECT: McMaster Student Absence Form Policy [MSAF Policy]

Dear Members of Senate,

As many of you are aware, last year the Undergraduate Council facilitated several revisions to the Policy on Requests for Relief for Missed Academic Term Work, which is the policy governing accommodation requests for student absences and implemented through the McMaster Student Absence Form (MSAF). The policy was overly complex and required simplification. Furthermore, implementation of the policy can often be challenging. The exercise of developing and approving several urgent revisions posed numerous difficulties last year, at both the Undergraduate Council and at the Senate, but highlighted the need to examine this policy more thoroughly.

As such, an *ad hoc* committee, governed by a majority of members from McMaster's Undergraduate Council and supported by the University Secretariat, was tasked with continuing the review of the policy. All Faculties were represented on this committee as well as two undergraduate student representatives. The conversations led to some valuable policy updates that we are bringing forward for consideration. After extensive deliberation, the Ad Hoc Committee on Relief for Student Absences is presenting a revised version of the policy, *for information only*, at this time. Please note that the tracked changes version *has not* been provided because the drafts became illegible during the process and as such, I would ask that you review and compare the policies closely. The version of the policy currently used by the University has been circulated in your agenda package as well. Please review the proposed new policy *thoroughly* and send any questions, suggestions, or feedback by email to ugc@mcmaster.ca no later than March 25, 2024.

In addition, the committee discussed the increase in the usage of the MSAF which may lead to negative outcomes for both students and instructors. I want to highlight three areas of discussion that are important for you to be aware of as they fall outside of the language in policy.

1. The need for increased communication to better inform students of the intent of the MSAF form. Deferring and falling behind on work can be detrimental and we want

students to make decisions that are in their best interest. We also feel that it is important to communicate clearly when relief may not be provided, as per policy. Students will be an important part of this communication campaign.

2. We discussed the need to employ more universal design in learning (UDL) tools in our course design. Many colleagues have designed creative ways to reduce the use of MSAFs and it is important to provide forums to share these successful measures. It is also important for students to understand the intersection between MSAF usage and UDL processes within a class.
3. We recognized that much of the clarity in the use of MSAFs in an individual course (including UDL) can and should be explained in the Course Management Policy. We have identified some recommendations to review and incorporate into that policy as a next step.

Thank you for your consideration of the policy changes being brought to you today. I look forward to more conversation on policy implementation, as well as a culture shift in sentiment towards MSAF usage.

Best wishes,
Kim

Complete Policy Title

Policy on Requests for Relief for Missed Academic Term Work

Policy Number (if applicable):

Approved by

Senate

Date of Most Recent Approval

June 23, 2023, effective September 1, 2023

Date of Original Approval(s)

March 10, 2021, effective May 1, 2021

Supersedes/Amends Policy dated

- March 10, 2021, effective May 1, 2021

Responsible Executive

Provost and Vice-President (Academic)

Policy Specific Enquiries

[Provost and Vice-President \(Academic\)](#)

Student enquiries should be directed to their respective Faculty/Program Office

General Policy Enquiries

[Policy \(University Secretariat\)](#)

DISCLAIMER:

If there is a discrepancy between this electronic policy and the approved copy held by the University Secretariat, the approved copy prevails.

FORMAT:

If you require this document in an accessible format, please email policy@mcmaster.ca.

PREAMBLE

1. McMaster University recognizes that students periodically require relief from academic work for medical or other personal situations. This Policy will support the management of these requests by considering the needs and obligations of undergraduate students, instructors and administrators. It is the prerogative of the course instructor(s) to determine the appropriate relief for missed term work in their course. Students must follow up directly with instructors within 24 hours of filing an MSAF (Self-Report) or receiving notice that their MSAF (Administrative Report) has been processed to request details regarding the nature of any relief to be granted. Any concerns regarding granting relief should be directed to the respective [Faculty/Program Office](#).
2. Requests for relief should be made with a commitment to academic integrity in mind. Requests that deviate from this commitment will be handled under the [Academic Integrity Policy](#) and/or [Code of Student Rights and Responsibilities](#), where appropriate.

Definitions

3. **MSAF (Self-Report)** means the *McMaster Student Absence Form (Self-Report)*, where students can self-report absences that result in missed academic work.
4. **MSAF (Administrative Report)** means the *McMaster Student Absence Form (Administrative Report)*, where Faculty/Program Office staff may record approved longer-term absences for students that result in missed academic work.

Privacy

5. The University, and its employees and agents, will protect personal information and handle records in accordance with the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#) and the [Personal Health Information Protection Act \(PHIPA\)](#).

Exclusions

6. This Policy **cannot** be used:
 - a) for academic work that has already been completed or work that has been attempted (which **includes** the viewing and/or partial completion of online assessments (quizzes, tests, etc.));
 - b) to seek an accommodation to meet religious, Indigenous or Spiritual Observances (see the [Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances](#));
 - c) to seek an accommodation related to a permanent or temporary disability or a retroactive accommodation (see the policy [Academic Accommodation of Students with Disabilities](#)); or
 - d) to apply for relief for any final examination or its equivalent (see [Petitions for Special Consideration](#) in the *Undergraduate Calendar*).
7. Students can apply only one request for relief (*Self-Report* or *Administrative Report*) to a single piece of work.
8. The MSAF (*Self-Report*) tool is available in the [MOSAIC](#) Student Center (in the drop-down menu under **Other Academics**).

REQUESTS FOR RELIEF: MSAF (SELF-REPORT)

9. Self Report (MSAF) requests for relief are for missed academic work worth **less than 25%** of the final grade resulting from medical or personal situations lasting **up to three (3) calendar days**.
10. Students shall use the [MOSAIC](#) MSAF tool to make *MSAF (Self-Report)* requests, which:
 - a) may only be submitted **once** per term;
 - b) must be submitted **within 24 hours** of the end of the three (3) day period, and failure to do so may negate the opportunity for relief;
 - c) applies only to work due within the period for which the request applies, i.e., the three-day period specified in the MSAF; however, all work due in that period can be covered by one request; and
 - d) where applicable, students must provide documentation proving they have not attempted the work if they submit a request for relief.
11. The MOSAIC MSAF tool will send an automated email to the course instructor(s) to inform them of the request.
12. The instructor(s) will determine the appropriate relief for the request.
13. Students must immediately follow up with their instructor(s) after submitting the request.
14. For absences that exceed three (3) calendar days, students are directed to the MSAF (*Administrative Report*), as described in the next section.

REQUESTS FOR RELIEF: MSAF (ADMINISTRATIVE REPORT)

15. *MSAF (Administrative Report)* requests for relief are for:
 - a) medical or personal situations lasting **more than three (3) calendar days**; and/or
 - b) missed academic **work worth 25% or more of the final grade**; and/or
 - c) any request for relief in a term where the *MSAF (Self-Report)* tool has already been used once.
16. Students must contact their [Faculty/Program Office](#) to report their absence within 24 hours after returning to their academic activities. Failure to contact and report an absence promptly will negate the opportunity for relief. Students may or may not require an appointment to process the request and will be contacted by the Faculty/Program Office within normal business hours. Where applicable, students must provide documentation proving they have not attempted the work if they submit a request for relief.
17. Students must arrange a meeting with an academic advisor for absences that last more than two weeks or relief may not be provided.
18. Supporting documentation may be required for an *MSAF (Administrative Report)*.
19. If the request is granted, the Faculty/Program Office will process the relief request and notify the instructor(s) and the student.
20. Normally, relief for missed work will not be provided:
 - a) where the cumulative value of missed work within a course is greater than 35% (prior to the exam period); or
 - b) for more than **two** *MSAF (Administrative Report)* requests within a single term.
21. Students must meet with an advisor to discuss their options when the cumulative value of missed work within a course is greater than 35%, or they have exhausted their one *MSAF (Self Report)* and two *MSAF (Administrative Reports)*, and further work is missed.
22. The instructor(s) will determine the appropriate relief for *MSAF (Administrative Report)* requests.
23. Students must immediately follow up with their instructor(s) after being notified that their request has been processed. Failure to do so may negate the opportunity for relief.
24. The *MSAF (Administrative Report)* applies only to the work due within the period for which the request applies; however, all work due in that period can be covered by one request. The exception is any work for which relief has already been granted either through an *MSAF (Self Report)* or another *MSAF (Administrative Report)* (see *clause 7* above).
25. In some circumstances, students may be advised to submit a [Petition for Special Consideration](#).
26. Students can apply only one request for relief (*Self-Report* or *Administrative Report*) to a single piece of work.

APPENDIX A: FACULTY / PROGRAM CONTACT INFORMATION

<p>Arts & Science Program artsci.mcmaster.ca/contact-us/</p>	<p>Faculty of Humanities humanities@mcmaster.ca humadvising.humanities.mcmaster.ca/</p>
<p>DeGroot School of Business buscom@mcmaster.ca ug.degroot.mcmaster.ca/contact/</p>	<p>Faculty of Science science@mcmaster.ca science.mcmaster.ca/associatedean/contact-us.html</p>
<p>Faculty of Engineering eng.mcmaster.ca/programs/academic-advising</p>	<p>Faculty of Social Sciences socscfac@mcmaster.ca socialsciences.mcmaster.ca/current-students/academic-advising/</p>
<p>Faculty of Health Sciences</p> <p>Bachelor of Health Sciences (Honours) bhsc.mcmaster.ca/contact/ bhsc@mcmaster.ca</p> <p>Honours Biochemistry B.H.Sc. (Honours) healthsci.mcmaster.ca/biochem bbsug@mcmaster.ca</p> <p>Biomedical Discovery and Commercialization Program bdcpprogram@mcmaster.ca bdcpprogram.mcmaster.ca/contact/</p> <p>Bachelor of Science Nursing Program nursing.mcmaster.ca/student-life-services-school-of-nursing-mcmaster-university/academic-advising/policies-procedures-and-forms/</p> <p><i>McMaster University and Mohawk College Sites:</i> bscnadvising@mcmaster.ca</p>	<p>Honours Biology & Pharmacology Co-op Program biopharm.healthsci.mcmaster.ca biophrm@mcmaster.ca</p> <p>Integrated Biomedical Engineering and Health Sciences Program (IBEHS) ibiomed.mcmaster.ca ibiomed@mcmaster.ca</p> <p>Midwifery Education Program midwifery.mcmaster.ca/ midwifery@mcmaster.ca</p> <p>Physician Assistant Education Program fhs.mcmaster.ca/physicianassistant/ paprogram@mcmaster.ca</p>



Policies, Procedures and Guidelines

Complete Policy Title:

**McMaster Student Absence Form
Policy [MSAF Policy]**

Policy Number (if applicable):

Draft 11

Approved by:

Senate

Responsible Executive:

Vice-Provost (Teaching and Learning)

Date(s) of Original Approval:

March 10, 2021; effective May 1, 2021

Date of Most Recent Approval:

TBD

Supersedes/Amends Policy Dated:

- *Requests for Relief for Missed Academic Term Work;*
eff. September 1, 2023
- *Policy on Requests for Relief for Missed Academic Term Work;*
eff. May 1, 2021

Policy-Specific Enquiries:

[Vice-Provost \(Teaching and Learning\)](#)

Students should contact their respective Faculty/Program Office (refer to **[Section D](#)**)

Disclaimer: If there is a discrepancy between this electronic policy and the approved copy held by the University Secretariat, the approved copy prevails.

Accessible Format Requests and General Policy Enquiries: policy@mcmaster.ca

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Section A: Introduction

Preamble and Scope

1. McMaster University recognizes that undergraduate students periodically require relief for missed academic work due to extenuating circumstances. This Policy will support the management of these requests by reducing the requirement for doctor's notes for short-term absences, while considering the needs and obligations of undergraduate students, instructors, and administrators.

Definitions

2. For the purpose of interpreting this Policy:
 - a) **student** means an undergraduate student;
 - b) **extenuating circumstances** are when a student is unable to meet their academic obligations due to a situation that is outside of their control, such as an illness, medical event, or other situation;
 - c) **MSAF (Self-Report)** means the McMaster Student Absence Form (Self-Report), where students can self-report absences that result in missed academic work;
 - d) **MSAF (Administrative Report)** means the McMaster Student Absence Form (Administrative Report), where Faculty/Program Office staff may record approved longer-term absences for students that result in missed academic work

Types of Absences Referred to Other Policies

3. Accommodations to meet religious, Indigenous or Spiritual Observances may not be processed under this Policy, students are directed to use the [Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances](#) for these requests.

4. Students seeking accommodations related to a disability or a retroactive accommodation are directed to use the [Academic Accommodation of Students with Disabilities](#) policy.

Absences for Other Known Obligations

5. Students are directed to contact their Faculty/Program Office to seek guidance on absences for obligations that are known about in advance (“**known obligations**”).
6. Known obligations may include the following: mandatory legal obligations (e.g., jury duty, court dates); planned surgeries; and mandatory military obligations.
7. The granting of relief for known obligations is at the discretion of the Faculty/Program Office and are not appealable. These offices will use the MSAF tool for communications.

Exclusions

8. This Policy can **not** be used:
 - a) for the purpose of time-management;
 - b) for academic work such as online assessments (e.g., quizzes, tests, etc.), where the student has already completed the work, or has attempted to complete the work. This includes the viewing and/or partial completion of online assessments (e.g., quizzes, tests, etc.);
 - c) to apply for relief for any final examination or its equivalent (refer to *Petitions for Special Consideration: Request for Deferred Examination*, in the *Undergraduate Calendar*);
 - d) for absences in a student's clinical placement, co-op placement, or internship; and
 - e) for McMaster Continuing Education (MCE) programs and courses. MCE students are directed to contact their course instructor.

Academic Integrity

9. Requests for relief should be made with a commitment to academic integrity in mind. Requests that deviate from this commitment will be handled under the [Academic Integrity Policy](#) and/or [Code of Student Rights and Responsibilities](#), where appropriate.
10. Requests for relief must be accurate in terms of dates and value of the piece of work, as described in the course outline. For example, representing a piece of work as being worth twenty-four percent (24%) when it is actually worth thirty percent (30%) is a violation of the [Academic Integrity Policy](#).

Privacy

11. The University, and its employees and agents, will protect personal information and handle records in accordance with the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#) and the [Personal Health Information Protection Act \(PHIPA\)](#).

Appeals

12. Decisions by the Faculty/Program Office made under this Policy are final and are not appealable.

Section B: MSAF (Self-Report)

13. Students are directed to read [Section A](#) for information on the types of absences that do **not** qualify for an MSAF (Self-Report).

Requirements

14. The MSAF (Self-Report) is a **single request** which covers all of the student's courses and applies only to the work due within the time period of the request.
15. MSAF (Self-Report) requests for relief shall meet all three of the requirements below:
- a) the piece of work is worth less than twenty-five percent (25%) of the final grade;
 - b) is resulting from extenuating circumstances (refer to the definitions in [Section A](#)); and
 - c) the absence (time period covered by the request) lasts up to three (3) calendar days.

Regulations

16. The MSAF (Self-Report) should be submitted when the student is ready and able to return to their academic studies/duties.
17. Students must submit their MSAF (Self-Report) **within one (1) calendar day** of the end of the three (3) calendar day period, and failure to do so may negate the opportunity for relief.
18. Students may only apply the MSAF Policy once to a single piece of work. A second MSAF submission for the same piece of work is not permitted.
19. The MSAF (Self-Report) may only be submitted **once per Term**, not per course.

Procedures

20. Before filing an MSAF (Self-Report), students should review their course outline(s) as instructions may have already been provided on how requests will be addressed (e.g., how missed academic work will be accommodated) and further communication expectations.
21. Students shall use MOSAIC to make an MSAF (Self-Report) request, in compliance with the regulations listed above.
22. Students shall **not** submit accompanying documentation with the MSAF (Self-Report) request.
23. The MSAF (Self-Report) is available in the [MOSAIC](#) Student Center (in the drop-down menu under *Other Academic*.)
24. Once submitted, if the request meets the criteria of this Policy, students should consider their request to be approved.
25. An automated email will be sent to the course instructor(s) to inform them of the request.

Students Required to Contact Instructor

26. Students must contact their instructor(s) **no later than one (1) calendar day** after submitting the request **unless the course outline states otherwise**. Failure to do so may negate the opportunity for relief.
27. Students are advised that instructors teaching large classes may require more time to respond.

Instructors

28. Instructor(s) will determine the reasonable relief for the request, in accordance with this Policy.

29. In the absence of a statement in their course outline on how requests will be addressed and communication expectations (e.g., posting information on A2L), instructors are expected to inform students of the relief in a reasonable timeframe.

Absences Longer Than 3 Calendar Days

30. For absences that exceed three (3) calendar days, students are directed to the MSAF (Administrative Report), as described in the next section.

Section C: MSAF (Administrative Report)

31. Students are directed to read [Section A](#) for information on the types of absences that do not qualify for an MSAF (Self-Report).

Requirements

32. The MSAF (Administrative Report) is a **single request** which covers all of the student's courses and applies only to the work due within the time period of the request.
33. MSAF (Administrative Report) requests for relief are for any of the three reasons below:
- extenuating circumstances (refer to definitions in [Section A](#)) lasting **more than three (3) calendar days**; and/or
 - missed academic work worth **twenty-five percent (25%) or more** of the final grade; and/or
 - any request for relief in a term where the MSAF (Self-Report) has already been used once.

Regulations

34. Students may only apply the MSAF Policy once to a single piece of work. A second MSAF submission for the same piece of work is not permitted.

Documentation

35. Students should **not** send documentation unless it has been **requested** by the Faculty/Program Office.
36. Supporting documentation may be required for an MSAF (Administrative Report). When requested by the Faculty/Program Office, students shall submit the [McMaster University Student Health Certificate](#) (completed by the licensed/registered health practitioner).

37. Requests for information and/or supporting documentation will, where possible, be limited to the nature of the limitation or restriction, in order to assess needs and determine whether the request for relief is granted, or if the request should be referred for processing under another policy or procedure.
38. Supporting documentation does not require the disclosure of a medical diagnosis but must be sufficient to allow the University to determine reasonable relief and/or explore reasonable alternatives.

Restrictions

39. Normally, relief for missed work will **not** be provided:
 - a) where the cumulative value of missed work within a course, prior to the exam period, is greater than thirty-five percent (35%) ; or
 - b) for more than two (2) MSAF (Administrative Report) requests within a single term.

Procedures

40. Students must contact their [Faculty/Program Office \(refer to Section D\)](#) to report their absence **within one (1) calendar day after returning** to their academic activities. Failure to contact and report an absence promptly will negate the opportunity for relief.
41. Students may or may not require an appointment to process the request and will be contacted by the Faculty/Program Office within normal business hours.
42. In some circumstances, students may be advised to submit a [Petition for Special Consideration](#).

Meeting with an Academic Advisor

43. Students must arrange a meeting with an academic advisor for absences that last more than two weeks or relief may not be provided.
44. Students must meet with an advisor to discuss their options when:

- a) the cumulative value of missed work within a course is greater than thirty-five percent (35%); and/or
- b) they have exhausted their one MSAF (Self Report) and two MSAF (Administrative Reports), and further work is missed.

If the Request is Granted

45. If the request is granted, the Faculty/Program Office will process the relief request and notify the instructor(s) and the student.

Students Required to Contact Instructor

46. Students must contact their instructor(s) **no later than one (1) calendar day after being notified** that their request has been processed **unless the course outline states otherwise**. Failure to do so may negate the opportunity for relief.
47. Students are advised that instructors teaching large classes may require more time to respond.

Instructors

48. Instructor(s) will determine the reasonable relief for the request, in accordance with this Policy.
49. In the absence of a statement in their course outline on how requests will be addressed and communication expectations (e.g., posting information on A2L), instructors are expected to inform students of the relief in a reasonable timeframe.

Appendix A: Faculty / Program Contact Information

Student enquiries should be directed to their respective Faculty/Program Office.

Arts & Science Program

artsci.mcmaster.ca/contact-us/

Faculty of Humanities

humanities@mcmaster.ca

humadvising.humanities.mcmaster.ca/

DeGroote School of Business

buscom@mcmaster.ca

ug.degroote.mcmaster.ca/contact/

Faculty of Science

science@mcmaster.ca

science.mcmaster.ca/associatedean/contact-us.html

Faculty of Engineering

eng.mcmaster.ca/programs/academic-advising

Faculty of Social Sciences

socscfac@mcmaster.ca

socialsciences.mcmaster.ca/current-students/academic-advising/

Faculty of Health Sciences

Bachelor of Health Sciences (Honours)

bhsc.mcmaster.ca/contact/

bhsc@mcmaster.ca

Honours Biology & Pharmacology Co-op Program

biopharm.healthsci.mcmaster.ca

biophrm@mcmaster.ca

Honours Biochemistry B.H.Sc. (Honours)

healthsci.mcmaster.ca/biochem

bbsug@mcmaster.ca

Integrated Biomedical Engineering and Health Sciences Program (IBEHS)

ibiomed.mcmaster.ca

ibiomed@mcmaster.ca

Biomedical Discovery and Commercialization Program

bdcprogram.mcmaster.ca/contact/

bdcprogram@mcmaster.ca

Midwifery Education Program

midwifery.mcmaster.ca/

midwifery@mcmaster.ca

Bachelor of Science Nursing Program

McMaster University Site, Mohawk College Site, and Conestoga College Sites

bscnadvising@mcmaster.ca

Physician Assistant Education Program

fhs.mcmaster.ca/physicianassistant/

paprogram@mcmaster.ca

Appendix: Related Policies

This Policy is to be read in conjunction with the following policies, procedures, and guidelines. Any question of the application of this Policy or related policies shall be determined by the Vice-Provost (Teaching and Learning), and in conjunction with the administrator of the other policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- [Academic Accommodation for Religious, Indigenous and Spiritual Observances. Policy on](#)
- [Academic Accommodation of Students with Disabilities](#)
- [Academic Integrity Policy](#)
- [Code of Student Rights & Responsibilities](#)
- [Professional Behaviour Code of Conduct for Undergraduate Learners – Faculty of Health Sciences](#)
- [Storm Emergency Policy](#)
- [Undergraduate Course Management Policy](#)
- [Undergraduate Examinations Policy](#)
- [Undergraduate Calendar](#)
 - General Academic Regulations
 - Petition for Special Consideration: Request for Deferred Examination (Form B):

**REPORT TO THE SENATE
FROM THE
EXECUTIVE COMMITTEE**

Open Session

1. Persona Non Grata Declarations Policy

At the meeting on January 31, 2024, the Senate Executive Committee received and discussed the Persona Non Grata Declarations Policy. The Committee suggested adding language around confidentiality during the temporary PNG declaration period. As a result, item 12. was added to the Personal Non Grata Declarations Policy. The item is being reported to Senate for information.

**SENATE: FOR INFORMATION
March 20, 2024**

TO: Senate

FROM: Senator Paul Andrews, Associate Professor, Department of Psychology, Neuroscience & Behaviour
Senator Claudia Emerson, Associate Professor, Department of Philosophy
Senator Alfonso Iorio, Professor, Health Research Methods, Evidence and Impact
Senator Heva Olfman, Graduate Student Representative, Faculty of Humanities

DATE: January 24, 2024

SUBJECT: Proposed Revisions to the *Persona Non Grata Declarations Policy* – for Information

Summary

A Working Group of Senators have developed recommended revisions to the *Persona Non Grata Declarations Policy* (the "Policy") to clarify the circumstances in which an individual can be prohibited from attending specific areas of University properties (or all University properties as a whole). The revisions also clarify the decision-making process required for issuing a declaration. This memo offers context, background, and essential details regarding the Policy and its proposed revisions.

Attached documents include a) the current version of the Policy and b) a draft version including the proposed revisions by the Working Group. The revisions are extensive, making a track-change document unreadable.

Background

McMaster University has, for decades, had the ability to declare individuals *Persona Non Grata* (PNG) in order to support a safe campus environment for our community. A PNG is a declaration denying an individual the privilege of entering specific parts of the University (or the University as a whole) and/or certain off-campus events, typically for a defined period. In rare cases, an individual may be prohibited from attending University property indefinitely. A PNG declaration is one of many possible tools to assist with ensuring the health, safety, and security of the University campus and its community members.

In June 2019, a formal Policy was approved by the President and Vice-President Group (PVP) codifying the process for issuing a PNG declaration. In December 2022, an enquiry was raised at a Senate meeting related to the origins and approval of the Policy. Senators received a response to the enquiry in February 2023 (attached) and after discussion there was agreement the Policy could be improved. The President asked four Senators to review the Policy and make recommendations, resulting in the attached proposed revisions, which are being provided to Senate for information.

Review Process

The Working Group met several times and identified the following topics that required revision and/or clarity, namely:

1. the circumstances in which a PNG declaration could be issued, and identification of any associated University policies that may employ a declaration;
2. which categories of University community members (i.e., staff, students, faculty members) in addition to visitors can be made subjects of a PNG declaration, through the Policy or through other associated University policies;
3. the specific assessment process used to determine when a PNG declaration is necessary;
4. the individuals at the University responsible for issuing and/or approving PNG declarations; and
5. how and when a request to review the decision to issue a PNG declaration can be made.

Summary of Revisions

The following provides an overview of the proposed revisions; however, Senate members are encouraged to read the entire policy document given the complexity of the submitted modifications.

The revisions include:

1. Clarifying that the individual's relationship with the University determines the process (section 6). Individuals who are not a student or employee will be processed through the Policy in a two-step process, with a review process to appeal the declaration (section 6.c.e. & 18-25). Individuals who are a student or employee will be processed through a **Relevant Process** (sections 6.a.b.c.e. & 3.k.) that each has an appeal process. The Relevant Processes include:
 - a. Code of Student Rights and Responsibilities (approved by Senate)
 - b. Discrimination and Harassment Policy (approved by Senate and the Board of Governors)
 - c. Sexual Violence Policy (approved by Senate and the Board of Governors)
 - d. Research Integrity Policy (approved by Senate and the Board of Governors)
 - e. Policy on Violence in the Workplace (approved by Senate and the Board of Governors)
 - f. the Criminal Code of Canada, and/or
 - g. applicable collective agreement, employment contract, federal or provincial statute or other legislation.
2. Limiting the grounds for a PNG declaration to circumstances where there is a safety concern or reasonable grounds to suspect a future risk of violence. The current policy allows for a PNG declaration for a 'violation of a University policy' and that language has been removed (section 7).
3. Adding freedom of expression language to the list of applicable mitigating or contextual factors to be considered (section 8).
4. Clarifying the two types of PNG declarations that exist: a temporary declaration (maximum seven days), or a declaration with a specified Term (section 9-12)
5. Adding new text to describe Incidents and Incident Reports and how they are reviewed and referred to the decision maker (section 6).
6. Revisions to the review/appeal procedures section regarding the requirements, process, and responsibilities of all parties once a review/appeal has been requested (section 18-25).
7. Inclusion of definitions for key terms and job titles (section 3).

The working group was not unanimous in its work. One member has raised concerns with the review process, how the risk of violence is assessed, individuals declared PNG being provided with sufficient detail, and the governance approval of the policy.

Next Steps

The Working Group is reporting their work to the Senate for information before sending the recommended revisions to the PVP group for the usual consultation and review process before approval.

Members of the Working Group:

- Senator **Paul Andrews**, Associate Professor, Department of Psychology, Neuroscience & Behaviour
- Senator **Claudia Emerson**, Associate Professor, Department of Philosophy
- Senator **Alfonso Iorio**, Professor, Health Research Methods, Evidence and Impact
- Senator **Heva Olfman**, Graduate Student Representative, Faculty of Humanities

Consultants:

- **Brent Davis**, University Counsel, Office of Legal Services
- **Wendy Lopez**, Senior Legal Counsel, Office of Legal Services
- **Maggie Pooran**, Executive Director, Health, Safety, and Well-being, Human Resources Services
- **Andrea Thyret-Kidd**, University Secretary, University Secretariat



Policies, Procedures and Guidelines

Complete Policy Title:

Persona Non Grata (PNG) Declarations

Policy Number (if applicable):

n/a **DRAFT 09**

Approved by:

President and Vice-Presidents

Responsible Executive:

Vice-President, Operations & Finance

Date(s) of Original Approval:

June 2019

Date of Most Recent Approval:

Month, Day, Year

Supersedes/Amends Policy Dated:

June 2019

Policy-Specific Enquiries:

[Human Resources Services](#)

Disclaimer: If there is a discrepancy between this electronic policy and the approved copy held by the University Secretariat, the approved copy prevails.

Accessible Format Requests and General Policy Enquiries: policy@mcmaster.ca

PERSONA NON GRATA DECLARATIONS

PURPOSE AND SCOPE

1. The purpose of this Policy is to establish the process for issuing a *Persona Non Grata* (“PNG”) declaration as a mechanism to help ensure the health, safety and security of the McMaster University community.
2. This Policy applies to all persons on [University Property](#). A PNG declaration may be issued to limit a person’s access to University Property and/or any of the University’s official off-campus events.

TERMS AND DEFINITIONS

3. For the purpose of interpreting this document:
 - a) words in the singular may include the plural, and words in the plural may include the singular;
 - b) members of the Administration and Decision-Makers in this Policy may, where necessary and appropriate, delegate their authority;
 - c) **Chief Human Resources Officer** means the Associate Vice-President & Chief Human Resources Officer;
 - d) **Dean of Students** means the Associate Vice-President (Students & Learning) & Dean of Students;
 - e) **Decision-Maker** means the Director ([SecurityCampus Safety](#)), Chief Human Resources Officer (or designate), Dean of Students and/or the Decision-Makers identified in the [Relevant Process](#) who are authorized to approve a PNG declaration.
 - f) **Director ([SecurityCampus Safety](#))** means the Director of [Security-Campus Safety](#) Services;
 - g) **Employee** means staff (permanent, temporary and or casual employees, non-teaching staff, sessional faculty, post-doctoral fellows, teach assistants, etc.) and faculty (teaching staff as defined in the *McMaster University Act*);
 - h) **Incident Report** is a formal document that provides a detailed account of any noteworthy occurrence or event that potentially threatens the ~~property~~, safety, security, ~~or~~ well-being of individuals or property within the University community. The report typically includes factual information about the incident, such as the date, time, location, and a thorough description of ~~what transpired~~ any events that occurred.
 - i) **Persona Non Grata** (PNG) means a documented University declaration, which describes official restrictions placed upon an individual who is denied the privilege of entering specific parts of the University or the University as a whole and/or certain off-campus events;
 - j) **Provost** means the Provost and Vice-President (Academic);
 - k) **Relevant Process** means the:
 - [Code of Student Rights and Responsibilities](#);

PERSONA NON GRATA DECLARATIONS

- [Discrimination and Harassment Policy](#);
 - [Sexual Violence Policy](#);
 - [Research Integrity Policy](#);
 - [Policy on Violence in the Workplace](#);
 - [the Criminal Code of Canada](#); and/or
 - applicable collective agreement, employment contract, federal or provincial statute or other legislation.
- l) **Student** means any individual recorded by the University Registrar as enrolled in an educational course of study recognized by the Senate and for whom the University maintains education records;
- m) **Interim-Temporary Declaration** is a ~~temporary-non-permanent~~ PNG declaration, typically issued [under this policy](#) for seven (7) days where the time or circumstances do not permit the issuance of a written declaration.
- n) **University Property** includes all indoor and outdoor spaces owned, operated or leased by or from McMaster University, including all off-campus McMaster locations. ~~and~~

~~VPOF means the Vice President, Operations & Finance.~~

PROCEDURES

Imminent Risk to the Health, Safety, or Property of the Community

4. When ~~Security-Campus Safety~~ Services responds to an incident, it may be necessary for Special Constables to escort an individual off University Property and/or caution them not to return. An Incident Report will be created for the incident.

Potential Risk of Future Violence

5. In cases of potential risk of future violence, trained campus individuals [representing a cross-section of relevant University departments](#) will assess the risk. If that assessment determines there are reasonable grounds to [believe there may be concerned about](#) a risk of violence, consultation with the Director (~~SecurityCampus Safety~~) will occur and a recommendation to declare a PNG will be made to the relevant [Decision-Maker](#).

Incidents and Incident Reports

6. The [Director \(SecurityCampus Safety\)](#) reviews all ~~Security-Campus Safety~~ Services Incident Reports:
- a) **Incident Reports** involving [students](#) are typically directed to the [Dean of Students](#). After reviewing the Incident Report, the Dean of Students may refer the incident to a Relevant Process(es).

PERSONA NON GRATA DECLARATIONS

- b) Incident Reports involving [Employees](#) are typically directed to the [Chief Human Resources Officer](#). After reviewing the Incident Report, the Chief Human Resources Officer may refer the incident to a Relevant Process(es).
- c) Incident Reports involving an individual who is not a student or employee are reviewed by the Director ([SecurityCampus Safety](#)), who is authorized to issue an [Interim-Temporary](#) Declaration. Further, the Director ([SecurityCampus Safety](#)) can recommend a Term-limited PNG to the Dean of Students and/or Chief Human Resources Officer with the reasons for the PNG declaration. Once approved, the PNG is issued by the Director ([SecurityCampus Safety](#)).
- d) Incidents being processed through a Relevant Process may result in an [interim or Term-limited](#) PNG being issued while the matter is addressed through ~~the-its~~ procedures.
- e) Certain Incident Reports may also be related to a [Relevant Process](#) external to the University.

Assessment Criteria for Issuing a PNG Declaration

- 7. A person may be issued a PNG declaration if, in the judgement of a Decision-Maker and only for the reasons listed below, there are reasonable grounds to believe that the person [is likely to be present on University Property](#) and:
 - a) is or has engaged in, or there are reasonable grounds to believe will engage in, ~~threatening or~~ violent behaviour [and is likely to be present on University Property](#) (see *article 5: Potential Risk of Future Violence*);
 - b) has engaged in, or is reasonably likely to engage in, criminal activity that may impact the University or members of the University community; and/or
 - c) is, has, or is reasonably likely to engage in conduct that threatens or endangers the health, safety or property of the University or any person, including issues of domestic violence, sexual assault, discrimination and/or harassment.
- 8. In determining the Term of a PNG, with the exception of an [Interim Temporary Declaration](#), Decision-Makers must consider any applicable aggravating, mitigating and/or contextual factors which may include, but ~~is are~~ not limited to, the following:
 - a) the severity of the conduct of the person and/or the offence(s) they have committed or have allegedly committed, including the actual or potential impact on others;
 - b) any extenuating circumstances that may help explain the conduct;
 - c) any record of previous offences known to the University;
 - d) the University's commitment to [freedom of expression](#), and

PERSONA NON GRATA DECLARATIONS

- e) if a person has been charged under the *Criminal Code of Canada* or any federal or provincial statute, depending on the nature and severity of the offence with which the person is charged and the scheduling of criminal proceedings.

Term

9. A declaration will typically be in effect immediately for a Term of one (1) year, unless ~~an~~ Temporary interim ~~or an~~ extended Term is authorized. However, Decision-Makers have the discretion to adjust the Term (shorten, lengthen, or impose permanently) depending on the circumstances.

Interim-Temporary Declaration

10. If time or circumstances do not permit the issuance of a written declaration, an interim-temporary PNG declaration may be made verbally and will remain in effect for **seven (7) calendar days**.
- ~~11.~~ Written confirmation of the status must be provided as soon as reasonably possible (typically within **seven (7) calendar days**) and approved by the Decision-Maker.
- ~~11-12.~~ Temporary PNG declarations shall include a confidentiality notice. These declarations will only be shared with individuals or offices who need to know these details for the performance of their duties or where disclosure is necessary as required under a relevant policy or legislation (e.g., *Occupational Health and Safety Act (OHSA)*, etc.).
- ~~12.~~ An Interim Temporary Declaration may be issued as authorized in other related policies, but such declarations may not conflict with the provisions contained in this Policy (for example, no Temporary Declaration may exceed **seven (7) calendar days**).

Issuing a Declaration

13. A PNG declaration shall be issued to an individual in writing and shall include the following information:
- a) that they are prohibited from all University Property or parts of University Property specifying the portion or restricted area and/or any off-campus events;
 - b) that declarations are effective immediately and remain in effect for the Term of the declaration unless revoked in writing;
 - c) the Term of the declaration;
 - d) the reason for the declaration;
 - e) that if they return to University property (or the designated portion), they may be subject to apprehension and charges under the [Trespass to Property Act](#); and
 - f) that a review/appeal of the declaration is available.

PERSONA NON GRATA DECLARATIONS

14. The suggested text of a PNG declaration is given in [Appendix A](#) and may be modified to address the specific circumstances.
15. A declaration will not restrict access to the McMaster University Medical Centre (or other hospital or health service location affiliated with McMaster) where the sole purpose of the visit is to seek medical treatment for the individual or their family member.

REPORTING BY DECISION-MAKERS

16. The Decision-Maker must ensure that:
 - a) ~~Security-Campus Safety~~ Services is notified immediately, in writing, of all individuals who have been declared PNG;
 - b) the ~~VPOF-Vice-President, Operations and Finance~~ is notified of all issued declarations; and
 - c) the Provost is notified of an issued declaration involving a faculty member or faculty visitor.

VIOLATION OF THE DECLARATION

17. If an individual who is the subject of a PNG is found or ~~seen~~ detected in the area they are denied, ~~Security-Campus Safety~~ Services should be notified immediately by dialling 88 from any University phone or by dialling 905-525-9140 ext. 24281. The individual may be subject to apprehension and charge by ~~Security-Campus Safety~~ Services under the *Trespass to Property Act*.

REQUEST FOR A REVIEW/APPEAL

18. A review of the declaration does not act as a stay of the original decision.
19. The declaration **remains in effect** during and after the review process unless the declaration is modified or withdrawn.

[Review Procedures for Relevant Process Declarations](#)

20. An individual who is the subject of a PNG declaration through a Relevant Process must use the appeal/review procedures of that process/policy.

[Review Procedures under Declarations under this Policy](#)

21. An individual who is the subject of a PNG outside of a Relevant Process may make a written request to have the decision to issue the declaration reviewed by directing correspondence to the ~~VPOF Vice-President, Operations & Finance~~. The request must include:
 - a) the reasons for the review request;
 - b) an explanation for the conduct that precipitated the declaration;
 - c) the reason(s) for the individual's requirement to be on University Property; and

PERSONA NON GRATA DECLARATIONS

- d) any other information the person wishes to be considered during the review.
22. Normally, a substantive determination on the request will be made and communicated in writing within **thirty (30) calendar days** of receipt of the request.
23. The **Reviewer** will be the ~~VPOF Vice-President, Operations & Finance~~ and/or the Provost, depending on who has not been involved in the original decision to issue the declaration.
24. The Reviewer will be informed of any relevant decisions through any other University processes involving the individual.
25. The Reviewer may defer the request for review pending the outcome of an investigation by the University, including the filing of a grievance or similar steps. A deferral of the review shall be communicated in writing to the individual who is the subject of the PNG declaration.

RECORD KEEPING

26. ~~Security-Campus Safety~~ Services shall retain declarations for a period of seven (7) years from the date of issuance or renewal of issuance.

RELATED LEGISLATION AND POLICIES

27. This Policy is to be read in conjunction with the following policies, legislation, and collective agreements. Any question about the application of this Policy or related policies shall be ~~determined-answered~~ by the ~~VPOF Vice-President, Operations & Finance~~, as appropriate, and in conjunction with the Office of Legal Services and the administrator of the other policy or policies. The University reserves the right to amend or add to this list from time to time (this is not a comprehensive list):

Legislation

- *Criminal Code of Canada*
- *Employment Law*
- *McMaster University Act, 1976*
- *Occupational Health & Safety Act*
- *Trespass to Property Act*

Policies

- *Code of Student Rights and Responsibilities*
- *Discrimination and Harassment Policy*
- *Employee Labour Relations – Collective Agreements and applicable employment contracts*
- *Faculty Code of Conduct*
- [Freedom of Expression at McMaster](#) (Office of the President)

PERSONA NON GRATA DECLARATIONS

- Professional Behaviour Code for Graduate Learners, Health Sciences
- Professional Behaviour Code for Undergraduate Learners, Health Sciences
- *Sexual Violence Policy*
- *Violence in the Workplace Policy*

APPENDIX A

This document contains suggested wording that must be reviewed and adjusted by the issuing department to address the specific details of each case.

PRIVATE AND CONFIDENTIAL

[Date]

[Name and Address]

Re: Persona Non Grata

Dear [...]:

McMaster University is currently involved in an ongoing (incident) investigation of matters related to [...].

As the (*Position title*) [...] for McMaster University, I am advising that you are not permitted to be on the properties of McMaster University. This directive is made in the interest of safeguarding yourself, the University and all Community Members. As such, this *Persona Non Grata* declaration will be in effect immediately for a period of one (1) year, unless an ~~temporary interim~~ or extended term is authorized.

Effective immediately, you are denied the privilege of attending any McMaster University property with the exception of McMaster [Department XXX for the purpose of XXX].

A declaration will not restrict access to the McMaster University Medical Centre or other health services locations for the sole purpose of accessing medical treatment, unless specifically identified, for you or a family member. Please contact [...] to make arrangements to have your declaration temporarily lifted during the date/times that you plan to attend specific appointments.

As an individual declared, if you are found on McMaster University property you may be subject to a charge by McMaster University ~~Security-Campus Safety~~ Services under the *Trespass to Property Act*, which may result in your arrest and charges being laid.

A copy of this declaration is filed with McMaster University ~~Security-Campus Safety~~ Services and shall remain in effect for the specified term or until revoked in writing.

If you wish to have this decision declaring you PNG reviewed, please contact the Vice-President (Operations & Finance) at (905) 525-9140 ext. 24755 or by email at vpof@mcmaster.ca.

We seek your willing compliance with this directive and look forward to your cooperation.

Thank you,



Policies, Procedures and Guidelines

Complete Policy Title:

Persona Non Grata (PNG) Declarations

Policy Number (if applicable):

n/a **DRAFT 09**

Approved by:

President and Vice-Presidents

Responsible Executive:

Vice-President, Operations & Finance

Date(s) of Original Approval:

June 2019

Date of Most Recent Approval:

Month, Day, Year

Supersedes/Amends Policy Dated:

June 2019

Policy-Specific Enquiries:

[Human Resources Services](#)

Disclaimer: If there is a discrepancy between this electronic policy and the approved copy held by the University Secretariat, the approved copy prevails.

Accessible Format Requests and General Policy Enquiries: policy@mcmaster.ca

PERSONA NON GRATA DECLARATIONS

PURPOSE AND SCOPE

1. The purpose of this Policy is to establish the process for issuing a *Persona Non Grata* (“PNG”) declaration as a mechanism to help ensure the health, safety and security of the McMaster University community.
2. This Policy applies to all persons on [University Property](#). A PNG declaration may be issued to limit a person’s access to University Property and/or any of the University’s official off-campus events.

TERMS AND DEFINITIONS

3. For the purpose of interpreting this document:
 - a) words in the singular may include the plural, and words in the plural may include the singular;
 - b) members of the Administration and Decision-Makers in this Policy may, where necessary and appropriate, delegate their authority;
 - c) **Chief Human Resources Officer** means the Associate Vice-President & Chief Human Resources Officer;
 - d) **Dean of Students** means the Associate Vice-President (Students & Learning) & Dean of Students;
 - e) **Decision-Maker** means the Director (Campus Safety), Chief Human Resources Officer (or designate), Dean of Students and/or the Decision-Makers identified in the [Relevant Process](#) who are authorized to approve a PNG declaration.
 - f) **Director (Campus Safety)** means the Director of Campus Safety Services;
 - g) **Employee** means staff (permanent, temporary and or casual employees, non-teaching staff, sessional faculty, post-doctoral fellows, teach assistants, etc.) and faculty (teaching staff as defined in the *McMaster University Act*);
 - h) **Incident Report** is a formal document that provides a detailed account of any noteworthy occurrence or event that potentially threatens the safety, security, well-being of individuals or property within the University community. The report typically includes factual information about the incident, such as the date, time, location, and a thorough description of any events that occurred.
 - i) **Persona Non Grata** (PNG) means a documented University declaration, which describes official restrictions placed upon an individual who is denied the privilege of entering specific parts of the University or the University as a whole and/or certain off-campus events;
 - j) **Provost** means the Provost and Vice-President (Academic);
 - k) **Relevant Process** means the:
 - [Code of Student Rights and Responsibilities](#);
 - [Discrimination and Harassment Policy](#);

PERSONA NON GRATA DECLARATIONS

- [Sexual Violence Policy](#);
 - [Research Integrity Policy](#);
 - [Policy on Violence in the Workplace](#);
 - [the Criminal Code of Canada](#); and/or
 - applicable collective agreement, employment contract, federal or provincial statute or other legislation.
- l) **Student** means any individual recorded by the University Registrar as enrolled in an educational course of study recognized by the Senate and for whom the University maintains education records;
- m) **Temporary Declaration** is a non-permanent PNG declaration, typically issued under this policy for seven (7) days where the time or circumstances do not permit the issuance of a written declaration.
- n) **University Property** includes all indoor and outdoor spaces owned, operated or leased by or from McMaster University, including all off-campus McMaster locations.

PROCEDURES

Imminent Risk to the Health, Safety, or Property of the Community

4. When Campus Safety Services responds to an incident, it may be necessary for Special Constables to escort an individual off University Property and/or caution them not to return. An Incident Report will be created for the incident.

Potential Risk of Future Violence

5. In cases of potential risk of future violence, trained campus individuals representing a cross-section of relevant University departments will assess the risk. If that assessment determines there are reasonable grounds to believe there may be a risk of violence, consultation with the Director (Campus Safety) will occur and a recommendation to declare a PNG will be made to the relevant [Decision-Maker](#).

Incidents and Incident Reports

6. The [Director \(Campus Safety\)](#) reviews all Campus Safety Services Incident Reports:
- a) [Incident Reports](#) involving [students](#) are typically directed to the [Dean of Students](#). After reviewing the Incident Report, the Dean of Students may refer the incident to a Relevant Process(es).
 - b) Incident Reports involving [Employees](#) are typically directed to the [Chief Human Resources Officer](#). After reviewing the Incident Report, the Chief Human Resources Officer may refer the incident to a Relevant Process(es).
 - c) Incident Reports involving an individual who is not a student or employee are reviewed by the Director (Campus Safety), who is authorized to issue a Temporary Declaration. Further, the Director (Campus Safety) can recommend a Term-limited PNG to the Dean of Students and/or Chief Human Resources

PERSONA NON GRATA DECLARATIONS

Officer with the reasons for the PNG declaration. Once approved, the PNG is issued by the Director (Campus Safety).

- d) Incidents being processed through a Relevant Process may result in an **interim** or Term-limited PNG being issued while the matter is addressed through its procedures.
- e) Certain Incident Reports may also be related to a [Relevant Process](#) external to the University.

Assessment Criteria for Issuing a PNG Declaration

- 7. A person may be issued a PNG declaration if, in the judgement of a Decision-Maker and only for the reasons listed below, there are reasonable grounds to believe that the person is likely to be present on University Property and:
 - a) is or has engaged in, or there are reasonable grounds to believe will engage in violent behaviour (see *article 5: Potential Risk of Future Violence*);
 - b) has engaged in, or is reasonably likely to engage in, criminal activity that may impact the University or members of the University community; and/or
 - c) is, has, or is reasonably likely to engage in conduct that threatens or endangers the health, safety or property of the University or any person, including issues of domestic violence, sexual assault, discrimination and/or harassment.
- 8. In determining the Term of a PNG, with the exception of a [Temporary Declaration](#), Decision-Makers must consider any applicable aggravating, mitigating and/or contextual factors which may include, but are not limited to, the following:
 - a) the severity of the conduct of the person and/or the offence(s) they have committed or have allegedly committed, including the actual or potential impact on others;
 - b) any extenuating circumstances that may help explain the conduct;
 - c) any record of previous offences known to the University;
 - d) the University's commitment to [freedom of expression](#), and
 - e) if a person has been charged under the *Criminal Code of Canada* or any federal or provincial statute, depending on the nature and severity of the offence with which the person is charged and the scheduling of criminal proceedings.

Term

- 9. A declaration will typically be in effect immediately for a Term of one (1) year unless an extended Term is authorized. However, Decision-Makers have the discretion to adjust the Term (shorten, lengthen, or impose permanently) depending on the circumstances.

PERSONA NON GRATA DECLARATIONS

Temporary Declaration

10. If time or circumstances do not permit the issuance of a written declaration, a temporary PNG declaration may be made verbally and will remain in effect for **seven (7) calendar days**.
11. Written confirmation of the status must be provided as soon as reasonably possible (typically within **seven (7) calendar days**) and approved by the Decision-Maker.
12. Temporary PNG declarations shall include a confidentiality notice. These declarations will only be shared with individuals or offices who need to know these details for the performance of their duties or where disclosure is necessary as required under a relevant policy or legislation (e.g., *Occupational Health and Safety Act* (OHSA), etc.).

Issuing a Declaration

13. A PNG declaration shall be issued to an individual in writing and shall include the following information:
 - a) that they are prohibited from all University Property or parts of University Property specifying the portion or restricted area and/or any off-campus events;
 - b) that declarations are effective immediately and remain in effect for the Term of the declaration unless revoked in writing;
 - c) the Term of the declaration;
 - d) the reason for the declaration;
 - e) that if they return to University property (or the designated portion), they may be subject to apprehension and charges under the [Trespass to Property Act](#); and
 - f) that a review/appeal of the declaration is available.
14. The suggested text of a PNG declaration is given in [Appendix A](#) and may be modified to address the specific circumstances.
15. A declaration will not restrict access to the McMaster University Medical Centre (or other hospital or health service location affiliated with McMaster) where the sole purpose of the visit is to seek medical treatment for the individual or their family member.

REPORTING BY DECISION-MAKERS

16. The Decision-Maker must ensure that:
 - a) Campus Safety Services is notified immediately, in writing, of all individuals who have been declared PNG;
 - b) the Vice-President, Operations and Finance is notified of all issued declarations; and

PERSONA NON GRATA DECLARATIONS

- c) the Provost is notified of an issued declaration involving a faculty member or faculty visitor.

VIOLATION OF THE DECLARATION

- 17. If an individual who is the subject of a PNG is found or detected in the area they are denied, Campus Safety Services should be notified immediately by dialling 88 from any University phone or by dialling 905-525-9140 ext. 24281. The individual may be subject to apprehension and charge by Campus Safety Services under the *Trespass to Property Act*.

REQUEST FOR A REVIEW/APPEAL

- 18. A review of the declaration does not act as a stay of the original decision.
- 19. The declaration **remains in effect** during and after the review process unless the declaration is modified or withdrawn.

Review Procedures for Relevant Process Declarations

- 20. An individual who is the subject of a PNG declaration through a Relevant Process must use the appeal/review procedures of that process/policy.

Review Procedures under Declarations under this Policy

- 21. An individual who is the subject of a PNG outside of a Relevant Process may make a written request to have the decision to issue the declaration reviewed by directing correspondence to the Vice-President, Operations & Finance. The request must include:
 - a) the reasons for the review request;
 - b) an explanation for the conduct that precipitated the declaration;
 - c) the reason(s) for the individual's requirement to be on University Property; and
 - d) any other information the person wishes to be considered during the review.
- 22. Normally, a substantive determination on the request will be made and communicated in writing within **thirty (30) calendar days** of receipt of the request.
- 23. The **Reviewer** will be the Vice-President, Operations & Finance and/or the Provost, depending on who has not been involved in the original decision to issue the declaration.
- 24. The Reviewer will be informed of any relevant decisions through any other University processes involving the individual.
- 25. The Reviewer may defer the request for review pending the outcome of an investigation by the University, including the filing of a grievance or similar steps. A deferral of the review shall be communicated in writing to the individual who is the subject of the PNG declaration.

PERSONA NON GRATA DECLARATIONS

RECORD KEEPING

26. Campus Safety Services shall retain declarations for a period of seven (7) years from the date of issuance or renewal of issuance.

RELATED LEGISLATION AND POLICIES

27. This Policy is to be read in conjunction with the following policies, legislation, and collective agreements. Any question about the application of this Policy or related policies shall be answered by the Vice-President, Operations & Finance, as appropriate, and in conjunction with the Office of Legal Services and the administrator of the other policy or policies. The University reserves the right to amend or add to this list from time to time (this is not a comprehensive list):

Legislation

- *Criminal Code of Canada*
- *Employment Law*
- *McMaster University Act, 1976*
- *Occupational Health & Safety Act*
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Policies

- *Code of Student Rights and Responsibilities*
- *Discrimination and Harassment Policy*
- *Employee Labour Relations – Collective Agreements and applicable employment contracts*
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- *Professional Behaviour Code for Graduate Learners, Health Sciences*
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APPENDIX A

This document contains suggested wording that must be reviewed and adjusted by the issuing department to address the specific details of each case.

PRIVATE AND CONFIDENTIAL

[Date]

[Name and Address]

Re: Persona Non Grata

Dear [...]:

McMaster University is currently involved in an ongoing (incident) investigation of matters related to [...].

As the *(Position title)* [...] for McMaster University, I am advising that you are not permitted to be on the properties of McMaster University. This directive is made in the interest of safeguarding yourself, the University and all Community Members. As such, this *Persona Non Grata* declaration will be in effect immediately for a period of one (1) year, unless a temporary or extended term is authorized.

Effective immediately, you are denied the privilege of attending any McMaster University property with the exception of McMaster [Department XXX for the purpose of XXX].

A declaration will not restrict access to the McMaster University Medical Centre or other health services locations for the sole purpose of accessing medical treatment, unless specifically identified, for you or a family member. Please contact [...] to make arrangements to have your declaration temporarily lifted during the date/times that you plan to attend specific appointments.

As an individual declared, if you are found on McMaster University property you may be subject to a charge by McMaster University Campus Safety Services under the *Trespass to Property Act*, which may result in your arrest and charges being laid.

A copy of this declaration is filed with McMaster University Campus Safety Services and shall remain in effect for the specified term or until revoked in writing.

If you wish to have this decision declaring you PNG reviewed, please contact the Vice-President (Operations & Finance) at (905) 525-9140 ext. 24755 or by email at vpof@mcmaster.ca.

We seek your willing compliance with this directive and look forward to your cooperation.

Thank you,

January 18, 2023

TO: David Farrar
Chair of Senate

AND TO: Senate Executive Committee

FROM: Andrea Thyret-Kidd
University Secretary

SUBJECT: Senate Enquiry - Persona Non Grata Declarations Policy

The following information is provided in response to an enquiry raised at the Senate meeting on December 14, 2022. The enquiry was a series of questions related to the origins and approval of the Persona Non Grata (PNG) Policy, posted on the Human Resources website.

Background

As an operational policy focused on protecting the health and safety of the campus community, the PNG Policy was approved by the PVP (President and Vice-Presidents) group on June 4, 2019. As noted in the policy, the responsible executive is the Vice-President (Administration) (now renamed the Vice-President, Operations and Finance).

Previous to June 2019, there was a long-standing (decades) PNG working process operated by a number of operational units within the University. The introduction of the formal policy in 2019 was an initiative led by the former Vice-President (Administration) and was intended to formalize these working practices, promote transparency and improve consistency. It also included additional measures to ensure procedural fairness, such as incorporating the right for individuals who are subject to a PNG declaration to seek a review of the decision. Once approved, the PNG policy was made publicly available on the Human Resources website making the processes more visible and accessible than the earlier working procedures.

The policy was drafted with the input of many areas, including Environmental and Occupational Health and Support Services, Security Services, Office of Legal Services, Human Resources Services, Students Affairs, Housing & Conference Services, etc.

PNG Declarations

The authority to enact PNGs derives from the responsibility of the Board of Governors to maintain the health, safety and security of the University's property, employees and students. The Board of Governors oversees the management and control of the University's operations, including the University's property, revenues and business affairs, with the day-to-day responsibility being delegated to the President. The Board has a dedicated committee – the Audit and Risk Committee – which assists the Board in fulfilling its oversight responsibilities on a range of issues, including risk management, internal controls, and legal compliance. The President and Vice-Presidents report to and are accountable to the Audit and Risk Committee for these matters, and for ensuring compliance with the broader legal and regulatory framework that the University is subject to.

The PNG policy is an operational policy that works in concert with other Senate and Board approved policies and governs the administrative requirements for how and when a PNG declaration is made, communicated, and reviewed. In this way, it is similar to other health and safety policies such as the Workplace & Environmental Health and Safety Policy, the Storm Emergency Policy or risk management programs that are posted to the Human Resources Services website.

PNGs can also be issued through certain policies approved by both the Senate and the Board, such as the Discrimination & Harassment Policy, Sexual Violence Policy, Workplace Violence Policy, and Code of Student Rights & Responsibilities.

Health and Safety and PNG Policies

PNG policies are standard operational practice for most complex organizations that are responsible for the health and safety of individuals and premises, particularly those with significant physical space and property.

Universities, like other organizations with employees, are subject to the Ontario Occupational Health and Safety Act (OHSA). The Act makes employers responsible for providing a safe working and learning environment, taking all reasonable precautions to protect employees from illness and injury and maintaining a working environment free from harassment, sexual harassment and workplace violence.

The PNG Policy at McMaster

McMaster has more than 50,000 students, faculty and staff. While the University campus is seen as a community, it is not separate from the rest of the Hamilton

community and is not immune from the hazards and situations that are found throughout society. The PNG policy applies to all visitors to McMaster's campus so is not limited to particular campus groups.

From time to time McMaster must manage potentially dangerous and also illegal activities, including threatening behaviour by and against faculty, students and staff, and violent incidents including the use of weapons. The University must be prepared to manage a wide-range of incidents that can occur at any time. The PNG Policy is one of the tools that assists with maintaining the health and safety of campus.

In practice, there is a measured/minimal approach to using PNG declarations. In some cases, they are used for a short length of time or for a specific location such as a class or residence building. If the situation has a greater potential to compromise the health and safety of campus, a PNG declaration of a longer duration, or in some cases a permanent PNG, may be required. Please see below for statistics on the 2022 PNG declarations.

Additional Question Raised at Senate

The enquiry raised at the Senate also raised questions about the circulation of a poster that includes the name and picture of an individual subject to a PNG designation. This is called an Occupational Health and Safety Act (OHSA) notice or bulletin. The issuing of such a bulletin is conducted through the OHSA and not through the PNG Policy, although the two are often closely related.

As mentioned above, Universities are subject to legislation such as the OHSA. The Act requires employers to provide information to workers related to a person who could pose a risk of violence within the workplace.

The legislation reads:

s.32.0.5 Information

(2) An employer shall provide a worker with,

(a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence; and

(b) any other prescribed information or instruction. 2009, c. 23, s. 3.

Provision of information

(3) An employer's duty to provide information to a worker under clause 25 (2) (a) and a supervisor's duty to advise a worker under clause 27 (2) (a) include the duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,

(a) the worker can be expected to encounter that person in the course of his or her work; and

(b) the risk of workplace violence is likely to expose the worker to physical injury. 2009, c. 23, s. 3.

Limit on disclosure

(4) No employer or supervisor shall disclose more personal information in the circumstances described in subsection (3) than is reasonably necessary to protect the worker from physical injury. 2009, c. 23, s. 3.

McMaster uses a Violence Risk Triage (VRT) process when the University becomes aware that an individual poses, or may pose, a violence risk to members of the McMaster University community. The VRT is an objective, evidence-based tool used to determine whether there are reasonable grounds to be concerned for future risk of violence. The outcome of the VRT informs recommended management strategies to safeguard the university community. These strategies may include the issuing of a PNG declaration or the issuing of a health and safety notice (bulletin) in accordance with the employer's duty to protect and inform. Bulletins are issued less often than PNGs and there is a requirement to only provide the bulletin to those persons who may reasonably be expected to encounter the relevant individual in their workplace.

This information was gathered after discussions with Brent Davis (University Counsel), Maggie Pooran (Executive Director, Health, Safety, Well-Being and Labour Relations) and Wanda McKenna (Assistant Vice-President & Chief Human Resources Officer). They and Saher Fazilat (Vice-President Operations & Finance) will be available at the Senate Executive meeting to answer any further questions.

Cc S. Tighe, Vice-Chair of Senate

A total of 25 persons were PNG'd in calendar year 2022.

Of the 25 persons declared PNG, the analysis demonstrates the following:

2022	Persons				
Total PNG 25	25				
Status	Student	Staff	Non Affiliated		
	7	3	15		
Issued By (Dept)	Security	SSCMO	ELR	Housing	
	16	5	3	1	
Duration	1 Yr	5 Yr	Term	Courts	Until Further
	13	3	3	1	5
Removed from	Campus	Residence			
	23	2			

Court: PNG while the person is before the courts on judicial conditional release
 Until Further: Until further notice
 SSCMO: Student Support and Case Management Office
 ELR: Employee Labour Relations

REPORT TO THE SENATE
from the
UNIVERSITY PLANNING COMMITTEE

FOR APPROVAL

1. Closure of two Certificate of Professional Learning Programs

At its meeting on March 6, 2024, the University Planning Committee approved the closure of two Certificate of Professional Learning Programs in Intercultural Competency (ICL) and Foundations in Workplace Intercultural Competency & Communication. Further details can be found within the circulated materials.

- a. Closure of the Intercultural Competency (ICL) Program**
- b. Closure of the Foundations in Workplace Intercultural Competency & Communication Program**

It is recommended,

that the Senate approve the closure of the Certificate of Professional Learning Program in Intercultural Competency (ICL), and the closure of the Certificate of Professional Learning Program in Foundations in Workplace Intercultural Competency & Communication, as circulated.

Senate: FOR APPROVAL

March 20, 2024



CONTINUING
EDUCATION

DATE: February 6, 2024
TO: Joint Certificates, Diplomas & Microcredentials Committee
FROM: Lorraine Carter, Director, McMaster Continuing Education
RE: Closure of Intercultural Competency (ICL) Certificate of Professional Learning Program

Effective December 31, 2024, McMaster Continuing Education (MCE) will close the Intercultural Competency (ICL) Certificate of Professional Learning program. The decision to close the program was based on a review conducted in Fall 2023.

The program review included stakeholder engagement with MCE instructors and McMaster University's Equity and Inclusion Office. Interviews were conducted with representatives from various sectors, including government, public safety, business, healthcare and not-for-profit. The conclusion of the review was that there was no clear consensus or direction regarding the type of intercultural and/or equity, diversity, and inclusion programming MCE should offer. Instead, MCE looks forward to evolving its relationship with the Equity and Inclusion Office and other partners on the campus to assist with learning and training requests they receive pertaining to intercultural values and practices.

Plans to Wind Down the Program

Every effort will be made to ensure that students currently enrolled in ICL courses will have time to take their courses and to earn their Certificate of Professional Learning before closure of the program. The following provides detail about the steps that will be used to communicate closure of the program and manage the wind-down phase:

- Instructors will be informed about the closure and the effect on their course load.
- An email has been prepared for all students enrolled in ICL courses since the program's launch.

- Those wishing to complete the program will be able to do so through a carefully constructed plan and schedule.
- Course scheduling information will be distributed to all students to enable their planning.

The specific courses that will be closed are as follows:

ICL 101, Foundations of Intercultural Competencies

ICL 102, Intercultural Communication

ICL 103, Intercultural Workplaces

The closure of the ICL program affects two other programs:

1. Foundations in Workplace Intercultural Competency and Communication (WICC)
Certificate of Professional Learning: This program is being closed since two of the three courses in the WICC program derive from the ICL program.
2. Business Admin Generalist Diploma: This program presently permits students to take ICL 101 as an elective course. This course will no longer be available after the ICL program closes.

Further information about how the above two programs are affected by the closure of the ICL program is found in the two documents that follow this letter. Finally, I have advised Dr. Sean Corner about the closure of the ICL program and appreciate his support in launching the program and at this time.

Sincerely,



Lorraine Carter
Director, Continuing Education



CONTINUING
EDUCATION

DATE: February 6, 2024
TO: Joint Certificates, Diplomas & Microcredentials Committee
FROM: Lorraine Carter, Director, Continuing Education
RE: Closure of Foundations in Workplace Intercultural Competency & Communication

Effective December 31, 2024, McMaster Continuing Education (MCE) will close the Certificate of Professional Learning program called Foundations in Workplace Intercultural Competency and Communication (WICC).

The program is being closed because of the closure of the Intercultural Competency (ICL) Certificate of Professional Learning program.

Consisting of three courses, the WICC program requires completion of two ICL courses. The third course in the program will continue to be offered as part of the Human Resources Management program.

Plans to Wind Down the Program

Every effort will be made to ensure that students currently enrolled in ICL courses will have time to take their courses and earn the WICC Certificate of Professional Learning before the closure of the program. The following provides details about the steps that will be used to communicate the closure of the program and manage the wind-down phase:

- Instructors will be informed about the closure and the effect on their course load.
- An email has been prepared for all students enrolled in ICL courses and in the WICC program.

- Those wishing to complete the WICC program will be able to do so through a carefully constructed plan and schedule.
- Course scheduling information will be distributed to all students to enable their planning.

Sincerely,

A handwritten signature in cursive script that reads "Lorraine Carter".

Lorraine Carter,
Director, Continuing Education

**REPORT TO THE SENATE
FROM THE
COMMITTEE ON APPOINTMENTS**

Open Session (Regular)

At its meeting on February 26, 2024, the Committee on Appointments approved the following recommendation and now recommends it to Senate for approval:

1. Terms of Reference

- a. Establishment of the Vice-Provost, Indigenous

It is now recommended,


that the Senate approve, for recommendation to the Board of Governors, the establishment of the Vice-Provost, Indigenous, as circulated.

**SENATE: FOR APPROVAL
March 20, 2024**

MEMORANDUM

February 15, 2025

TO: Senate Committee on Appointments

FROM: Dr. Susan Tighe 
Provost & Vice-President Academic

RE: **For Recommendation - Vice-Provost, Indigenous Terms of Reference**

In continuing to advance McMaster's commitment to Truth and Reconciliation, an extensive consultation process was undertaken to develop Terms of Reference for a new Vice-Provost, Indigenous faculty appointment.

Prior to drafting the Terms of Reference, Indigenous students, staff and faculty participated in facilitated discussions that focused on an Indigenous Leadership Model. These discussions were facilitated by Michelle Sault of Minokaw Consulting and Elder Diane Longboat. In total there were five meetings between October 7th, 2021 and April 2nd, 2022 that focused on the development of the Indigenous Leadership Model.

After a robust discussion during a September 2022 Indigenous Education Council (IEC) meeting, the IEC requested that Dr. Bernice Downey, Associate Dean, Indigenous Health and Dr. Savage Bear, Assistant Professor, Director McMaster Indigenous Research Institute prepare a draft Vice-Provost, Indigenous Terms of Reference. The initial draft was prepared in Spring 2023 and was discussed at the June 8th, 2023 IEC meeting. Those in attendance were:

- Ms. Lori Davis-Hill, Assistant Professor, School of Rehabilitation Science
- Ms. Chrissy Doolittle, Director, Indigenous Student Services
- Ms. Shylo Elmayan, former Director, Indigenous Student Services
- Ms. Brooke Fearn, Undergraduate Student; Chair, Cooperative Indigenous Students Studies and Alumni (CISSA)
- Dr. Karen Hill, Assistant Professor, Family Medicine
- Mr. Leroy Hill, Six Nations Confederacy Council Member
- Dr. Susan Hill, Director, Centre for Indigenous Studies and Associate Professor, University of Toronto
- Dr. Jerry Hurley, Dean, Social Sciences
- Dr. Robert Innes, Chair, Indigenous Studies
- Ms. Val King, Mississaugas of the Credit Member
- Ms. Katelyn Knott, former Research Coordinator, McMaster Indigenous Research Institute
- Mr. James LeMoine, PhD Student; President, McMaster University American Indian Science and Engineering Society (AISES) Chapter
- Dr. Brandon Martin, Assistant Professor, Languages, Literatures and Cultures, Toronto Metropolitan University
- Dr. Dawn Martin-Hill, Associate Professor, Anthropology, Indigenous Studies
- Dr. Rick Monture, Associate Professor, English and Cultural Studies

- Ms. Elya Porter, Research Coordinator, McMaster Indigenous Research Institute
- Ms. Jill Rogers, Associate Professor, Department of Health Research Methods, Evidence & Impact
- Ms. Alexandra Trotter, Executive Director, Indigenous Health Learning Lodge
- Mr. Sean Van Koughnett, Associate Vice-President (Students and Learning) & Dean of Students
- Dr. Jennifer Walker, Associate Professor, Department of Health Research Methods, Evidence & Impact
- Dr. Renae Watchman, Associate Professor, Indigenous Studies
- Dr. Vanessa Watts, Assistant Professor, Sociology, Indigenous Studies
- Dr. Adrienne Xavier, Assistant Professor, Indigenous Studies

A formal extensive consultation on the Terms of Reference was then conducted from September 27th, 2023 to February 6th, 2024. A total of three of meetings were held with members of the IEC. The IEC Academic Co-Chair, Dr. Dawn Martin-Hill, also extensively engaged the Indigenous community regarding championing the needs of the Indigenous people, their interests and initiatives by meeting with Leroy Hill, Six Nations Confederacy Member; Dr. Brandon Martin, Assistant Professor, Toronto Metropolitan University; Sherri-Lyn Hill, Elected Chief Six Nations; and Rebecca Jamieson, President, and CEO Six Nations Polytech.

In total more than 25 Indigenous faculty, staff, students and community members participated in the consultation process. It is important to note that the Vice-Provost, Indigenous Terms of Reference was created by the Indigenous community and as such has additional content that is distinct from other Vice-Provostial Terms of References.

I am writing to request that the Senate Committee on Appointments approve, for recommendation to Senate and the Board of Governors, the Terms of Reference for the position of Vice-Provost, Indigenous.

Attachments (1)

- Vice-Provost, Indigenous Terms of Reference

Vice-Provost, Indigenous, Terms of Reference

Background: Current Post-Secondary Indigenous Education Environment

There are considerable changes happening in post-secondary institutions across Canada with regards to Indigenous leadership. While many universities have had 'Equity, Diversity and Inclusion' offices for decades, leadership offices dedicated to specifically Indigenous Initiatives are now becoming mainstream.

In a review of the U15, it was determined that McMaster was one of only three universities that did not have a formal Indigenous leader.

We believe the time has come for McMaster to support a role of Vice-Provost Indigenous.

"You cannot decolonize diversity, equity, and inclusion. DEI is from a reformist paradigm (we can look to abolition to see why reform never works). Decolonization is from a paradigm of dismantling structures of oppression, not reforming them. DEI is operating exactly as intended."
Dr. Autumn BlackDeer (a decolonial Indigiqueer from the Southern Cheyenne Nation).

Primary Purpose of the Position:

The Vice-Provost, Indigenous (VP-I) is a senior academic administrator with university-wide responsibilities. The VP-I has a broad, proactive mandate to play a central role in Indigenous education and awareness-raising initiatives.

The Collective Indigenous Community of McMaster will inform the VP-I's work to address campus-wide systemic issues related to the Indigenization of the University. The Indigenization work of the Vice-Provost is expected to advance the University's commitment to reconciliation and foster a culture which embraces and promotes Indigenous self-determination within a Nation-to-Nation framework.

In the context of the historical migration of Western European white settlers to the diverse, contemporary groups from all over the world who are represented here on campus; as Indigenous Peoples, we claim our right to move forward in a path of self-determination that encompasses the diverse First Nations, Inuit, and Metis communities who attend McMaster University and live in the Dish with One Spoon Territory.

The VP-I supports the development and implementation of relevant policies and processes, including those for the handling of concerns and complaints. The role provides expertise, insight, advice, and assistance across the Institution on matters of Indigenization and reconciliation and ensures a visible and relevant presence for and sustained focus on these issues to infuse the values of reconciliation and self-determination into the day-to-day work of the University.

Indigenous Leadership Model

The VP-I role will be grounded in foundational, diverse Indigenous values and principles including self-determination, reciprocity, respect, and harmony for example, and will foster the collective voice and cohesion of existing Indigenous leadership on campus and community rights holders. The Terms of Reference for the Vice-Provost, Indigenous will be a living document which will evolve as the Indigenous community of McMaster University evolves.

The Vice-Provost, Indigenous role will co-lead an Indigenization process that will uphold Haudenosaunee and Anishinaabe worldviews *in balance* with the inclusion of diverse Indigenous perspectives as represented by the McMaster Indigenous faculty, staff, and student community.

Accountability

The VP-I will have dual accountability: a collective Indigenous accountability and a University-based accountability.

Collective Indigenous accountability

This leadership role is accountable to an Indigenous Leadership Circle that includes, elders, traditional practitioners, faculty and Indigenous administrators including the Co-Chairs of the Indigenous Education Council (IEC), the Director of Indigenous Student Services (ISS), the Chair, Indigenous Studies Department (ISD), the Director of the McMaster Indigenous Research Institute (MIRI), and the Executive Director of the Indigenous Health Learning Lodge (IHLL). The VP-I will work closely with all Indigenous Leadership roles on campus and will be guided by the Indigenous Education and Research Strategic Plan goals and priorities. The VP-I will also participate in the Joint Indigenous Administrative Consultative Group (JIACG) advisory process towards *operationalizing* the Indigenous Education and Research Plan. The Indigenous Leadership Circle will serve as an advisor to the Provost on performance evaluations to measure the effectiveness of the VP-I role.

University-based Accountability

The VP-I will report directly to the Provost and Vice-President (Academic). In addition, the VP-I will liaise with the Vice-President (Research), Deputy Provost, the Associate Vice-President (Students and Learning) and Dean of Students, the Vice-Provost and Dean of Graduate Studies, the Associate Dean, Indigenous health and the Associate Vice-President, Academic in the Faculty of Health Sciences, the Faculty Deans, and the Assistant Vice-President and Chief Human Resources Officer, as well as with other members of the senior administration with regard to matters of Indigeneity. The VP-I participates in the work of the President's Advisory Committee on Building an Inclusive Community (PACBIC) and the McMaster Accessibility Council (MAC).

Key Responsibilities:

1. Strategic and Collective Leadership

- a. Take leadership responsibility for implementing and maintaining a university Indigenous education and research plan, including ensuring that this plan continues to evolve as Indigenization leading practices emerge within the Indigenous education/research environment. The VP-I will be responsible for directly overseeing the Office of Indigenous Initiatives and the allocated budget to the Office of Indigenous Initiatives.
- b. Provide vision and leadership across the Institution for decolonization while furthering the Indigenization of McMaster University. The VP-I will work collaboratively with the Indigenous Community at McMaster University creating new initiatives while strengthening Indigenous visibility and self-determination within the Institution.
- c. Working in close collaboration with the JIACG, senior administration, identify and develop strategies to address systemic issues, support Indigenous faculty, learners, staff and foster non-Indigenous allyship through educational processes and policy reform.
- d. Carry messaging from the broader Indigenous leadership collective to **provide guidance and support** to members of the senior administration and others on emerging issues, opportunities, and challenges regarding Indigenous issues, and matters of campus climate, acting as the key point of contact regarding such matters for members of the internal and external communities.
- e. Working in close collaboration with the IEC, the Director of ISS, the Chair of ISD, the Director of MIRI, the Executive Director of the IHLL, the Associate Dean, Indigenous health, AVP (Students and Learning) and Dean of Students, the Vice-Provost and Dean of Graduate Studies, and the Faculty Deans, as well as with PACBIC, MAC **to identify the barriers** to post-secondary education for Indigenous communities, and support the development of pathways, strategies and policies intended to address such barriers.
- f. Provide support and assistance **in the implementation** of Indigenous-focused initiatives across the University incorporating input from Indigenous learners, faculty, and administrative leads.
- g. Liaise with the Associate Dean Indigenous Health and the Executive Director, Indigenous Health Learning Lodge to facilitate sharing of Indigenization leading practices across the University.

- h. Partner and liaise with the Provost, the Vice-President (Research), Deputy Provost, the AVP (Students and Learning) and Dean of Students, the Vice-Provost and Dean of Graduate Studies, the Associate Dean, Indigenous Health in the Faculty of Health Sciences, the Faculty Deans, and the Assistant Vice-President and Chief Human Resources Officer, as well as with other members of the senior administration to **embrace and implement the relevant recommendations** of the Truth and Reconciliation Commission of Canada's Final Report.
- i. Work closely with the Director of MIRI, Vice-President (Research) and Faculty Deans to **ensure that selection processes** for prestigious positions (e.g. CRCs and CERCs) as well as nominations for prestigious awards (e.g. FRSC) use processes that address issues of Indigeneity in alignment with the new 'Indigenous Ancestry Verification Policy.'
- j. Support the work of the AVP and **Chief Human Resources Officer** in developing and implementing strategies and policies to advance and support employment equity across the University, as well as the work of the Deputy Provost in supporting the recruitment and development of **Indigenous faculty members**.
- k. Represent McMaster externally and build networks with peers at other institutions across Canada and elsewhere to build relationships and engage in a community of best practice regarding the Indigenization of the Academy.

2. Collaboration with the Equity and Inclusion Office

- a. Guide and inform the Equity and Inclusion Office in support of McMaster's commitment to ensuring an inclusive, positive, respectful culture and climate across the University environment on campus. Opportunities for intersectionality will be identified with the guidance of the Indigenous leadership Circle but the role will maintain a self-determining approach in keeping with a strategic Indigenization goal.

3. Dispute Resolution and Complaint Handling

- a. Collaborate with the Human Rights and Dispute Resolution Program. This program has responsibility for overseeing all concerns, complaints and issues brought forward, including complaints of discrimination, harassment, and sexual violence, ensuring the provision of timely advice and responses, the availability of effective counselling, support, mediation, and alternative dispute resolution services, and ensuring an effective process for the conduct of formal investigations when required. Every effort will be made to collaborate with the Indigenous Leadership Circle and accommodate an Indigenous centric dispute resolution process which may involve, recruitment of Elders, facilitation of circle process, or other diverse Indigenous protocols.

- b. Ensure collaboration with colleagues in Human Resources Services, the Faculty of Health Sciences Professionalism Office, Student Support and Case Management, the University Secretariat, and other offices and senior administrators as appropriate, to ensure a consistent approach to the handling of complaints, and the effective implementation of policies and practices related to human rights and equity-related issues across the Institution.

4. Policy Advice, Training and Reporting

- a. Monitor legislative and policy developments in areas related to equity, human rights, sexual violence, and accessibility, and provide advice and support on the development and effective implementation of appropriate policies and strategies **to ensure institutional compliance with legislative and reporting requirements.**
- b. Collaborate with colleagues in **Human Resources Services**, the Faculty of Health Sciences Professionalism Office, the University Secretariat, and other offices and senior administrators as appropriate, **to provide a training program and to raise awareness of human rights and equity-related policies, practices [UNDRIP – Indigenous rights]** and legislative requirements throughout the Institution, including the *University's Discrimination, Harassment and Sexual Harassment: Prevention and Response*, the *Sexual Violence and Accessibility* policies, and the *Occupational Health and Safety Act*, support the effective implementation of relevant policies, and ensure that members of the senior administration and persons in authority have a thorough understanding of relevant processes and responsibilities under relevant policies and/or legislation.
- c. Ensure pan-University statistical data (*shape around OCAP and Data Sovereignty and Governance*) is collected and maintained, recording the numbers of concerns brought forward, disclosures made, complaints dropped or withdrawn, informal resolutions effected and formal complaints pursued under the *University's Discrimination, Harassment and Sexual Harassment: Prevention and Response* and *Sexual Violence* policies, and provide anonymized annual statistical reports to the University's governing bodies, including an analysis of such data and identifying areas or issues of repeated concern.

Term of Office:

The position of Vice-Provost, Indigenous shall be held by a qualified Indigenous faculty member, appointed by the Senate and Board of Governors for a five-year, renewable term, with an interim, collective, evaluation with the Indigenous Leadership Circle at the three-year point.

**REPORT TO THE SENATE
FROM THE
COMMITTEE ON HONORARY DEGREES**

At its meeting on February 29, 2024 and via E-Vote on March 8, 2024, the Committee on Honorary Degrees approved the following recommendations and now recommends them to Senate for approval:

1. Terms of Reference - Committee on Honorary Degrees

The revisions include a change in the membership to provide better representation across all areas of the University.

It is now recommended,

that the Senate approve in principle, the proposed revisions to the Committee on Honorary Degrees Terms of Reference and refer the revisions to the By-Laws Committee for review.

2. Guidelines for the Awarding of Honorary Degrees Policy Revisions

The revisions include clarity for who can receive an Honorary Degree, removes the Doctor of Divinity Honorary Degree as it is no longer awarded by McMaster, and limits the time a nomination can remain on the cumulative list.

It is now recommended,

that the Senate approve the proposed revisions for the Guidelines for the Awarding of Honorary Degrees Policy, as circulated.

**SENATE: FOR APPROVAL
March 20, 2024**

THE COMMITTEE ON HONORARY DEGREES

1. The Committee on Honorary Degrees shall consist of the following membership:

Ex Officio Members

Chancellor, who shall be Chair
President, who shall be Vice-Chair

~~Five other members of the Senate
One alumni member of the Senate~~

Members

~~Six faculty members, one from each Faculty
One alumni senator
One graduate student senator
One undergraduate student senator~~

Consultants

~~University Registrar or delegate
Associate Vice-President, Equity and Inclusion or delegate
Advisor to the President, External Relations or delegate~~

~~Four~~Six members of the Committee constitute a quorum at any meeting thereof.

2. The Committee shall ~~receive and consider nominations for honorary degrees. The Committee is responsible for make recommendations presenting to the Senate of a list of recommended recipientsnames of persons, the type of degree and the Convocation Ceremony at which each degree should be conferred, upon whom it is thought fitting to confer the honorary degree of Doctor of Laws, Doctor of Science, Doctor of Letters, or any other honorary degree that may be established by the Senate.~~

2-3. ~~The Committee shall advise on policies relating to honorary degrees.~~

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Revised: June 8, 2022

THE COMMITTEE ON HONORARY DEGREES

1. The Committee on Honorary Degrees shall consist of the following membership:

Ex Officio Members

Chancellor, who shall be Chair

President, who shall be Vice-Chair

Members

Six faculty members, one from each Faculty

One alumni senator

One graduate student senator

One undergraduate student senator

Consultants

University Registrar or delegate

Associate Vice-President, Equity and Inclusion or delegate

Advisor to the President, External Relations or delegate

Six members of the Committee constitute a quorum at any meeting thereof.

2. The Committee shall receive and consider nominations for honorary degrees. The Committee is responsible for presenting to the Senate a list of recommended recipients, the type of degree and the Convocation Ceremony at which each degree should be conferred.
3. The Committee shall advise on policies relating to honorary degrees.

Revised:

Complete Policy Title

Policy Number (if applicable):

| Guidelines for the Awarding of Honorary Degrees

Approved by

Date of Most Recent Approval

Senate

TBD

Date of Original Approval(s)

Supersedes/Amends Policy dated

| December 12, 1977

- April 24, 1978
- February 1, 1982
- October 26, 1990
- March 12, 1993
- November 29, 1996
- November 11, 1997
- November 25, 1999
- March 10, 2021

Responsible Executive

Policy Specific Enquiries

President & Vice-Chancellor

[President & Vice-Chancellor](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

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POTENTIAL CANDIDATES CRITERIA FOR AWARDING OF AN HONORARY DEGREE

1. There are three general categories of people upon whom the University confers honorary degrees:
 - a) individuals who are distinguished scholars or who have made outstanding contributions to the creative or performing arts;
 - b) individuals who have distinguished reputations in the area of public service at the national or international levels, or who have had long and distinguished careers in professions such as law, or as educators, for example; and
 - c) individuals who have made important and noteworthy contributions to McMaster University and/or the local community.
2. Individuals in any one of these three categories are given special consideration if they are alumni of the University or are, or have been, associated with the University in some way.
3. In-line with McMaster University's commitment to inclusive excellence, the Committee on Honorary Degrees will integrate principles of equity, diversity, and inclusion in its processes for soliciting and assessing candidates for honorary degrees.
4. Active faculty, staff, members of the Board of Governors, members of the Senate, and active politicians are not typically eligible for an honorary degree. Retired faculty/staff/members may be nominated at least three years after retirement.
5. Honorary degrees are not typically awarded posthumously or in absentia.
6. Honorary degrees may be awarded to a group provided that the group fulfils the requirements for an honorary degree recipient. In such cases, the degree is awarded to the group as a whole and not to the individual members.

NUMBER OF DEGREES GRANTED

- ~~3-7.~~ Normally/Typically, one honorary degree is granted at each Convocation ceremony, although this varies depending on the circumstances and the honorary degree recipient. Usually there is a relationship between the recipient's field of interest and the Convocation at which the honorary degree is conferred. Although it is convention to award an honorary degree at each convocation, there may be times when the University elects not to do so at one or more convocation. ~~In rare cases, if there are before the Committee on Honorary Degrees a relatively large number of individuals who are well-qualified to receive honorary degrees, then the Committee might recommend that two or three honorary degrees be conferred at a particular Convocation.~~
- ~~4.~~ There are, at present, eleven Spring Convocations:

GUIDELINES FOR THE AWARDING OF HONORARY DEGREES

- a) ~~one for the Faculty of Humanities and the Arts and Science Programme, and~~
 - b) ~~two for each of the Faculties of Business, Engineering, Health Sciences, Social Sciences.~~
5. ~~There are also three Fall Convocations which include graduands from all disciplines and Faculties. Usually there is a relationship between the recipient's field of interest and the Convocation at which the honorary degree is conferred.~~

DEGREES CONFERRED

6.8. ~~At this time, the University confers four~~ three honorary degrees:

- a) ~~Doctor of Divinity (D.D.) awarded for outstanding service to or scholarship in the religious community;~~
 - b) ~~d) Doctor of Letters (D.Litt.) awarded for outstanding achievement in the humanities, or in the performing or fine arts;~~
 - e) ~~e) Doctor of Science (D.Sc.) awarded for outstanding achievement in the pure and applied sciences, usually through research; and~~
 - f) ~~f) Doctor of Laws (LL.D.) awarded for outstanding academic achievement in the Social Sciences and/or for significant community contributions at the local, national, or international levels.~~
9. ~~Any decision to award a degree other than these specified here would require a formal resolution to Senate. It should also be noted that~~ the matter would have to also be referred to the Senate Committee on University Ceremonials for the designing of the appropriate academic regalia.
10. All nominations are valid for a period of three years (the year of nomination, plus two years). Nominators should be aware that no information about the status of a nomination will be shared, aside from the public announcement of those who have agreed to accept the offer of an honorary degree.

Complete Policy Title

Policy Number (if applicable):

Guidelines for the Awarding of Honorary Degrees

Approved by

Date of Most Recent Approval

Senate

TBD

Date of Original Approval(s)

Supersedes/Amends Policy dated

December 12, 1977

- April 24, 1978
- February 1, 1982
- October 26, 1990
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CRITERIA FOR AWARDING OF AN HONORARY DEGREE

1. There are three general categories of people upon whom the University confers honorary degrees:
 - a) individuals who are distinguished scholars or who have made outstanding contributions to the creative or performing arts;
 - b) individuals who have distinguished reputations in the area of public service at the national or international levels, or who have had long and distinguished careers in professions such as law, or as educators, for example; and
 - c) individuals who have made important and noteworthy contributions to McMaster University and/or the local community.
2. Individuals in any one of these three categories are given special consideration if they are alumni of the University or are, or have been, associated with the University in some way.
3. In-line with McMaster University's commitment to inclusive excellence, the Committee on Honorary Degrees will integrate principles of equity, diversity, and inclusion in its processes for soliciting and assessing candidates for honorary degrees.
4. Active faculty, staff, members of the Board of Governors, members of the Senate, and active politicians are not typically eligible for an honorary degree. Retired faculty/staff/members may be nominated at least three years after retirement.
5. Honorary degrees are not typically awarded posthumously or in absentia.
6. Honorary degrees may be awarded to a group provided that the group fulfils the requirements for an honorary degree recipient. In such cases, the degree is awarded to the group as a whole and not to the individual members.

NUMBER OF DEGREES GRANTED

7. Typically, one honorary degree is granted at each Convocation ceremony, although this varies depending on the circumstances and the honorary degree recipient. Usually there is a relationship between the recipient's field of interest and the Convocation at which the honorary degree is conferred. Although it is convention to award an honorary degree at each convocation, there may be times when the University elects not to do so at one or more convocation.

DEGREES CONFERRED

8. At this time, the University confers three honorary degrees:

GUIDELINES FOR THE AWARDING OF HONORARY DEGREES

- a) **Doctor of Letters (D.Litt.)** awarded for outstanding achievement in the humanities, or in the performing or fine arts;
 - b) **Doctor of Science (D.Sc.)** awarded for outstanding achievement in the pure and applied sciences, usually through research; and
 - c) **Doctor of Laws (LL.D.)** awarded for outstanding academic achievement in the Social Sciences and/or for significant community contributions at the local, national, or international levels.
9. Any decision to award a degree other than these specified here would require a formal resolution to Senate. The matter would have to also be referred to the Senate Committee on University Ceremonials for the designing of the appropriate academic regalia.
10. All nominations are valid for a period of three years (the year of nomination, plus two years). Nominators should be aware that no information about the status of a nomination will be shared, aside from the public announcement of those who have agreed to accept the offer of an honorary degree.

**REPORT TO THE SENATE
FROM THE
COMMITTEE ON STUDENT AFFAIRS**

Open Session (Regular Agenda)

1. Terms of Reference – Committee on Student Affairs

At its meeting on December 6, 2023, the Committee on Student Affairs reviewed and approved the revised terms of reference for the Committee on Student Affairs. The current terms of reference are outdated and do not reflect the nature of the Committee. They have been revised to reflect the changes and address the non-academic issues which the Committee will consider.

It is now recommended,

that the Senate approve in principle, the proposed revisions to the Committee on Student Affairs Terms of Reference and refer the revisions to the By-Laws Committee for review.

2. Student Case Management Office (SCM) – Annual Report

At its meeting on February 28, 2024, the Committee on Student Affairs received the annual report from the Student Case Management Office. This is the first annual report since 2018/19. The office has shifted to proactive interventions to help students facing barriers meet success. SCM has taken the opportunity to provide meaningful assistance to students before their individual circumstances worsen, both academically and personally. The office has been able to engage with at-risk students earlier than in the past due to a well-established referral process.

**SENATE: FOR APPROVAL/INFORMATION
March 20, 2024**

Terms of Reference

THE COMMITTEE ON STUDENT AFFAIRS

(Senate by-laws IX.138 and 139)

138. The Committee on Student Affairs shall consist of the following membership:

Ex Officio Members

Chancellor

President

Associate Vice-President (Students and Learning) ~~and~~ & Dean of Students, who shall be Chair

Members

Three faculty members, at least one of whom shall be an elected faculty member of the Senate

Four student members of Senate, one of whom shall be a graduate student and three of whom shall be undergraduate students.

Consultants

President, McMaster Association of Part-Time Students (MAPS)

Five members of the Committee constitute a quorum at any meeting thereof.

~~139. The Committee has the authority to approve, on behalf of the Senate, minor changes to the Residence Agreement Contract, and will report the revisions to the Senate for information. The Committee has the authority to approve major changes to the Residence Agreement Contract and recommend the revisions to the Senate for approval, and report to Senate for information, minor changes to the Residence Agreement Contract on behalf of Senate and~~

~~140.~~

~~139.—The Committee shall otherwise recommend to the Senate policies, and receive submissions, on non-academic aspects of student life issues important to the student experience, including University residences and student services access, equity, belonging and accessibility, conduct, health and well-being, housing, physical space, and transportation. n, a health and well being, and on matters of student conduct and discipline.~~

This responsibility shall include:

- a) developing and periodically reviewing in consultation with relevant student leadership, for recommendation to the Senate, policies owned by the Associate Vice-President (Students and Learning) & Dean of Students, including the Code of Student Rights and Responsibilities, the Student Groups Policy, the Policy on Academic Accommodations for Students with Disabilities, and the Policy on the First Year Experience (Orientation and Transition) for Undergraduate Students. ~~University codes of student conduct and discipline, including for resident students;~~

~~b) approving the constitutions of student residences and any amendments thereto;~~

~~e) receiving annually a report from the Dean of Student AffairsAssociate Vice-President (Students and Learning) & Dean of Students which shall include reference to non-academic disciplinary problems on-campus; and~~

~~d)~~

~~e)c) establishing such sub-committees as may from time to time be deemed.~~

Revised: ~~June 7, 2023~~

Terms of Reference

THE COMMITTEE ON STUDENT AFFAIRS

(Senate by-laws IX.138 and 139)

138. The Committee on Student Affairs shall consist of the following membership:

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President, McMaster Association of Part-Time Students (MAPS)

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140. The Committee shall otherwise recommend to the Senate policies, and receive submissions, on non-academic issues important to the student experience, including access, equity, belonging and accessibility, conduct, health and well-being, housing, physical space, and transportation.

This responsibility shall include:

- a) developing and periodically reviewing in consultation with relevant student leadership, for recommendation to the Senate, policies owned by the Associate Vice-President (Students and Learning) & Dean of Students, including the Code of Student Rights and Responsibilities, the Student Groups Policy, the Policy on Academic Accommodations for Students with Disabilities, and the Policy on the First Year Experience (Orientation and Transition) for Undergraduate Students.
- b) receiving annually a report from the Associate Vice-President (Students and Learning) & Dean of Students

c) establishing such sub-committees as may from time to time be deemed.

Revised:, 2023

Towards a New Normal: Responding to Increasing Student Needs

Annual Report of the Student Case Management Office – 2022/2023

Visit scm.mcmaster.ca

BRIGHTER WORLD



About this Report

This is the 2022-2023 annual report of the Student Case Management (SCM) Office at McMaster University. This report covers activities for the period from May 1, 2022, to April 30, 2023. It includes statistics collected under the Code of Student Rights and Responsibilities, effective July 1, 2022.

While the SCM is one of the University's four Intake Offices for complaints under the Sexual Violence Policy and the Discrimination and Harassment: Policy, statistics collected under those policies are reported by the Equity and Inclusion Office (EIO) in their annual reports. To obtain that information, please visit the EIO website at the link below.

Relevant Links

- [The Student Case Management Office](#)
- [The Code of Students' Rights and Responsibilities](#)
- [Sexual Violence Prevention Policy](#)
- [Discrimination and Harassment Policy](#)
- [Equity and Inclusion Office Annual Reports](#)
- [Faculty of Health Sciences Professionalism Office Policies](#)



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Letter from the director

Welcome to the 2022-2023 annual report of McMaster's University's Student Case Management Office (SCM).

As one of the many departments within McMaster's Student Affairs Office, the SCM has a broad and proactive mandate to support students who may be experiencing difficulty on campus.

This report provides an update on the data collected under McMaster's Code of Student Rights and Responsibilities ("the Code") – and illustrates SCM's dramatic increase in proactive interventions to help students facing barriers meet success. This shift in approach has occurred in part by design; the SCM has taken the opportunity to provide meaningful assistance to students before their individual circumstances worsen, both academically and personally. It is also a reaction to the ever-increasing complex needs of a cohort heavily impacted by the pandemic years.

Through nurturing strong relationships with all Faculty offices, Campus Safety, Student Accessibility Services, the Student Wellness Centre, the Equity and Inclusion Office, and all other units within Student Affairs, the SCM has been able to engage with at-risk students earlier than in the past thanks to a well-established referral process. This has enabled us in many cases to avoid increasing hardship for both our students and other community members. It has also advantageously positioned us to respond to the needs and behaviours of students whose development appears to have suffered from lockdowns and isolation.

In an effort to meet our mandate, and to address the unique needs of this student cohort, the application of the Code process heavily emphasized an informal and educative approach; we provided as much opportunity to learn and grow as possible, which appears to have been successful as recidivism has been very low.

The SCM continues to embrace restorative principals whenever possible and remains committed to helping students recognize that in adversity lies some of the most profound learning opportunities.

On behalf of the Student Case Management Office, thank you for taking the time to review this report. We welcome your feedback, and we look forward to continuing to partner with you as we work towards creating a healthy, inclusive, and supportive learning environment for all our students.



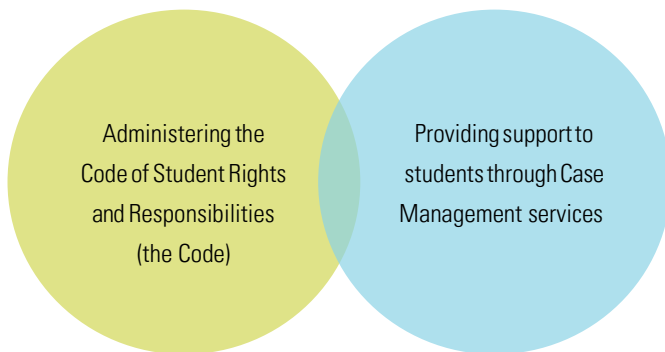
Tim Cameron
Director, Student Case Management

Introduction

The **Student Case Management Office (SCM)** provides support to undergraduate, graduate, and continuing education students throughout their time at McMaster University. From providing system navigation to enabling students to access the rights resource, identifying and preventing crises, and responding to students with complex needs, the SCM supports students in overcoming barriers.

Two Primary Areas of Focus

The SCM has two portfolios:



The SCM is also an Intake Office for complaints under McMaster's Sexual Violence Policy and the Discrimination and Harassment Policy.

As an Intake Office, the SCM receives, responds to, and conducts investigations into complaints under these policies. The SCM works closely with the other three Intake Offices in Employee-Labour Relations, the Faculty of Health Sciences Professionalism Office, and the Equity and Inclusion Office, meeting quarterly to discuss trends and undergo training.

As the Sexual Violence and Discrimination and Harassment Policies are housed in the Equity and Inclusion Office, please consult the Equity and Inclusion Office's annual report for a detailed overview of these cases. This report only provides limited detail about such cases for which the SCM was the reporting office.

Beyond Student Conduct

Prior to 2016/17, "the Student Conduct and Community Standards Office" oversaw conduct and the policies that guided it. In 2016/17, the office was renamed the Student Support and Case Management Office (SSCMO) to reflect the priorities laid out in the Student Mental Health and Well-Being Strategy to better respond to students in distress. With this name change came a growing portfolio that included case management services, and recognizing the complex student needs that often interplay with conduct-related concerns. Removing 'Conduct' from the name also decreases a potential barrier to students accessing support for non Code-related matters.

2022 brought yet another name change to the office, simplifying SSCMO to Student Case Management (SCM). The new name reflects the interplay between conduct and supporting students with complex needs, and the holistic approach that the SCM brings to cases.

The SCM uses a holistic approach when working with students for case management services and for allegations under the Code. The SCM uses a strengths-based perspective while identifying opportunities for further skill development and growth. The students the SCM works with represent the full diversity of McMaster's student population, and the SCM's approaches with each student are tailored to their identities, needs, and unique experiences.

A Short History of the Code

In 1983, the University Senate approved the first Student Code policy. In the intervening years, the Student Code has undergone a number of changes. The current Code of Student Rights and Responsibilities (the Code) was approved by Senate in May 2016 (most recently updated July 2022). This new Code amalgamated three separate codes—the Athletic Code, Residence Code and the Student Code— into one, unified document. It also made other significant changes to the previous Student Code of Conduct, including making it easier to read and emphasizing reparative practices and educational outcomes for students found to be in violation of the Code.

In 2017, the Code was brought in line with both the Sexual Violence Policy and the Discrimination and Harassment Policy. These changes made the SCM one of four Intake Offices for students to bring complaints forward under these two policies.

The current iteration of the Code reflects McMaster’s values of inclusion and integrity. As indicated by its name, the Code lays out each student’s rights as a member of the McMaster community as well as their responsibilities to others and to the community as a whole. The spirit of the Code uses harm reduction principles and an educational approach that aims to identify the underlying reason for inappropriate behaviour and support students in learning that will help them make choices that support McMaster’s values moving forward.

Specifically, the Code details:

- Student rights and responsibilities
- Potential violations of the Code
- How to come forward as a complainant
- The investigative procedures and potential outcomes for Code violations
- A separate pathway for behaviour that may be related to a health condition

Case Management Services

In addition to administering the Code, the SCM has an increasing number of students it provides case management services to, which now exceed the number of Code cases. Case management services are designed to provide students experiencing significant barriers or who are in distress with coordinated care, additional support, and service navigation. Case management is aimed at helping students develop the skills they need to overcome distress and manage difficult situations.

Case management services include:

- Conducting initial intake meetings to assess student strengths, challenges, and needs
- Following up and having regular check in meetings with students with behavioral health concerns related to the Code;
- Assessing individual needs and making referrals to appropriate services and resources within the campus and the larger community;
- Coordinating voluntary/involuntary leaves of absence under the Code;
- Following up during and after hospitalization and/or leaves of absence;
- Helping to resolve problems;
- Managing multiple or complex medical needs and/or crises;
- Advocating for and helping students navigate processes related to their housing, academic, health and financial needs.

Case managers are not counselors or therapists; rather, the role of the case manager is to enhance the conditions and likelihood of students’ personal, emotional, social and academic success.

A Changing Purview

Since the office’s most recent overhaul in 2017, the SCM has continued to adapt and respond to the changing environment in which students live and learn. In recent years, there has been a notable uptick in students seeking case management services for psychosocial supports, such as housing, mental health, and navigating change. Throughout the Covid-19 global pandemic, students demonstrated increasing mental health challenges, difficulty with social isolation, and other unprecedented changes. In a post-pandemic university environment, many students continue to struggle with adapting to community expectations. Many students continue to self-report struggling with isolation, difficulty forming interpersonal relationships, and adapting to the demands of higher education.

As other departments such as the Student Wellness Centre and Student Accessibility Services report, more students are experiencing mental health challenges and disabilities of all kinds. Graduate students are now seeking more support than ever before. Through a combination of these factors, case management now encompasses the majority of the SCM’s work.

Roughly twice as many hours are spent on case management services compared to Code-related matters. Along with this shift in case management, the SCM has focused its efforts on allegations related to the Code that have a greater impact on community members. This has allowed the SCM to dedicate more time on investigations that pose more risk to the community.

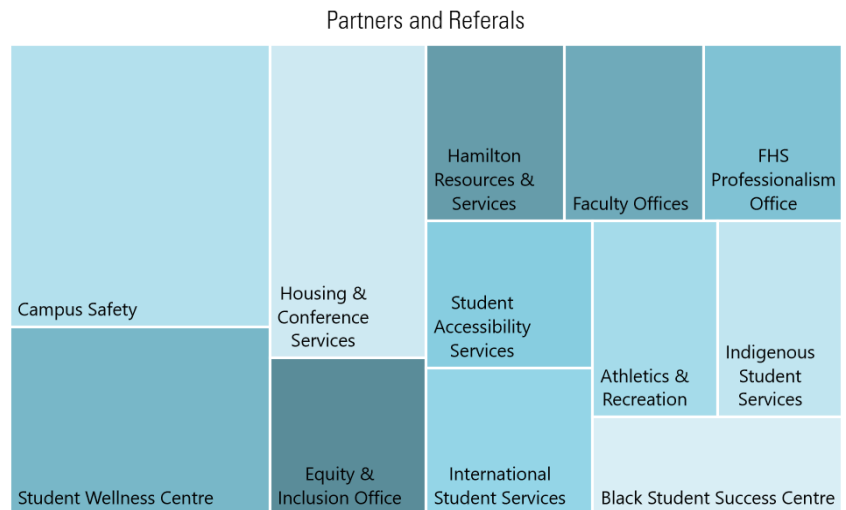
This shift situates the SCM as an office for early intervention for students who are struggling in multiple areas. Through a combination of a strengths-based approach, skill building, referrals, and ongoing support, the SCM provides prevention of escalating behaviour before students are unable to uphold their responsibilities as laid out in the Code.

Partnerships and Referrals

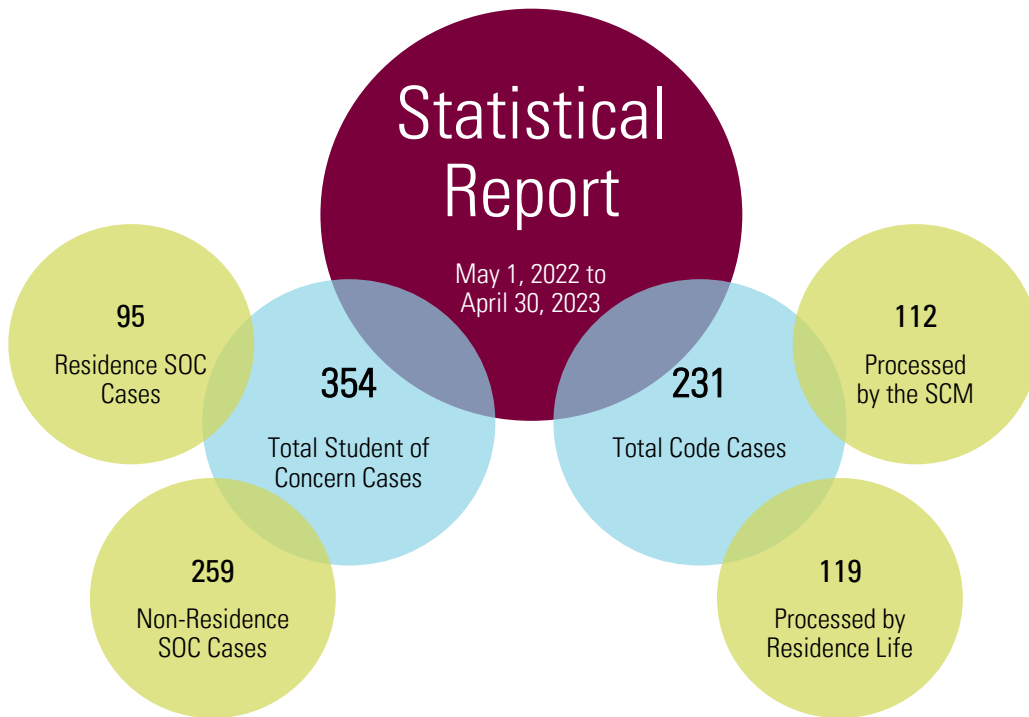
The SCM works closely with offices and departments across the University. These partnerships enable us to consult quickly and early on about students who may need extra support.

The SCM receives many potential Code violations from Campus Safety. Other common sources of Code referrals are faculty offices and Housing and Conference Services. Student Accessibility Services, Housing & Conference Services, and other student affairs offices are common sources of case management referrals.

The SCM often refers students to campus partners as well, such as the Student Success Centre, the Black Student Success Centre, Indigenous Student Services, Student Accessibility Services and the Wellness Centre.



Note: The boxes are proportionate to the number of referrals to and from each partner



Note 1: There is often overlap and intersection between Code cases and case management services

Note 2: The Students of Concern protocol (SOC) is a framework used to identify students who are facing multiple, complex and/or safety issues that require personalized elevated support through case management.

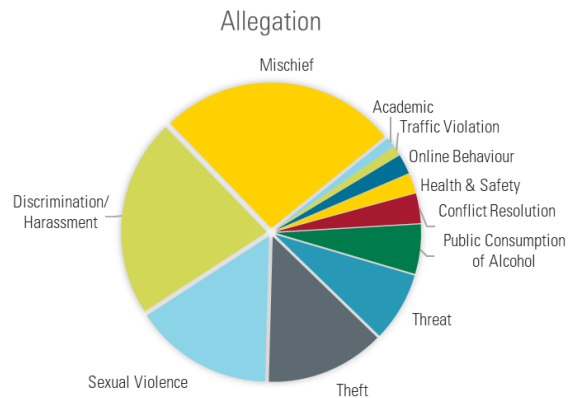
During the May 1, 2022 to April 30, 2023 period, the SCM oversaw nearly 500 cases. 112 Code cases were processed by the SCM, with an additional 119 cases processed by Residence life under the Code. The SCM supported 354 students with case management services, 95 of which were first year students living in residence.

Compared to the 2017-2018 reporting year, fewer than half as many students were processed by the SCM under the Code. In contrast, the number of student supported through case management services nearly doubles from 182 in 17/18. The next few sections will take a closer look at both the residence and broader cases in the Code and Case Management portfolios.

Code Cases: Processed by the SCM

Most Code allegations are brought to the SCM’s attention by Campus Safety (60%), while Faculty, Housing and Conference Services, and a range of other departments also make referrals to the Office. The most common allegations made are various forms of mischief, discrimination and harassment, sexual violence, theft, and threats. Any violation categories that do not appear in the chart had no allegations under that category during this reporting year.

The overwhelming majority of Code cases involved undergraduate students. Only six (6) graduate students were alleged to be in violation of the Code in this reporting year.

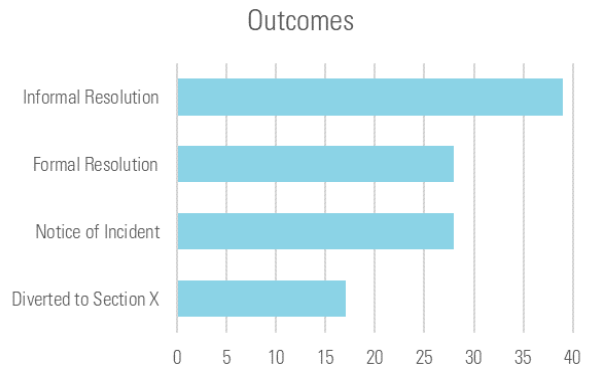
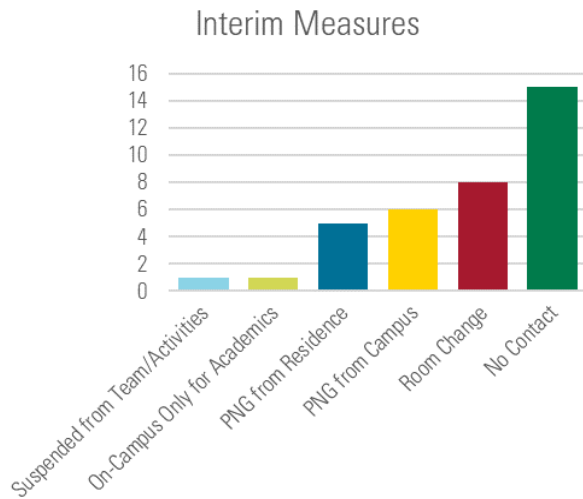


Some types of allegations, combined with risk factors, result in interim measures being put into place while the allegation can be investigated. Cases may involve one or more interim measure, while the vast majority of cases do not require any.

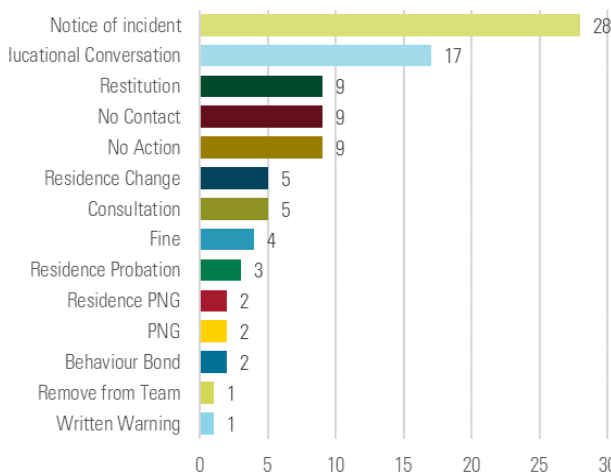
Most commonly, an interim measure of 'no contact' is used between individuals involved in interpersonal disputes and allegations of discrimination, harassment, or violence. This includes no direct or indirect contact verbally, written, or over social media. In rare instances where a violence risk assessment has indicated the potential for future violence, a temporary Persona Non Grata or PNG status may be applied to a student, removing their access to a specific set of buildings or the entire campus. Every effort is made to maintain the continuity of studies during this time.

Once a resolution is reached, the interim measures are removed. Often, students are able to reach an informal resolution with the SCM through an informal process. Regardless of the type of resolution, sanctions and outcomes may be imposed.

- ⇒ **Informal Resolution:** Informal process, often involving dispute resolution or complaints that have been resolved with a notice of incident, a reminder of the Code and a formal warning issued under the Code
- ⇒ **Formal Resolution:** Full Code process for more serious allegations, which involves an investigation, a finding under the Code and often includes interim measures while the Code process is underway
- ⇒ **Notice of Incident:** Refers to a warning letter indicating potentially low-level inappropriate behaviour. This outcome does not include a process, but Notices are



Sanctions, Outcomes & Remedies



kept on file and may be taken into consideration if additional allegations are made toward the same student.

⇒ **Section X:** Refers to behavior related to a health condition as laid out in the Code. Section X cases are provided with elevated case management services aimed at wellbeing and prevention of further incidents related to said health condition.

In cases where a formal or informal resolution is reaching, educational conversations are the most common outcomes employed by the SCM, followed in equal measure by restitution, no contact agreements, and no action taken.

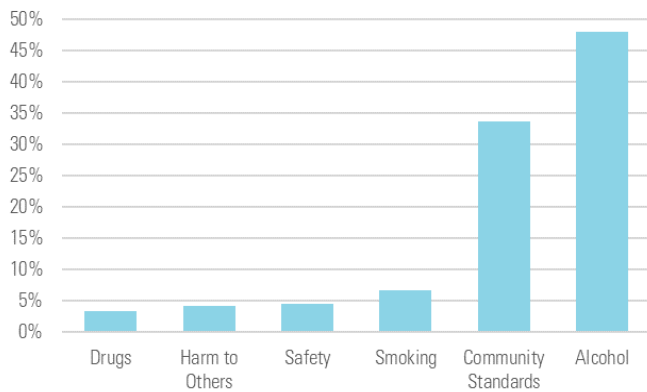
Note: The numbers of Outcomes, Sanctions, and Remedies may not align. Some investigations may carry from one reporting year into another and be reported in the following year. In some outcomes, more than one sanction or remedy may be applied.

Residence Code Cases

The Residence Life Team, comprised of Community Assistants, Residence Life Area Coordinators, and the Managers, Residence Life, deal with code allegations with low and medium risk levels. Allegations with the potential for high risk, such as discrimination and harassment, stalking, and violence, are referred to the SCM and are investigated in partnership between the two departments. In this reporting year, approximately 8 high risk Code case were referred to the SCM and are included in the statistics in the previous section.

As in previous years, the most common types of violations in Residence are around alcohol. These include underage consumption, public intoxication, and failure to comply with the alcohol policy. Alcohol, smoking, and drug-related violations account for 58% of all Code-related matters in Residence.

Residence Code Violations

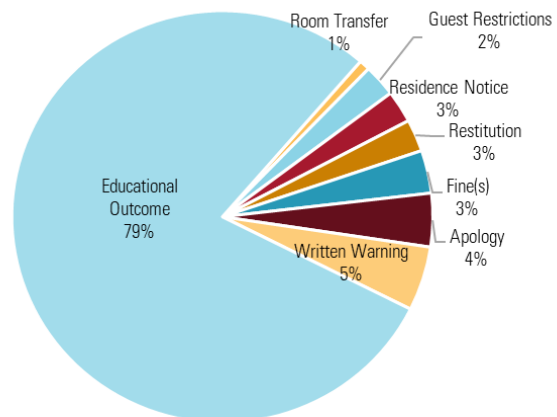


Next are violations to community standards. This category includes disruptive behaviour, failure to adhere to the policies governing students living in residence, and failing to cooperate with Residence Life staff.

As mentioned above, in some instances allegations are made that a student living in residence has posed a risk to or harmed others. In these cases, Residence Life and the SCM work together to come to an outcome.

As with violations found by the SCM, Residence Life can put sanctions in place for students found to violate the Code in Residence. By far the most common sanctions used as when a violation is found is an educational outcomes. In Residence Life, these educational outcomes take many forms, such as self-directed learning activities like eChug, writing reflections, substance use workshops, creating educational community posters, and educational conversations.

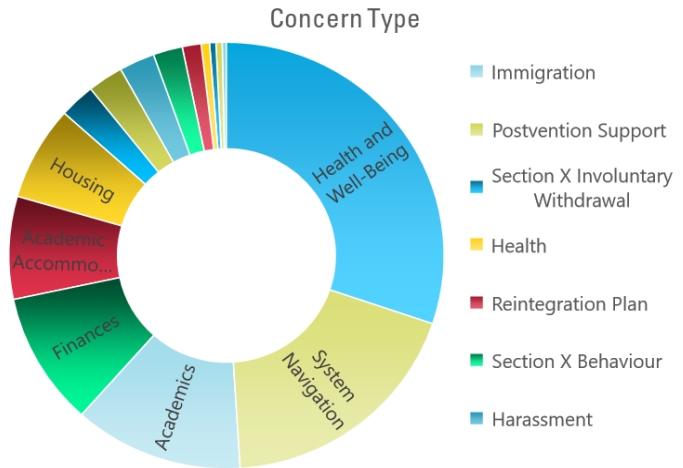
Residence Sanctions



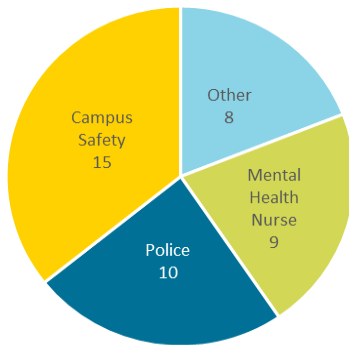
SOC Cases

As the chart demonstrating the most common concerns for students shows, students are primarily accessing case management services for health and well-being reasons, and for support with navigating University and community systems. Case managers commonly provide support for academics, navigating financial insecurity, and accessing academic accommodations for short-term or permanent disabilities.

More commonly, students are also seeking information about housing supports due to the rising cost of living. The SCM's Interim Room Program offers short-term emergency housing to students fleeing unsafe home environments when they have little to no family or financial supports available to them.



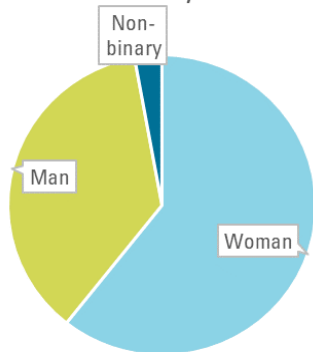
SOC Crisis Response



In some instances, students may demonstrate behaviour that indicates they may be a risk to themselves or others. In these cases, Case Managers rely on campus and community partners to respond to these crises in a timely manner. Crisis response was needed 42 times during this reporting year. Campus Safety Services was the most commonly called upon crisis resource. In addition to local police and the Student Wellness Centre's Mental Health Nurse, other responses such as COAST, Emergency Medical Services, and emergency contacts were also utilized.

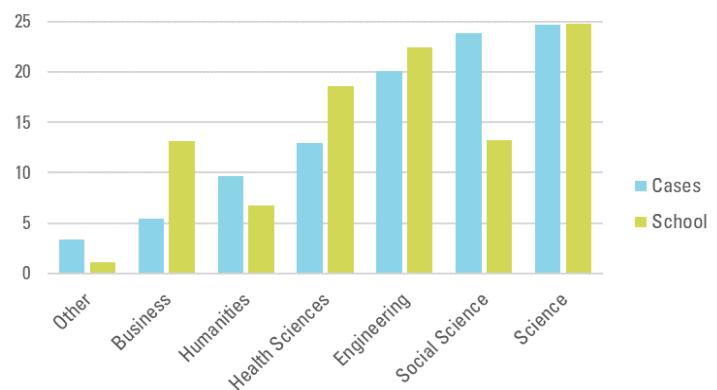
The majority of Students of Concern identify as women, with 36% of students accessing case management identifying as men. About 3% of students in this portfolio identify as non-binary.

SOC Cases by Gender



SOC cases are generally proportionate by faculty. Students in the faculties of Humanities and Social Sciences are slightly more likely to access case management services.

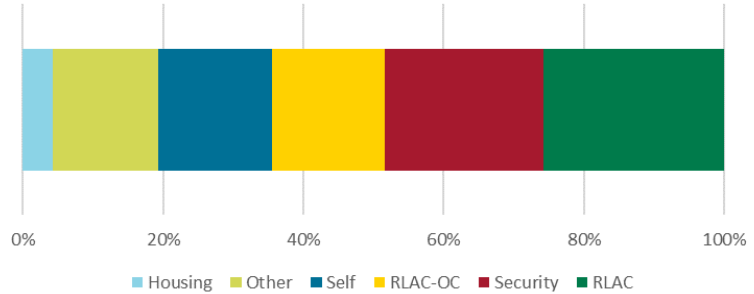
SOC Cases by Faculty



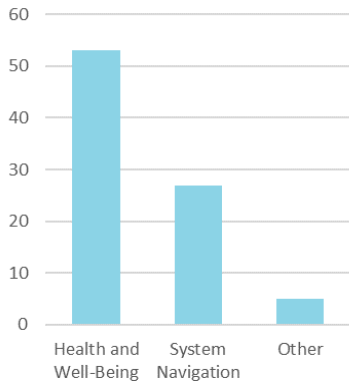
Residence SOC cases

The SCM has one team member dedicated to providing case management services to residence students. Serving the 13 on-campus undergraduate residences, Bridget works primarily with first year student living in residence. During the 2022-2023 academic period, the residence case manager worked with 95 residence students.

Referral Source



Nature of Concern

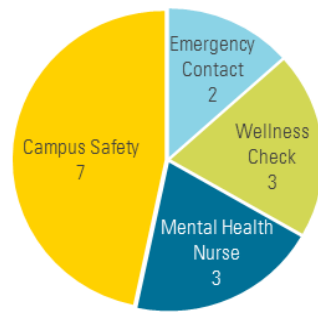


Residence students are often referred to the SCM by Housing and Residence staff members, including Residence Life Area Coordinators (RLAC) that manage each residence building and its staff, the on-call RLAC, other housing staff such as student-staff Community Assistants, as well as Campus Safety.

Residence student concerns closely mirror those of other SOC students. Health and Wellbeing is the top issue, followed by system navigation.

Crisis response was required 15 times for residence student by SCM staff, most commonly in the form of calling Campus Safety.

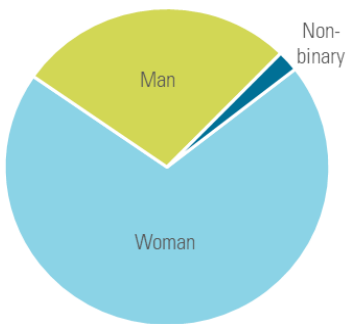
Residence Crisis Response



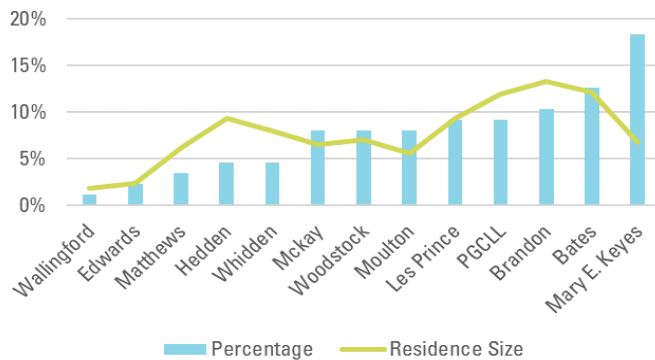
Similar trends can be seen amongst residence cases as with the broader Student of Concern portfolio. Most residence students accessing case management services identify as women, with close to one-quarter identifying as men and 2% identifying as non-binary.

Larger residences and apartment-style residences had more students accessing case management services, perhaps because issues tend to effect more students in residences with more shared spaces.

Residence Cases by Gender



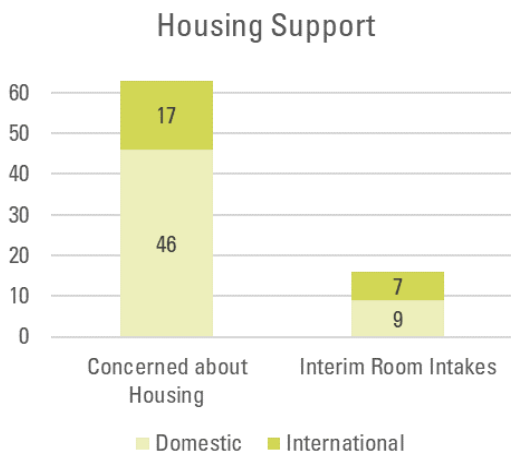
Cases by Residence



Trends

⇒ Rising Housing Insecurity

Students increasingly report housing insecurity as a key concern. More than 1 in 8 students accessing case management services seek support for housing. A higher proportion of international students express concerns over their housing needs. 37% of the students the SCM support with housing are international students.



The SCM is home to the Interim Room Program, a partnership with Housing & Conference Services that provides short-term emergency accommodations either in a residence setting or in a hotel. Students can access this program in a variety of situations, such as their home environment becoming unsafe or a sudden loss of long-term housing.

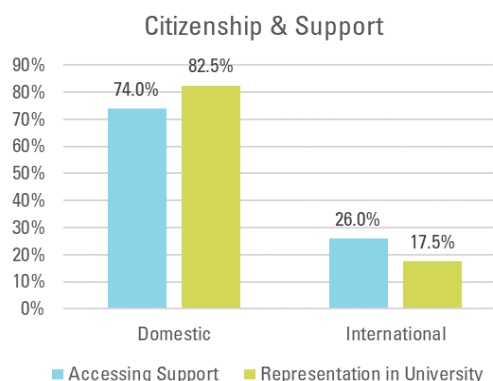
16 students completed the intake process for the Interim Room Program, up from 9 students in 2021/22.

International students are more likely to need the Interim Room Program. This may be attributed to a lack of a local support network, such as friends or family that students can stay with, as well as discrimination from landlords. 7 of the 16 intakes were for international students, while 12 of the intakes were for students who are visible minorities.

⇒ International Students Requiring More Support

The proportion of international students accessing case management services is on the rise. International students are overrepresented in the SCM's SOC portfolio compared to the general university population. International students are also much more likely to be seeking case management services in regards to housing insecurity, and financial difficulties, as mentioned above.

This could be attributed to a number of causes, such as the rising cost of living, higher numbers of international students, less stigma about accessing support, and a strong partnership with International Student Services.



⇒ Graduate Students Facing More Challenges

In the 2017-2018 academic year, four (4) graduate students received case management services. This year, 38 graduate students from master's, PhD, and continuing education levels, accessed case management services. This represents nearly a 10 times increase in graduate students seeking elevated support. Six (6) investigations into allegations against the Code also involved graduate students.

For the first time, graduate students were also eligible to access to Interim Room Program, which was only developed for undergraduate students.

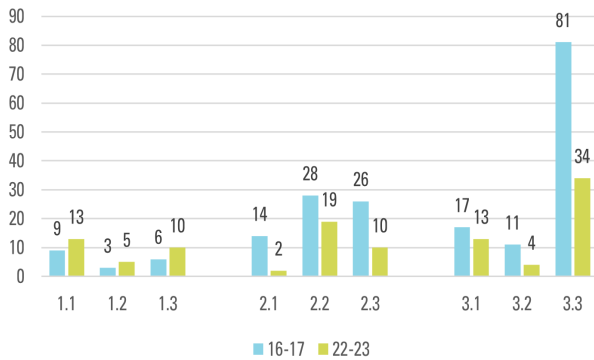
⇒ Increasing Complexity and Risk of Cases

Case management services continue to make up a larger proportion of the SCM's time. As the number of students experiencing complex difficulties and multiple barriers continues to grow, the case management services aspect of the SCM's work is taking on greater importance and urgency.

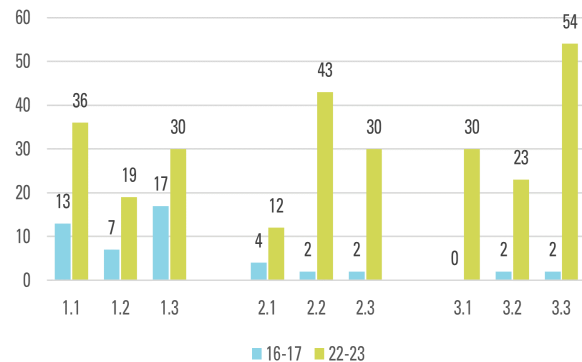
Recently, the number of students using case management services has increased more than five times, from 69 in 2016/17 to 354 in 2022/23. In 2018/19, a Case Manager dedicated to working with students living in residence was added to the SCM's team to increase capacity for students of concern. Not only are more students being referred for case management services, but their situations are increasingly complex.

- Many students referred for case management services are experiencing financial barriers that appear to be exacerbating their health condition(s) and subsequently, their academic performance;
- Many other students are experiencing an acute mental health crisis which requires comprehensive case management support.

Code Cases & Complexity,
5-Year Comparison



SOC Cases & Complexity,
5-Year Comparison



The SCM rates its cases on two axes, risk and complexity, on a scale of 1 to 3, with the risk level placed first. Cases rated 1.1 rank high in both risk and complexity, requiring over 60 hours of case manager hours. Cases rated 3.3 are low in both risk and complexity, and average only two hours of hands-on time. Both the Code and SOC portfolios have seen an increase in average risk and complexity, with significantly more cases that are high on both measures. Cases ranked high risk account for an estimated 60% of work hours.

⇒ Rise in Mental Health-Related Conduct

We recognize that there is often a relationship between mental health concerns and conduct issues. When there is significant reason to believe that behaviour resulting in a Code allegation can be attributed to a health condition, cases are diverted through Section X.

In 2017/18, 4 cases were processed under Section X. In 2022/23 17 cases were processed under Section X. While the number of such cases has risen more than four-fold, Section X cases now account for 17% of all Code cases. This represents more than an eight times increase in the proportion of Code cases.

Towards a New Normal: Student Case Management Annual Report 2022-2023

Looking Ahead

What's on the horizon for
2023/2024

Data Management System

To improve our ability to collect and report on statistics and respond to changing student needs

Increasing Access to the Interim Room Program

With the opening of a graduate residence, the Interim Room Program is being revisited to offer emergency housing to graduate students. Additionally, a second Interim Room is also reserved in undergraduate residence for longer-term stays with a reduced rate per day.

