

AGENDA

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OPEN SESSION

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2. **BUSINESS ARISING**
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4. **PROPOSED NAME CHANGE FOR CRESS (CENTRE FOR RESEARCH IN EMPIRICAL SOCIAL SCIENCES)**
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5. **PROPOSED CHANGES TO THE UNIVERSITY STUDENT FEES COMMITTEE**
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MEMO

TO: University Planning Committee
FROM: Michelle Dion
RE: Name Change for CRESS (Centre for Research in Empirical Social Sciences)
DATE: September 22, 2020

I would like to request that the University Planning Committee consider a name change for the Centre for Research in Empirical Social Sciences (CRESS).

On December 12, 2019, CRESS was approved as a centre within the Faculty of Social Sciences. Shortly thereafter, we began to hear three major concerns about the name of the centre.

- 1) “Empirical” is not used widely outside academia and can be misunderstood. Given the centre's mandate of community engagement, we want to be approachable.
- 2) We are a broad-based social research methods centre available to all Faculties. Being too closely linked to social sciences can hinder their recognition of this broad service base.
- 3) Our mission is innovation in research and the name does not reflect that.

We consulted with C.A. Klassen at the Office of Community Engagement; Erin Baxter Melo, Communications Manager in the Faculty of Social Sciences; and Lorna Somers, AVP of Development. All urged us to consider changing the name to better reflect the mission of the centre. The CRESS Governing Board, which includes Jeremiah Hurley (Dean of Social Sciences), James Gillett (Associate Professor of Health, Aging, & Society/Sociology and Associate Dean of Graduate Studies & Research in Social Sciences), James Dunn (Professor and Senator William McMaster Chair in Urban Health Equity, Chair of Health, Aging, and Society), and Tina Fetner (Professor and Chair of Sociology), have also endorsed changing the centre's name. All those consulted particularly like the name we now recommend.

We propose to rename The Centre for Research in Empirical Social Sciences as Spark: A Center for Social Research Innovation.

Thank you for your consideration of this request.



Michelle Dion
Academic Director, Centre for Research in Empirical Social Sciences (CRESS)
Associate Professor of Political Science & Senator William McMaster Chair in Gender & Methodology




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DATE: October 6, 2020

TO: University Planning Committee

FROM: Susan Tigh 
Provost and Vice President (Academic)

RE: Change in University Student Fees Committee membership due to the dissolution of the Associate Vice President, Institutional Research and Analysis position

The position of Associate Vice President, Institutional Research and Analysis no longer exists. As such, the role's participation in governance committees needs to be revised. Please accept the following changes:

1. University Student Fees Committee:
 - a. **Voting member status** - AVP Finance and Planning Academic role (who is currently consultant) will replace Associate Vice President, Institutional Research and Analysis
 - b. **Committee Chair status** – Associate Vice-President (Students and Learning) and Dean of Students and Vice-Provost and Dean of Graduate Studies will Co-Chair
 - c. Housekeeping changes to update titles

Accordingly, Senate is asked to approve the following motion:

that the University Planning Committee approve the proposed revisions to the University Student Fees Committee Membership and refer the changes to the Senate for approval in principle.

- (v) review and approve annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;
- (vi) receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
- (vii) provide commentary, with reference to the University Plan and the *McMaster University Campus Master Plan*, to the relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
- (viii) review, for recommendation to the Senate and the Board of Governors, the annual report on the McMaster University Campus Master Plan, including any updates, amendments and elaborations; and
- (ix) report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

115.(a) The **Budget Committee** shall be a subcommittee of the University Planning Committee with membership drawn from the University Planning Committee as follows: the President, the Provost, the Vice-President (Administration), three faculty members (one of whom shall serve as Chair), one member of the non-teaching staff, one graduate student, one undergraduate student. Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed by mail ballot.

The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty members on the University Planning Committee for service commencing July 1 or immediately following a vacancy. The Chair may vote on all questions.

- (b) The Budget Committee shall:
 - (i) review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (the Joint Committee) as will updates to the framework should these arise;
 - (ii) receive and respond to budget submissions from all Faculties, areas, and units;
 - (iii) make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in

advance of the budget being transmitted to other deliberative bodies;

- (iv) make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Finance Committee of the Board of Governors; and
- (v) deliver budget recommendations to the President of the University for transmittal to the Finance Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments.

All meetings of this Committee are in Closed Session.

- (c) The **University Student Fees Committee** shall be a sub-committee of the University Planning Committee with the following membership:

Ex Officio

~~Associate Vice President (Institutional Research and Analysis) – Chair~~
~~Vice Provost (Faculty)~~ Associate Vice-President (Students and Learning) and Dean of Students –
Co-Chair
Vice-Provost and Dean of Graduate Studies – Co-Chair
Associate Vice-President, Finance and Planning (Academic), Provost's Office
Executive Director, Education Services, Faculty of Health Sciences
~~Director of Finance~~ Controller, Financial Services
University Registrar

Student Members

Graduate Student Representative – selected from applicants for a one-year term
Full-time Undergraduate Student Representative – selected from applicants for a one-year term
Part-time Undergraduate Student Representative – selected from applicants for a one-year term
*Student positions are renewable once.

Consultants

~~Assistant Dean, Student Affairs and Director of the Student Success Centre~~ Manager, Finance and Administration, Student Affairs
Associate Registrar and Graduate Secretary, School of Graduate Studies
~~Executive Director, Finance and Administration (Academic), Office of the Provost and Vice-President (Academic)~~
Assistant Registrar, Government Aid Programs, Registrar's Office
Manager, Receipts and Accounts Receivables, Financial Services
Senior Manager, Business Development, Financial Affairs
~~Budget Manager~~ Business Analyst, Budgeting Services Accounts Receivable, Financial Affairs
~~Director, Student Financial Aid and Scholarships~~
Senior Project Analyst Manager, Analysis and Accountability, Institutional Research and Analysis
Statistician & Programmer, Institutional Research and Analysis

- (d) The University Student Fees Committee shall:
 - (i) recommend all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
 - (ii) establish deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
 - (iii) recommend policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;

- (iv) recommend policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of ~~Training~~, Colleges and Universities;

revised: May 17, 2017

- (v) ensure that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University; and
- (vi) ensure that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most "tax efficient" method for students who are being charged these fees.

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- (v) review and approve annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;
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Manager, Finance and Administration, Student Affairs
Associate Registrar and Graduate Secretary, School of Graduate Studies

Assistant Registrar, Government Aid Programs, Registrar's Office
Manager, Accounts Receivable, Financial Services
Senior Manager, Business Development, Financial Affairs
Business Analyst, Accounts Receivable, Financial Affairs

Senior Manager, Analysis and Accountability, Institutional Research and Analysis
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