

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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McMaster University

SENATE MINUTES

VOL. LXXIV

**Wednesday, September 11, 2019 at 3:30 p.m.
In the Council Room (111), Gilmour Hall**

PRESENT: Dr. David Farrar (Chair), Dr. Aaron Schat, Dr. Alison Holloway, Dr. Ameil Joseph, Dr. Anne Niec, Dr. Bhagwati Gupta, Dr. Chandrima Chakraborty, Dr. Christina Baade, Dr. Dina Brooks, Dr. Doug Welch, Dr. Hans Boden, Dr. Ishwar Puri, Dr. Janie Astephen-Wilson, Dr. Jeremiah Hurley, Dr. Joseph Sokalski, Dr. Juliet Daniel, Dr. Katherine Cuff, Dr. Kathryn Mattison, Dr. Kim Dej, Dr. Kim Jones, Dr. Laura Parker, Dr. Martin Horn, Dr. Maureen MacDonald, Dr. Megan Brickley, Dr. Nancy Doubleday, Dr. Nicola Nicolici, Dr. Pamela Swett, Dr. Patrick Bennett, Dr. Peter Miu, Dr. Phil Zylla, Dr. Robert O'Brien, Dr. Sherman Cheung, Dr. Susan Searls Giroux, Dr. Thomas Adams, Dr. Pamela Baxter, Mr. Jim McCaughey, Mr. Roger Couldrey, Mr. Ryan Whitcher, Ms Cassidy Bereskin, Ms Geil Astorga, Ms Anita Acai, Ms Beth Manganelli Staite, Ms Moira Taylor, Mr Muneeb Ahmed, Mr. Sahand Sepehrvand, Ms Andrea Thyret-Kidd (University Secretary), Ms Michelle Zheng (Associate University Secretary), Ms Alysha Suckert (Governance Coordinator)

OBSERVERS: Ms Carolyn Brendon, Ms Esme Davies, Dr. Susan Denburg, Ms Barbara Eftekhari, Ms Melissa Pool, Ms Alison Sills, Mr. Sean Van Koughnett

REGRETS RECEIVED: Dr. Judy Fudge, Dr. Leonard Waverman, Dr. Paul O'Byrne, Mr. Gary Collins, Ms Leah Allen

A. OPEN SESSION

OPENING REMARKS

Dr. Farrar welcomed members to the meeting and welcomed the following new Senators:

- *Ms Andrea Thyret-Kidd, University Secretary*

Dr. Farrar explained that Ms Thyret-Kidd took the oath of office on September 6, 2019. Dr. Farrar noted that the new Chancellor, Santee Smith, will be officially installed on November 21, 2019 and that there is a new Board Chair who may attend some Senate meetings.

- *Dr. Pamela Swett, Dean, Faculty of Humanities*
- *Dr. Sherman Cheung, Mr. Ryan Whitcher, Faculty of Business*
- *Dr. Kim Jones, Mr. Sahand Sepehrvand, Faculty of Engineering*
- *Dr. Kathryn Mattison, Dr. Chandrima Chakraborty, Dr. Martin Horn, Dr. Joseph Sokalski, Ms Geil Astorga, Faculty of Humanities*

- *Dr. Judy Fudge, Dr. Ameil Joseph, Ms Cassidy Bereskin, Faculty of Social Sciences*
- *Dr. Patrick Bennett, Dr. Laura Parker, Dr. Bhagwati Gupta, Faculty of Science*
- *Dr. Dina Brooks, Dr. Janie Astephen-Wilson, Mr. Muneeb Ahmed, Faculty of Health Sciences*
- *Dr. Juliet Daniel, Ms Leah Allen, Board Representatives*

Dr. Farrar explained that there is a lot of transition occurring at the University, he is the Acting President, Dr. Susan Searls Giroux is the Acting Provost and Dr. Karen Mossman is the Acting VP Research. In addition to the new Chancellor and Secretary, there is also a new Board Chair. The key goal for the year is to lead the University through this period of transition and ensure that we are well-prepared for the arrival of the new President once the selection process is complete. The senior team is working hard to ensure that research, student experience, internationalization and community engagement priorities continue to advance.

Dr. Farrar noted that the provincial government has now formally launched the SMA 3 process. The Strategic Mandate Agreement is the formal contract that each University and College in the province has with the government. SMA 3 will outline our areas of priority and includes a range of metrics by which we will be measured. The performance metrics focus on two key areas: skills and job outcomes which includes graduation rates, experiential learning, skills and competencies, graduate employment and earnings; and community and economic impact. Further updates will be provided as the process unfolds. Discussions with individual institutions will begin in October and will focus on establishing notional performance/outcomes-based funding for institutions; setting performance targets against the government's metrics; and confirming the weightings that institutions will assign to each of these metrics.

McMaster will be hosting The Magna Charta Observatory conference on October 16 and 17, 2019. This is the first time the MCO conference has been held in North America. The theme of the conference is *University Freedoms and Responsibilities: Responding to the Challenges of the Future*. It features Dr. Sigal Ben-Porath (University of Pennsylvania) speaking about free speech on campus and Dr. Jim Dunn speaking about sustainable communities in the context of the UN Sustainable Development Goals.

Dr. Farrar reminded Senators that the Socrates Project continues this year with a wide program of events, including lectures, panel discussions, and cultural events and encouraged members to look into the events.

Dr. Farrar informed Senators that McMaster is about to move up in the Times Higher Education World University Rankings from 77 in the world to 72. Dr. Farrar noted that it is hard to move up 5 spaces; it is a testament to the quality of our faculty and learning environment and is validation of what a great university we are.

A question was asked regarding the timeline for the SMA 3. Dr. Farrar explained that the University is working through the process of agreeing on the metrics. The last metric to agree on will happen in October after which the University will work with the government to determine a baseline for each metric. The metrics will come into effect in 2020 and two thirds of funding will become performance based.

1 APPROVAL OF AGENDA – OPEN SESSION

Note that the consent agenda is to be adopted with the approval of the agenda.

There were no requests to move items from the Consent to the Regular agenda for the Open Session.

It was duly moved and seconded,

That Senate approve the Open Session agenda for the meeting of September 11, 2019 and that items 2 to 4 be approved or received by Consent.

The motion was **carried**.

CONSENT**2 MINUTES of the Meeting of June 5, 2019 – Open Session**

Motion:

That the minutes of the Open Session portion of the meeting held on June 5, 2019 be approved as circulated.

Approved by Consent.

3 COMMUNICATIONS

- a. Introduction to Senate
- b. Senate Meeting Schedule for 2019-20
- c. Senate Membership List for 2019-20
- d. Senate Committee List for 2019-20
- e. Invitation – Senate Reception

4 REPORT FROM THE EXECUTIVE COMMITTEE

D. Farrar

A. Actions Taken on Behalf of Senate (for information)

- a. Cancellation of Fields M.Sc. and Ph.D. for Health Research Methodology
- b. Change to Admission Requirements for Speech Language Pathology
- c. Terms of Reference for Assistant Dean, Child Life and Pediatric Psychosocial Care Graduate Program
- d. Terms of Reference for Director, Chemical Biology Graduate Program
- e. Terms of Reference for Associate Director, Chemical Biology Graduate Program

- f. **Revisions to the Tenure and Promotion Policy**
- g. **McMaster Institute on Health Equity Proposal**

REGULAR**5 BUSINESS ARISING**

There was no business arising for Open Session.

Dean MacDonald advised the members of Senate that she is the COU Academic Colleague for McMaster and that every University has a representative. Her role is to be the Academic Representative in the forum and to present back to members of Senate. Dean MacDonald explained that the theme of this year is one of the reporting outcomes of the SMA 3. If members wish to have issues brought to the forum, they can contact Dean MacDonald.

6 ENQUIRIES

There were no enquiries.

7 COMMUNICATIONS**a. Preliminary Enrolment Figures**

Mr. S. Van Koughnett provided an update on preliminary undergraduate enrollment figures as of September 1, 2019. This year over 58,000 applications were received. The total incoming level 1 registrants is 6,472 which is 7.2% over our target. There are 1,237 visa students which is 10.8% over our target, and 5,235 domestic students which is 6.3% over our target. Mr. S. Van Koughnett thanked staff in the Registrar and Faculty offices. Final numbers will be available after November.

Dr. D. Welch provided an update on the preliminary graduate enrollment figures. Currently there are 4,080 full-time students and 691 part-time students. There is an increase of 79 doctoral students over last year and an increase of 83 master students compared to September 1, 2018.

8 OTHER BUSINESS**a. Request from the Committee to Recommend a President**

Ms A. Thyret-Kidd provided an overview of this report.

Ms Thyret-Kidd explained that the Committee is underway for the presidential search. According to the bylaws, the Committee had 9 months to provide a recommendation to Senate. At this time, the Committee is asking for an extension until December 31,

2019. Ms A. Thyret-Kidd noted that the Committee is active, completing work, and expects to make a recommendation this fall.

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Dean MacDonald presented the motion.

It was duly moved and seconded,

That Senate approve an extension of the nine-month reporting deadline until December 31, 2019.

The motion was **carried**.

2018-2019

Annual Report: McMaster Research Ethics Board



Dr. Steven Bray
Chair, McMaster Research Ethics Board
June 30, 2019
sbray@mcmaster.ca

Executive Summary

The McMaster Research Ethics Board (MREB), in cooperation with the Hamilton Integrated Research Ethics Board (HIREB), is responsible for ensuring that research involving humans carried out by McMaster faculty, students and staff is in compliance with Canada's Tri-Council Policy Statement (TCPS): *Ethical Conduct for Research Involving Humans*. MREB reviews most human participant research outside of the Faculty of Health Sciences (FHS), with HIREB reviewing FHS research and some research from the other Faculties.

In 2018-2019, MREB, its Student Research Ethics Committees (SRECs), and the MREB Secretariat reviewed 291 new protocols, and 156 amendments, for a total of 447 reviews. The total number of reviews is consistent with the totals of the past several years. The peak submission months for new protocols were November 2018 and January 2019, with 23% of all new applications submitted during those two months.

In addition, MREB's activities over 2018-2019 included: on-going systems development, the provision of educational opportunities for McMaster researchers, training and professional development opportunities for MREB members and personnel, policy development, promotional activities, and improvements to the review and administration of protocols. Among the highlights are:

- The new online research ethics review and management system (MacREM) started live testing in the summer of 2018 and fully launched in October 2018. All new ethics applications, amendments, and other forms are now submitted through the online system. MREB continues to adjust the forms and system based on researcher and reviewer feedback. The system is provided by Infonetica Ltd., which specializes in research management, ethics management, ethics approval and compliance training solutions. It is the same system used by the Hamilton Integrated Research Ethics Board (HiREB).
- The signing of an agreement between McMaster University and the Native Women's Association of Canada (NWAC), allowing MREB to serve as the REB of record for research conducted by NWAC. This agreement allowed NWAC, which did not have the resources to establish its own REB, to qualify for the administration of Tri-Agency research funding.

Goals and objectives for 2019-2020 include:

- Continue to improve the MacREM ethics review process through refining application forms, making use of the help button feature, determining the best methods for obtaining review statistics and creating reports, and obtaining feedback from researchers and reviewers on the MacREM system.
- Review the MREB web content and revise as necessary, in conjunction with the launch of the new McMaster research website.
- Work with the Privacy Office to develop a FIPPA compliant guideline for the use of McMaster contact information (primarily emails) in research recruitment.

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Mandate and Role of the McMaster Research Ethics Board

The McMaster Research Ethics Board (MREB), created by the President's Council in 1974, is an autonomous entity within McMaster University charged with reviewing non-FHS research to ensure the safety and well-being of human participants involved in research carried out by McMaster faculty, students, and personnel. McMaster University mandates its Research Ethics Boards (REBs) to ensure that all research investigations involving humans are in compliance with Canada's Tri-Council Policy Statement on the *Ethical Conduct for Research Involving Humans*. MREB is responsible for educating the University community on non-medical research ethics involving human participants and setting University policies with respect to non-medical research involving human participants. Board members represent a broad range of disciplines and faculties, particularly those in which research with humans takes place. Board membership includes at least one member knowledgeable in ethics, and at least one community member with no affiliation with the university. In addition, the Board has representation from the Canadian Indigenous community, a member knowledgeable in research with Aboriginal communities, and a member knowledgeable in the law. The MREB Chair, in addition to chairing the Board, is also a member of the McMaster University, Hamilton Health Sciences (HHS) and St. Joseph's Healthcare Hamilton (SJHH) Appeals Board.

How the McMaster Research Ethics Board Works

MREB's guiding principles are based on the Tri-Council Policy Statement (TCPS) on the *Ethical Conduct for Research Involving Humans*, as well as McMaster University's *Research Involving Human Participants Policy Statement*. To ensure the adequate review of research ethics protocols and the continual education of MREB members, MREB convenes face-to-face, once a month, from September to June, with a pause during the summer months unless additional meetings are required. Board membership and the establishment of quorum adhere to TCPS requirements, with MREB having the additional requirement of 40% of the membership present for a full-board review of a protocol. Minutes of meetings are recorded and approved by the REB. Discussions and minutes are kept confidential.



Decision Making Process

Any non-FHS research involving human participants is subject to full review by MREB (with some non-FHS research reviewed by the Hamilton Integrated Research Ethics Board [HiREB] due to certain study procedures). Most ethics protocols reviewed by MREB go through a delegated review process (i.e., one or two members and the Chair or Vice-Chair). McMaster University mandates MREB, in accordance with the TCPS, to review the ethical acceptability of non-FHS research. In this regard, MREB may recommend clearance, propose modifications, reject or even terminate any planned or ongoing non-FHS research involving human participants that is conducted under the auspices or within the jurisdiction of McMaster University. MREB delegates to various Student Research Ethics Committees (SRECs) the review of most minimal risk undergraduate research and course-based research. The main MREB committee reviews faculty, staff, and graduate student research, along with higher risk undergraduate student research.

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Members of the Board – as of June 2019

1. **Chair:** Steven Bray, Kinesiology
2. **Vice-Chair:** Susan Fast, Gender Studies and Feminist Research
3. Hodon Abdi, Community Member
4. Kathy Ball, Mills Library Administration
5. Chelsea Barranger, History
6. Lee Beach, Divinity College
7. Sue Becker, Psychology, Neuroscience & Behaviour
8. Rachel Bomberry, Faculty of Health Sciences, Indigenous Representative
9. Mike Campbell, Community Member
10. Krista D'Aoust, Community Member
11. Debbie Davis, Community Member
12. Greg Flynn, Political Science
13. Sarah Glen, Faculty of Health Sciences
14. Amy Gullage, MacPherson Institute
15. Maureen Hupfer, DeGroote School of Business
16. Violetta Ignieski, Philosophy
17. Sadhna Jayatunge, Community Member
18. Erin Kuri, School of Social Work
19. Kelsey Leonard, Political Science, Indigenous Representative
20. Krista Madsen, Kinesiology
21. Paul Muir, IT Security (UTS)
22. David Ogborn, Communication Studies and Multimedia
23. Cheryl Quenneville, Mechanical Engineering
24. Ranil Sonnadara, Research and High-Performance Computing (Special Advisor to the VP Research)
25. Daina Stanley, Anthropology
26. Hongjin Sun, Psychology, Neuroscience & Behaviour
27. Krista Videchak, Community Member

MREB Administrative Personnel

Assistant Director, Research Ethics: Nikola Caric

Research Ethics Officer: Stine Hansen

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Chair's Message



It has been a pleasure to serve the final year of my 3-year term as Chair of MREB, alongside Vice-Chair Dr. Susan Fast, for 2018-19. The Board's primary task is to review the applications of McMaster researchers whose work involves human participants to ensure that they comply with the Tri-Council's statement on ethical conduct for research involving humans. The MREB engages in a rigorous process of reviewing proposed research and contributes substantially to the training of undergraduate and graduate students as well as faculty and staff.

This year, we received 291 new ethics applications and 156 amendments to existing applications. These numbers are consistent with the volume of submissions the MREB has handled over the past several years and attests to the active research culture in non-medical research involving human participants at McMaster. The MREB strives to turn applications around within a month of receiving them, but this is sometimes difficult given the complexity of the protocols and our other research, teaching and administrative responsibilities. The successful launch of the new online application system (MacREM) has reduced the administrative burden on the staff and streamlined the process for reviewers, but the careful attention required in the review process will ultimately rely on human resources. Service on the MREB is a time-demanding volunteer position and over the years it has become increasingly difficult to populate MREB. Faculty on MREB should not have to carry their ethics review responsibilities on top of their regular administrative duties, and instead should have service on MREB count as part of their administrative load for their department/school, particularly for departments/schools that engage in a large amount of human participant research, for which MREB requires faculty members with expertise in the discipline. One task I leave with the incoming MREB Chairs and the MREB staff is to communicate this to departments and schools from which new MREB members may be required, so that MREB duties can be included in the assigning of administrative responsibilities to faculty.

The major initiative for 2018-19 was the launch and full implementation of the new online ethics review and management system – McMaster Research Ethics Manager (MacREM). I am grateful to the Office of VP Research and IT Governance for making the acquisition of the new system possible. The system launched for live testing in the summer of 2018 and by the end of October was ready to receive all new research ethics applications. We have received positive feedback from the research community and reviewers about the new online form and review process, and, as expected with the significant changes, researchers and reviewers have contributed constructive criticism of the new system. There is some flexibility in both the online form and system, and the system vendor is responsive to feedback, so the MREB staff can continue to tweak MacREM in response to researcher and reviewer concerns. Additionally, Michael Wilson, under the guidance of Ranil Sonnadara (Special Advisor to the VPR), has been diligently working on improving MacREM since the launch and will continue in the dedicated MacREM support position until December 2019. I continue to invite feedback from the McMaster research community regarding the new ethics review system.

Beyond the core responsibility of processing ethics submissions, the work the MREB Chairs and staff was primarily focused on the goal of implementing the MacREM system and the continued refinement after launch. However, time was still found to meet some of the other goals set by MREB for 2018-19. The revised MREB Terms of Reference were approved by the University. The revisions aligned quorum with the TCPS requirements and corrected out of date language in other parts of the document. Additionally, the revised Appeals Board Terms of

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Reference were approved, with both MREB and HiREB working on those revisions. There was also continued progress on the development of a university policy to support researchers in maintaining confidentiality to research participants. The final draft of the joint policy with HHS and SJHH is now up for approval at each institution. Education sessions were held at several MREB meetings, including Drs. Chris Sinding, Catherine Graham and Helene Vosters visiting MREB to discuss their project and the ethical implications of research participants who also present the data publicly via dramatic performance. Another highlight was the agreement reached between McMaster University and the Native Women's Association of Canada (NWAC) that designates MREB as the REB of record for research carried out by NWAC, which allowed NWAC to qualify as an organization that could receive Tri-Agency funding for research. MREB and the research ethics office worked on the agreement and its approval process.

The past year saw transition within the research ethics office as Research Ethics Officer, Daniel Tesolin, left McMaster on March 1st, 2018. We were fortunate to have Stine Hansen join the team as Research Ethics Officer on April 8th, 2018. Stine had served on one of our Student Research Ethics Committees for several years and recently graduated with her PhD in Geography. Michael Wilson continued his temporary role of Research Analyst, working on the MacREM implementation and support, while staying located in the ethics office space and working with the ethics office staff. In July, Michael will move to the offices of Research and High-Performance Computing Services (RHPCS), until the end of this temporary role in December 2019. A new position was created, Research Ethics Advisor, with the primary duty of assisting the MREB Chairs in the executive review and processing of applications. This should take a significant amount of workload off the Chairs, who are currently tasked with a heavy review and administrative workload relative to REB Chairs at other institutions. The new hire should be in place by early July 2019. Given the increase in ethics office staff and the need for formal supervision, the Senior Ethics Advisor position was transitioned to a TMG position and renamed Assistant Director (ROADS), Research Ethics. Nick Caric continues in the position and will oversee the work of the MREB Secretariat.

The Chair of MREB is a role in a team system that has, at its core, an incredibly devoted and industrious office staff. I am truly indebted to Nick Caric and Stine Hansen for their patience and support assisting me in my role and acknowledge the incredible volume and quality of guidance and support they provide to McMaster's research community. I must also acknowledge the work of Daniel Tesolin, who excellently filled the role of Research Ethics Officer until his departure. I am so fortunate to have had Dr. Susan Fast serve as MREB's Vice-Chair this past year. Susan's discernment, temperament, experience and impeccable communication skills enabled her to excel as MREB's Vice-Chair and the research community at McMaster greatly benefited from her influence on MREB. Susan is both leaving MREB and retiring from McMaster, and I want to wish her well in what the future holds.

It is also critical to acknowledge and praise the valuable work of the various Student Research Ethics Committees (SRECs) across campus. The SRECs are organized and coordinated by the Research Ethics Officer and provide a vital service in handling the review of course-based research and low-risk research protocols conducted by undergraduate students. These sub-committees are an integral part of our effort to ensure that all protocols are dealt with fairly and efficiently and offer significant relief to the ethics review burden of MREB.

In July 2019, MREB's new Chair, Dr. Violetta Igheski (Philosophy), and Vice-Chair, Dr. Sue Becker (Psychology, Neuroscience and Behaviour), will begin their terms guiding MREB's work at McMaster. I believe the McMaster research community is in good hands with the MREB Chairs, but I also know from experience that there is a lot to learn when beginning the MREB Chair role. I call on the McMaster research community to be supportive of the new MREB Chairs as they grow into their new roles.

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For my part, it has been an honour to serve the University as Chair of the MREB for the past three years. I have been fortunate to have served together with an excellent team of Reviewers from the University and Community, the most competent and friendly Staff, and truly skilled and committed Co-Chairs in Susan Fast and Susan Watt. Thank you to all who made this experience memorable and rewarding.

Operational and Policy Development Activities

Internal Meetings

- Monthly MREB meetings: The purpose of these meetings was to review protocols, deliver continuing education to MREB members, and address MREB operational matters. The June 2019 monthly meeting included a joint MREB/SREC member appreciation luncheon. At that meeting, SREC Chairs reported on their annual activities, and the goals and objectives for the upcoming year were finalized.
- Monthly meetings of the Chair, Vice-Chairs, and MREB Secretariat personnel: These meetings were held to address routine operational matters and to set the agenda for the monthly MREB meetings.
- SREC meetings: These were attended by SREC Chairs and SREC members to deal with protocols and administrative matters relevant to the functioning of the SRECs. Some SRECs had one meeting to start the year, while others met more frequently (monthly at most). The Research Ethics Officer attended some of the meetings.

Administrative Activities

- The Research Ethics Officer continues to conduct an administrative review of incoming applications in order to provide feedback to researchers regarding necessary revisions prior to ethics review (e.g. missing documents, insufficient information, etc.). This initial administrative review ensures that the MREB reviewers can focus on any ethical concerns in the application. The new online system (MacREM) has made it easier for the Research Ethics Officer to provide comments to researchers and also creates a clear record of what was covered in the administrative review, which the MREB Chairs can access in order to provide feedback to the ethics office on the appropriateness of the administrative review comments.
- The Researcher Annual Report/Project Status process continued in compliance with the TCPS requirement of ongoing review. MREB personnel ensured that researchers were notified to complete their required short annual project status reports in advance of the anniversary of their initial clearance in order to remain in compliance with the Tri-Council Policy Statement, the Tri-Agency's Framework: Responsible Conduct for Research, and university policies and funding requirements. In the coming year the MREB Secretariat will look at improving the process, ideally in partnership with faculty research administrators, in order to reduce the number of researchers failing to submit annual reports.
- The MREB member background and skills inventory continues to be completed by new members. This information assists the Board in tracking areas of expertise among its members, identifying gaps that require filling when new members are being recruited to serve on MREB, and helps the board assign protocols to reviewers. Former Research Ethics Officer, Daniel Tesolin, created a database connecting reviewer expertise, availability and review history to improve efficiency in assigning ethics applications for review. Current Research Ethics Officer, Stine Hansen, continues to use and refine this database.

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- The new standard MREB form in the MacREM system has gone through several updates as the ethics office staff make changes based on how researchers are completing the form, as well as researcher and reviewer feedback. New forms were created as part of the online system, including a shorter application form for projects that already have clearance at an external REB, and the For Information Only form, which is meant to document minor administrative changes to studies that do not require REB review (e.g. changes to the research team).
- A Research Ethics Advisor (REA) position was created with the goal of reducing workload on the MREB Chairs. The REA will collate and edit delegated reviewer comments, and provide their own ethics review comments, before the application will go to the MREB Chair. The Chair will receive an application that has feedback ready to send to the researchers, pending any changes or additions they want to make to the feedback. The REA will also conduct the initial review of amendments and provide an assessment to the MREB Chair, as well as reviewing revised applications to determine if researchers addressed the MREB comments. The activities of the REA will allow the Chairs to focus on substantial ethical issues and reduce the amount of time they have to spend on each application.

Information Systems Development

- With the new online system (MacREM) fully launched, work has begun on retiring the old ethics system. The old system is in Cold Fusion and stored on a server hosted by Student Affairs. Cold Fusion will no longer be supported, and the old system needs to be removed from the server. The ethics office is working with researchers to determine which studies cleared through the old system are still active and transferring the active ethics files to MacREM. Once all transfers are complete, the old system can be retired, and a copy will be created and stored on a local drive in the ethics office (so data on historical reviews is still accessible). Additionally, the McMaster Research Ethics Tutorial, which is also in Cold Fusion and stored on the Student Affairs server, has been re-created in LimeSurvey and will go live in that instance later this year.
- The MacREM system launched for live testing in the summer of 2018 and by the end of October was ready to receive all new research ethics applications. Michael Wilson and the ethics staff have spent the last year refining the MacREM system, including updates to the applications forms (often based on reviewer and researcher feedback), creation of new forms (e.g., a simpler form for review of projects with external clearance), and revisions to the system emails and letters to improve clarity. There is some flexibility in both the online form and system, and the system vendor is responsive to feedback, so the MREB staff can continue to tweak MacREM in response to researcher concerns.
- In January 2018, the Office of the VP Research began the process of redesigning the research.mcmaster.ca website, along with associated websites – including the MREB site (reo.mcmaster.ca). An external web design company, in conjunction with RHPCS, is leading the creation and implementation of the new site. In the past year, the MREB Secretariat has been involved in the redesign through providing feedback to RHPCS on the content and format of the MREB section on the new site.
- The LimeSurvey survey template service is growing in popularity and has funding until March 2022. The service, which receives technical and education support from Research and High Performance Computing Service (RHPCS), provides McMaster researchers with survey templates that enable researchers to develop and administer online surveys that are compliant with TCPS guidelines without needing to do any

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programming. As of May 15, 2019, there have been 4379 surveys created (includes creation of test/practice surveys). “How to” documents for McMaster researchers are available on the research ethics website to support this interest and demand. Along with the increase in new accounts there is growing interest from researchers in the Faculty of Health Sciences. Ginnet Segui Lines from RHPCS, and MREB’s Research Ethics Officer, Stine Hansen, provide personal support to researchers when opening new accounts and during survey design.

Policy Development

- Progress was made on the development of a university policy to support researchers in maintaining promises of confidentiality to research participants, in part to satisfy the Interagency Advisory Panel on Research Ethics interpretation of Article 5.1 of the TCPS2. Nick Caric worked with Associate VP Research, Karen Mossman, along with representatives from Hamilton Health Science and St. Joseph’s Healthcare Hamilton to turn the draft policy document into a joint policy between McMaster, HHS and SJHH. The joint policy is essential as many research projects are collaborations between the institutions. The joint policy document is now going through the policy approval process at each institution.
- The Senior Ethics Advisor, in collaboration with the HIREB ethics officer, the Associate VP Research, and the University Secretariat, finalized the revisions of the Terms of Reference for the Research Ethics Standing Appeals Board. The Terms of Reference have now been approved by the Senate and Board of Governors and are in effect.
- The Senior Ethics Advisor, with input from the Research Ethics Officer, the MREB membership and the University Secretariat, completed revisions of the MREB Terms of References. The primary change was to reduce quorum requirements for conducting Board business other than full-board ethics reviews (e.g. approving minutes) to match minimum quorum requirements in the TCPS2. This will make it easier for the MREB to achieve quorum and conduct business at each monthly meeting. Feedback was provided by the Associate VP Research and the Terms of Reference were subsequently presented to, and approved by, the Senate and the Board of Governors.

Education and Professional Development

Educational Activities

- Numerous one-on-one ethics consultations were provided throughout the year, often on a daily basis, by MREB personnel. These consultations were conducted face-to-face, by telephone, videoconferencing, and through email exchanges.
- Three undergraduate student research ethics workshops, designed specifically for students who received summer Undergraduate Student Research Awards (USRA), were run in March and April 2019.

Educational Presentations

- The MREB Chair held orientation sessions for new members, introducing them to their protocol reviewer role. MREB personnel also oriented both new and returning members on the use of the new online ethics review system.

June 30, 2019

- In-class presentations on research ethics were made in PhD, Masters and undergraduate courses in Linguistics, Masters of Communication Management, Social Work, Arts and Sciences, Communications and Multimedia, Health Aging and Society, Labour Studies, Global Studies, Sociology, and Kinesiology. Additionally, a special session on research ethics was held for MacPherson Institute researchers.
- The Chair, Vice-Chair, and MREB personnel planned and co-organized McMaster's 19th annual *Research Ethics Training Workshop* in January 2019, which was held in conjunction with representatives from the Hamilton Integrated Research Ethics Board (HiREB) and the School of Graduate Studies. The workshop was open to McMaster faculty, post-doctoral fellows, graduate students and staff from all programs. About 45 researchers attended. This year's workshop included a presentation on the philosophical foundations of research ethics and provided attendees with the opportunity to talk directly to the chairs of the two REBs about their research ethics questions. The workshop retained its popular interactive component consisting of the small group review of a mock research ethics application form facilitated by REB chairs and staff.
- In October, MREB hosted the 19th annual "*How to Review a Protocol Training Workshop*" attended by MREB and SREC members, and members of REBs across Southern Ontario, about 20 attendees in total. The workshop was well-received and provided REB and SREC members with information about the TCPS and the review process. Attendees had the opportunity to acquire hands-on experience with individual and group review processes of a mock protocol to hone their reviewing skills and receive feedback from workshop facilitators.

REB Capacity Building

- MREB continued its ongoing capacity building efforts by inviting other REBs to send their new members to attend MREB's "How to Review a Protocol" training workshop. At the 2019 workshop about half of the participants were from other institutions, including; Waterloo, Ryerson, UOIT, Mohawk and George Brown.
- The McMaster Research Ethics online tutorial has now had over 7127 researchers complete it since June 2007 here in Canada and abroad. Many institutions and instructors from across Canada continue to make it mandatory for their researchers.
- McMaster University and the Native Women's Association of Canada (NWAC) signed an agreement that designates MREB as the REB of record for research conducted by NWAC. This agreement allowed NWAC, which did not have the resources to establish its own REB, to qualify for the administration of Tri-Agency research funding. As part of the agreement, NWAC is willing to provide an ad hoc reviewer if MREB requires additional expertise and insight on an ethics application involving research with an Indigenous community.

Promotional Initiatives

- MREB personnel staffed *information tables* at new faculty orientations and Grad Week, to educate new faculty and student researchers about research ethics.
- The administration of the Tutorial for Researchers Conducting Retrospective Review of Health Records has been handed to HRS/HiREB for ongoing support and maintenance. Originally the creation of this

June 30, 2019

tutorial was a collaboration between MREB and HiREB ethics staff and had been receiving technical support from Michael J. Wilson, MREB's former Research Ethics Officer. This tutorial is mandatory for researchers who wish to do research using information held in patient charts. It instructs researchers on the legislative and privacy concerns for the use of personal health information in research. Over 12,000 researchers have been certified on the brief tutorial since its creation.

Guidance Documents and Templates

- A PowerPoint presentation entitled "Myths and Misconceptions" was used at various research ethics education events such as the "How to Review a Protocol" and the "Annual Research Ethics Workshop" to address common misconceptions about research ethics and the application review process.
- The main guidance documents created in 2018-19 were a set of guides on the use of the new online system; including how to create a new application, how to create a sub-form, and how to share the online application with other researchers. Short instructional videos on these topics were also created.

Professional Development

- MREB invited Drs. Chris Sinding, Catherine Graham and Helen Vosters, from the School of Social Work, to talk about the unique ethical aspects of their research project. The project involved research participants who provided data about experiences of social marginalization, and one of the parts of the projects was a dramatic performance of the stories, put on by the research participants. This required thinking through how to handle confidentiality of the stories and potential social risk to participants, when part of the project was done publicly.
- Dr. David Ogborn, MREB member, presented to MREB on artistic practice and research. He provided MREB members with a deeper understanding of the difference between artistic activity (or creative practice) and research. The TCPS2 uses this distinction to restrict the scope of research ethics review, but its own explanation of the difference is short and ambiguous.
- Education sessions for the Board were also led by MREB Chair, Dr. Steve Bray, and Assistant Director (Research Ethics), Nick Caric. Steve Bray led a discussion on incentives for research participants and Nick Caric presented on distinguishing between anonymous versus potentially identifiable surveys and the implications for ethics review.
- The Assistant Director (Research Ethics) attended the Canadian Association of Research Ethics Boards annual conference. Highlights included presentations on updates to the TCPS2 and Tri-Agency data management policy, conducting research with Indigenous communities, conducting research with youth on sensitive topics, and using online images of people in research.
- MREB members complete the Tri-Council Policy Statement Course on Research Ethics (CORE) tutorial when they join the Board.

Goals and Objectives Achieved for the Year (July 1, 2018 – June 30, 2019)

- Implemented the new online ethics review and management system – MacREM. Major steps include; review and revision of application forms and other system documents; training of researchers, reviewers,

June 30, 2019

MREB Chairs, and ethics office staff in the use of MacREM; and determining how reporting to ROADS and Research Finance will work with MacREM.

- Finalized the revised MREB Terms of Reference and sent both the MREB Terms of Reference and the revised Appeals Board Terms of Reference to the Senate for final approval.
- Continued to support the VPR and AVPR in the development of a policy regarding legal representation where researchers are protecting confidentiality of participants.
- Continued MREB and SREC member's education opportunities related to emerging issues in research ethics during MREB meetings. MREB members suggest further education on the intersection of research ethics and technology; social media research, electronic data security, online surveys, etc.
- Aided the VPR and AVPR in conducting a search for both a new MREB Chair and Vice-Chair for 2019-2020, as both Dr. Bray and Dr. Fast are stepping down.
- With the launch of the new/revised McMaster Research website, started the process of reviewing all MREB web content and revising as necessary.

Goals and Objectives for the Year (July 1, 2019 – June 30, 2020)

- Continue to improve the MacREM ethics review process through refining application forms, making use of the help button feature, determining the best methods for obtaining review statistics and creating reports, exploring the use of the "Roles" action to determine its best use, and obtaining feedback on the MacREM system from researchers and reviewers.
- Use review stats to determine optimal MREB reviewer representation from departments and work towards having sufficient representation for 2020-2021. Includes communicating to department chairs in advance and advocating that MREB service be a core administrative responsibility of designated faculty, as opposed to extra work on top of administrative responsibilities.
- Review the MREB web content and revise as necessary, in conjunction with the launch of the new McMaster research website.
- Work with the Privacy Office to develop a FIPPA compliant guideline for the use of McMaster contact information (primarily emails) in research recruitment.
- Integrate the Research Ethics Advisor into the review process and evaluate and revise the process as necessary.
- Develop an ongoing research ethics training curriculum for MREB reviewers.

June 30, 2019

Statistical Overview of Protocols Received in 2018-2019 (July 1, 2018 – June 30, 2019)

Table 1: Number of New Applications and Amendments Received by MREB and SRECs by MREB Reporting Year

Year	MREB Full Applications	SREC Full Applications	Total Full Applications	All Amendment Applications	Total Including Amendments
2008 – 2009	186	78	264	60	324
2009 – 2010	215	91	306	73	379
2010 – 2011	216	89	305	76	381
2011 – 2012	214	61	275	99	374
2012 – 2013	242	106	348	102	450
2013 – 2014	235	81	316	143	459
2014 – 2015	267	72	339	114	453
2015 – 2016	244	63	307	106	413
2016 – 2017	273	59	332	123	455
2017 – 2018	251	63	314	153	467
2018 – 2019	259	32	291	156	447

*Total full applications include standard, course-based, external and conditional release of funds.

June 30, 2019

Table 2: Number of New Applications Received by MREB and SRECs by Month: Including MacREM versus the Previous Application Process

Month	MacREM MREB	MacREM SREC	MacREM Total	Previous Process MREB	Previous Process SREC	Grand Total
Jul-18	3	0	3	21	0	24
Aug-18	0	0	0	20	1	21
Sep-18	8	1	9	14	2	25
Oct-18	10	4	14	8	0	22
Nov-18	25	8	33	1	0	34
Dec-18	12	5	17	1	0	18
Jan-19	24	8	32	1	0	33
Feb-19	22	3	25	0	0	25
Mar-19	27	0	27	0	0	27
Apr-19	16	0	16	0	0	16
May-19	22	0	22	0	0	22
Jun-19	24	0	24	0	0	24
Total	193	29	222	66	3	291

*New applications include standard, course-based, external and conditional release of funds.

June 30, 2019

Table 3: Application Types Submitted in the MacREM System by Month

Month	Standard	Amend	FIO	Con	Course	Ext	Reportable	Total
Jul-18	3	0	0	0	0	0	0	3
Aug-18	0	0	0	0	0	0	0	0
Sep-18	8	1	1	1	0	0	0	11
Oct-18	13	0	1	1	0	0	0	15
Nov-18	31	9	3	2	0	0	0	45
Dec-18	15	4	0	1	1	0	2	23
Jan-19	22	12	11	7	2	1	0	55
Feb-19	23	15	3	0	1	1	0	43
Mar-19	26	12	3	0	1	0	1	43
Apr-19	11	13	6	4	0	1	0	35
May-19	16	23	7	4	0	2	0	52
Jun-19	18	9	8	3	0	3	0	41
Total	186	98	43	23	5	8	3	366

Standard: New standard MREB application

Amend: Amendment to an approved application

FIO: For information only form

Con: Conditional release of funds application

Course: Course-based research application

Ext: Application for a project with external REB clearance

Reportable: Reportable event form (adverse event, protocol deviation, data breach, complaint)

June 30, 2019

Table 4: Number of New Applications Received by MREB by Faculty/School (Last 4 Years)

Faculty	2015-2016	2016-2017	2017-2018	2018-2019
Administration	17	11	20	11
Arts & Science	11	11	9	3
Business	24	37	31	24
Divinity College	3	4	5	2
Engineering	3	14	13	15
External	5	6	4	10
Health Science	0	1	1	1
Humanities	45	40	37	37
Science	59	70	58	62
Social Science	77	78	73	94
Total	244	272	251	259

*New applications include standard, course-based, external and conditional release of funds.

June 30, 2019

Table 5: Number of New Applications Received by MREB by Level of Project (Last 4 Years)

Project Level	2015-2016	2016-2017	2017-2018	2018-2019
Faculty	115	133	119	99
Post-Doc	6	6	6	22
PhD Thesis	36	39	35	54
Grad Course				6
D. Min.	1	0	2	0
MRP	18	23	20	22
Masters Thesis	36	42	34	48
Undergraduate	20	20	21	45
Administration	11	8	12	11
Other	1	2	2	6
Total	244	273	251	313

*New applications include standard, course-based, external and conditional release of funds. The data for 2018-2019 include all the checkboxes for Level of Project selected (in the new MacREM form), which is why the total numbers are much greater than previous old system numbers (which only counted one level of project from a drop-down list). For example, a project that indicates both Faculty and PhD thesis for level of project is counted for both categories.



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<http://www.mcmaster.ca/graduate>

To : Senate

From : Christina Bryce
Assistant Graduate Secretary

Re : Report from Graduate Council

At its meeting on September 17th, Graduate Council approved the following for recommendation to Senate:

For Approval:

1. Faculty of Health Sciences

Health Research Methodology

Cancellation of Co-op Option (M.Sc.)

The program proposed the cancellation of the co-op option within their program as it has not been used for many years now and they will not be offering it going forward.

This change will be included in the next Graduate Calendar, effective September 2020.

REPORT TO SENATE
from
UNDERGRADUATE COUNCIL

FOR APPROVAL

I Late Withdrawal Policy

At its September 24, 2019 meeting, Undergraduate Council reviewed and approved, for recommendation to Senate, a proposal to add a *Late Withdrawal* section within the *General Academic Regulations* of the *2019-2020 Undergraduate Calendar*. The proposal outlines parameters for a late withdrawal option to assist students who have become irretrievably behind in a course. The Late Withdrawal (LWD) notation will be added to the Non-Numeric Grades and Notations chart within *General Academic Regulations* of the *Undergraduate Calendar*. Undergraduate Council recommends that the proposed language be approved effective October 9, 2019, which will allow Faculty Offices to use the late withdrawal option during the 2019-2020 academic session. Details of the complete proposal are contained in Attachment I of the circulated report.

Undergraduate Council now recommends,

that Senate approve the addition of the *Late Withdrawal* section within the *General Academic Regulations* of the *2019-2020 Undergraduate Calendar*, effective October 9, 2019, and as set out in Attachment I of the circulated report.

FOR INFORMATION

II Undergraduate Council Committee Assignments

At the same meeting, Undergraduate Council ratified the Undergraduate Council Committee Assignments for the 2019-2020 academic year.

III Terms of Award

At the same meeting, Undergraduate Council approved: a) six new awards b) five new bursaries and c) changes to five award terms.

a) New Award

The Yves & Cynthia Bled Canadian Award for Women in Engineering Fund
The Reese Fallon Memorial Scholarship
The Hitachi Capital Canada Corp. Scholarship
The McMaster Undergraduate Scholarships
The Jervis B. Webb Company of Canada (Daifuku) Scholarship
van der Sluis Family Academic Grant

- b) New Bursaries
 - The Barbara Brown Bursary
 - The Gunter Diehl Bursary
 - The Don Phillips Bursary
 - The Olga Cwiek and Bill Wilkerson Bursary
 - The Paul Riddles Law Bursary

- c) Changes to Award Terms
 - The Achievement Awards of Excellence
 - The Henrietta Alderson
 - The June Brown Bursary
 - The McMaster Undergraduate Bursaries
 - The Thomas E. Willey Scholarship

IV Award Name Changes

At the same meeting, Undergraduate Council received, for information, two name changes.

V Award Value Changes

At the same meeting, Undergraduate Council received, for information, 47 award value changes.

VI Establishment of New Certificate of Completion Programs

At the same meeting, Undergraduate Council received, for information, the creation of six Certificate of Completion Programs:

- a. Multi-Competency Essentials
- b. Fundamentals of Health Research
- c. Open Source Intelligence
- d. Fundamentals of Mindfulness
- e. Advanced Principles and Practice of Mindfulness
- f. Lean Yellow Belt

VII Closure of Certificate of Completion Programs

At the same meeting, Undergraduate Council received for information, the closure of the *Project Management Program Certificate of Completion*.

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

Senate: October 9, 2019

Late Withdrawal

McMaster University provides a Late Withdrawal option to assist students who have become irretrievably behind in a course. Students who have fallen behind with assignments and/or are not prepared to write final examinations (or equivalent) in one or more courses are encouraged to make use of this option and must contact their Academic Advisor in the Faculty/Program Office. Students will work with their Academic Advisor to discuss the situation and what steps they can take to prevent a recurrence.

The maximum number of units for which students may request a Late Withdrawal is 18 units throughout their undergraduate degree.

Students may request a Late Withdrawal, without petition, no later than the last day of classes in the relevant Term. However, it is important to note that:

- Requests for Late Withdrawal cannot be made in courses for which the final exam (or equivalent) has been attempted or completed. This also includes courses where a final grade has been assigned (e.g. clinical courses).
- Such requests will be cancelled or revoked if it is determined that the student attempted or completed the final exam (or equivalent).
- Students cannot use the Late Withdrawal option for courses in which they are under investigation or for which they have been found guilty of academic dishonesty.

Course(s) approved for Late Withdrawal will be:

- Assigned a non-numeric grade of LWD, in lieu of an alpha/numerical grade
- Excluded from the calculation of the GPA
- Ineligible for tuition refund

Approval of a late withdrawal is final, and requests to be re-enrolled in the withdrawn course(s) will not be considered. A withdrawal will not preclude students from enrolling in the course(s) in a subsequent term.

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

Open Session

At its meeting on September 16, 2019, the Committee on Appointments approved the following recommendations and now recommends them to Senate:

a. Title Change – Continuing Health Sciences Education (CHSE) Program

The CHSE program is headed by an Assistant Dean. However, in keeping with realigned titles brought forward last year, this position should have been renamed to be an Associate Dean.

It is now recommended,

That the Senate approve the title change of the head of the Continuing Health Sciences Education (CHSE) Program to Associate Dean, effective July 1, 2019.

b. ToR SPS A9 Drafting Committee – Updated Membership

It is now recommended,

That the Senate approve the amendment to the SPS A9 Drafting Committee as circulated.

**Senate: For Approval
October 9, 2019**

July 22, 2019

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Recommendation to change the title of the head of the Continuing Health Sciences Education (CHSE) Program.

Currently the CHSE program is headed by an Assistant Dean. However, in keeping with realigned titles brought forward last year, this position should have been renamed to be an Associate Dean.

I am asking for approval of this name change to correct this omission effective July 1, 2019. The current incumbent in the position, Dr. Khalid Azzam, will remain in this retitled role for the remainder of his term. No changes have been made to the terms of reference except the title.

Thank you for considering this recommendation. If you need further information, please do not hesitate to contact me.

Yours sincerely,



Paul M. O'Byrne, MB, FRCPC, FRSC
Dean and Vice President

Encl.

POB/rc

Joint MUFA-SCA Ad-Hoc Drafting Committee to Revise SPS A9

RE: Revised Committee Membership

SCA Appointees:

Dr. Aaron Schat	Associate Professor, Chair Human Resources and Management
Dr. Mohamed Bakr	Professor, Electrical and Computer Engineering
Dr. Ken Cruikshank	Dean of Humanities

MUFA Appointees:

Dr. Philippa Carter	Teaching Professor, Religious Studies
Dr. Martin Horn	Associate Professor, History
Dr. Michel Grignon	Associate Professor, Health, Aging and Society
Dr. Laura Parker	Associate Professor, Physics and Astronomy

REPORT TO SENATE
FROM THE
COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

Open Session

At its meeting on October 4, 2019, the Committee on University Ceremonials and Insignia approved the following recommendations and now recommends them to Senate:

a. Degree Designation, Abbreviation and Hood

Degree abbreviation and hood designs for Master of Financial Mathematics.

It is now recommended,

That the Senate approve that the Master of Financial Mathematics degree assumes the degree abbreviation M.F.M. and that it adopts the hood description currently used by the Master of Science, Master of Science (OT), Master of Science (PT), and Master of Science (SLP): Black silk, lined and bound with old gold silk.

b. Academic Regalia, Hood Descriptions and Degree Abbreviations Policy

It is now recommended,

That the Senate approve the revisions to the Policy on Academic Regalia, Hood Descriptions and Degree Abbreviations, as circulated.

c. Academic Regalia Modification

This item is included for information.

Senate: For Approval/Information
October 9, 2019

July 8, 2019

TO: Members of the Committee on University Ceremonials and Insignia

FROM: Melissa Pool
University Registrar

RE: Degree abbreviation and hood designs for Master of Financial Mathematics

In accordance with the Senate Policy on *Academic Regalia, Hood Descriptions and Degree Abbreviations*, I submit for your approval that:

the **Master of Financial Mathematics** degree assumes the degree abbreviation **M.F.M.** and that it adopts the hood description currently used by the Master of Science, Master of Science (OT), Master of Science (PT), and Master of Science (SLP):

Black silk, lined and bound with old gold silk.





OFFICE OF THE REGISTRAR

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September 24, 2019

TO: Members of the Committee on University Ceremonials and Insignia

FROM: Melissa Pool
University Registrar

RE: Revision to Policy on Academic Regalia, Hood Descriptions and Degree Abbreviations

Dear Members,

Graduating students and members of the convocation platform party have a long tradition of wearing academic regalia during their ceremonies. McMaster is committed to equity, diversity, and inclusion of all members of the community. To this end, we recommend that the University affords senior officers presiding over convocation the flexibility of proposing modifications to the traditional regalia associated with their role at the ceremony.

Please accept these proposed revisions to the *Academic Dress* section of the Policy on *Academic Regalia, Hood Descriptions and Degree Abbreviations*:

Academic Dress

1. The Chancellor

The CHANCELLOR wears a gown made from black satin damask and having facings, down each side in front, and a square collar at the back of the same material. **Traditionally**, the gown is trimmed with gold lace and ornaments as shown on Attachment I. With this gown ~~is worn~~ a black mortar-board cap **may be worn** with a gold tassel and a gold lace edging. **In accordance with McMaster's commitment to diversity and inclusion, the Chancellor may propose modifications to the design of the regalia.**

2. The President and Vice-Chancellor

The PRESIDENT and VICE-CHANCELLOR wears a gown made from maroon damask and having facings, down each side in front, and a square collar at the back of the same material. The gown is trimmed with gold lace and ornaments as show on Attachment II. With this gown ~~is worn~~ a maroon mortar-board cap **may be worn** with a gold tassel and a gold lace edging. **In accordance with McMaster's commitment to diversity and inclusion, the President may propose modifications to the design of the regalia.**

3. The University Bedel

The UNIVERSITY BEDEL wears a gown and cap as shown in Attachment III. When carrying the Mace, the Bedel wears white ~~leather~~ gloves.

September 24, 2019

TO: Members of the Committee on University Ceremonials and Insignia

FROM: Melissa Pool
University Registrar

RE: FOR INFORMATION: Modifications to the Traditional Design of the Chancellor's Regalia

Dear Members,

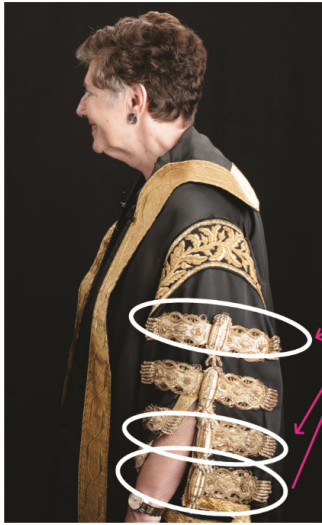
For your information, please find below a brief illustration describing some proposed modifications to the traditional design of the Chancellor's convocation regalia. We present these modifications on behalf of Chancellor Santee Smith, who is Turtle Clan of the Mohawk Nation. Overall, the design begins with McMaster's traditional Chancellor's regalia as a foundation (with several ornaments omitted), and Indigenous-themed regalia will be layered on top of this base.

McMaster will install Santee Smith as its nineteenth Chancellor during the November 21, 2019 convocation ceremony.

Details of the Proposed new Chancellor's regalia:

- Silk fabric (50% lighter weight than the silk fabric used in the current gown).
- Design is based on policy description and previous Chancellor's gown but with fewer ornaments (to reduce the weight and maintenance of the gown).
- Additional Indigenous regalia pieces, to be added on top of Chancellor's gown:
 - Custom-beaded cap
 - Custom-beaded "yoke" (vest)
 - Custom-beaded arm cuffs

.../2



Remove

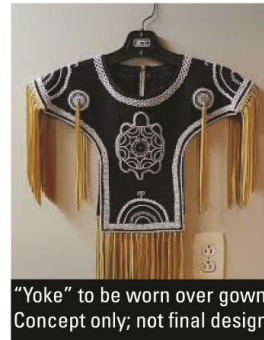


Remove

Lower arm panel



Remove



"Yoke" to be worn over gown.
Concept only; not final design.



Custom-beaded cap (concept only; not final design)



Custom-beaded wrist cuffs. Concept only; not final design.

Other Indigenous regalia pieces to be added on top of Chancellor's gown. The items pictured above are examples, and the final pieces will be crafted with a similar design. Some of the gold materials used in creating the Chancellor's gown will also be used to make these items (e.g. gold ribbon, leaf broquet, etc.).