
TO:

Senate

FROM:

Jane Everett, Dean of Students

Chair, Committee on Student Affairs (CSA)

MEMBERSHIP

(three-year renewable terms)

CSA MEETING

DATES

2008-2009

The Dean of Students, Chair	10 September 2008
The Associate Dean of Students	8 October 2008
One Voting member from each Faculty, usually the Associate Dean (Student Affairs)	12 November 2008
The Associate Dean (Graduate and Postdoctoral Studies)	7 January 2009
The Dean of Continuing Education or delegate	4 February 2009
The Deputy Provost (Student Life and Learning)	11 March 2009
The Registrar	8 April 2009
The Director, Information Systems Resources	6 May 2009
The Director of Residences	
The Manager, Student Affairs Office, Faculty of Agricultural and Environmental	
The Accountant, Student Accounts Office	
3 student members (1 graduate, 2 undergraduate)	
Secretary to the Dean of Students (non-voting)	

TERMS OF REFERENCE

- a) To interpret academic policies as they affect timetabling, student records, and student affairs in general, and to review and recommend administrative procedures to implement them;
- b) To study and recommend the sessional dates for all faculties and for the Centre for Continuing Education, including the beginning and end of the session, holidays, and examinations;
- c) To review and recommend on practices and procedures related to student advising and orientation;
- d) To review or recommend to Senate or to the Academic Policy Committee where appropriate on practices,

- 24 students participated in the McGill internal interview process for the Rhodes Scholar competition. One McGill student was named a Québec Rhodes Scholar for 2009; another was named a Newfoundland and Labrador Rhodes Scholar for 2009.

8. GUESTS

- Lisen Moore, Associate Manager, Intercollegiate Sports (8 Oct. 2008) explained the context of a possible Academic Coaching Project and the steps Athletics takes to monitor student athlete grades.
- Johanne Pelletier, Secretary-General (7 January 2009) participated in a discussion of the work of the Senate Review Working Group and the review of CSA's mandate and membership.
- C. Weston and A. Finkelstein (8 April 2009) discussed new technologies, assessment of learning, and the

Nadya Wilkinson (Undergraduate), VP University Affairs, SSMU
Margaret Labban (Graduate)
Andrew Ling (Undergraduate)

Subcommittee on Undergraduate Student Advising

Membership

The Chair of the Subcommittee will be a member of CSA, either an Associate Dean (Student Affairs) or the Associate Dean of Students [exceptionally, Jane Everett, Dean of Students]

Two Faculty advisors [Donald Sedgwick, Arts; Judy Pharo, Engineering]

Two Department / School academic advis

To identify policies and procedures that differ across faculties and to assess rationale for any effects of those differences.
To initiate and monitor harmonization efforts regarding Faculty Student Affairs policies and procedures.
To coordinate communications to Faculty Student Affairs Offices regarding Subcommittee decisions.
To bring recommendations to CSA as required.
To evaluate achievement of common policies across faculties.
To report to CSA at least once annually.

Subcommittee on Student Records

Membership

Chair: Director, Information Systems Resources [Doug Jackson]
Secretary: Enrolment Services [Michael Mitchell]
The University Registrar and Executive Director of Enrolment Services [Kathleen Massey]
The Associate Registrar [Anna Walsh]
Senior Manager, Student Accounts Office [Mary Jo McCullogh]
A representative from the Office of Planning and Institutional Analysis [Don Bargenda]