

# MUFA NEWSLETTER

October-November 2014 - Volume 41.2 – Laura Parker, Editor

*I know that for many you Mosaic has, up to this point, required a lot of change while the benefits have seemed uncertain, elusive or missing. Many faculty members have, with a touch of frustration, asked me if they will ever see any benefit at all.*

*I understand this skepticism. It's easy to grow frustrated when you are struggling with an unfamiliar process or encounter a broken function. I want to assure you that we are approaching the point where the benefits will become clearer. The recently released Research Project Statement is one example of a report that delivers more than its predecessor. The new time entry system for payroll is receiving positive reviews from users who find it quick and easy to use. The shift to electronic pay statements, which affected nearly 10,000 people, has gone smoothly for the vast majority of employees. In short, things are looking up.*

*Now we are approaching the launch of the student administration system. Our current student system is one of our oldest legacy systems and the shift we are making is like moving from a horse drawn chariot to a modern automobile. While faculty members will experience some changes in practice, they will also see some significant benefits. To help you get your bearings, here is a brief overview.*

*-Fred Hall, chair of the Mosaic steering committee*

## **Student Administration and Mosaic**

Of the four core functional areas in Mosaic, student administration is the most complex and the largest. Admitting applicants, registering for classes, recording grades, generating transcripts and convocating students are examples of student administration functions. From applicants to graduates, faculty members to administrators, groups across the University will have to learn new ways of performing familiar tasks as these functions migrate to the new system.

At the earliest, some faculty members may begin using the new system early next year after the new graduate student web application launches. The March launch of the faculty center will mark the point when most faculty members will begin engaging with the system. Until then it is business as usual.

Changes of particular interest to faculty members include:

- ▶ A new Faculty Center will provide tools for instructors including:
  - ▶ Class rosters
  - ▶ Ability to email a class of students.
  - ▶ Personalized schedule of classes and exams
  - ▶ Online examination questionnaire
  - ▶ New online grade entry tool (and integration with Avenue to Learn for December 2015)
  
- ▶ A new graduate student application module which includes tools for faculty to assess applications online (see below)

*Continued on next page...*

## **In This Issue:**

1. **Mosaic - Student Administration**
  
3. **New Members**
  
4. **What's New?**
  
4. **MUFA Executive**
  
5. **Faculty-Member-in-Residence - Open Call**
  
6. **OCUFA**
  
7. **University Club - Trial Membership**
  
7. **Public Lecture**
  
7. **Passages**
  
8. **MUFA General Meeting**

## **McMaster University Faculty Association**

Hamilton Hall, Room 103A  
Hamilton, ON L8S 4K1

(905) 525-9140  
Ext. 24682/20297

[mufa@mcmaster.ca](mailto:mufa@mcmaster.ca)

**MUFA on the WEB**  
<http://www.mcmaster.ca/mufa>

---

There will also be significant benefits for students including:

- ▶ MUGSI and SOLAR replaced with a new Student Center offering vastly improved student access to student information and online functionality (e.g. transcript requests, application status, etc.)
- ▶ Faculty will be able to see class registration immediately during registration period
- ▶ Rolling registration times assigned to students during the day (no midnight rush to register)
- ▶ Improved visibility around scholarship payments with a detailed disbursement schedule for non-employment income for graduate students

### **Direct Registration**

The current practice of “sectioning” students into classes is a process unique to McMaster and is not compatible or supported by commercially available systems. It will be replaced by a process of direct registration into classes by students themselves. This is a fundamental shift that both empower students and aligns McMaster with the vast majority of universities in North America which use this approach. Students will register directly into classes, labs and tutorials and build their own schedule. This is a significant benefit to students; however, this change will require that the final timetable, once published, is final. Once registration begins it will be very difficult to change class days, times or terms. Changes after registration will have a significant student impact, including possibly creating scheduling conflicts or impacting work, transportation or other plans made by the students, once they selected their timetable.

### **Graduate Student Applications**

Currently, there are a variety of ways program offices review and assess graduate student applications, including paper files and several electronic systems. All

of these systems require work at the program level. Mosaic will collect all graduate applicant information electronically through an online application, including unofficial transcripts, language test scores, Statement of Interest, etc. Program offices and faculty members will have access to view and make comments on graduate applications through Mosaic, rather than creating paper files or moving the information into a different system. This functionality will be introduced early in 2015 but departments are not required to adopt the new review system. (Several departments have indicated they would prefer to complete the current application cycle before switching.) An electronic reference system, similar to the functionality in the legacy system, allows applicants to designate their referees at the time of application and choose whether to send an email to the referee or to download a paper form (as they do now). Referees receiving the email will be able to log into the system to complete the reference. Faculty members will be able to view reference letters for their applicants through the new system.

Please note that as per current process, all offer letters sent to graduate students will be conditional upon receipt of original documents.

### **Launch plans**

As much as possible, Mosaic is synchronizing student administration module launches with the academic cycle. The admissions and course scheduling portions of the system will launch this November and December. The largest portion of the system, including registration, the faculty center, and online grade entry, will launch in March in time for April grade collection, the Spring/Summer registration period, Level II program selection and convocation processes.

### **Further Information**

The Mosaic team has set-up a “course” on Avenue to Learn, specifically for faculty members. It contains faculty specific newsletters and Mosaic instructions. All instructors should have access to this course immediately, email requests for additional access to [mosaic@mcmaster.ca](mailto:mosaic@mcmaster.ca).

## Mosaic Student Administration Timeline Overview

### November 17, 2014

- ▶ Undergraduate Admissions processing
- ▶ Transfer Credits
- ▶ Graduate Admissions processing
- ▶ Graduate program web application (February/March 2015)
- ▶ Applicant portal

### December 1, 2014

- ▶ Course Catalogue
- ▶ Scheduling and Examination processing
- ▶ McMaster Collection Utility (formerly DCU)

### March 18, 2014

- ▶ Student Records and Registration, including Grades Processing, Level II Program Selection, Academic Review, Transcripts, and Academic Advising
- ▶ Student Accounts
- ▶ Student Financial Aid and Scholarships
- ▶ Student Centre
- ▶ Faculty Centre

## Welcome New Members

<b>Ellen Amster</b>	Clinical Epidemiology and Biostatistics
<b>Briano DiRezze</b>	Rehabilitation Science
<b>Wenonah Campbell</b>	Rehabilitation Science
<b>Michael Hartman</b>	Human Resources and Management
<b>Terri Lituchy</b>	Human Resources and Management
<b>Andrew McArthur</b>	Biochemistry and Biomedical Sciences
<b>Matthew Miller</b>	Biochemistry and Biomedical Sciences
<b>Nancy Santesso</b>	Clinical Epidemiology and Biostatistics

## What's New?

At McMaster University there was no documented practice in regards to the provisions for pay or teaching implications of a faculty member selected for jury duty. As a result of discussions at Joint Committee between MUFA and the Administration there are now clear directions from the University Administration on how this is to be handled.

- ◆ A faculty member selected for jury duty will be paid at their regular salary (less any jury pay that is received from the Ministry of the Attorney General as applicable) for the days that they are away from McMaster while on jury duty. Benefits would also be unaffected.
- ◆ It is the duty of the faculty member to inform the chair or director to whom they report as soon as they are aware that they have been selected for jury duty and to keep the chair informed in a timely manner as the nature of their responsibilities evolve.
- ◆ It will be the Chair's responsibility to reassign duties including teaching and/or supervisory responsibilities to ensure that the faculty member's students are accommodated appropriately. For absences that are anticipated to be longer than a few days, if a faculty member has commitments outside the department (for example service on a Faculty T&P Committee, or University Senate), the faculty member should also inform the Dean's office and/or University Secretariat as appropriate.

For the full memorandum please see:

<http://www.mcmaster.ca/mufa/documents/JuryDuty-JC2014.pdf>

This Newsletter is published monthly between September and May by the Faculty Association at McMaster University. The Association's Executive for 2014/2015 is composed of the following members:

President	Rafael Kleiman
Vice-President	Michelle Dion
Past-President	Graeme Luke
Academic Affairs	Catherine Anderson
Human Rights	Nancy Carter
Membership	Michelle MacDonald
OCUFA Director	Michelle Dion
Pension	Michel Grignon
Public Relations	Laura Parker
Remuneration	Arthur Sweetman
Special Enquiries & Grievances	Martin Horn
Tenure/Permanence	Qiyin Fang Joe Rose
Treasurer	Lilian Chan

---

Executive Director	Mara Giannotti
Executive Assistant	Jessica Weyman
Returning Officer	Matheus Grasselli

Opinions expressed in this Newsletter are those of the authors and do not represent the views of the Association or of its Executive unless so specified. Anyone wishing to contribute to the MUFA Newsletter is invited to send submissions to the Faculty Association Office (HH-103A, email: [mufa@mcmaster.ca](mailto:mufa@mcmaster.ca), ext. 24682/20297). Deadlines are the 15<sup>th</sup> of each month. All submissions will be published at the discretion of the Editor.

Current and past issues of the MUFA Newsletter are posted on the MUFA website ([www.mcmaster.ca/mufa](http://www.mcmaster.ca/mufa)).

Many thanks to our new MUFA Faculty Council representatives: **Sally McKay** (School of the Arts) and **Nicholas Serruys** (French).



**Open Call – University Library  
“Faculty-Member-in-Residence”  
July 1, 2015 – June 30, 2016**

Are you looking for an opportunity to enhance your 2015/16 research leave experience in a local (on-campus) setting?

The University Library is seeking a faculty member interested in spending a portion of time during his or her 2015/16 research leave to serve as the University Library’s second Faculty-Member-in-Residence.

In addition to workspace in the library, the Faculty-Member-In-Residence will receive direct access to library expertise and research support services, including collections, technical infrastructure (storage and virtual servers), publishing services, GIS consulting, targeted digitization, and technology consulting. The Library offers these services in a variety of ways including via the Lyons New Media Centre, the Lewis & Ruth Sherman Centre for Digital Scholarship, the Maps/Data/GIS department, and the William Ready Division of Archives and Research Collections.

In exchange, the chosen individual will be expected to:

- Demonstrate clear use of library resources and/or services in their own research.
- Encourage and support the research conducted by librarians and library staff. This support could take many forms, both formal and informal.
- Advise the library on issues related to faculty use of collections, services and facilities. Tell us when we’re on the right track and where changes are required.
- Become actively involved in at least one library project (could take the form of a small research project or participation on a work team related to the faculty member’s own area of interest).
- Give at least one lecture or workshop for a library or campus audience on a topic of relevance to their experience as Faculty-Member-in-Residence.
- Apply for at least one research grant involving library resources and/or services.

The opportunities are endless and the University Library is willing to consider innovative approaches to ensure that the experience furthers the library’s mission AND enhances the faculty member’s own research agenda.

To express interest or get more information about this exciting opportunity, please contact Vivian Lewis, University Librarian, at [ulatmac@mcmaster.ca](mailto:ulatmac@mcmaster.ca).

**The deadline for expressions of interest is November 30, 2014**

---

## OCUFA's October 2014 Board Meeting:

### Setting priorities for the year ahead

On October 25-26, 2014, OCUFA held its 144<sup>th</sup> Board of Directors meeting. Three times a year, OCUFA's Board – composed of representatives from all 278 of its member faculty associations – come together to discuss emerging issues and the organization's ongoing advocacy work.

One of the key objectives of this meeting was to identify key priorities for OCUFA in the year ahead. After reviewing the political and collective bargaining context in Ontario, the Board identified university pension plans, faculty complement/precarious academic work, and e-learning as priority initiatives for 2014-15.

#### Pension initiative

OCUFA's work on pension security will focus on the project underway to explore the development of a multi-employer Jointly Sponsored Pension Plan (JSPP) for the university sector. OCUFA is leading this initiative, alongside the Council of Ontario Universities (COU) with financial support from the Ministry of Training Colleges and Universities (MTCU). The project aims to present a framework for a new JSPP by September 2015. Faculty associations will have the option to enter the new plan on a voluntary basis. OCUFA will support the project by providing communications support, staff resources, and by liaising with MTCU and the Ministry of Finance. Faculty Associations that decide to remain in single-employer plans will continue to receive support from OCUFA.

#### Faculty complement/precarious academic work

It is clear that over the last fifteen years hiring of tenure-stream professors has not kept pace with enrolment increases in Ontario. Increasingly, administrators are turning to contract faculty to meet the instructional needs of their universities.

These contract faculty often work without job security, access to benefits, and for low pay. OCUFA's Board was unanimous in setting this issue as a key priority for 2014-15. OCUFA staff are now working directly with contract faculty to develop a plan of action and explore potential activities going forward. A more fully-developed plan will be presented to the OCUFA Board at the February 2015 meeting.

#### E-learning

In recent years, the Government of Ontario has signaled its intention to expand online and e-learning options in Ontario. While faculty are supportive of the appropriate use of e-learning, expanded e-learning must be undertaken to improve student success, not to simply cut costs. The OCUFA Board has set e-learning as a priority, and the organization will work to support our members as they advocate for high-quality e-learning options that respect academic freedom, intellectual property, and collective agreements. To that end, OCUFA will host an e-learning workshop on March 20, 2015 as a first step to developing policy recommendations and strategies for collective bargaining around e-learning. The OCUFA Board also mandated the organization to strongly advocate with the Ontario government for faculty representation on the Board of Directors and committees of Ontario Online, a new government initiative designed to increase online course provision in the province. OCUFA staff will provide member associations with a template letter to be sent to the Minister of Training, Colleges and Universities and the Council of Ontario Universities regarding this issue.

During the Board meeting, OCUFA presented its annual teaching awards to outstanding faculty members from across Ontario at a special gala luncheon. Winners from Wilfrid Laurier, U of T, York, McMaster, and Western were recognized. Deputy Premier Deb Matthews also attended, and presented welcoming remarks.

---

## Trial Membership offer The University Club of McMaster

The University Club is offering trial membership for faculty (no membership fees, until June 30, 2015). This offer does not apply to current members.

Individuals who are interested should contact Al Mercato, Club Manager, by email at [mercato@mcmaster.ca](mailto:mercato@mcmaster.ca) or by telephone at the University Club - 905-525-9140, extension 23246 to obtain an application form and other details about the club. Alternatively, the application and information is available on the Club website [www.ucmcmaster.com](http://www.ucmcmaster.com)

Member Benefits of the University Club of McMaster:

- Use of the Club dining facilities and attending special events.
- Reciprocal signing privileges to the Dundas Valley Golf and Curling Club. UC members are permitted to play golf on their "short course" (this fee is \$15)
- Reciprocal signing privileges to the Royal Hamilton Yacht Club.
- Discount membership at the Royal Botanical Gardens (RBG)
- Discount rate at the Holland Park Garden Gallery
- Discount rate at the Westdale Florist.
- Reciprocal arrangements at faculty clubs across Canada and the US."

Thank you for considering membership at the University Club of McMaster.

Al Mercato

### Passages

**Carl Ballstadt**, English, October 14, 2014  
**Bruno Mueller**, Math & Stats, October 27, 2014  
**Boris Stein**, Social Work, March 10, 2014  
**Gerd Westermann**, Geology, November 5, 2014

## Save the Date!

### Public Lecture

## “Hollowing Out the University: the Cancer of Corporatization”

Wednesday, January 21, 2015  
2:30 p.m. - 4:00 p.m.

Health Sciences Centre, Room 1A6  
McMaster University

James Turk, Distinguished Professor, Ryerson University, and former Executive Director, Canadian Association of University Teachers. Author, Academic Freedom in Conflict (2014)

Professor Turk will discuss the undermining of academic integrity, university autonomy, collegial governance and academic freedom in Canadian universities, and how essential characteristics of the university can be restored.

Open Discussion following lecture

Sponsored by the School of Labour Studies,  
McMaster University



**FOR SALE:** 1BR, 1WR Condominium apartment located in desirable Locke St. area. Located in a well managed building with superintendents on site. Condo includes indoor parking space, secure storage locker, modern laundry facilities, jacuzzi tub, courtyard/BBQ, beautiful kitchen with double-basin sink and dishwasher. A west facing solarium provides ample natural light and views of the escarpment. Perfect for a McMaster academic or as a rental property for students. Asking \$129,900. For more information contact Lisa at [lisaelizabethmoore@gmail.com](mailto:lisaelizabethmoore@gmail.com)

---



# **MUFA General Meeting**

*Wednesday, December 3<sup>rd</sup>, 2014*

*3:00 p.m.*

**Council Chambers  
(Gilmour Hall, Room 111)**