

Committee on Student Services meeting
February 16th, 2016 10:00-12:00,
Brown Student Services Building, room 5001

Participants:

Chris Buddle, Ian Simmie, Erin Sobat, Robyn Wiltshire, Vera Romano, Gregory Brown, Tamara Western, Chloe Rourke, Rene Iwo, Brighita Lungu, Ahmed Walid, Linda Webb (secretary)

Absences or Regrets:

Julia Nantes, Gillian Lane-Mercier, David Benrimoh, Ollivier Dyens, Lucy Lach, Jim (Avik) Ghoshdastidar, Drusica Maysinger, Lina Di Genova, Hanna Berman, Alexander Kpeglo-Hennessy.

Meeting called to order at 10:10

1. Approval of Agenda

C. Buddle requested to add three items to business arising:

3. Business arising
 - e) Mac campus advisory board update
 - f) Innovation fund communication
 - g) Innovation fund process

The agenda was approved as amended.

2. Approval of Minutes

The minutes were approved as circulated.

3. Business Arising

a. OSD Advisory Board

R. Wiltshire to follow up with T. Philips, Director OSD, at their next meeting and report back to the March CSS meeting. C. Rourke noted that she recently met with T. Philips and spoke about some type of revival of the Committee.

b. Budget Update

The Deputy Provost was unable to join this meeting. R. Wiltshire suggested that members consider holding a special meeting to discuss only budget issues, which might also include a review of one time only expenses being anticipated to address matters stemming from the Cyclical Review.

Members discussed this option, with opinions ranging from acceptance of the idea to dismay at the thought of an additional meeting. There are three things members would like to see regarding the Budget:

1. Revisit the document that was circulated in May 2015 as there is an expectation to see a revised version
2. Review of the Student Services budget
3. Review of the Student Services Funding model

C. Rourke stated that given that CSS has the role of advising the Senior Director, she feels that not having this important information hinders the Committees ability to provide informed advice. In addition, that the unavailability of budgetary details including unspent budget leads concerns regarding transparency.

Going forward, it was felt that it might be more proactive to request a timeline from the Deputy Provost as to when would be a better time to discuss budget information at CSS.

Other members expressed some frustration that there was minimal movement with this topic. E. Sobat suggested that an annual report from Student Services could include financial details, and the Finance Manager could be included more regularly in CSS meetings.

C. Buddle proposed that the two Chairs communicate with the Deputy Provost to request:

1. The Budget documents from May 2015 (revised)
2. a timeline of when it would be appropriate CSS to hold the annual budget discussion
3. a special meeting with you for some members of CSS to discuss Student Services budget in a bit more detail

Members agreed to this action plan, and went on to discuss the importance of having pre-budget conversation to share basic information such as amount of government contributions, overhead costs, etc. R. Wiltshire restated her intention to bring a summary of the Student Services budget, including one time funding needs as noted above, to the Committee once it is completed.

c. Innovation Fund Progress Reports

Due to miscommunication of dates, the reports not all available.

Members agreed that the preference is to receive all reports at the same time and asked that the initial proposal be circulated as well. !. Simmie reminded Committee members that the reports are intended to be used as a tool to view the project through a “what did we learn?” lens, rather than whether the projects were “successful”.

C. Rourke mentioned that the information from these reports would be something that could be included in the annual reports - a celebration of innovation. R. Wiltshire agreed and recognized the opportunity to publish the information on the website for the larger community to see, and agreed that her office would take this task on.

d. Revised University-Wide Wellness Strategy

R. Wiltshire noted that the updated document was still a work in progress, and not yet ready for review. The goal is to bring the Wellness Strategy through the various governance (e.g. CSS, ESAAC) and tables (e.g. Deans, PVP) and to Senate and Board of Governors in May.

The consultation process is coming together well. There is an interest in expanding the number of students from the initial consultation and invite them to join the Advisory Committee. There is also an interest in recruiting researchers and members of the McGill community to act as champions for the Wellness Strategy. Further consultation includes a scheduled conversation with the University of Calgary who in recent years had Provostial task force to create a Campus Mental Health Strategy. An advisory board has been built based on the Health and Wellness Steering Committee drawing members from OSD, Mental Health, Student Health and Counselling Services. The strategy is for the document to include elements that will facilitate assessment, such as KPIs, objectives and deliverables. An external writer has been hired to synthesize and compile all the available information into a strategic vision. A new draft will be shared with CSS soon as available.

Members questioned the hiring of an external person as they had the understanding that there was a casual employee already on staff to do the same thing. R. Wiltshire clarified that the casual employee had been hired to conduct some research on McGill's service delivery and write a report based on that but not to produce a high level strategic recommendation.

Members further discussed the importance of maintaining academic references, and encouraging the entire community to be engaged. R. Wiltshire also noted that the Provost is the Executive Sponsor, and the initiative is SLL wide with Student Services is taking the lead. The issues are deeply imbedded on University community.

e. Macdonald Campus Advisory Board - Update

The Advisory Board met and there were many questions about student engagement. There are ongoing efforts to increase student involvement, including the intention to hold a panel type forum to recruit student-members in Fall 2016. It was also discovered that there is a Macdonald campus Subcommittee on Student Services that has considerable overlap with the Advisory and discussion with the Senate Nominating Committee is required.

f. Innovation Fund communication

The Chairs raised the issue that since its inception, there have been challenges with communication surrounding information related to the innovation fund.

L. Webb voiced the opinion that there is an apparent lack of process which affects many aspects of the SSIF including communication and task delegation, and suggested that the entire process be mapped so in the future, all the necessary steps can be done according to a master plan.

g. Innovation fund process

Members agreed that it would be useful to have the SSIF process documented and that this process would assist in assigning ownership to the various tasks and steps associated with the processes.

h. CSS communication

In a similar vein to the two previous discussions the Chairs raised the topic of improving communication around CSS meetings and required actions. Members agreed that a summary of action items sent shortly after the meeting would be appreciated. The Chair also suggested that a reminder could be sent to members a week prior to each meeting, and this message could include a call for agenda items.

Based on these discussions as well as the Budget discussion, the Chairs agreed that a timeline should be created. The timeline would include CSS business such as the revision of strategic goals and objectives as well as Advisory Board reporting and the innovation fund timeline.

4. New Business

a. Update on the Sexual Assault Policy (Guest A. Costopoulos)

Many CSS members know there is a group of students who have been working hard on drafting a proposed sexual assault policy. There is a very interesting draft but if we want something to go ahead this year, a simpler version that respects their core objectives should be proposed, keeping their document as guidelines. Dean Costopoulos has been working to translate the students' document into something that will more likely be approved by Senate, essentially creating parallel drafts: a policy statement and an implementation or guidelines statement. The student group will need to approve the two drafts and asked if this is something that they will support at Senate. Dean Costopoulos would rather bring something simple to Senate that will move us in the right direction. Timeline wise, the Dean noted that he needs to meet with students by end of this month, and following this, take the documents to the various committees before it goes to Senate for information by the end of semester.

5. Executive Director's Report

R. Wiltshire reported on the Cyclical Review and the Student Services Directors retreat. The Retreat was a great success and provided the Directors the time to reflect on recommendations and how this will help Student Services move forward. V. Romano said that the retreat was rewarding and led to a feeling of community that people want

to share. The Recommendations have been shared amongst directors to collaboratively to work in teams to draft the response. I. Simmie noted that recommendations are not so much aspirational, but rather a reflection of the current climate. There were no surprises in recommendations. Much of our response will be to look more in depth at how we can work more collaboratively, and how we develop our staff. Once the response is made public it will be shared with CSS. Consultation has been scheduled with a group of student leaders, and all Student Services staff were invited to a Town Hall tomorrow. These two events aim at sharing the recommendations and validating that the voices of staff and students were heard during the review process and also to consult regarding the Administrative Response and ensure that their voices are reflected there as well. The next steps include an implementation plan, and an all student services staff event in May.

6. Other Business

There was no other business.

Meeting adjourned at 11:55

NEXT MEETINGS:

March 24, 2016	10:00	** changed from March 22**
April 6, 2016	10:00	

ACTION ITEMS

- Move March meeting to the 24
 - Use first 20 minutes to minimally review document
- Ask DPSLL office for timeline to bring budget info to CSS meeting
- Action
- Linda to follow up with OD regarding community wide announcement.
Action Linda to BOLD action items and these need
A week before meeting Linda to send an email reminder to committee members and solicit additional agenda item and a reminder that action items must be reported upon

ACTION

Aside terms of reference need to be reviewed to allow changes of annual reporting etc.
Student services budget on business arising in business arising for next meeting

Action Linda to BOLD action items and these need

A week before meeting Linda to send an email reminder to committee members and solicit additional agenda item and a reminder that action items must be reported upon

ACTION

Aside terms of reference need to be reviewed to allow changes of annual reporting etc.

ACTION ITEMS FROM CSS MEETING 2016-02-16

1	Issue	Determine status of or need for an OSD advisory board.
	Action	Robyn to report back in March CSS
2	Issue	Request information from the Deputy Provost (Student Life and Learning) regarding budgets Student Services budget, timelines, and a special CSS meeting.
	Action	Email to be sent to Ollivier Dyens by the co-chairs ASAP
3	Issue	CSS review of Student Service Innovation Fund 2015 approved projects and their progress reports.
	Action	Linda to email all projects and reports following the February 23 submission deadline.
4	Issue	Review progress reports from last year's Innovation Fund projects.
	Action	All CSS members to review prior to March CSS meeting
5	Issue	Summary of last year's Innovation Fund projects to be placed on the Student Services website.
	Action	Senior Director's office to take on the task.
6	Issue	CSS timelines: preparation of a document that outlines CSS operations, timelines, roles and responsibilities.
	Action	Co-chairs and Robyn to meet in advance of April CSS meeting, and bring document to April meeting.
7	Issue	DPSLL message to the entire McGill community regarding the innovation fund

	Action	Secretary to confirm with office of the Deputy Provost (SLL)
8	Issue	CSS meeting of March 22 rescheduled to March 24
	Action	Secretary to advise Committee members.