



Memorandum

Deputy Provost (Student Life and Learning)
James Administration Building, Room 621
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TO: Senate

FROM: Professor Ollivier Dyens, Deputy Provost (Student Life and Learning)

SUBJECT: Annual Report of the Committee on Student Services (2015-16)

DATE: September 21, 2016

DOCUMENT #: D16-06

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: The annual report of the Committee on Student Services (2015-2016) is presented to Senate, in accordance with the Committee’s terms of reference, for information.

BACKGROUND & RATIONALE: The terms of reference for the Committee on Student Services stipulate: [Committee on Student Services] is a Standing Committee of Senate that advises the Executive Director, Services for Students, on the objectives and priorities relating to Student Services and that receives and reviews reports regarding Student Services.

The Committee shall report to Senate annually.

The Report is delivered in accordance with the Committee’s Terms of Reference and provides an overview of the issues that the Committee addressed during the 2015-2016 year and its plans for 2016-2017.

MOTION OR RESOLUTION FOR APPROVAL: N/A

PRIOR CONSULTATION: The annual report was approved by the Committee on Student Services.

NEXT STEPS: N/A

APPENDICES: Appendix A: Annual Report of the Committee on Student Services (2015-2016)

Committee on Student Services (CSS)
2015-2016 Annual Report

Committee on Student Services

Terms of Reference

The Committee on Student Services (CSS) is a Standing Committee of Senate that advises the Executive Director, Services for Students, on the objectives and priorities relating to Student Services and that receives and reviews reports regarding Student Services.

Specific Areas of Responsibility

The Committee shall:

1. Formulate broad policies with regard to student services including short, medium and long-term planning;
2. Review initiatives to enhance the quality of Student Services;
3. Advise the Executive Director of Services for Students on budgetary priorities;
4. Receive Annual Reports from Services' Advisory Boards early in the Winter term;
5. Receive Annual Reports from the Directors of Services in the fall term;
6. Meet at least four times during the academic year and report annually to Senate.

Composition

Deputy Provost (Student Life and Learning)

Executive Director, Services for Students

Associate Dean (Student Affairs) Macdonald Campus

Two Directors of Student Services

Two Associate Deans (Student Affairs) or equivalent

Three representatives of Senate (appointed by Senate on the recommendation of Senate Nominating Committee)

Three graduate students

Two undergraduate students

One student representative of Macdonald Campus

Four undergraduate students representing undergraduate Student Societies (three of which shall be from Arts, Science, Engineering, Management or Education)

Committee Secretary

Upon the recommendation of Nominating Committee, Senate shall designate one of the Associate Deans or Representatives of Senate as a co-chair; the members of the Committee on Student Services shall select the other co-chair from among its student members.

Resource persons with voice, but no vote:

- Manager, Finance and Systems, Office of the Executive Director, Services for Students
- Manager - Student Assessment, Student Services

Source: Senate Minute 6, September 12, 1973

Amendment: Senate Minute 11, September 30, 1987

Senate Minute 12, December 1, 2004

Senate Minute 12, November 16, 2005

Senate Minute 7, November 15, 2006

Senate Minute 8, May 23, 2007

Senate Minute, May 21, 2008

Senate Minute IIB4.2, May 20, 2009

Senate Minute IIB3, February 19, 2013

2015-16 Membership (3-year renewable terms)

Deputy Provost (Student Life and Learning): Professor Ollivier Dyens

Executive Director of Services for Students: Ms Robyn Wiltshire

Associate Dean (Student Affairs), Macdonald Campus: Professor Christopher Buddle

Two Directors of Student Services:

Dr. Vera Romano

Mr. Ian Simmie

Two Associate Deans (Student Affairs and/or Graduate and Postdoctoral Studies) or equivalent:

Professor Gillian Lane-Mercier (Langue et littérature françaises, ARTS; Associate Dean, Academic Administration and Oversight) – 2017

Tamara Western, (Faculty of Science, Associate Dean, Academic Affairs)

Three Representatives appointed by Senate:

Professor Gregory Brown (Science) – 2016

Professor Dusica Maysinger – 2016

Professor Lucyna Lach - 2016

Three Graduate Students:

Brighta Lungu (Ph.D., Architecture)

Julia Nantes

Jim Ghoshdastidar

Two Undergraduate Students:

Chloe Rourke (BARSCI, Cognitive Science)

David Benrimoh (Medicine)

Macdonald Campus Student: Hannah Berman (Equity Commissioner, MCSS)

Four representatives of undergraduate Student Societies (three of whom shall be from Arts, Science, Engineering, Management, or Education):

Rene Iwo

Alexander Kpeglo-Hennessy

Erin Sobat (Arts)

Muhammad Walid

Mrs. Linda Webb, secretary

Resource persons with voice, but no vote:

Manager, Finance and Systems, Office of the Executive Director, Services for Students: Idun Liu

Manager - Student Assessment, Student Services: Lina Di Genova

Report on CSS Activities

2015-2016

The Committee met on seven occasions during the academic year.

Innovation Fund

The Committee on Student Services established a timeframe to communicate with the McGill community about the Innovation Fund, execute a call for proposals, conduct a review and make a recommendation to the Interim Senior Director of Student Services on proposals requesting funding over \$5,000. The following projects received funding:

1. Café Collab.
2. Experiential Learning App.
3. UDL@Mcgill.
4. Spin Bike Gardens.
5. EHealth / Therapy On Line

Further, with respect to the Innovation Fund, the Committee

- Reviewed progress reports of ongoing projects.
- Revised the application form and related documentation, opening applications to cross unit projects in partnership with a Student Service unit.
- Determined a need to review the administrative process associated with this Fund.

Annual Reports from Services' Advisory Boards, Objectives from Service Units.

The Committee received and discussed reports from the Services' Advisory Boards and noted a considerable difference in consistency of the information contained therein. Services will be encouraged to follow a template and asked earlier in the year to provide the report for the previous academic year.

The Interim Senior Director, Services for Students shared with members of the Committee the Goals and Four Overarching Objectives of Student Services. Individual unit goals were not discussed.

Service Presentations and other Guests

The Committee received Ms. Teri Phillips, incoming Director of the Office for Students with Disabilities (OSD). T. Phillips introduced herself, reviewed her background and shared her vision of moving the OSD forward. Currently, the OSD is serving 1800 students, noting that the majority of students have "invisible disabilities", and facilitates approximately 10,000 accommodated exams. The path forward includes looking critically at services and processes currently in place. The goal of OSD is also to serve as a resource not only to students but to faculty members as well.

The Committee also received the Dean of Students. Dr. Costopoulos provided CSS members with an update on the ongoing revisions to the proposed draft Sexual Assault Policy.

CSS members received two special presentations from the Deputy Provost (Student Life and Learning). In the Fall, Prof. Dyens joined to continue the Budget Overview discussion of last year. He also

addressed the Student Services vision 2015-16 as well as the Innovation Fund. In March, Prof. Dyens presented the Student Services budget and moderated an in depth discussion on the subject. Following the presentation, the Budget was posted on the Student Services website.

Other Business

The Committee revisited the topic of Medical Notes and was informed about the Disclosure Center Pilot Project at Macdonald Campus. Feedback on this project should be available in the Fall 2016 semester.

In addition, members initiated a discussion to review the terms of reference of the Committee. This discussion and any required consultation will continue in the fall.

Additional topics brought to the Committee through the Senior Directors reports included regular updates on the Wellness initiatives, the University-wide Wellness Strategy, and the Senior Services cyclical review.

Plans for 2016-2017

Six meetings are scheduled for the 2016-2017 academic year. Priorities for discussion will include:

- a) Review and propose minor changes to the Committees Terms of Reference.
- b) Continue developing and defining administrative processes related to the Innovation Fund.
- c) Receive feedback regarding the Disclosure Centre Pilot Project at Macdonald Campus.
- d) Continue discussions about budget and budgetary priorities within Student Services, in collaboration with the OSLL's office.