



Memorandum

Deputy Provost (Student Life and Learning)
621 - James Administration Building
845 Sherbrooke St. West
Tel: 514-398-3109

TO: Senate

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

SUBJECT: Annual Report of the Committee on Student Services (2014-2015)

DATE: September 24, 2015

DOCUMENT #: D15-05

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: The Annual Report of the Committee on Student Services (2014-2015) 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:
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.

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 2014-2015 year and its plans for 2015-2016.

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 (2014-2015)

Report on CSS Activities

2014-2015

The Committee met on six occasions during the academic year, with one special meeting in May 2015.

Innovation Fund

The Committee was successful in executing the call for proposals for the Innovation Fund (drawn from the Student Services contingency fund), review of the proposals, and in making recommendations to the Deputy Provost (Student Life & Learning) for funding. The deadline for submissions was March 25, 2015. Six major proposals (those over \$5,000) were reviewed first by a CSS sub-committee before being reviewed and approved by the full committee:

1. Ask McGill Network
2. Campus Incubator Model & Pilot Project
3. Cousins - Indigenous Student Mentorship Program
4. Indigenous Living Learning Community
5. Off-Campus & Commuter Student Support
6. Supervised Wellness Recovery Action Planning (WRAP)

After some additional consultation and discussion, funds were transferred to the approved projects (after minor modifications and clarifications) in summer 2015.

Summer Fee Structure

Due to personnel changes in Student Services, the committee was unable to effectively review and discuss concerns related to summer fee structure.

Annual Reports from Services' Advisory Boards, Objectives from Service Units, and Strategic Plan

The committee received and discussed reports from the Services' Advisory Boards, the Objectives from Service Units and the Student Services strategic plan.

Service Presentations

The Director of the Office for Students with Disabilities (OSD), Frederic Fovet, met with CSS on February 20, 2015. Mr. Fovet discussed a number of issues related to OSD, including the pressure the office is under, with 1,600 students registered with OSD at that time. It was explained that OSD is under significant budgetary constraints, and there was some confusion around government allocation of monies allocated for students with disabilities; this was resolved after the co-chairs met with the Deputy Provost. It was determined that the transfers were done appropriately.

Sexual Assault Policy

The committee was consulted on a draft of revisions to the Sexual Assault Policy.

Counselling and Mental Health

The Committee discussed some concerns around counselling and mental health services at McGill, and recognized the need to continue to strive towards improve wait times, find ways for collaboration among services, and work towards effective triage. The Committee recognized the valuable role of the Mental Health Strategy Consultant position.

Position of Executive Director (Student Services)

With the departure of Jana Luker, the Committee worked successfully with the Deputy Provost (Student Life and Learning) to include additional student representation on the advisory committee for the search for the next Executive Director.

Budget Overview

There was some confusion among members of the Committee on the past and current budgetary situation in Student Services, as related to Student Service fees, overhead charges, and some details related to government transfers. However, the Committee required clarification to be in the best position to advise the Executive Director on budgetary priorities. The Committee therefore held a special meeting on May 13, 2015 in which the budgetary details were presented and discussed, including a historical perspective. It was recognized that Student Services is not immune to the larger budgetary issues facing the University, and maintaining high quality services, across all the service units, is a challenge. Members of the Committee were invited to review the budgetary details at any time, with the Deputy Provost (Student Life and Learning).

Plans for 2015-2016

Six meetings are scheduled for the 2015-2016 academic year. Priorities for discussion will include:

- a) Revisiting the process and criteria for the Innovation Fund, including seeking proposals that best represent 'innovation' in Student Services;
- b) Continue discussions about summer fee structure;
- c) Review policies and procedures around medical notes, as related to strain on Student Services;
- d) Continue discussions about budget and budgetary priorities within Student Services, in collaboration with the DPSLL's office;
- e) Review and consult on McGill's revised sexual assault policy.