



McGill

MEMORANDUM

DATE: September 29, 2006

TO: Senate
c/o Johanne Pelletier, Secretary-General

FROM: Linda Jacobs Starkey, Interim Dean of Students
Chair, Committee on the Coordination of Student Services (CCSS)

SUBJECT: **CCSS Plans and Priorities 2006 - 2007**

The Committee on the Coordination of Student Services, a Senate standing committee, will continue to address issues that arise pertaining to its terms of reference. Five meetings are scheduled, two in the fall term and three in the winter. Members of CCSS have agreed on the following plans and priorities for 2006-07.

Plans & Priorities

Recommendations from the Principal's Task Force on Student Life and Learning will guide CCSS in priority-setting.

In collaboration with Senate Nominating Committee and the Secretariat, a review and revision of CCSS membership and terms of reference is planned.

A demanding and dynamic year of transition is envisaged, operationalizing a new reporting structure for the Student Services, relocating parts of some Service units and supporting the teams of professional and support staff.

We are committed to supporting and promoting student success throughout this process and anticipate smooth functioning of all new and continuing programs throughout the year.

Respectfully submitted,

**COMMITTEE ON THE COORDINATION OF STUDENT SERVICES (CCSS)
ANNUAL REPORT
2005-2006**

MEMBERSHIP

Dean of Students, Chair
 Associate Dean of Students, Vice-Chair
 Manager, Finance & Systems, Dean of Students' Office
 Communications Administrator, Dean of Students' Office
 Director of Athletics
 3 Directors of Student Services (appointed for two-year terms)
 Alumni Association representative
 Executive Director, Financial Services or delegate
 1 Librarian
 Associate Dean (Student Affairs) Macdonald Campus
 3 Associate Deans (Student Affairs)
 2 Senators
 Students: Presidents/Executive Chairpersons of:

SSMU	Education	PGSS	Music
MCSS	Religious Studies	MACES	Law
Arts	Medicine	Science	Dentistry
Engineering	Architecture	Management	Nursing
P&OT			

Secretary to the Dean and Associate Dean of Students (non-voting)

MEETING DATES

29 September 2005
 01 December 2005
 02 February 2006
 16 March 2006

TERMS OF REFERENCE

1. To coordinate the individual student services;
2. To formulate broad policies with regard to the student services and to submit recommendations to Senate;
3. To advise the Dean of Students on budgetary priorities;
4. To report to Senate on behalf of the subcommittee concerned with the various student services;
5. To facilitate liaison on the subject of student services between the students and the University Administration;
6. To receive reports from the subcommittees;
7. There shall be a Sub-committee on University Residences to formulate broad policies concerning the Residences, particularly as they affect the quality of student life in residences, the academic role of Residence Directors and fellows and student government in the residences.

SUBCOMMITTEES AND BOARDS

1. Advisory Committee on Alcohol Policy
2. Career and Placement Service Advisory Board
3. Counselling Service Advisory Board
4. Finance Committee
5. Health Service Advisory Board
6. Advisory Committee on International Student Health Insurance
7. Advisory Committee on International Students
8. Macdonald Campus Student Services Committee
9. Mental Health Service Advisory Board
10. Sub-committee on Residences

ACTIVITIES DURING THE 2005-2006 ACADEMIC YEAR

The Committee on the Coordination of Student Services (CCSS) is a parity committee composed of 17 students and 17 staff. It met four times during the 2005-2006 academic year. The following issues were addressed:

1. Items of General Interest

- CCSS opened the academic year with expressed enthusiasm for the visibility that the Principal's Task Force on Student Life and Learning is bringing to student issues and services.
- As a result of the structural/reporting change involving Athletics, the Athletics Board no longer reports to CCSS, and two separate budget submissions were made for 2006-2007: one by the Director of Athletics and one for Students Services, by CCSS.

2. Growth in External Recognition Award Opportunities

Seven prestigious external student recognition programs are now promoted through the Office of the Dean of Students and by CCSS members: Rhodes Scholarships, Golden Key Scholar Awards, the Goldman-Sachs Global Leaders Program, Forces AVENIR, the Millennium Scholarships, "As Prime Minister" awards and the Canada Corps Internship Competition. To date, both the Rhodes and Forces AVENIR competitions are enhanced by McGill receptions for our student finalists. The first CIDA/AUCC Canada Corps International Internship competition saw two McGill students earn an international governance project experience: one in India and one in Ghana.

3. Mental Health Task Force (MHTF): Report

This was the second formal review of a Student Service during Dean Shore's mandate. Rev. Gwenda Wells, Director of Chaplaincy Services served as Chair, and convened members from SSMU, PGSS, and faculty and an international student plus the Director of Mental Health Services. The MHTF looked at issues such as internal functioning, interaction with other McGill units, external units, comparison with other universities and general observations of the state of mental health services locally and nationally. McGill offers a full-service model, considered optimal and necessary; the quality of student support was praised. Recommendations included: need for greater visibility via web links; creation of workshops for teaching assistants and student club and society leaders (to develop peer referral links); development of a coordinated policy for flagging and supporting high-risk students; enhancing interdisciplinary practice; and continuing outreach to student groups and residents. The CCSS members noted that Mental Health Services are crucial to the wellbeing of the student body; prevention, education and timely intervention are equally important.

4. Reports of Subcommittees and Advisory Boards

CCSS received written reports from the following Subcommittees and Boards: Advisory Committee on International Students; Advisory Committee on International Health Insurance; Advisory Committee on Alcohol Policy; Career and Placement Advisory Board; Counselling Services Advisory Board; and the Finance Subcommittee.

- A revised Server Training Program and new alcohol permit eligibility criteria are now integrated into Leadership Training. Continuity will be facilitated through this cooperative effort from Student Societies, the Alcohol Advisory Committee, Security, Ancillary Services and the First Year Office.
- McGill data from the Canadian Campus Survey of undergraduate students (alcohol, tobacco and drug use) were reviewed; once the Administrator Survey data are released, a report will be submitted to the Provost. Preliminary data reflect responsible and aware behaviors among our students; sample size is too small for generalization to the students as a population.

CCSS continued to host presentations and discussion periods with the Directors of Services. This year CCSS heard from the First Year Office (FYO), First Peoples' House, Macdonald Campus Student Services and from the Office for Students with Disabilities. Highlights of those reports include:

First-Year Office

- leadership training, offered by the FYO, continues to grow in number and diversity of workshops. A full-time position will be created in time for the 2006-2007 academic year; an important initial focus is Server Training for all frosh leaders and organizers in student clubs and services.
- student volunteer numbers for orientation and Discover McGill continue to grow, and these volunteers also participate in specific facilitator and sensitivity training.
- FYO publications such as Achievement Builders (for students on academic probation), the Guide to Student Services, First Contact, and the First Year Calendar are well appreciated by undergraduate and graduate students.

Macdonald Campus

- five Students Services (Counselling, Career and Placements, Student Financial Aid, Health and Off-Campus Housing) are staffed on the Macdonald Campus. Transportation to the Brown Students Services Building is facilitated for appointments at other Services.
- the need for increased nursing hours was noted; documentation to support this request will be submitted by spring 2006.
- Mac Student Services are located within the Centennial Centre, also home to the student society.
- a shortage of family medicine physicians has limited physician availability on Macdonald Campus two ½ days per month.

First Peoples' House

- First Peoples' House will benefit from Eberts endowment funds to support outreach to aboriginal communities and cultural activities for McGill students.
- a counsellors' workshop was held to define how McGill is viewed by the aboriginal community and how to improve the image, with a goal of increased Aboriginal, Métis and Inuit student numbers.
- a 3-day high performance camp for aboriginal youth was held in May 2006: a high performance lifestyle includes university studies—think of McGill.
- culture shock experienced by Aboriginal students can be buffered by acclimatization visits to campus and early orientation to McGill and Montreal.
- the age cap for Aboriginal, Métis and Inuit students seeking residence accommodation has been lifted; many students do not have community support and cannot afford campus housing. Request for Residence bursaries will be part of the outreach campaign.
- the renewed MEQ funding agreement ended May 31, 2006 and the Student Services fee now supports First Peoples' House baseline expenses.

Counselling

- an intake counselor position added last year has decreased wait-time for an initial appointment and has facilitated referral to the best care for the student.

International Student Services

- since international students can now work in Canada for one year after graduation, a transition counselor position in International Student Services was justified and approved.

Office for Students with Disabilities

- 600 students are registered with Office for Students with Disabilities (OSD).
- the new technician position will facilitate improved student support in e-learning: skills and independence.
- seeing more autism and anxiety disorder impairments.
- success rate of OSD-registered students is high.

5. Student Services Budget Process

Student Services is a largely self-funded entity that derives approximately 60% of its revenues from the Student Services fee, plus a grant from the Ministère de l'Éducation du Québec and some revenues generated by the services themselves. The 2005-2006 Student Services budget was approximately \$14.0 million. This budget supported the salaries and benefits of all Student Services employees, the non-salary costs of the programs offered, as well as the costs of operating and maintaining our buildings, which include the McGill Sports Centre, the Brown Student Services Building, First Peoples' House, Molson Stadium, the McConnell and Glenfinnan Arenas, Stewart Athletic Complex and Student Services in the Centennial Center of Macdonald Campus. The Athletics costs and revenues will no longer appear in the Student Services Budget.

CCSS has a Finance Subcommittee, also a parity committee, that reviews the budget and makes recommendations to CCSS. CCSS and the Finance Subcommittee worked effectively to achieve a projected balanced budget for 2006-2007. An expenditure of \$7.9 million was forecast for 2006-2007. New program-related increases include permanence for the "International Student Advisor (Employment and Animation)," a leadership coordinator in the First Year Office, a clerical position in Health Services, 1.5 psychiatrists and a technician for the Office for Students with Disabilities; most other changes were salary-policy driven. The Dean of Students committed \$229K from one-time use of contingency funds to reach a balanced budget through an increase in the Student Services fee by \$9.00 per full-time student per term (Table 1).

LJS

The following section is included for information:

2006-2007 STUDENT SERVICES FEE SCHEDULE PREVIOUSLY APPROVED

On April 19, 2006, Senate received the CCSS 2006-2007 Student Services Fee Schedule and forwarded it to the Executive Committee of the Board of Governors for approval and subsequent inclusion in the University Fee Booklet; the Executive Committee of the Board of Governors approval was received on May 1, 2006.

Table 1

STUDENT SERVICES FEE SCHEDULE 2006 – 2007

	2005 – 2006 †	2006-2007 ‡
Mandatory – per term		
Graduate & Undergraduate		
Full-time	\$192.00	\$107.00
Part-time	\$115.00	\$ 64.00
Additional session & non-thesis extension	\$63.00	\$ 35.50
Mandatory – per year		
Interns & Residents		
Fee code 40 to 52 weeks	\$192.00	\$107.00
Fee code 01 to 39 weeks	\$115.00	\$ 64.00
Optional – per term		
Post-doctorate	\$192.00*	107.00*
Continuing Education (9 credits+)	\$192.00*	107.00*

† included athletics

‡ athletics no longer included

*Optional fee payments are subject to GST and QST