COMMITTEE ON STUDENT SERVICES
Minutes of the meeting held on September 16, 2015, 10:00 a.m.
Brown Student Services Building, Room 3001

Present: Gregory Brown, David Benrimoh, Christopher Buddle (co-chair), Elizabeth Cawley, Lina Di Genova, Jennifer Janzen, Avik (Jim) Ghoshdastidar, Morgan Grobin, Gillian Lane-Mercier, Brighita Lungu, Chloe Rourke, Ian Simmie, Erin Sobat, Muhammad Walid, Linda Webb (secretary), Tamara Western, Rich Zereik

Regrets: Hannah Berman, Ollivier Dyens, Idun Liu, Lucyna Lach, Dusica Maysinger, Nancy Zhang

The first meeting of the Committee on Student Services (CSS) for the 2015-16 academic year was called to order at 10:35 a.m.

1. Introductions

2. Approval of Agenda
   The Chair indicated that an additional item, “Guests at future meetings”, was required under “New Business”. The Agenda was approved as amended.

3. Approval of Minutes – 24 April 2015
   The Minutes were approved as circulated.

4. New Business
   a) 2015-16 Student co-chair
      It was agreed that C. Rourke would act as co-Chair for this meeting, with the understanding that student-members would meet independently to determine who would be the permanent co-Chair and then communicate this decision to C. Buddle and L. Webb.

   b) Student Services Review
      The Chair provided members with some background on the theory and practices related to cyclical unit reviews, sharing that McGill is choosing to review administrative and not only academic units as is the norm. He went through the process step by step, naming the committee members and spoke to the external expertise. The Reviewers report gets submitted to Student Services in January 2016.

      D. Benrimoh questioned whether the times span provided were appropriate to complete such an extensive review and suggested that it might be more helpful to have experts in each service review the area that they specialize in versus a general review. The Chair responded that the time factor is something that can’t be greatly modified and that while changes to the review panel could not be made to a review that is in progress, it is useful feedback that might facilitate modifying future revisions.

   c) 2014-2015 Senate report
      The CSS Annual Report to Senate was circulated for the members review and consideration. It will be presented to Senate on September 23, 2015 by Ollivier Dyens, Deputy Provost (Student Life and Learning). The report highlights last year’s business and this year’s priorities, and provides a more detailed perspective than reports have done in the past.

      I. Simmie suggested that there be more clarity provided in the committee’s mandate, specifically about what the role of the committee is regarding finances and budgetary priorities, and what kinds of
documents are to be shared with the committee. In addition, he suggested that when the Deputy Provost (SLL) next attend a CSS meeting, that the opportunity be taken to review the financial overview document and government funding information.

d) CSS priorities for 2015-2016
The priorities are reflected in the Senate report but this meeting provided the opportunity to review or modify them. The Chair provided additional details on each item and invited the members to share their thoughts and comments.

C. Rourke suggested:
1. that the DPSLL be involved at the onset of decisions concerning the Innovation Fund;
2. the Innovation Fund be an agenda item on each services Advisory Board meeting.

C. Buddle indicated that “Medical Notes” should be added to an upcoming ESAAC agenda. Members are welcome to add items to the CSS agenda by means of advising the Chairs.

e) Update on EDSS search
C. Buddle informed members that the search had been placed on hold pending the results of the Student Services Review which would help determine the best approach. Additional information would be forthcoming as developments occur.

f) Innovation Fund
Due to an accumulated surplus, some funds have been redirected to create the Innovation Fund which is designed to support innovative projects that impact Student Services.

Projects less than $5000.00 go directly to the Senior Director, Services for Students for approval; projects $5000.00 and greater go to CSS for approval.

There is a need to:
1. Define innovation in student services
2. Establish a review process / timeline for the CSS recommendation

T. Weston requested that some background information on the Innovation Fund be made available to new CSS members

g) Meeting Dates
The meeting schedule was circulated and there were two suggestions:
1. That an October meeting be added;
2. The February CSS meeting be devoted to review Innovation Fund

h) Guests at future meetings
The Chair suggested that that members consider inviting Service specialists to future meetings, and that it might be interesting to invite Elizabeth Fiset to an upcoming meeting. CSS members supported this idea.

5. Business Arising
a) Medical Notes
Tabled to a future meeting. M. Walid requested that some background information be circulated to new members prior to this discussion.
6. **Executive Director’s Report**
   R. Zereik, Interim Executive Director, took the opportunity to thank CSS members, and invited them to continue reaching out to him if they had any questions. CSS members wondered what the current surplus was and requested a report on the Innovation Fund projects that were less than $5000.00.

7. **Other Business**
   The meeting adjourned at 11:50 a.m.