Committee on Student Services meeting
January 26th, 2016  1:00-3:00,
Brown Student Services Building, room 4309

Participants:

Chris Buddle, Ian Simmie, David Benrimoh, Erin Sobat, Robyn Wiltshire, Vera Romano, Tamara Western, Jim (Avik) Ghoshdastidar, Chloe Rourke, Rene Iwo, Brigham Lungu, Lucy Lach, Linda Webb (secretary)

Regrets


Meeting called to order at 1:05

1. Approval of Agenda
   The agenda was approved as circulated.

2. Approval of Minutes
   The minutes were approved as circulated.

3. Business Arising
   a. Advisory Board Reports
      Members discussed can that the report would be more useful if it was received earlier in the year, and plan to provide the template and request reports in April. In this way, the Advisory Board reports can be reviewed at the CSS September meeting. It was felt that this provides a more proactive report and the feedback CSS provides will be more meaningful.

      The reports were individually reviewed. Members discussed some general feedback, applicable for all Advisory Committees, and also listed some unit-specific feedback:

      General Feedback:
      - CSS recommends regular meetings, a minimum of one per semester
      - It would be useful to incorporate assessment into the annual report
      - There should be.
      - General overall recommendation is that the first meeting of all advisory board members includes clear communication around expectations of members and to provide context, circulate the mandate of the advisory committee, the previous year’s report, and anticipated meeting dates for
example. A proactive approach and planning for the meeting may help to encourage participation.

Unit-Specific Feedback:

CAPS
- It is reported that the Committee is active this year.
- No comment on last year’s report
- Question is relationship between CAPS and faculty career centres. CSS would like to have more information on resources that are being shared with the Faculties.

OSD
- Recommendation that a conversation be had with director OSD encouraging creation of an Advisory Board

Mac campus
- Chair will follow up with Advisory Committee regarding meeting occurrence and participation.

b. Innovation Fund
The Chair reminded CSS members that the goal is to open the innovation fund to units outside the Student Services. The changes to the application form were sent electronically but since not all members responded, Committee is being asked to approve now. Members approved changes to the application form as well as to the report template.

Communication Plan:
- CSS members need to leverage all available networks,
- Publish info into central publications
- SSMU has had a meeting with student reps to market the innovation fund has been taken place.
- R. Wiltshire will share with Student Services Directors, ESAAC, and the SLL Executive team.

Application Process
- Progress Reports to be reviewed at February 16
- Application deadline of March 8 (Tuesday after reading week)
- Subcommittee to review the applications for funding (over $5,000) with R. Wiltshire to do an initial ranking
- CSS meeting March 22 will be used to review applications
4. **New Business**

**Student Services Unit Objectives**

CSS members also discussed the receipt of Goals and Objectives from each unit. Members. CSS members discussed the value of obtaining an end of year report from each Service and would appreciate the opportunity to review unit objectives. Members agreed that it would make more sense to have an annual report that would feed into the objectives. This would facilitate the advisory nature of the CSS by aligning with the advisory reports and could also feed into a larger communication strategy about all the great work being done by Student Services.

R. Wiltshire noted that it was her understanding that the goals were traditionally discussed in the fall, however, given the transitionary nature this year, communication was not ideal. Four overarching objectives was provided to CSS in the Fall and all of the Services goals fall under one of these.

There is also the intention to provide CSS with an update on the Cyclical Review Report, and the process for the administrative response. This will provide an opportunity for dialogue and discussion focused on a way to bring recommendations forward to CSS each Fall.

**Executive Director’s Report**

a. **Wellness Initiative**

The heads of four health units as well as several resource people have come together to form a Health and Wellness Steering Group (HWSG). The HWSG will work to prioritize recommendations that stem from several past reviews (for example the Senate-Board joint committee on Mental Health in 2013, the Mental Health Working Group 2014, and individual Unit Reviews), and will integrate the findings of the Mental Health Strategist completed at the end of 2015. These include:

- Service delivery
- IT and web services
- Embedded wellness coordinators
- Policy review and development

b. **University-wide Wellness Strategy**

The Provost and the Deputy Provost Student Life and Learning have mandated Student Services to develop a well-articulated campus wide Wellness Strategy. This commitment to student and staff wellness will reflect the work of the entire McGill community and will make it easier to communicate and share information. A first draft was considered by the HWSG and in January at a Roundtable discussion with a group of staff, Faculty and students. The updated draft will be brought for discussion to CSS in March or April.

c. **Administrative response to the cyclical review**
The reviewers report has been received and a response is due to the Deputy Provost by February 26, 2016. The reviewers commented on the dedication and commitment of Student Services staff and raised concerns from both staff and students. A Student Services Directors Retreat has been organized to review the recommendations and to develop a collaborative work plan to respond to the report. There will be consultation on the response with staff by Directors and at a Student Service-wide Town Hall. In addition, there is a plan to consult on the response with CSS and with the University-level student groups.

5. Other Business
   There was no other business

Meeting adjourned at 3:04

NEXT MEETINGS:

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<td>February 16, 2016</td>
<td>10:00</td>
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<tr>
<td>March 22, 2016</td>
<td>10:00</td>
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<tr>
<td>April 6, 2016</td>
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