Committee on Student Services meeting
April 6th, 2016  10:00-12:00,
Brown Student Services Building, room 3001

Participants:
Erin Sobat, Robyn Wiltshire, Vera Romano, Tamara Western (acting Co-Chair) Chloe Rourke (co-chair), Ahmed Walid, Linda Webb (secretary), David Benrimoh, Lucy Lach delegate Dimitra, Alexander Kpeglo-Hennessy.

Absences or Regrets:
Gregory Brown, Ian Simmie, Rene Iwo, Gillian Lane-Mercier, Chris Buddle, Lina Di Genova, Drusica Maysinger, Hanna Berman, Jim (Avik) Ghoshdastidar, Julia Nantes, Ollivier Dyens, Brighita Lungu,

Meeting called to order at 10:11

1. Approval of Agenda
   Approved with changes to the timing

2. Approval of Minutes
   Approved as corrected

3. Business Arising
   a) 2016 Innovation Fund Applications (projects over $5.000)
   CAFÉ COLLAB
   Thoughts:
   • Good way to engage people at all levels in the University
   • Will be developing a creative product
   • Will touch a great number of students
   • Scores high in terms of innovation
   • Financially sustainable
   • A collaborative project
   • Ensures service reaches students who need it
   • Has the most community building
   • Develops life skills

Recommendation:
• All members recommend approving funding
• In approval message must ensure that there is a note included about reaching out to Macdonald campus and the progress and end report need to specifically refer to efforts made at Macdonald campus.
EXPERIENTIAL LEARNING APP
Applicants had been asked to submit a one-pager outlining phase one of the project which would focus and provides a budget for an environmental scan, and maps the connection to other University areas. Cindy Mancuso and Darlene Hnatchuk joined the meeting to provide details and respond to members’ questions. They highlighted that the goal of this project was to create a tool for students to reflect on their experience. It can be used in all areas, develops life skills and can be attached to other projects / contexts on campus. Aiming to develop a culture of reflection so that the process becomes habitual.

Thoughts:
• Members are supportive of the reflection process
• Concern if an app is the best medium/tool
• D. Hnatchuk mentioned that it is important to communicate what students will obtain by using the app (incentives to use it). It is meant to pull skills and strengths used often and highlight what skills they could be working on. By using a pick list and standard definitions, will assist student in articulating thoughts and developing the language to use in professional settings.
• Promotion form beginning might help students feel less “lost” at the end of their degree
• Process needs to include faculty outreach
• Medicine may be interested in partnering
• The work outlined in phase one is not innovative but the actual app is.

Recommendation:
• Members approve recommending this project for funding
• There should be a presentation at the end on Phase one to CSS in the fall and at the same time should present a well-defined phase two
• Should ensure that there will also be a web-based access as well

UDL@MCgill
CSS invited Teri Phillips, Director of the Office for Students with Disabilities, to further explain and support the application. T. Phillips stated that currently, a tool kit was being built, funded by a government grant based on research. However there was no plan to disseminate or diffuse the results at the end of the project, and funding ends in November, which would result in an unused resource that could really help our teaching complement. Previous UDL discussions were much too soon for some faculties and there was a need to discuss disability and diversity first. The creation of learning communities / peer groups will create emergent leaders around UDL. These communities will give forum to concerns and support the organic development of leaders.
Discussion:
- The project is lacking in student involvement for example student senators or mental health committee.
- Assessment principle should include UDL, though this concern was addressed by T. Phillips who confirmed that it the intention to target student involvement, just not sure what is the best cohort.
- Toolkit will include information from basic to more advanced. Very comprehensive resource.

Thoughts:
- Project seems well thought out
- They have the support from student organizations
- Not hugely innovative, but is academically innovative
- Educational aspect is good
- Website is a smart idea

Recommendation:
- All members are in favour of recommending approval for funding.

4. New Business
   a. Mapping CSS for 2016-17
      In C. Buddle’s absence, R. Wiltshire walked members through the proposed mapping of business for CSS meetings for the 2016-17 year and referred to the attached handout. There were some slight modifications to the original proposal, and members were in favour of following this flow.

   b. CSS Terms of Reference
      In C. Buddle’s absence, R. Wiltshire reviewed the proposed changes to the CSS Terms of Reference with Committee members (see attached handout). The proposed revision would remove the DPSLL as a member and modify wording to increase flexibility by removing the time frames relating to the receipt of various reports. It was also suggested that due to the changes in the position of Manager, Finance and Systems, the Associate Director, Services for Students would be a more appropriate.

      Members suggested that it may be more appropriate to, instead of removing the DPSLL completely, to move the membership to that of a Resource Member. It was also suggested that the specification regarding the faculties that the undergraduate students come from be removed and replaced with a statement to be conscious of diversity (for example: “Six undergraduate students, broadly representative of the undergraduate community’’). R. Wiltshire indicated a
preference to have a broader conversation before making this amendment and will also have a discussion with the DPSLL about the other proposed changes.

It was also questioned who would make presentations at Senate and members thought it made sense and would send a good message to the community if it was the co-Chairs that presented.

C. Rourke indicated that the final proposed Terms of Reference would be circulated for electronic approval, and once approved would submit to Senate nominating on behalf of CSS.

5. **Executive Director’s Report**

The Student Services Budget is currently posted on the Student Services website. The entire website is undergoing revision as some information is hard to find. The goal is to have Student Services web-presence updated so the content is based on information that is student-oriented versus service-oriented, so that information is presented in a way that is useful to students and in a coordinated fashion.

There is an all staff Student Services Retreat scheduled for May. An opportunity to come together and spend the day refreshing our Student Services vision and mission and exploring some themes stemming from the Cyclical Review, for example collaboration.

A number of workgroups are being formulated over the coming weeks. Some will last over a year and some will come together over the summer. We are also working together to move goals forward and formulate a strategic communication strategy.

Members asked if the Report of the cyclical Review could be access by students, even if it was to be viewed in office. This report will not be made public, but R. Wiltshire will ask CURO what they recommend.

6. **Other Business**

There was no other business.
<table>
<thead>
<tr>
<th></th>
<th>Issue</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CSS proposes changes to the Terms of Reference</td>
<td>R. Wiltshire to discuss moving DPSLL from member to resource member with the DPSLL</td>
</tr>
<tr>
<td>2</td>
<td>CSS proposes changes to the Terms of Reference</td>
<td>Final proposed changes will be circulated to committee for final approval</td>
</tr>
<tr>
<td>3</td>
<td>CSS proposes changes to the Terms of Reference</td>
<td>C. Rourke will submit proposed changes to Senate Nominating Committee on behalf of CSS</td>
</tr>
<tr>
<td>4</td>
<td>Posting on website of Budget presentation made to CSS</td>
<td>R. Wiltshire to follow up on enhancing what was posted so it is easier for all students to understand</td>
</tr>
<tr>
<td>5</td>
<td>Can the entire Cyclical Review be accessed by student who wish to view it?</td>
<td>R. Wiltshire will check with CURO to see what their recommendation is</td>
</tr>
<tr>
<td>6</td>
<td>Item to add to the September Agenda</td>
<td>Discussion if the Innovation Fund is worth continuing</td>
</tr>
<tr>
<td>7</td>
<td>Recommendations on SSIF Funding provided to Interim Executive Director Services for Students</td>
<td>Office of EDSS to issue responses to all applicants.</td>
</tr>
</tbody>
</table>
CSS Mapping Project
(revised after meeting)

Standard Meeting Plan:
- Approval of Agenda
- Approval of Minutes
- Business Arising
  - Advisory Board Reports
  - Innovation Fund
- New Business
- Executive Director’s Report
- Other Business

Annually recurring agenda items:

Orientation of New Members

- Work with SSMU regarding process for student-members
- could be responsibility of Co-Chairs
- would be interesting to offer a tour of Student Services

Circulate:

- mandate
- Terms of Reference
- composition and membership list
- previous year annual report
- link to previous year budget presentation (recommend that the full presentation be provided to new members)

September

- Introduction of new members / membership review
- Designation of Student co-chair
- CSS Annual Report to Senate
- CSS Annual Priorities
- Review of Meeting Dates (send via outlook invitation as well as e-mail)

October
• Student Services Annual Goals and Objectives
• Receive Director’s Annual Reports that include Advisory Board Reports as an appendix

NOVEMBER

• Preliminary Budget Report by DPSLL (provide details on University’s parameters)
• Innovation fund preparation
  a. deadlines
  b. communication plan
  c. review templates and application forms
  d. call for Progress Reports

DECEMBER

• Lunch with Student Service Directors
  (be mindful of timing this to occur before exams)

JANUARY

• Receive SSIF Progress Reports

FEBRUARY

• Innovation Fund Application
• Review Budget Plan (major projects) prior to approval

MARCH

• Innovation Fund Applications

APRIL

• Innovation Fund Applications (if required)
Proposed revisions as circulated to Committee:

**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 Senior 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
- Associate Director (Student Services)
- Manager - Student Assessment, Student Services