Committee on Student Services (CSS)
April 10, 2017
Brown, 4300

Present: Jim Fyles (Co-Chair), Dorothy Apedaile (Co-Chair), Elaine Patterson, Ian Simmie, Andrew Dixon, Dusica Maysinger, Vera Romano, Axel Hundemer, Lina Di Genova, Jackie Leclair, Erin Sobat, Martine Gauthier, Kyla Hosie (secretary)

Regrets: Gillian Lane-Mercier, Amanda Montaque, William Cleveland, Jenny Ann Pura, Nihal Mandanna C.P., Cynthia Tang, Muhammad (Ahmer) Wali, Tamara Western

Meeting called to order at 1:37

1. Approval of Agenda
Agenda approved as circulated

2. Approval of Minutes
Minutes from February 21, 2017 meeting approved as circulated

3. Business Arising
   a. Innovation Fund Applications – WRAP
   The committee voted in favour of approving WRAP Extension.

   b. CSS Mandate/ToR
   Brainstorm activity regarding the role of CSS

Budget
D. Apedaile noted that the budget comes up often as S2 is student (fee) funded. A. Hundemer mentioned that CSS spent too much time discussing the budget and that without being involved on a daily basis, it is difficult to make informed decisions. D. Maysinger noted the lack of harmonization between budget and top priority needs.

Prioritization and planning
E. Sobat questioned how the conversations at CSS feed into the service priority setting. M. Gauthier suggested that we need to harmonize CSS and the S2 planning cycle (planning has already been done for the year once CSS begins in September) so the right discussions are happening at the right time.

CSS terms of reference
“Formulate broad policies”- a few members questioned why “formulate broad policies” was a part of the ToR. It is difficult for CSS members to advise on policies when they aren't content experts. Also, M. Gauthier noted that S2 does not formulate policy. Members commented that the word policy may be used incorrectly.

J. Leclair wondered if it would be possible to commission someone to research best practices in other institutions; suggested that we could add “stay abreast of best practices in S2” or “incite thinking of best practices” to the ToR.

V. Romano noted that a lot of knowledge comes out in sub areas (ie. Best practices within mental health working group). She also question how can we use CACUSS to inform this group (how to summarize things that are relevant to this group)? J. Leclair questioned how CACUSS is utilized? L. Di Genova and V. Romano noted that it is used at the unit level to develop programs and share best practices. It is a community of practice but we need something higher level. J. Fyles noted that this could be added to the agenda (issues that were raised at conference and best practices resources).

E. Sobat noted the theme of monitoring and evaluating goals and objectives. M. Gauthier said that accountability is important and that we can use this committee to help validate S2 priorities.

A discussion ensued regarding how to make the senate annual report livelier; this can be discussed at the next meeting.

By September CSS meeting, members should receive documents to state what the group should be doing. First meeting will be used to plan the year.

I. Simmie stated that there is a missing link between CSS and assessment. L. Di Genova said that she is working on various surveys and can share the results with CSS. Is CSS the forum to bring data to and ask how we can use it?

V. Romano noted that the programs and changes they are implementing are data driven but that may not necessarily be clear

E. Sobat stated the desire for CSS to have a more direct impact on what S2 is doing

4. Senior Director’s Report

M. Gauthier noted that O. Dyens send his regrets for this meeting and that we will organize another meeting to follow-up on the budget discussion. Can also bring new execs to meeting.

Announcement: Dr. Karin Goddard has been appointed the Interim Clinical Director for Psychiatrists.
OSD money from McGill: S2 doesn’t do testing for learning disabilities but it is something to look into with this new money. Expensive for students to go externally. More support in OSD, in collaboration with Faculty of Education.

New position in S2 (will be posted in the coming months): Director of Operations. Will oversee HR, Finance, Projects, Building and IT. Discussion regarding the qualifications of this person, M. Gauthier noted the importance of hiring someone with management and leadership skills.

M. Gauthier wants to use the recent student petition on mental health as an opportunity to open up to the students. Need to talk about how we can have different communication platforms.

D. Apedaile noted that the consultation for health and wellness strategy was very broad and that if S2 did consultation in a more targeted way, feedback will actually be used. A. Dixon noted that a dialogue is an important part of consultation process. If the experts could have explained the limitations, it would have been helpful.

J. Leclair established Schulich well-being committee; the group receives information and interfaces and liaises with people across campus. Constant communication is important.

I. Simmie noted that we need to be more transparent with students of what S2 is working on and where we are at in the process. Perception is that we are just talking, no action. V. Romano noted that we need to deepen both listening and getting the message out (part of communication). E. Sobat noted the difference between consultation (stakeholder group) and communication.

Student Services has asked for an audit; to take place summer 2017. S2 will be accountable to audit committee. Audit is financial, looking at internal controls, accountability, where decisions are being made, operational risks and exposures.

There was no other business.

Meeting adjourned 3:23 PM.