

**Minutes from a Meeting of the Concordia Council on Student Life
Held on November 27, 2015
SGW H-769 10am**

PRESENT: Mr. Andrew Woodall (Chair), Dr. Lisa Ostiguy (interim Chair), Ms. Lauren Broad (Secretary), Ms. Temi Akin-Aina, Dr. Guylaine Beaudry, Mr. Jeremy Blinkhorn, Ms. Katrina Caruso, Ms. Jenna Cocullo, Mr. Théo Denieul, Ms. Lori-Marie Dimaria, Mr. Daniel Houde, Ms. Sharon Hunter, Dr. Laura Mitchell, Dr. Brad Nelson, Ms. Tanya Poletti, Mr. Keroles Riad, Ms. Emma Saboureau, Mr. Rami Yahia.

ABSENT WITH REGRETS: Ms. Marie-Josée Allard, Mr. Patrick Boivin, Ms. Claudie Boujaklian, Ms. Julie Gagné, Ms. Mary-Ann Jirjis, Mr. Howard Magonet, Ms. Stephanie Sarik, Dr. Cameron Skinner, Ms. Lorraine Toscano, Ms. Dale Robinson, Mr. Bradley Tucker.

ABSENT: Mr. Darren Dumoulin, Ms. Jana Ghalayini, Mr. John Talbot.

GUEST: Ms. Sabrina Hickey.

1. APPROVAL OF AGENDA

Mr. Woodall was delayed at the beginning of the meeting therefore Dr. Ostiguy agreed to chair the meeting until his arrival.

In the absence of quorum, Dr. Ostiguy noted that the agenda could not be approved. The Council agreed to continue with the meeting, however acknowledged that no motions could be voted on.

Quorum was attained at 10:45am when Mr. Yahia arrived at the meeting. Mr. Blinkhorn moved to approve the agenda. Mr. Riad seconded the motion.

The motion passed unanimously.

2. REMARKS FROM THE CHAIR

Dr. Ostiguy noted that she would serve as Chair until Mr. Woodall arrived, at which time he could provide his remarks to the Council. The meeting would proceed with discussion of the items on the agenda, however no formal decisions would be made in the absence of quorum.

Mr. Woodall arrived at the meeting at 10:35am. He thanked Dr. Ostiguy for stepping in as Chair in his absence and noted that quorum still had not been reached, therefore discussion of the agenda items would continue.

3. APPROVAL OF THE MINUTES FROM THE MEETING OF OCTOBER 30, 2015

It was noted that Ms. Saboureau should have been listed as “Absent With Regrets” in the October 30, 2015 minutes. Ms. Broad would make the correction.

Quorum was attained at 10:45am when Mr. Yahia arrived at the meeting. Mr. Riad moved to approve the minutes from the meeting of October 30, 2015 with the correction and Ms. Caruso seconded the motion.

The motion passed unanimously.

4. BUSINESS ARISING FROM THE MINUTES OF OCTOBER 30, 2015

4.1 Update on CCSL Unused Funds Competition Proposal and Promotion

Dr. Ostiguy recalled that two documents had been circulated to the Council prior to the meeting: the Unused Funds Proposal and the Big Hairy Ideas/Unused Funds Program Overview. Dr. Ostiguy asked the Council members to direct their questions concerning the document to Ms. Broad. Council members were pleased to see that plans for the unused funds competition were moving forward, however there remained concern as to why there continued to be such a large amount of the fund remaining at the end of each academic year. Ms. Broad provided amounts from previous years to show that the majority of the unused funds were from unclaimed amounts rather than funds not being entirely allocated. She explained that many students with approved funding did not respond to repeated follow up from the Dean of Students Office (DoS), while other projects

were cancelled or did not incur enough eligible expenses to claim the full amount of approved funding. Although the DoS did not have the capacity to provide training to student groups on how to claim funding, Ms. Broad said that detailed claiming instructions were provided to all project applicants by email at the time they received their approval of funding. There was added concern that the application deadline of March 7, 2016 would not allow enough time for effective promotion of the competition. The Council agreed that if they wanted to launch the competition during the winter 2016 semester, the March deadline would be the latest possible date. Many other factors needed to be considered, such as allowing enough time for the sub-committee to review applications, make their recommendations to the larger Council and have the applicants give a presentation, all before the end of the academic year.

When asked why the *Requisite Selection Criteria* included collaboration between students and staff and/or faculty, Ms. Broad recalled that this was to encourage large-scale projects that would reach more Concordia students. It was anticipated that with university staff and/or faculty collaboration, projects would reach a higher level of impact that otherwise may not have been attainable when considering the complexity of navigating the institution and its procedures. Another benefit of collaboration would be improved long-term continuity of the projects, since students may move on from the university more frequently than staff and faculty. Ms. Broad confirmed that a student who graduates may remain involved in the project, however the project organizers must always include at least one currently registered student. Mr. Blinkhorn requested that a point be added to the document to reflect this. Ms. Cocullo asked that a point be added to the document to encourage, when applicable, project applicants to make safety, inclusivity, environmental impact and sustainability a priority for their projects, in keeping with the university's values.

4.2 CCSL Special Project Update: Space Concordia Mission

A document had been circulated by email to the Council prior to the meeting that included an updated budget and explanation of the extent that a capstone project was part of the Space Concordia Mission. The document revealed that all capstone related expenses had been removed from the budget and a new asking amount of \$10,146.67 reflected this change. There was \$62,634.56 remaining in the fund for this project as well as all winter 2016 projects.

The Council agreed that the new proposal was an improvement and that the applicant had been very transparent in providing details of the capstone project. The Chair recalled from the CCSL Special Projects guidelines that "activities associated with a university course requirement" were not eligible for funding. Although the Council recognized the difficulty of removing all aspects of academics from many student projects, they felt comfortable leaving the point in the guidelines as it was. With quorum reached, a recommended amount was put to a vote.

Mr. Blinkhorn put forth the following motion, seconded by Ms. Caruso:

Be it resolved that the project "Space Concordia Mission" be approved for \$3,000.00 of funding from the CCSL Special Projects Fund.

For: 10

Against: 0

Abstentions: 1

The motion passed.

A discussion ensued on the continuing issue of having funds left over each year that have either not been allocated or have remained unclaimed. The Council agreed that the sub-committee would hold a meeting to consider this issue further and make recommendations to the CCSL.

5. REPORTS AND ITEMS OF INFORMATION

5.1 Maclean's University Rankings and Student Life at Concordia

A link to the Maclean's 2016 University Rankings had been circulated to the Council by email prior to the meeting. The Chair noted that these rankings were done annually and asked for reaction to the results from Council members. Dr. Ostiguy said that it would be helpful to have a thoughtful discussion on what it means for

Concordia to have placed last in student satisfaction among the 15 universities ranked. She added that perhaps the Council would like to take more time to reflect on the findings and have a discussion at the next CCSL meeting. Dr. Ostiguy proposed inviting Me. Jonathan Levinson, Executive Director, Institutional Planning and Analysis, to provide information to the Council at a future meeting on the annual National Survey of Student Engagement (NSSE). Dr. Ostiguy explained that the NSSE findings contradict some of the Maclean's findings, which could lead to an interesting analysis of how we determine student satisfaction. The Council agreed to review the Maclean's survey further to allow for proper discussion at the next CCSL meeting.

6. NEW BUSINESS

6.1 Motion to Update the CCSL Membership

The Chair recalled that there had been many changes to the Student Services sector over the past two years, resulting in changes to the voting membership on CCSL. The main priority would be to maintain parity of student to non-student voting members on the Council.

The following motion, proposed by Mr. Riad, was circulated to the Council by email prior to the meeting:

Whereas the University has made a commitment to enshrine sustainability values throughout its governance structure and operations as demonstrated by the definition of sustainability; and

Whereas Concordia's definition of sustainability includes environmental, social and economic components; and

Whereas student life is integral to the social aspects of the Concordia experience; and

Whereas there is a vacant staff position on CCSL with the merger of Counselling and Health Services and the Access Centre for Students with Disabilities;

Be it resolved that the vacant permanent, voting staff position be filled by a Sustainability Coordinator from the office of Environmental Health & Safety.

Dr. Ostiguy noted that the vacant position of Director of Health Services, soon to be recognized as the Director of Campus Wellness and Support Services, was scheduled to be filled by the time of the January 2016 CCSL meeting. She added that the current position on CCSL of Director of Counselling & Development would become Director of Counselling & Psychological Services. Dr. Ostiguy pointed out that with this considered the parity of 10 voting students to 10 voting non-student members on the Council would be maintained. Mr. Riad said that he thought that the Director of Campus Wellness and Support Services would be the one representative of the department on CCSL, not as well as the Director of Counselling & Psychological Services. Dr. Ostiguy explained that the department was so wide-reaching that it would require these two positions on CCSL to be properly represented.

Given the clarification on the positions represented at CCSL, it was found that there was no need to fill the vacancy of a non-student voting member on the Council. The motion was withdrawn by Mr. Riad.

While the Council recognized the importance of having a voice for sustainability on CCSL, they agreed that there were other ways of having the department's voice heard, such as inviting them as a guest to meetings on a regular basis, or by becoming a permanent observer. Ms. Poletti pointed out that other departments with significant roles in student life, such as Residence Life, were also missing from CCSL. The Council agreed to revisit the CCSL membership at a future meeting in its entirety to consider the broader issue of representation on the Council.

6.2 Discussion of Co-Curricular Record and CCSL Special Project Funding

The Chair reminded the Council that the Co-Curricular Record (CCR), managed by the DoS, offers students an official university document that highlights their involvement in student life at Concordia. The Chair acknowledged that the buy-in from students for the CCR did not seem to be working well.

A document had been circulated by email to the Council prior to the meeting on behalf of Mr. Riad. The document included letters of support from various groups at the university for making the CCR more accessible and automated for students. Mr. Riad expressed his firm belief in the value of the CCR for both students and the university in terms of validating in a concrete manner student and community engagement. He proposed that the CCSL Special Project sub-committee consider adding a requirement that project organizers who are approved for funding must partake in the CCR process, becoming validators for students who participated in the approved project.

The Council considered the cumbersome process of the CCR and wondered if the DoS had the capacity to relieve some of the work from the students themselves. Ms. Hickey said that the Office of Advancement & Alumni Relations (AAR) might be able to assist the DoS in raising awareness of the CCR. Mr. Woodall encouraged someone from AAR to speak with Mr. Paul Goubko who currently manages the CCR. The Chair added that his office would have to evaluate its capacity to take on a larger role with the CCR before committing to anything. Mr. Riad emphasized that the key to CCR's success was in bringing awareness of its existence to students and prompting them to participate. The Council agreed that the CCSL Special Project sub-committee would meet to consider adding the CCR as a requirement for approved funding and to make a recommendation to the Council. The Chair added that the DoS would continue to work on how to promote the CCR and on standardizing roles to make the process less tedious for validators. He thanked Mr. Riad for his tireless efforts on bringing the CCR to the attention of the university community.

7. NEXT MEETING

The next meeting will be held on January 22, 2016 at 10am, Loyola AD-308.

8. TERMINATION OF MEETING

Ms. Dimaria motioned to terminate the meeting. Ms. Caruso seconded the motion.

The motion passed unanimously.