

SGS Student Services Fee Committee
March 27, 2018
3:00 p.m.

Present: Dr. A. Surprenant (Dean, SGS), Dr. D. Farquharson (Associate Dean, SGS), Mr. A. Kim (Director, Graduate Enrolment Services, SGS), Ms. C. Sullivan (Manager, Fellowships and Awards, SGS), Ms. Rizza Umali (Executive Director of External Affairs, GSU)

Members reviewed the draft Terms of Reference and the Student Services Fee Summary, which outlines direction from the Provost Office, and the principles and processes by which this revenue will be re-distributed in support of the objectives intended for the student services fee.

Minutes of this Committee will be posted publicly on the SGS website for transparency. The re-allocation of this monies will address at least one of the four core areas for which the student services fee is intended: professional development, career advising, health and wellness, and advocacy and support.

Other points noted:

- Projects will not be used to support existing core activities that are currently supported;
- Services common to both undergraduate and graduate will be jointly funded, ex. Counselling issues.
- Spending will be transparent and accountable.
- The committee will allocate a minimum of 40% per annum to operating expenditures (ex: a portion of salary for SGS personnel devoted to student services, graduate student travel, graduate assistantships etc.)
- A competitive call for proposals will be sent out at least once a year.
- Membership will remain as noted on the Terms of Reference. Outside expertise can be brought in to meet with the Committee if necessary.
- The Executive Director of External Affairs (GSU) will prepare an Equity Statement (indigenous, disability, distance students, etc) to include in the terms of reference
- A call should go out in April for commencement in Fall
- Director of Graduate Enrolment Services confirmed that there is evidence from CGPSS survey which indicates what students would like to see in services available. Also, proposals approved should be required to submit a statement confirming how monies were used to ensure accountability.