



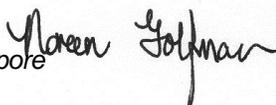
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MEMORANDUM

December 16, 2014

TO: Directors and Staff of the Deputy Provost Portfolio; MUNSU, GSU, MISU, GCSU Executives; Senior Academic Administrators Group (SAAG)

FROM: Noreen Golfman, Provost and Vice President (Academic) *Pro Tempore* 

SUBJECT: **Realignment of Deputy Provost (Students) Portfolio: Board of Regents Approval (Phases Two and Three)**

At the December 4, 2014 meeting of the Board of Regents, a proposal for the implementation of phases two and three of the realignment of the Deputy Provost (Students) portfolio was approved.

This proposal was previously discussed at meetings with the Deans' Council, Vice-Presidents Council, Senate, student union executives and directors and staff within the deputy provost's portfolio.

The overarching goal of the realignment remains that of improving student success inside and outside the classroom. The purpose of all phases and implementation plans is to realign administrative structures and functionalities in the Deputy Provost's portfolio in order to: enhance academic and non-academic student services/supports; optimize the use of existing resources; and create synergies in the delivery of supports.

Background of the Three Phases

The realignment of the Deputy Provost's portfolio consists of three phases, spanning from May 2014 – July 2016.

Phase one (approved by the Board on May 8, 2014) has focused on the Office of the Registrar, Office of Student Recruitment, the Scholarships and Awards Office, and Housing, Food and Conference Services. In recent months, steps have been taken to integrate the Scholarships and Awards Office within the Registrar's Office and to search for a director for a newly formed unit called "Student Residences," which focuses on the provision of off-campus and on-campus student housing for both undergraduate and graduate students. A search is also underway for a new Director of Ancillary Operations who will be responsible for a cluster of operations including the bookstore, food and liquor services across the St. John's campus, the University Centre food court, the University Centre building management and the distribution and maintenance of both the campus card and student lockers. It is anticipated that both roles will be filled early in the upcoming Winter 2015 semester.

For phases two and three, two review panels were established and expert panelists visited Memorial in June 2014 to review and provide further recommendations in two general areas: comprehensive student development; and student health and wellness. The panelists consulted widely with stakeholders during their site visit to Memorial. The reports from these panels, along with all previous reports and consultations, have been shared widely with the Memorial community and were used to create implementation plans for phases two and three of the overall realignment of the portfolio which have now been approved by the Board of Regents.

Phase Two

As phase two focuses on comprehensive student development (Student Success, Career Development and Experiential Learning (CDEL), and Student Affairs and Services), the Board has approved the creation of a new unit called “Student Life.” This unit will integrate a number of areas such as Career Development and Experiential Learning, Answers and Leadership Programs, and a cluster of areas dealing with student supports (International Student Advising, the Aboriginal Resource Office and the Blundon Centre for Students with Disabilities). A new area within the Student Life unit will include a cluster of student supports and services, including those related to crisis management such as the Chaplaincy.

Phase Three:

As phase three focuses on the Counselling Centre and Student Health Centre, the Board has approved that the Counselling Centre be renamed the “Student Wellness and Counselling Centre” and that it integrate the Counselling Centre, the Student Health Clinic and a Wellness Education unit.

Interim Roles

To support us throughout the transitions involved in the implementation of plans for phases two and three of this realignment, I am pleased to advise you of the appointment of Dr. Peter Cornish as Interim Director, Student Wellness and Counselling Centre, effective December 16, 2014, until a candidate is appointed to this role following the required search procedures, and the appointment of Ms. Karen Kennedy as Interim Director, Student Life, effective December 16, 2014, until a candidate is appointed to this role following the required search procedures.

A search for the permanent candidates for these roles will begin in January, 2015, led by the Deputy Provost (Students).

Meetings have taken place with staff who are directly affected by these changes, and discussions will continue as we work through the implementation plan.

Should you have any questions about the realignment, please contact the Deputy Provost (Students), Dr. Cecilia Reynolds at (709) 864-2985 or creynolds@mun.ca.

Thank you for your participation and input throughout this realignment process.

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