



# University of Windsor Student Mental Health Strategy

Implementation Committee Meeting – Fall 2019

Tuesday, October 22, 2019

McPherson Lounge, Alumni Hall

1:00pm – 3:00pm

## Agenda

**Present:** Dr. Kathryn Pfaff, Lynette Kivisto, Dr. Debra Hernandez-Jozefowicz, Ashley Vodarek, Jenessa Shaw, Kerri Zold, Ryan Flannagan, Evan Ripley-Mcneil, Quessia Mugabo, Muhammad Hussain, Ebenezer Sam, Katie Chauvin, Dr. Renu Sharma-Persaud, Sandra Ondracka, Arop Plaek Deng

**Absent:** Healey Gardiner, Admiria Konjic, Dr. Tina Pugliese, Dr. Mohsan Beg, Sameena Sultana, Derrick Biso, Phebe Lam, Darren Larue, Quessia Mugabo

### Key Documents for Discussion

- Student Mental Health Strategy Tracking Document
- March 27, 2019 Implementation Meeting Minutes
- Notes from Subcommittee regarding Mental Health Initiatives Fund proposal
- Wellness Outreach Office Action Plan 2019-2020

#### 1. Introductions

Kathy welcomed the group. There were new additions to the committee since the last meeting, therefore the group proceeded with individual introductions.

#### 2. Confirmation of Agenda

Kathy asked if there were any add-ons or edits to the agenda. Kathy called for a motion to confirm the agenda. This motion was seconded by Kerri and Ashley, before being approved by the IC.

#### 3. Discussion/Approval of minutes from March 27, 2019

Kathy asked if there was any discussion regarding the meeting minutes from the last meeting. There was no discussion prompting Kathy to ask for a motion to finalize the

minutes from the previous meeting. Ashley motioned the minutes be approved, Jenessa seconded the motion. Minutes were approved.

#### **4. Consideration of Recommended Proposals from the Mental Health Initiatives Fund Sub-Committee**

Ryan began by explaining the application process and then presented the applications that were received for the SMHI fund. He shared how the process worked well, and that there were about 9 applications put forward. The majority of the completed applications were submitted with enough information for the subcommittee to communicate through various channels across campus, and applications were due October 1<sup>st</sup>, 2019. Evan, Ryan, Phebe, and Kerri formed the first subcommittee that would review the applications. Ryan explained how there was no initial evaluation matrix, and in an attempt to evaluate the submissions fairly, Ryan created a matrix to allow for a focused discussion on the value relative to what the funding and overall Student Mental Health Initiative Committee are trying to achieve.

The subcommittee shared how they had in-depth discussion around each of the applications, and attempted to address what was inside and outside of the funding scope. There was various representation in the applications submitted from across campus; staff, students, faculty, student groups. Ryan noted that there were multiple submissions from within the same department. He emphasized how we should be encouraging those applying to communicate with their department to combine their efforts, versus submitting multiple applications with very similar “asks”.

Ryan then began to discuss the applications in more detail.

Application Requester: Mohsan Beg

- Dr. Beg applied to the Student Mental Health Initiatives fund looking to fund training activities for his department (*see Notes from Subcommittee regarding Mental Health Initiatives Fund proposal attached*).
- Rather than funding the entire cost, the subcommittee suggested funding 2/3 of the project. They felt this training would cover several different client groups and modalities, expanding the capacity and expertise of the counsellor's on campus. It also overlapped with many of the recommendations.

Application Requester: Behaviour Cognition and Neuroscience Student Association (BCNSA)

- While the funding requested was only two hundred dollars, the subcommittee saw value in this project. The funding for this group would go to assisting in the cost of sessions on campus to help students increase mindfulness and de stress. The committee felt that this aligned with the strategy, but thought as though the subcommittee should approach the application requester to inquire if they require any additional resources, noting that the \$200.00 ask will be approved, but that there are more funds available if the group needs it.

Application Requester: Jack.org

- Jack.org, a mental health organization that raises awareness and is attempting the end the stigma surrounding mental health, is looking to educate the high school population. The sub-committee shared that they believed this initiative aligned with the recommendation that relates to high school students increasing resiliency prior to their time at post-secondary institutions. The sub-committee recommended approving all \$1,500 of the requested funding.

Application Requester: Dr. Rosemary Plastow

- Dr. Rosemary Plastow applied for the funding to obtain the Stepping Stone training to help develop their skills and competencies in Internal Family Systems Therapy. Understanding that Dr. Rosemary Plastow works within the Student Counseling Centre on campus, under the directorship of Dr. Mohsan Beg, the subcommittee believed that this application should have been requested as a part of Dr. Beg's overall application. Therefore, the recommendation was to not approve the funding for this training.

Application Requester: Native Student Alliance

- The subcommittee felt as though that Native Student Alliance did not provide enough details within their applications pertaining to what they would be doing with the funding. The subcommittee shared that they would like to fund this opportunity, but with the current state of the application do not have enough information to do so. They will follow up with the group and ask for more details. Once more details are received, the subcommittee will make an electronic decision to the broader committee regarding the funding.

Application Requester: Dayna Rodriguez

- Dayna Rodriguez, a Clinical Therapist at the University of Windsor, requested funding for Internal Family Systems Therapy. Similar to Dr. Rosemary Plastow's request, the committee felt as though this training should have been added in

to Dr. Beg's overall funding application, and therefore the subcommittee recommended to not approve the funding for this training.

Application Requester: Enactus Windsor

- Enactus Windsor requested \$25,000 to fund their program. The subcommittee felt as though this program had a loose connection to the Student Mental Health Strategy. In their application, Enactus Windsor touched on workshops that include aspects of mental health, but the subcommittee believed that there was not enough in the application to support the funding. The subcommittee shared that it appeared in the application that Enactus Windsor was looking to fund their program, versus creating or highlighting projects that would align with the Student Mental Health Strategy.

Application Requester: Wellness Outreach Office

- Funding was requested from the Wellness Outreach Office to subsidize a Wellness Initiative Assistant student employee position that would help promote and implement programs and initiatives supporting mental health on campus. More specifically this position would supplement the Mental Health and Wellness Coordinators position to increase impact on campus. The subcommittee felt as though this was a university initiative, and that if this is a priority, that the staff go back to their director to fund the position. They indicated that this type of funding should not be relayed on continuously. Ryan highlighted that during the discussion of this application, Ashley Vodrack and Jenessa Shaw would be asked to leave, due to conflict of interest.

Overall, \$55,248 was requested within the funding applications, and the subcommittee proposed that \$13,900 of that total be funded, based on programs that align most with the Student Mental Health Initiative Strategy. They indicated that the remaining funding would be allocated in February based on the second round of application submissions. One subsequent application may be accepted, and will be considered as an additional application to this round. Since the committee will not be meeting again until March, there will be electronic discussion on this application.

Sandra inquired about the Terms and Conditions, asking the subcommittee if there were any suggestions or concerns noted during this first round of applications, or if there was anything missing worth discussing. Kerri shared that the Terms and Conditions were left open ended because the committee did not know what type of applications they would receive. Kerri suggested adding a maximum amount of funding requested per proposal. This would help applicants understand what their parameters are within requesting funding.

- Next Step: Sub-committee to proposed maximum amount of funding that can be requested per application.

Ryan reiterated that a matrix was designed at the last minute as a way to evaluate applications fairly. If the subcommittee is to use this matrix, it should be further developed and proposed to the full committee. Ryan also suggested including the matrix in the application so that applicants can customize their application to be more successful. Kerri suggested that the subcommittee identify the matrix. Debra shared that the committee did a good job of being diverse in selecting the successful applicants, evaluating limitations and uses of funding. Jenessa indicated that there were 8 complete applications, but that there was also a number of applications that were started, but not completed. She shared that the committee can anticipate a greater number of applications in the future, and that an objective matrix would be beneficial as the number of applications grow.

- Next Step: Include the matrix in the application process.

Kerri inquired about the Qualtrics survey, asking if applicants could go back into their application and continue editing. Jenessa confirmed applicants can go back into their applications and make edits.

Ashley suggested asking applicants for a minimum funding requested. This would help with the growing number of applications, and would allow for partial funding of projects. Sandra shared that it would have been beneficial to have a breakdown of the cost associated. Kerri shared that there was a full breakdown of costs and requested funding, but that the subcommittee did not bring this information to the committee at large just notes from their discussion. Sandra asked about the Enactus funding, and what their breakdown was. Kerri shared that they had a cost breakdown, but that the costs Enactus showed were only loosely connected with the strategy.

Sandra followed up with a comment regarding funding being allocated to positions. She shared that if the committee decides to move forward with funding a position, it should be explained to the applicant that it would be a one-time funding opportunity. Departments should be accountable for funding ongoing positions.

- Next Step: Include conditions within the funding application that only allow for one-time funding opportunities for applications that will use the allocated funding for paid positions.

With no more comments, Katheryn indicated that the committee would now discuss each application in more detail.

Application Requester: Mohsan Beg

- Lynette asked what training would be included in the funding requested. Ryan indicated that there were Indigenous Cultural Safety Training, Cross cultural Competency Training, Walk-In, Single Session Therapy Training, as well as Internal Family Systems training was requested. Lynette asked how the allocation of funding was determined, since the recommendation from the subcommittee is less than the applicant requested. Evan explained that the subcommittee evaluated the funding requested, and determined that it would be reasonable to cover 2/3 of the training, allowing Dr. Beg to determine what the requested funding would cover. Ashley asked if there was any additional funding indicated by Dr. Beg from additional sources. Lynette asked if there are enough resources from the Office of Student Experience to fund the rest of the training. Ryan indicated that there is some money in the carry forward that can be allocated towards supplementing the cost of these trainings.
- Dr. Renu Sharma-Persaud asked if any of the projects needed to go through an ethical review process. Jenessa shared that the Terms and Conditions of the application require applicant to provide proof of ethical approval if the project requires it.
- Katie shared that a lot of the training that is being requested in this application were key areas in the Student Mental Health Training Strategy.
- Kathy asked if the proposed recommendations by the subcommittee could be approved by census.
- Kathy asked if the committee would approve the recommendation of the subcommittee to provide 2/3 of the requested funding for this application. All in favor, recommendation was approved.
- Lynette asked about groups reapplying in the winter term, if the committee saw value in their application in the fall term. Jenessa shared that the applications allow for the resubmission of applications in the next term of funding.

Application Requester: Behaviour Cognition and Neuroscience Student Association (BCNSA)

- Sandra inquired about student's awareness of other parts of campus that already provide similar services on campus. Sandra shared that this type of program is already being offered through Wellness and Lancer Rec (Take the Moment). She continued to explain that their services are not being utilized to their full potential, and that this would be an opportunity to partner with this applicant to promote already existing programs. Ashley shared that this would

be an opportunity for them to create a microculture within their specific area, but could promote other programs. Sandra shared that it would increase the value and reach of this groups project, as well as other programs on campus.

- Next Step: Jenessa to Reach out to BCNSA and refer them to Sandra
- Ryan shared that as a part of this application process, the hope is to connect groups and people. The committee should use this as an opportunity to share information about programs currently being run on campus that are similar to what this group is wanting to do, proposing this an as opportunity for a partnership.
- Lynette shared that there can be differences between specific campus run programs, and programs that are more targeted and specific to a certain area. She continued to explain that some individuals would be more willing to attend specific events, but explained that this is an opportunity to share resources.
- Katheryn recommended that second proposal in the amount of \$200 be approved. All were in favor, funding approved.

Application Requester: Jack.org

- Sandra opened the discussion by asking for more information about the program that Jack.org would be running. Kerri shared that the funding would be allocated to their event targeted at high school students and the cost of the event. Kerri noted that the location choice for the event, could reduce the cost of the event, but the subcommittee still felt that the amount of reasonable request. Jenessa mentioned that the applications could be pulled up and elaborated on in detail if any committee member wanted more detail.
- Jenessa, as last year's jack.org University of Windsor president, spoke more on how the jack.org event ran last year. Jenessa shared that the goal of this event was to create change at the high school level with regards to mental health, teaching students about how to support others and how to increase personal wellness. Ashley added that this event was supported by the Wellness office last year. There was general discussion about how the event was run, and the overall consensus was that the funding requested was appropriate.
- Sandra mentioned that having the event at the University of Windsor would be valuable in sharing resources, as well as recruiting students.
- Kathy recommended that third proposal in the amount of \$1,500 be approved. All were in favor, funding approved.

Application Requester: Dr. Rosemary Plastow & Dayna Rodriguez

- The subcommittee felt that this application was also imbedded within Dr. Beg's application, which led to their recommendation not to approve either application. Kathy asked if the group agreed with this decision. All were in favor.

Application Requester: Native Student Alliance

- The subcommittee suggested reaching out to the group who submitted this application to ask them to provide more details as to what the funding would be used for. Sandra indicated that Lancer Rec, would like to get involved with this opportunity and partner with the Native Student Alliance if possible.
  - o Next Step: Review updated Native Student Alliance application with subcommittee. Update to be distributed electronically.

Debra asked how the money is being validated for the applications. Ashley explained that successful applications will be able to submit receipts and estimated costs, but groups may also submit an application for past events/project with receipts. Kerri asked if the committee should consider asking applications how much they would need upfront, versus funding that can wait until a later date. It was confirmed that groups could request and receive a portion of their funds in advance to help fund their activities. Kathy asked if applications would have to return unused funds. Jenessa confirmed that groups would have to return unused funds.

Application Requester: Enactus Windsor

- The subcommittee shared that they felt the Enactus application did not meet the scope or objective of this funding opportunity, and their recommendation was to not move forward with funding this program. Kathy asked if the group agreed with this decision. All were in favor.

Application Requester: Wellness Outreach Office

- Ashley and Jenessa were asked to leave the room. Once Ashley and Jenessa left the room, Kathy opened the floor to discussion.
- The subcommittee suggested funding the \$5,000 that was requested for this position.
- Lynette asked if there was a term indicated for the position. Evan shared that this position was for the fall 2019 and winter 2020 term. Lynette asked how the amount was determined. Evan explained that this number was based on the hours of work per week for the position, but also took into consideration additional funding. He continued to explain that the Wellness Outreach Office was only asking for the remainder of the position compensation to ensure the student could remain in the position until the end of the winter term.



- Kathy suggested that the Wellness Outreach Office should seek permanent funding moving forward, and asked the committee to vote on the approval of this application and the proposed funds.
- Evan shared concerns around funding positions, stating that if the committee funds this position now, it may result in more applications for positions being put forward. He then asked the committee if anyone thought this could become a potential issue.
- Debra also voiced a concern, sharing that a risk of accepting this application for a position from an applicant that sits on the committee may taint the funding's reputation outside of the committee. She continued to explain that a large percentage of the funding appears to be going back to those applicants who sit on the committee. She shared that she would feel comfortable in this initial phase of providing the Wellness Outreach Office with this funding, but wants the committee to be mindful of this moving forward.
- Lynette reiterated that a large percentage of funding is going back to those who sit on the committee, over 80%. Ryan shared that one of the challenges may be at the staff that are involved in these issues are intimately aware of this strategy and the funding opportunity. No one was told to apply by the committee, and going forward there is a conversation around how these issues can be addressed, or the percentage of funding limited to those who sit on the committee. He shared that the committee might consider being open to funding one-time positions, but should refrain from supplementing someone's salary on an on-going basis.
- Kerri asked whether wages should be ruled out completely for this funding. She shared that she likes the idea of being open to one-time piloting for positions, but this funding cannot sustain positions. Kerri asked if the committee would also consider allocating only a certain percentage of funding towards wages. Sandra shared that she has seen similar situations with the Ignite program on campus, and that this will force the committee to sit down and evaluate priorities. She shared that within the matrix design, the committee should look to add what aligns with the short-term, mid-term, and long-term goals. One goal might be more appropriate to address now, relative to timeline of completing goals. Kerri shared that there are questions around how goals are being met, but not around timeline. Sandra shared that parameters should be put around this. Debra agreed, adding that there is a lot in the application about rationale, but it ends up being more about the tasks associated. She continued to share that the committee should look to keep it about the strategy, not about the person or position, but about the commitment to the strategy and maximizing potential.
- Kathy suggested putting some language into the requirements of the funding application, with regards to the action and implementation of the strategy when using the funding.
- Evan shared that the action and implementation of the strategy was very evident in this position.

- Katie acknowledge that almost 80% of the successful applications were on the SMHI Committee, and highlighted the need for resources to help those applying for funding outside of the committee be successful.
- Kathy recommended that proposal in the amount of \$5,000 be approved. All were in favor, funding approved.
- Ashley and Jenessa entered back into the room.

## **5. Update on Strategy priorities for 2019/2020**

Due to time, Ryan combined and condensed agenda item 5 & 6. Ryan shared that the Student Mental Health Initiatives Strategy was implemented in October 2018 and that in the past year 14 recommendations were focused on. Ryan indicated that in some cases there has been significant progress and in others there has not been. Ryan suggested for the remainder of this year to continue to work on those 14, but additionally prioritize 6-10 recommendations for 2020-2021 & 2021-2022. Ryan recognized the tremendous amount of work that has been put into this initiative, and as the committees turns their attention to what recommendations will be focused on next, to do some homework and identify 6-10 to prioritize using a consensus with the committee.

Ryan turned to update the committee on progress that has been made, setting up the conversation at the next meeting to identify the 6-10 to prioritize.

**Recommendation #1** – A committee has been established and is working well.

**Recommendation #2** – The university and senate need to look at academic policy to better address the mental health needs in the University of Windsor community. A subcommittee was formed, and compiled a report. Senate has received the report, and the recommendations will be brought to senate November 2019 around mental health language in syllabi. Some of the recommendations were not undertaken, but everyone is invited to read the report that has all of the details and discussion.

- Debra shared that as a faculty member, it would be beneficial to see the executive summary and become more aware of best practices. She continued to shared that it would be helpful to educate faculty, versus just putting language in a syllabus. Ryan indicated that Ashley has been working hard to increase the level of communication to faculty/staff with regards to best practices. He shared that there are standardized blackboard resources, and PowerPoints to give faculty and staff the resources to prepare them to engage on the topic of mental health. Ashley added that she recently attended a conference with a number of presentations on effective ways to incorporate mental health awareness into the classroom, and that more resources would

be added to the Wellness Outreach Office resource page. Debra voiced her concerns around educating faculty on mental health issues, and felt that more progress could be made. Ashley noted that there is a specific recommendation on informing and educating more faculty and staff within the strategy, and that further educating faculty and staff is currently being addressed.

- Kathy then turned the conversation to the delayed VW date. Ryan shared that the Bylaw Review Committee declined to accept the recommendation, and that this was the second time this has been declined.

**Recommendation #5** – Ryan shared that over the past year, Katie Chauvin has been working with various units on campus and has prepared a full draft of a document giving units a tool to review and update their policies, such that they are mindful of student mental health issues. He continued by saying this document will be the first of its kind, and will further help other institutions as well.

**Recommendation #7** – Jenessa shared that she has analyzed the data from the National College Health Assessment, and put together a presentation with the findings that will be presented late in the year. Findings are already being implemented into the Wellness Outreach Office efforts, and highlighted issues are being addressed. Ryan suggested having a presentation for the implementation committee specifically to share the findings.

**Recommendation #14** – Ashley shared that the primary function of the Wellness Outreach Office is this recommendation. Ryan noted that we have improved in our McLean's rankings from the past from #6 to #2 in our mental health evaluation. Ashley continued to explain that the Wellness Outreach Office Action Plan 2019-2020 was based from the reporting from last year (December 2017 – April 2018). Building on what has been most effective in reaching our campus community, several pillars were identified. Attempting to promote Mental Health Literacy, collaboration, curriculum integration, and continuity were identified as the three pillars. Ashley shared that Therapy Assist Online has been implemented, and has continued to grow since its implementation. First implemented into an engineering class, the online software is now utilized by every first-year nursing student, as part of course work in labs. Ashley mentioned that Kathy has played a large role in this. Lynette asked about how the program works. Ashley shared information on the functionality and explained how the modules worked.

**Recommendation #29** – Ryan shared details of the newly created Student Health Counselling and Wellness Services division on campus. Dr. Beg is now the director of this new area bringing together Student Health Services, Student Counselling Centre and Wellness. Ryan shared how the medical clinic is now offering walk in appointments, and there is a mental health nurse on site. He also indicated that they are looking to hire more staff and have extended hours. Ryan then provided the group with the new anticipated space of this newly combined office. Ryan took the group through the layout of the office space, and how the

layout was chosen strategy to create one unit of care. A committee member asked if there were any fees associated with using this service. Ryan explained that medical is covered by OHIP, and the universities budget covers the counsellors. Lynette asked about the anticipated date of completion. Ryan shared the construction is anticipated to start in May with \$600,000 on the table from the University of Windsor, but there are additional resources still needed. Estimated cost of the project is \$1.6 million.

## **6. Recommendations to be Pursued in 2020/2021**

- To be moved to next meeting. Ryan put forward that 6-10 priorities is what the committee need to focus on in the next year, and that the committee needs to help identify the priorities. Ashley shared that many of the Mid-Term Recommendations have been touched on, and less so in the aspirational. Progress is being made towards those areas and will be continued to be.

## **7. Next meeting**

- Ryan proposed that the committee meet in the last week of February, leaving sufficient time for the subcommittee to evaluate the new applications. It was determined that the subcommittee members will stay the same for the next round of applications. Kerri asked who would be updating the terms and conditions. Debra voiced that she would be happy to rejoin the subcommittee, and thought it be best the subcommittee create a proposal with changes to be circulated to the committee in early December, to be ready for the next round of applications. Jenessa suggested that if there were going to be any changes to the application, that it be temporarily paused. Kerri's voiced that the changes would mostly affect the terms and conditions, not the actual application, so it should be okay to remain open. Lynette asked if the successful candidates would be posted online. Ashley confirmed that they would be posted online. Ryan suggested doing a Daily News to highlight successful applicants. Kathy noted that herself and Lynette were appointed as co-chairs on a one-year term, which would expire in December. Ryan suggested pushing a new co-chair appointment until February. Kerri suggested an expression of interest prior to the meeting in February.
- Ashley added that there should there be opportunity for more sub-committees to form, even if members are not a part of the SMHI Committee.
- Ryan proposed an internal electronic email for committee members to indicate whether or not they would like to continue on the committee, then recruit if needed. Ashley Suggested using a widget tool to evaluate top recommendations to focus on.

Next Steps:

1. Update TOR for Initiatives fund
2. Daily News Article regarding successful funding applicants to be submitted
3. Committee members to express their interest in remaining on the committee, and a call for new members in December

**Kathy asked if there was anything else people would like to bring up.**

- Kathy called for a motion to close the meeting. Debra second the motion. Kathy closed the meeting.

Next Steps:

1. Terms of Reference of the initiatives fund to be reexamined and updated based on experienced from first application round. Several issues to consider: project funding limitations; one-time funding for positions; Percentage of fund for administrative led projects; Rubric/matrix creation.
2. Follow up with all applicants from the Initiatives fund to provide feedback from the Implementation Committee, and approval of funding.
3. Daily News Article regarding the initiatives fund to be created, indicating the successful projects and notifying the University of Windsor campus of the net application round.
4. Send email to ISC members regarding their one-year commitment to the committee. Determine who would like to stay on the committee for another 1-year term. Put a call out for new committee members in December, targeting later February meeting of the Implementation Committee.