



University of Windsor Student Mental Health Strategy

Implementation Committee Meeting #2 – Winter 2019

Wednesday, January 16, 2019

Welcome Centre Multi-Purpose Room (107)

3:05 pm – 4:40 pm

Approved Meeting Minutes

Present: Dr. Mohsan Beg, Ashley Vodarek, Healey Gardner, Dr. Kathryn Pfaff, Kerri Zold, Lynette Kivisto, Jeremiah Bowers, Admira Konjic, Jenessa Shaw, Derrick Biso, Sandra Ondracka, Evan Riley-McNeil, Darren Larue, Muhammad Hussain, Ryan Flannagan, Jacqueline Veres

Absent: Katie Chauvin, Dr. Tina Pugliese, Dr. Debra Hernandez-Jozefowicz, Sameena Sultana, Quessia Mugabo

Key Documents for Discussion

- Strategy Implementation Progress Tracking Sheet
- Updated Implementation Terms of Reference
- Draft Meeting Notes from Meeting #1 Nov. 20, 2018
- Membership List

Document Abbreviations

Implementation Committee (IC)

Terms of Reference (TOR)

Office of Student Experience (OSE)

Canadian Mental Health Association (CMHA)

Student Counselling Centre (SCC)

1. Introductions:

- Kathy welcomed the group to their second meeting, but recognized that there were some new faces around the table and therefore the group proceeded with individual introductions.
- Kathy asked if there were any corrections or additions to the previous minutes.
 - o Kathy called for a motioned to finalize the minutes from the previous meeting. This motion was seconded by Darren and Kerri, before being approved by the IC.

2. Confirmation of Co-Chairs, Dr. Kathy Pfaff and Lynette Kivisto

- Ryan explained that when the call for nominations was put out to find a faculty co-chair, and a student co-chair only one nomination was put forward for each position; Dr. Kathy Pfaff and Lynette Kivisto respectively.

- With no other nominations, the IC agreed that Kathy and Lynette would serve as the first two Co-chairs of the IC.
3. Confirmation of Additional Members, Quessia Mguabo (regrets), Darren Larue, Evan Ripley-Mcneil, Muhammad Hussain
- Ryan explained: these students were selected from the list of student nominations during a meeting with himself, Mohsan, Ashley, Kathy, and Jacqueline.
 - The IC agreed with this selection of students
4. Review Meeting Notes and Action Items from Nov. 20th Meeting
- Kathy asked if there were any edits that needed to be made to the previous minutes
 - o Derrick recommended quorum be changed from 50% to 50% + 1
 - o Kathy then motioned that pending these revisions, could the previous meeting minutes be accepted.
 - Darren and Kerri seconded
 - The rest of the IC voted in favour
- a. Discussion on action item #4 from the Nov. 20th meeting notes (implementation committee sub-committee to develop selection process for Mental Health Initiatives fund):
- o Ryan explained that when the Student Mental Health Strategy was approved funding allocated to: hire a full-time Mental Health and Wellness Coordinator position (Ashley's role), support part of the salary for a full-time counsellor in Engineering, and \$31,000 for the Mental Health Initiative fund.
 - o From page 2 of the recommendations – discussing the Initiative Fund and the formation of a sub-committee to establish a process for allocating 80% of the funds dollars to programming initiatives.
 - o Over winter and into spring term efforts would need to be taken to document a process to that would enable the IC to decide on mental health projects. Tentative steps to be taken include:
 - Generate a proposal concerning how to distribute funding
 - Present proposal to the full IC
 - Vote on approval for the proposal or suggest changes
 - Update and eventually finalize proposal – by May 30 (approx.)
 - Offer to university community – by July 30 (approx.)
 - o The idea of forming a sub-committee was then opened up for discussion within the IC:
 - Ryan: indicated that sub-committee would be created to develop a document/procedure for how the fund will work. Once that work was done the sub-committee would discontinue and the IC would receive and decide on the proposals.
 - A general discussion took place regarding whether or not the sub-committee should remain in place after the proposal process is finalized and play the ongoing role of doing a first review of the proposals that

come in from the community and that the sub-committee would make recommendations to the IC for the best proposals. Several variations of this idea or the IC itself considering all of the proposals directly were discussed.

- Kathy: indicated that should a sub-committee be created to do a preliminary review of the proposals, it would be important to rotate and change members with some regularity in an effort to reduce bias and achieve diversity of ideas.
- Kerri: indicated whichever the process or body that is used to consider the proposals, it should be regularly reviewing proposals for timely events
- Derrick: initiatives fund run out of the Wellness Office so that there is a home for it and a place for students to find information, but could Ashley still submit a proposal to the fund?
 - Ryan: Yes, the Wellness Office would still be able to put in proposals.
- Following a substantive discussion, Kathy asked the IC if they had reached a consensus that the sub-committee will start as an informal, working group to develop a proposal process that would lead to a call for proposals from the University community to secure funds from the Mental Health Initiatives Fund and that this sub-committee would also provide recommendations to the IC on the process/structure to approve the proposals that are submitted once the fund becomes operational
 - The IC was in agreement that a consensus had been achieved regarding this next step.

ACTION ITEM:

- Janessa volunteered to coordinate the first meeting of the sub-committee that will explore the creation of a process to select projects for the Mental Health Initiatives Fund. Volunteers to sit on the sub-committee were: Healy, Kerri, Mo, Evan, Darren, Ashley, Admira
- Kathy will reach out to Dr. Hernandez-Jozefowicz about sitting on this sub-committee.

b. Discussion of Action Item #7

- Ryan read recommendation #2 from the Short-Term recommendation document and explained that Senate had created a sub-committee to deal with the issue of reviewing academic policy and its impact on student wellness. It was brought to the IC so that they could gather input from more students and bring this to the attention of the Senate sub-committee.
 - A mixed method approach of gathering information was proposed
 - Focus Groups

- One-on-One interviews
- Anonymous Survey
- Ryan reinforced the point that we have to move on this quickly because the Senate sub-committee would like to meet with the full Senate committee in mid to late February so we need to get our student input to them before this time. Also, that this process is only about academic policy that is set by Senate and not about the approaches that are used by each academic unit that operationalize the policies.
- Lynette asked if everyone was in support of this mixed approach to receiving student input – the IC agreed

ACTION ITEMS:

- Ryan's Office to get to work on these mixed methods
- Kathy to help with connection to Dr. McMurphy, who is faculty member who leads UWindsor Research Ethics Board.
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- c. Update on the National College Health Assessment
 - Summary: the NCHA is a survey sent out every three years to collect information on physical health, mental health, substance abuse, and more. This is the first time UWindsor is participating, and we will have a sample of 5,000 students. The survey will launch on January 28th and be available for 3 weeks. There are 25 prizes of \$20 to the bookstore and 4 prizes of \$250 to Devonshire Mall.
 - After the survey closes, we will receive a report specific to UWindsor and it will compare our institution to the province and country as a whole.
 - Mohsan indicated over 40 institutions participate in the NCHA in 2016 and that this number will be higher in 2019.
 - Ryan indicated that the results of the NCHA would be shared with students, so they can see how the results and how UWindsor's students compare relative to other universities through comparisons with national data.
 - There are multiple emails going out to the students who are selected. Also, there are posters and social media posts going out telling students to check their emails.

ACTION ITEMS:

- Ryan to send draft email for students to the committee for review
 - **Status:** completed
5. Review and Confirm Terms of Reference (TOR)
- Yellow highlights are what has been changed in the TOR since the first meeting of the IC in November
 - Kathy asked if there are any additional recommended changes from the IC?

- Derrick suggested quorum changed from 50% to 50% + 1
- Kerri brought up that we do not have three staff members on the IC who are not involved in some type of mental health delivery to students.
 - Lynette suggested it be changed to ‘the committee aims to have three administrative staff who are not directly involved in the delivery of wellness services’ – the IC agreed
- Jeremiah suggested incorporating some Ex-Officio
 - Ryan agreed that the AVP Student Experience and Dr. Beg could be Ex-Officio members.
- Kerri suggested that for student government representation it should say a minimum of one from each group but no more than 2 – IC agreed
- Derrick suggested that we should include an international student on the IC
 - Ryan agreed and would reach out the International Students Society (ISS)
- A general discussion took place regarding the point of the IC making decisions by consensus and how that will work in relation to the point that votes would take place and that a 50% +1 threshold would decide various issues. It was indicated that while the IC would in most instances make decisions based on achieving consensus, where consensus on a particular issue could not be achieved, the Co-Chairs would vote on the issue.
- Ryan indicated that with the addition of Co-Chair members to lead the IC that it was now possible for the Co-Chairs to be split on a tied vote thereby leaving the IC unable to move forward on an issue. A suggestion was made that language should be built into the IC that in the event of a tie, the IC would break for no less than 2 weeks before reconvening to discuss and vote again. This process would continue until a decision was made – the IC agreed.

ACTION ITEMS:

- Ryan to contact ISS about their representation on IC
 - **Status:**
- Lynette to make approved changes to TOR and send to everyone
 - **Status:**

6. Review Strategy Implementation Progress Tracking Sheet (continued)

- Ryan stated that the green text is what is being worked on and where updates are being made. It will be updated with Mohsan and Ashley then sent around again.
- Jacqueline has the website ready to go with these documents to allow for transparency in this process

ACTION ITEMS:

- Ryan, Mohsan, Ashley: Update Tracking Sheet and send to IC
 - **Status:** Updated Tracking Sheet to be distributed before next meeting.

- Jacqueline to update website with documents and make live
 - **Status:** by February 6th

7. Next Meeting:

- Will send out two times for people to respond to and date to be selected based on most available attendance.
- Will look to meet in March (before the exam period begins)
- Sub-committee for the Initiative Fund will meet before full IC meeting in March
 - To be arranged by Jenessa

Kathy asked if there was anything else that people would like to bring up:

- Derrick mentioned that ORBIS is using the legal names of students (or dead names) instead of their preferred names which is causing some frustration and distress.
 - Kerri that they send her examples and she can bring it forward for them.

Lynette closed the meeting.