

# REPORT OF THE SERVICES REVIEW COMMITTEE TO LEGISLATIVE COUNCIL

**NOVEMBER 11, 2021**

## **COMMITTEE MEMBERS:**

Karla Heisele Cubilla, Vice-President (Student Life)  
Nathan Claret, Services Representative to Council  
Eric Sader, Vice-President (Finance)  
Allie McGowan, Service Finance Commissioner  
JinXiang Mo, Member-at-Large  
Jim Mejino, Service Administrative Assistant

## **COMMITTEE ATTENDANCE:**

The Services Review Committee met on the following dates:

October 27th, 2021  
November 10th, 2021

## **GOALS:**

The Services Review Committee reviews the accreditation of Services to ensure that their provision of services meets the needs of students and that they continue to meet the eligibility criteria outlined for Services as per the Internal Regulations of Student Groups.

As per amendments made in the Winter 2016 semester to the Internal Regulations of Student groups, each of the SSMU Services must be reviewed over the course of one academic year.

## **METHODOLOGY:**

- Performance Evaluation
  - A Performance Evaluation consists of a committee member or committee members accessing and/or using a SSMU service followed by a report of their experience to the Committee. Members of the committee must review services as though they are any Member of the Society; they do not tell the service that they are conducting an audit. Performance Evaluations can include reviewing information provided online, attending an event the service is hosting, attending the service's office hours, and more.
- User Survey
  - The Services Review Committee will send out a survey to all students asking about their experience using SSMU services. We will also ask SSMU services to share the survey on their social media platforms.
- Self-Report
  - All SSMU services will submit a self-report in which they report to the Services Review Committee the aspects of their service and the internal governance structure of their service. The Self-Report provides an avenue for Services to have their voice heard in the review process and highlight any changes that have been made since the last Service Review.
- Constitution Review
  - The Services Review Committee will also review each service's constitution to ensure that services are providing what's mandated of them to students.

## **CRITERION:**

- As per the Internal Regulations of Student Groups, a Service is a group that offers “resources and/or support to Members” and “may also provide referral, awareness, education, or advocacy services in addition” (7.1.b, Internal Regulations of Student Groups).

## **GRADING:**

- The Committee will use a grading scheme composed of the following criteria:
  - Is the service fulfilling its mandate as stated in the service's constitution?
  - Does the service provide resources and/or support to members?
  - Does the service provide additional aspects such as referral, awareness, education, or advocacy for students?
    - Note: no service will be penalized if it does not provide these additional aspects.
  - Has the service completed its self-report?
  - Has the service attended both Service Summits?
  - Has the service submitted its budget for approval?

## **REVIEWS:**

- At this point in time, all SSMU Services are still in the process of being reviewed by the Committee. A full report with each review along with recommendations for each SSMU Service will be submitted in the Winter Semester.

**Respectfully submitted,**

The Services Review Committee