

**Update on the Report of Presidential Task Force:  
Sustaining the Academic Priorities of StFX 2013-2018**

**Academic Support and Administrative Programs**

			April 1, 2015				November 24, 2015						
Department	Program	Category	Progress	under review	significant progress	complete	deferred	Progress	under review	significant progress	complete	deferred	
Academic Vice-President & Provost Office	Course-Based Service Learning	Priority to Enhance	•Small increase provided to support expanded service. • Further consideration deferred until next phase.				1	•Priority support from Advancement, Alumni and Communications for 20th anniversary celebrations in 2016/17.	1				
	Academic Advising	Priority to Enhance	• Deferred until next phase.					• Moved to Registrar's Office (see below)					
	Art Gallery	Revise	• Deferred until next phase.				1	•Role of Chair the Advisory Board as been returned to the AVP. •Active board review.	1				
	Antigonish Review	Unsustainable	• Advisory committee newly formed in Fall 2014 with faculty member participation to inform review.	1				•Established a StFX advisory board with faculty member as chair. •Role of the journal in relation to the academic mission is under review. •Subscription fees increased to offset costs		1			
Athletics	Cross Country - Men's & Women's	Enhance	• VP Finance and Interim VP Student Services are working directly with the Athletic Director to overhaul budgeting for all Athletics teams effectively immediately. • An internal auditing/review process has been undertaken which has identified a number of significant changes moving forward: all team special accounts will be eliminated and a revised spending formula for athletic awards has been approved by administration. This system will clarify eligibility for awards and ensure equitable distribution.		1			•The revised athletic awards system will be implemented for the first time in December. This system clarifies eligibility for awards. • The first review of team budgets under the revised accounting system will take place in January. •Some teams have implemented regular study sessions. •Football has had significant improvement in on-field performance. •Detailed review of financial performance under newly implemented budget process will take place at the end of the fiscal year.		1			
	Rugby - Women's				1					1			
	Track & Field - Men's & Women's				1					1			
	Basketball - Men's	Revise			1					1			
	Basketball - Women's				1					1			
	Ice Hockey - Women's				1					1			
	Soccer - Men's				1					1			
	Soccer - Women's		1						1				
	Football - Men's	Unsustainable	• Effective immediately, Football will implement the same budget process changes as other athletic teams. • Increased focus is also being placed on measuring, monitoring and reporting student retention and academic success.				1				1		
Xavier Basketball Camp	Revise		1				•Football camp doubled participation in summer 2015. •Basketball camp downsized to one week with better overall results. •Will continue to work on increasing number of campers attending through increased marketing.		1				
X-Men Football Camp	Unsustainable	• Discussions scheduled to begin in early April.	1						1				
Campus Store	Mail Services	Revise	• Completed in summer 2014; created a shared resource between the Bookstore and the Mail Room to improve service.			1		•Complete at previous update.				1	
	Clothing & General	Revise	•Renovations to Bookstore being considered for summer 2015. •Discussions under-way with Student Union to consolidate retail operations.	1				• Renovations to the Campus Store were completed in Summer 2015. •SU clothing store has merged its retail operations with the Campus Store. • A clothing & merchandise buying committee with staff & student membership is being created.				1	
	Books, Course Packs & Teaching Materials	Revise	• Reactivating Bookstore Advisory Committee • Practices for ordering textbooks are under review, including examining feasibility of rental options and role of eBooks.	1				• Review of textbook ordering procedures is ongoing and has included consultation with the AVP. •AVP to appoint members of book store advisory committee. •Options for eBooks are still under review.	1				
Communications	Marketing, Advertising & Creative Services	Priority to Enhance	•Funding for web renewal approved. After failed search, Request for Proposals issued to revise website.	1				•RFP for website awarded. Timeline of about a year for launch of front page.		1			
Continuing & Distance Education	Distance Education Program Administration	Revise	• Deferred until next phase.				1	•Program working actively with MED program (including through weekly meetings) to review and improve procedures for supporting MED program delivery. There will be ongoing monitoring to ensure efficiencies in the administration of the programs.				1	
	Online Undergraduate Programming	Revise	• Deferred until next phase.				1	•Meeting held with C&DE, Registrar and Associate Registrar to discuss processes and identify duplication of services. •Initiated regular meetings to be held each term to continue conversations to discuss processes and streamlining services.				1	
	Distance Nursing Program Administration	Revise	• Consultation with Dean of Science and Director School of Nursing to discuss phase out of post-RN BSC; exploring new program options.	1				•Continued exploration of potential new program offerings.	1				
	Non-Credit Programming	Unsustainable	• Developing new programming in support of student academic experience.	1				•Program is exploring opportunities for new offerings that more closely aligned with the student academic experience.	1				
Dean of Business	Co-operative Education	Enhance	• Deferred until next phase.				1	•Initial discussions have been held between the Dean and the program.	1				
Dean of Education	Education Student Advising	Revise	• Complete; priorities have been reviewed and clarified.			1		•Complete at previous update.				1	

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Extension	Business & Economic Development	Unsustainable	<ul style="list-style-type: none"> <li>Securing external funding for an Innovation and Incubation Centre at StFX which will support community, business and institutional partnerships across Atlantic Canada that foster social enterprise, encourage applied research and develop leadership capacity, as well as enrich and link to StFX teaching and learning.</li> </ul>	1				<ul style="list-style-type: none"> <li>Extension has secured three years of funding from the provincial government to support the initial work of developing of an Innovation and Incubation Centre at STFX. This funding is being leveraged to support a major funding proposal for Social Enterprise (SE), which is currently under development. Consultation is underway to explore how the proposed SE project can support Extension's close connection with the teaching, research and outreach missions of the university. Extension will be consulting broadly with faculty, staff and members of the community to identify potential areas for collaboration and partnership.</li> </ul>	1				
	Field Work	Unsustainable	<ul style="list-style-type: none"> <li>Expect that strategic plan will provide direction for future organizational alignment with university and its many community outreach initiatives.</li> </ul>	1					1				
Facilities Management	Custodial	Priority to Enhance	<ul style="list-style-type: none"> <li>Reviewing work practices to support improved service levels.</li> </ul>	1				<ul style="list-style-type: none"> <li>Additional staff, including a supervisor, have been hired. •Conference Services is developing a plan for the operation of custodial services over summers.</li> </ul>		1			
	Safety and Security Services	Revise	<ul style="list-style-type: none"> <li>Emergency notification system, similar to systems used in other universities, to be rolled out in next few months.</li> </ul>		1			<ul style="list-style-type: none"> <li>Staff training on a new emergency notification system has started. Testing to begin in November.</li> <li>Active shooter protocols are being investigated.</li> <li>Fire drills are being rolled out.</li> </ul>			1		
	Projects	Revise	<ul style="list-style-type: none"> <li>Staffing levels have been reviewed to ensure alignment with anticipated demand. •Demand is increasing in the short term with proposed Nicholson Hall renovation and energy management project.</li> </ul>			1		<ul style="list-style-type: none"> <li>Complete at previous update.</li> </ul>				1	
Human Rights & Equity	Human Rights & Equity	Unsustainable	<ul style="list-style-type: none"> <li>Office has been moved into HR. • Exploring opportunities to align the position more closely with HR work focusing on respectful workplace and organizational culture.</li> </ul>		1			<ul style="list-style-type: none"> <li>Review of office is ongoing. •HR&amp;E policy to be reviewed and updated. •Deans, AVP and HR are prioritizing initiatives to enable a respectful workplace and organizational culture.</li> </ul>		1			
Library	Research Services	Enhance	<ul style="list-style-type: none"> <li>Library review underway with target completion date of June 30/15.</li> </ul>		1			<ul style="list-style-type: none"> <li>Self-study and external review complete. •The Senate Library Committee has received the review.</li> </ul>			1		
	Archives	Revise				1						1	
	Collections Services	Revise				1						1	
	Office of the University Librarian: Senior Management & Planning	Revise				1							1
Office of the President & Vice Chancellor	Executive Management & Administration: President and Vice Chancellor Office	Revise	<ul style="list-style-type: none"> <li>Priority focus on increasing enrolment through broad consultation and planning. • Term of Discovery was implemented and completed.</li> <li>University-wide strategic planning is underway.</li> </ul>		1			<ul style="list-style-type: none"> <li>Strategic planning process is evolving with a target completion date of June 2016. • Position of Executive Director Government Relations has been re-established.</li> </ul>			1		
Recruitment & Admissions	Recruitment	Revise	<ul style="list-style-type: none"> <li>Implemented aggressive tracking and communications with applicants to increase applications and confirmations.</li> </ul>		1			<ul style="list-style-type: none"> <li>Customer relationship management software (Salesforce) has been successfully implemented. The software has resulted in more systematic and strategic relationship management and in higher numbers of confirmed students. • A contract recruitment position has been added in China. This initiative will be monitored for success.</li> </ul>			1		
	Scholarships	Revise	<ul style="list-style-type: none"> <li>Scholarship ad hoc task group formed.</li> <li>Revised scholarships and initiated IB student scholarships.</li> </ul>		1			<ul style="list-style-type: none"> <li>Fluidreview software is being used for scholarship management. The software brings together terms of reference for all the scholarships and bursaries with potential for student self-service. The project is in the data consolidation phase. • Opportunities for closer alignment between Financial Aid and Scholarships are being considered.</li> </ul>			1		
	Admissions	Revise	<ul style="list-style-type: none"> <li>Increase in staffing since September/14 has improved turnaround time and confirmations to date.</li> </ul>		1			<ul style="list-style-type: none"> <li>Some staff have been designated to deal specifically with international admissions.</li> </ul>			1		
Registrar	Academic Advising	Priority to Enhance	<ul style="list-style-type: none"> <li>Deferred until next phase.</li> </ul>				1	<ul style="list-style-type: none"> <li>Reporting structure changed with Advising now reporting to the Registrar • The Advising staff has been increased by one full time position • An administrative support position was temporarily added on a contract basis • Review is ongoing to explore ways this area can maximize its role in supporting student retention.</li> </ul>			1		
	Institutional Analysis	Priority to Enhance	<ul style="list-style-type: none"> <li>Since Fall 2014, working with data ad hoc task group to streamline data reporting.</li> </ul>		1			<ul style="list-style-type: none"> <li>A proposal has been submitted to the Budget Committee for a position with the technical skills to support both timetabling &amp; scheduling and to assist Institutional Analysis with data reporting • The data ad hoc committee met and from that process created a consistent framework for reporting undergraduate admissions and enrolment headcounts at the degree level.</li> </ul>			1		
	Student Financial Aid	Revise	<ul style="list-style-type: none"> <li>Under review to identify opportunities to link more closely with related functions such as Scholarships.</li> </ul>		1			<ul style="list-style-type: none"> <li>The relationship between Scholarships and Financial Aid has been reviewed with a view to linking the functions more closely. It was decided that under the current structure and with current resources there are significant barriers. •The programs are continuing to explore opportunities for shared services between the Registrar and Admissions.</li> </ul>			1		
	Courses and Scheduling	Priority to Enhance	<ul style="list-style-type: none"> <li>Introducing technology for more student focused exam scheduling for 2015-16.</li> <li>Exploring options for introducing student-focused time table for 2016-17.</li> </ul>		1			<ul style="list-style-type: none"> <li>New software for exam scheduling was tested in May/June and implemented for the December 2015 exam schedule with significant success (no conflicts &amp; no students writing more than 2 exams in 25 hours). •The same software is currently being reviewed for potential use to create a new course timetable. The technical aspects of the software will be tested with a mockup of the 2016/17 schedule created in parallel with the current system. • Consultation and discussions about options for a new version of the timetable will begin during 2015-16.</li> </ul>			1		

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				under review	significant progress	complete	deferred		under review	significant progress	complete	deferred
Research Services Group	Associate Vice-President Research & Graduate Studies: Executive Management & Administration	Enhance	<ul style="list-style-type: none"> <li>•New Associate VP Research and Graduate Studies in place since January/15.</li> <li>•Committee on Graduate Studies reactivated in November 2014 and actively updating policies and reviewing programs to improve graduate student success.</li> <li>•Research Advisory Committee reactivated since February 15.</li> <li>•Strategic planning for Research and Graduate Studies being initiated.</li> <li>•Training to maximize use of Romeo being initiated.</li> </ul>		1			<ul style="list-style-type: none"> <li>• Internal steps to strengthen internal research investment in progress.</li> <li>• Initial discussion document for a revised Strategic Research Plan completed and discussed with the Research Advisory Committee.</li> <li>•New Guide for Graduate Studies completed and discussed with Committee on Graduate Studies.</li> <li>•The Research Services Group is working together to identify shared goals to produce greatest impact, which will be the basis of new individual work plans.</li> <li>•Initial review of the Research Operations function has been carried out.</li> <li>•Significant training has been done on improving staff comfort level with the ROMEO database and thus maximizing its potential. This is resulting in significant efficiencies.</li> </ul>		1		
	Research Grants Office	Revise		1					1			
	Research Operations	Revise		1						1		
	Industry Liaison	Revise		1						1		
Student Life	Aboriginal Advisor	Revise	<ul style="list-style-type: none"> <li>• Search for new Director of Student Life underway, and administration of the student advisors will return to student services once that person is in place.</li> <li>•Accessible advising and lounge space has been identified in the SUB and offices are moving together to new location.</li> <li>•Oversight of all internationalization activities on campus is being centralized.</li> </ul>		1			<ul style="list-style-type: none"> <li>•New Director of Student Life is now in place and responsibility for these offices has returned to Student Life .</li> <li>• All advisor positions are filled and a request for funding to make the advisors full time has been made to Budget Committee.</li> <li>•The offices have been relocated to Bloomfield in a refurbished space (formerly Jack's Bar).</li> <li>•The international student welcome process is being reviewed by the Director of Student Life.</li> <li>•Additional funding for Black and Aboriginal scholarships and student support has been made available through the Jeannine Deveau Educational Equity Endowment.</li> </ul>		1		
	Black Student Advisor	Revise		1					1			
	International Advisor	Enhance		1						1		
	Chaplaincy	Revise					1			1		
	Counseling	Revise		1						1		
	Health	Enhance		1						1		
Technology Support Group	Management Information Systems	Priority to Enhance	<ul style="list-style-type: none"> <li>•Proposal to add MIS position reviewed during 2015-16 budget process.</li> </ul>	1				<ul style="list-style-type: none"> <li>•Two MIS management positions have been filled and a replacement process is underway to fill analyst positions. Savings from re-negotiated Bell Aliant contract has been used to fund these positions.</li> <li>•Internal reporting structure has changed with media services and desk top support now reporting to different managers.</li> </ul>		1		
	Telecommunication Services	Revise	<ul style="list-style-type: none"> <li>• Improvements have been made to telephone services to improve user functionality.</li> </ul>	1				<ul style="list-style-type: none"> <li>•Caller ID has been implemented.</li> <li>•Phones have been removed from traditional residences resulting in savings to university.</li> <li>•Investigating new TV cable options for residence.</li> <li>•New mobility contract being negotiated through ISI.</li> </ul>		1		
Writing Centre	APEX	Revise	<ul style="list-style-type: none"> <li>•Deferred until next phase.</li> </ul>				1	<ul style="list-style-type: none"> <li>•Interim coordinator has been hired and the review of program models is to begin. This will include clarifying the needs for the writing program (Campus Services) versus the academic skills support programs.</li> <li>•Opportunities to align some of the programs more closely with retention initiatives is to be explored. Also, opportunities to develop more supports for English as a foreign language students will be reviewed.</li> </ul>		1		
	Campus Services	Revise					1			1		
	eXcel	Unsustainable					1			1		
	LEAP	Unsustainable					1			1		
<b>Totals</b>				<b>19</b>	<b>25</b>	<b>3</b>	<b>11</b>	<b>Totals</b>	<b>18</b>	<b>34</b>	<b>6</b>	<b>0</b>