



Council

Notice of Meeting
Tuesday May 28, 2014
4:30 PM – 6:30 PM
Needles Hall room 3001

AGENDA

Time	Open Session	Page	Action
4:30	1. Agenda/Additional Agenda Items		Decision
	Consent Agenda*		
4:35	BIRT Council approves and/or receives for information by consent items 2-4 of the agenda.		Decision
	2. Approval of the minutes of May 28, 2014 meeting	3	
	3. Executive Reports	7-17	
	Regular Agenda		
4:40	4. Student Portal Update, Jude Doble		Information
4:55	5. New Council Members?		Discussion
5:00	6. Q&A		Information
5:10	7. Council Committees Appointments		Decision
	“BIRT Council approves the appointments of _____ & _____ members to Review of the Officers of the Corporation Committee (ROCC), a standing committee of the GSA Board of Directors.” (See Appendix A)	18	
5:20	8. Graduate Orientation Update-Volunteer recruitment.		Information
5:30	9. Other Business		Discuss/Info
	10. Next meeting of Council Monday July 28, 2014 in Needles Hall 3001 at 4:30 PM		
6:00	Confidential Session		
6:30	11. Adjournment		Decision

*To allow council to complete a number of matters quickly and to devote more of its attention to major items of business, the agenda has been divided between items that are to be approved and/or received for information by consent and those that are to be presented individually for discussion and decision and/or

information. A consent agenda is not intended to prevent discussion of any matter by the council, but items listed under the consent sections will not be discussed at the meeting unless a director so requests. Directors are supplied with the appropriate documentation for each item and all items will be approved by means of one omnibus motion. The Council will then move immediately to consideration of the items on the regular agenda.

Sonia Rahman,
GSA VP Internal, Chair

May 21, 2014



COUNCIL MEETING

Wednesday May 28, 2015 at 4:30 PM

Needles Hall, room 3001

Minutes

Present:

Sonia Rahman, VP Internal, Chair
Maryam Shahtaheri, President
Coleen Even, VP Communications & Events
Ghazal Memartoluie, VP External
Robert Henderson, VP Student Affairs
Jessy P. Varghese, Kinesiology
Krista Mathias, Proxy for SPHHS
Allison Mascella, Economics
Joseph Buscemi, History
Ryan Kirky, History
Matthew Perrone, Civil & Env. Eng.
Ahmad Basalah, Mech & Mech Eng.
Naijing Kang, Applied Math
Alex Pokluda, Computer Science
Jianchao Lin, Stats & Act Sci
Brienne McCallum, Biology
Steven Cheung, Optometry
Samantha Shortall, Pharmacy
Krista Mathias, At-Large Councillor
Rose Vogt, General Manager (minutes)

Regrets: Celia Huang, James Sebele, Ty Ghaswala, Kristen Leal, David Pomaranski, Dan McRoberts.

Quorum is achieved; the meeting is called to order at 4:35 pm.

1. The agenda is approved. (Shahtaheri/Piazza)

Consent Agenda

Items 2 – 4 of the agenda are approved and/or received for information by consent.
(Henderson/Makahnouk)

This includes the minutes of the April 22, 2014 meeting, new appointments to Council, and Executive Reports.

Regular Session

5. Questions to the Executive reports – none.

6. Council Committees Appointments:

“BIRT Council approves the appointments of members to council committees omnibus as noted on appendix A of the agenda package.” (attached below)

“BIFRT Council authorizes the chair of each committee to fill vacancies and report to Council additional members.”

(Makahnouk/Henderson) both motions are approved omnibus.
Ryan Kirkby abstains.

7. Appointment of Chief Returning Officer and Deputy Returning Officer.

- Ty Ghaswala is nominated to CRO by Henderson/Mathias
- Jianchao Lin self nominated to DRO.

“BIRT Council appoints Ty Ghaswala as CRO and Jiancho Lin as DRO for the 2014-2015 administrative year”. (Henderson/Piazza)

Approved unanimously.

8. External Affairs Report, Michael Makahnouk

The EAC report is brought to Council in May rather than April due to delays arising from the conference held in April. The report was presented and approved by the GSA Board in early May and is being brought to Council for information.

The major project for the current VP External and GSA is the renewal of the GRT Contract and to continue participation in the UW-WLU GRT working group.

9. GSA Graduate Talk-info Seminar, Coleen Even

The GSA is hosting a presentation/talk on professionalization, and tips on how to use your research as a promotional tool for the job market. The event will be held on Wednesday June 4, 2014 at 4:30 in RCH 302.

10. Other Business

- Even asks GSA reps to submit an electronic version of their constitution.
- Boyd Panton thanks the council for their efforts. Makahnouk thanks and acknowledges Boyd for his work on Council and Senate.

No Confidential Session.

Next meeting of Council will be held on Wednesday June 25, 2014.

11. Meeting is adjourned at 5:20 PM

Appendix A

The following vacancies on Council Committees will be filled at the May 28 Council meeting.

GSA Council Committees

1.) Policy & By-Law Review

CHAIR: VP-Internal Sonia Rahman

Six other members of Council:

- Maya D'Alessio
- David Pomaranski
- Taya McGillivary
- Matthew Perrone
- _____
- _____

2.) Activities Committee

CHAIR: VP-Communication & Events, Coleen Even

- Henry Ensley
- Ty Ghaswala
- Connor Hart
- Mike Piazza
- Ghazal Memartoluie
- Jianchao Lin
- Jessy P. Varghese
- Rose Vogt

3.) Student Affairs Committee

CHAIR: VP-Student Affairs, Robbie Henderson

GSA President (*ex officio*), Maryam Shahtaheri

GSA General Manager (*Secretary*), Rose Vogt

Six graduate students from each faculty

AHS –

ENGINEERING – _____
Ahmed Basalah

ENVIRONMENT – Dan McRoberts

SCIENCE – Samantha Shortall

ARTS – Celia Huang

MATH – Sandy Beidu?

One international student at large

One graduate student residing in on campus housing

One graduate student enrolled on a part-time basis

1 graduate student from a satellite campus

Jessica Leiffers

Jacqueline Hanley

Vikkie Chen (Architecture)

4.) Graduate Student Funding

CHAIR: VP-Student Affairs, Robbie Henderson
GSA president (*Ex-Officio*), Maryam Shahtaheri
GSA General Manager (*Secretary*), Rose Vogt
Six graduate students –one from each faculty

AHS -	_____
ARTS -	Allison Mascella
ENGINEERING –	Matthew Perrone
ENVIRONMENT –	James Sebele
MATH –	Ty Ghaswala
SCIENCE	Samantha Shortall

5.) External Affairs Committee

CHAIR: VP-External, Ghazal Memartoluie
GSA president, Maryam Shahtaheri
VP-Student Affairs, Robert Henderson
Michael Makahnouk, appointed by GSA Board
GSA delegates to student lobbying organizations: ?

Two members of Council: Kristen Leal and Matthew Edwards

6.) Elections Oversight Committee

CHAIR: Michael Makahnouk
Mike Piazza, Jessy P. Varghese, Joseph Buscemi, Boyd Pantan.
Note: This committee is under review by the Policy & Bylaw Review Committee.

7.) Ad-hoc Theft Prevention Committee

Committee Membership:

GSA VP Student Affairs delegates a chair for this committee
Chair: Maya D'Alessio
One x Council member, _____
One x At-large member, _____
1x At-large member from residences, _____
Rose Vogt, GSA General Manager - resources
Ghazal Memartoluie, GSA VP-external - resources

Report of the President to the GSA Council
Maryam Shahtaheri,
June 2014

Summary of Meetings

Meetings/Committees	Date	Notes
OGSA AGM	May 24, 2014	
Council	May 28, 2014	
Orientation Budget Meeting	May 29, 2014	Meeting with Connor Hart and GM to discuss itemized budget for the fall 2014 orientation
Meeting with Office of Research	May 30, 2014	Meet with Sacha Geer and discuss Having someone from ethics come to talk during graduate students about: Available resources/training; ethics processes for research with human participants and research integrity supports and responsibilities
Meeting with Stephane Hamade (FEDS)	June 2, 2014	Provincial election promotion discussion.
GU15-Skype	June 2, 2014	Coordinate regarding GU15 conference in August.
Board of Governors	June 3, 2014	
Graduate Talk Event: Killer Job	June 4, 2014	First initiative by Mike Makahnouk and VPCE on how to apply for that first job after graduation. Event was a success.
CASA-Advocacy Committee	June 4, 2014	
Meeting with Geoff McBoyle (Provost)	June 6, 2014	Consultation on the upcoming Associate Provost, Grad studies.
SGRC	June 9, 2014	
Executive Meeting	June 9, 2014	
Meeting with Chris Read (Associate Provost, Students)	June 9, 2014	Discussed GSAs goals for next year
Meeting with Center for Career Actions	June 11, 2014	Met 2 directors that are hired only for graduates. Ways to have a 2 way communication to better serve graduates from both ends has been discussed.
Meeting with GM	June 12, 2014	
Board retreat	June 12, 2014	
Meeting with SSO	June 16, 2014	Fall 2014, orientation discussion
Senate	June 16, 2014	

Vice President University Relations Nominating Committee	June 17, 2014
Sue Horton Farewell	June 17, 2014
GSA Executive Meeting	June 18, 2014
CASA-Grad Council	June 18, 2014
GSA Board	June 19, 2014
GSA Communication Discussion	June 24, 2014
GSA Council	June 25, 2014

**Vice-President Communication & Events Report to the GSA Council
Coleen Even
June, 2014**

Committee - Meeting	Date	Notes
SGRC	May 12	Reviews from research centers and institutes
Mini Town Hall	May 12	Presentation on graduate student professionalization to showcase how UW Is aiming at strengthening that area
Steering Committee English	May 12	Report to the Provost – Final draft, discussions and comments were shared before sending it out
Board -	May 14	Discussion over financial items and requests for expenses.
Graduate Orientation – speaker’s notes	May 15	Our group met with Larry Smith to brainstorm the speaker’s notes.
Graduate Orientation – FAQ	May 16	We reviewed and cleared up the Orientation FAQs for the orientation website
Senate	May 20	Business of Senate the agenda and the minutes can be found online
GSO – GSA lunch	May 21	Our new team of executive members met with colleagues from the Graduate Studies Office
GSRC	May 22	Discussions over the MoA and its language — We heard a presentation about cloud email and other business -
Audio Visual – Grad Talk	May 26	Review of event timeline and technological support
WIN – club constitution	May 28	Meeting with WIN students to draft their constitution for a club
Council	May 28	Council business, approval of committee members
Senate Executive Committee (call in)	June 2	Approval of agenda for Senate, regular SEC business
Ombudsperson	June 9	Update on situation with Chris Read
SGRC	June 9	Casual business of SGRC – policy for research institutes and centres
Executive meeting	June 9	Updates on each executives work
Meet & Greet CCA	June 11	Meet & greet with staff member dedicated to graduate students within CCA -
Vikkie Chen – Pecha Kucha	June 13	
Live Chat & Volunteer roles	June 16	
JHSC	June 16	
Senate	June 16	
Ombudsperson	June 17	
Executive meeting	June 18	

WLU / GSA Orientation social	June 18	
Board meeting	June 19	
Fall break working group (delegate VPSA)	June 20	
GSO –GSA communications	June 24	
Council	June 25	

Committee Updates

Activity committee –

Members were approved at council in May and our first meeting will be held during the fourth week of June.

Special Projects

Graduate Student Talk – Our first graduate talk went well. In terms of attendance we did reach a good amount of graduate students. Our online views so far are at 130. I will be showcasing the event on facebook, sharing a few highlights from it to draw attention to specific topics.

Departmental Donations:

Please find below a brief summary of GSA donations submissions received and accepted –

Month	Group	Amount
May 2014	School of Public Health & Health Systems	Up to \$100.00
June 2014	KGSA (Kinesiology Graduate Student Association)	Up to \$191.00

SCHEDULE OF ORIENTATION (draft) – for information & update

Time	Activity	Audience	Learning Outcome	Location
10am-12pm	<ul style="list-style-type: none"> • Rolling campus tours <ul style="list-style-type: none"> ○ Students register for rolling tour times online ○ Peer led ○ Services tour <p><i>Note: Satellite campus pick-up times should correspond to rolling tour times</i></p>	<ul style="list-style-type: none"> • All new graduate students • New to uWaterloo 	<ul style="list-style-type: none"> • Navigation • Connections with peers • Student resources 	<ul style="list-style-type: none"> • PAC • On campus
11am-12pm	<ul style="list-style-type: none"> • Registration <ul style="list-style-type: none"> ○ Ice breakers during registration e.g., Speed Meeting) ○ Booths with essential services 	<ul style="list-style-type: none"> • All new graduate students 	<ul style="list-style-type: none"> • Connections with peers • Health, accessibility and safety 	<ul style="list-style-type: none"> • PAC

	set up (e.g., health services, GSA CCA, CTE, Athletics, etc.)			
12pm-1pm	<ul style="list-style-type: none"> Lunch <ul style="list-style-type: none"> Pizza? BBQ? Something interactive, drop-in Ice breakers during lunch (e.g., Speed Meeting) 	<ul style="list-style-type: none"> All new graduate students 	<ul style="list-style-type: none"> Connections with peers 	<ul style="list-style-type: none"> PAC/Great Hall/Green space behind SLC
1pm-2pm	<ul style="list-style-type: none"> University welcome (President, Provost) Services information <ul style="list-style-type: none"> Academic Integrity Scholarship, bursaries information Police Services Campus wellness <p><i>Note: All service presentation must gear material to graduate student population</i></p>	<ul style="list-style-type: none"> All new graduate students 	<ul style="list-style-type: none"> Feel a part of the uWaterloo community Academic integrity Financing education Health, accessibility and safety Student resources 	<ul style="list-style-type: none"> PAC
2pm-2:20pm	<ul style="list-style-type: none"> Keynote <ul style="list-style-type: none"> Larry Smith? Others? <p><i>Note: Presenter's speech should challenge new students/advise how to be successful</i></p>	<ul style="list-style-type: none"> All new graduate students 	<ul style="list-style-type: none"> Meeting staff and faculty Feel a part of the uWaterloo community 	<ul style="list-style-type: none"> PAC
Masters and PhD students separate				
2:30pm-4:00pm	<p>PhD breakout</p> <ul style="list-style-type: none"> Ice breaker Navigating the PhD student experience (e.g., research, supervisor relationships, involvement on campus, balance, family relationships) Breakout sessions? Faculty panel Mix and mingle (e.g., coffee reception) 	<ul style="list-style-type: none"> PhD students 	<ul style="list-style-type: none"> Connections with peers Meeting staff and faculty 	<ul style="list-style-type: none"> QNC?

2:30pm-4:00pm	<p>Masters breakout</p> <ul style="list-style-type: none"> • Ice breakers • Masters student experience <ul style="list-style-type: none"> ○ Concurrent sessions: Thesis workshop, Course-based, other academic type; how to get involved/exploring Waterloo region (GSA/Athletics/Community); scholarships/bursaries; career building- academic vs. non-academic; success in grad school (e.g., writing skills); libraries; Centre for Teaching Excellence; finding resources • Faculty panel • Mix and mingle (e.g., coffee reception) <p><i>Note:</i> Separate new to UWaterloo and returning to UWaterloo students</p>	<ul style="list-style-type: none"> • Masters students 	<ul style="list-style-type: none"> • Connections with peers • Meeting staff and faculty 	<ul style="list-style-type: none"> • PAC/QNC/BMH?
6pm-10pm	<p>GSA social at Graduate House</p> <ul style="list-style-type: none"> • Attendees: <ul style="list-style-type: none"> ○ GSA department reps ○ Clubs/societies ○ Athletics ○ Current and returning graduate students and their families ○ Faculty and staff • Live music • Grad House to serve food/drink • Family-friendly event 	<ul style="list-style-type: none"> • All new graduate students 	<ul style="list-style-type: none"> • Get involved • Connections with peers • GSA 	<ul style="list-style-type: none"> • Grad House

Other Fall 2014 Graduate Orientation Week Events

Date/Time	Activity	Audience	Learning Outcome	Location
Thursday, September 4-afternoon	TA/RA Safety Session	<ul style="list-style-type: none"> • All new graduate students 	<ul style="list-style-type: none"> • Health, safety & accessibility • Student resources 	<ul style="list-style-type: none"> • TBD

<p>Saturday, September 6- 10am- 12pm (tentative)</p>	<p>International Graduate Student Orientation</p> <ul style="list-style-type: none"> • International advising • Cultural transition • UHIP/GSA Health and Dental Plan • Money saving tips • Adjusting as a family to UWaterloo 	<ul style="list-style-type: none"> • All new international graduate students and their families 	<ul style="list-style-type: none"> • Connections with peers • International students' cultural transition • Student resources • Meet and connect with UWaterloo staff • How to get involved/balanced lifestyle 	<ul style="list-style-type: none"> • M3?
	<p>Other GSA social events? e.g., Trip to the Farmer's Market? TBD</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • TBD

**Vice-President External Report to the GSA Council
Ghazal Memartoluie,
June 2014**

Summary of Meetings

Meetings/Committees	Date	Notes
Town and Gown	May 27, 2014	Sat in committee, talked about Economic development of the city, student fall return to campus, student housing
Colum from UBC	May 27, 2014	Colum from UBC who is in Board of director in CASA wants to know one the policy that UWATERLOO is concerned with for advocacy
Council Meeting	May 28, 2014	Talked about different committees
Grad talk preparation	May 28, 2014	vacancy Talked with Coleen about Grad Talk preparation.
GU15	June 2, 2014	TBD
Exec Meeting	June 4, 2014	TBD
Grad Talk	June 4, 2014	Moderator
Board info. Session	June 5, 2014	TBD
Board Meeting	June 10, 2014	TBD
Art Faculty Exec Meeting	June 10, 2014	TBD

Vice-President Internal Report to the GSA Council
Sonia Rahman
June, 2014

Meeting	Date	Notes
Met with GSA-GM	May 16	Reviewed the responses for continuing council members.
Luncheon with GSO	May 21	Met with Dr. Sue Horton and GSO staff.
Reunion Committee Meeting (On behalf of President)	May 27	Discussion on Reunion Events. General Discussion on Participation in Reunion Event.
May Council Meeting	May 28	Confirming new appointments. Filling up the Council Committees. Discussion on external report. Information about the Grad talk event.
Banking and Signing Authorization in CIBC with GSA-GM	May 30	Bank work- signing authorization
Banking and Signing Authorization in CIBC with GSA-GM	June 2	Bank work- signing authorization.
Grad Talk Event	June 3	Attending Grad Talk event. Social Media coverage.
GSA –Exec Meeting	June 4	Discussion on CASA (how many execs would attend). Discussion on date of Board Retreat. Discussion on date of Exec Retreat. Overview and confirm the invoice and cheques.
GSA –Exec Meeting	June 9	Confirm the date of Board Retreat. Discussion on how to make the council more active.
Met with GSA-GM	June 11	Review the budget and finance.
Luncheon with CCA stuff	June 11	Met with stuffs of Centre for Career Action.
Board Retreat	June 12	Discussion on Budget and Finance Role of the execs and board.
Met with GSA-GM	June 16	Discussion and started work on the budget
Met with GSA-GM	June 18	Discussion on June Council Meeting.
Board Meeting	June 19	
Council Meeting	June 25	

Report of the Vice President Student Affairs to the GSA Council
Robert D. E. Henderson
June, 2014

Committee	Meeting Date	Highlights
Building & Properties Committee	May 9	Recommended a revised project budget for a new AHS building expansion in Lot M; heard reports from management; discussed development plans for the campus south commons.
Meeting Re: Student Advocacy and UW Ombudsperson	May 12	Sent regrets.
GSEF Long Range Planning	May 12	Called in. Made progress on developing revised policies and principles for the operation of GSEF.
Grad House Staff Meeting	May 12	Sent regrets.
Town and Gown Association of Ontario Symposium	May 13-14	Two-day conference bringing together city officials/councillors and university representatives (students, faculty, staff and admin) from cities across the province (and some national/international as well). See notes above.
GSA Board of Directors	May 14	See minutes.
Meeting with Donna Rheams Re: Graduate Students and Athletics	May 15	Discussed graduate participation in campus recreation and ways to improve it.
Course Evaluation Project Team	May 15	First meeting of this committee, which is tasked with making recommendations regarding updates and improvements in the delivery and use of course evaluations.
Meeting with Larry Smith Re: Graduate Orientation Keynote	May 15	Met with the VPCE, the graduate orientation coordinator in the SSO, and Larry to discuss plans for his keynote address at graduate orientation this fall.
Meeting with Rose Vogt Re: Student Advocacy Cases	May 20	Discussed internal GSA protocols for dealing with student advocacy cases.
Dean of Science Nominating Committee	May 20	Discussions within this committee are confidential. However, input on the search is welcome from councillors pursuant to the memo circulated to all members of the Faculty of Science.
Senate	May 20	See minutes posted online. One highlight was that Senate voted to constitute a task force to determine the implications of a Fall reading break. Expect more news on this topic in the near future!
Meeting with President Feridun	May 21	General update meeting with the university's

Hamdullahpur		president.
Lunch with GSO Staff	May 21	Introductory lunch for the new executive team and the GSO staff.
Meeting with Beth Jewkes (Associate Provost Resources) and Scott Nichol Re: Graduate Student Space	May 21	With the VPSA, met to discuss prospects for improving graduate student office space, lab safety, and general ergonomics.
Meeting with Ray Darling, Registrar	May 21	Introductory meeting.
Graduate Student Relations Committee	May 22	Discussed the proposed MoA changes and reported on the results of the ADDS task force.
GSA Council	May 28	See minutes.
Search Committee for the Director, Athletics	May 29	First meeting of this committee. Discussions are confidential. If anyone has input on this search or feedback on the department of athletics in general, please feel free to reach out to me with comments.
Senate Executive Committee	June 2	Approved the June Senate agenda. Met also as the Chancellor nominating committee.
Search Committee for the Director, Athletics	June 3	Meetings are confidential.
Board of Governors	June 3	Check out the minutes posted online at the Secretariat website.
GSA Executive Meeting	June 4	General updates among executive.
Dean of Science Nominating Committee	June 4	Meetings are confidential, but input is still being accepted.
Grad Talk: "Get that killer job"	June 4	Talk by Larry Smith, Paul Salazar and Mike Makahnouk, focussed on graduate students.
Meeting Re: Ombudsperson Job Description	June 9	GSA representatives met with the Associate Provost Students to discuss the progression of the student advocacy project.
Course Evaluation Project Team	June 16	
Senate	June 16	

Appendix A

4.3 Review of the Officers of the Corporation Committee

The Review of the Officers of the Corporation Committee (ROCC) is a committee of the GSA Board of

Directors, composed of:

- two Directors of the Board who are not Executive, one of whom shall chair the committee;
- and two graduate students from GSA Council who are not members of the Board.

The ROCC shall perform the following duties.

(a) The mandate of the ROCC is to perform a full review of the performance of each executive position, in addition to recommending changes to pay and duties of the executive team.

(b) The ROCC shall meet at the end of each academic term. This will allow the members of the ROCC to be aware of how the executive is performing throughout the year.

(c) Gather input from Executive and report to the board no later than February on the items listed below. A standard report shall be created by each executive, and submitted to the ROCC over the December term/holiday break. This allows the ROCC review to be conducted smoothly and maximize time efficiencies. (By-Law changes suggested by ROCC shall be reviewed by the GSA Board of Directors, and upon its recommendation, brought to a General Meeting for approval.)

(d) Ensure that the public information specified in By-Law 7 (Executive job descriptions, honouraria, etc) is prominently posted on the GSA website and easy to understand.