

Graduate Student Association – University of Waterloo
COUNCIL MEETING
Agenda

Date: Wednesday June 26, 2013

Time: 3:30 pm

Place: RCH 308

	Items	Page	Action
3:30	1. Chair's Remarks		Information
3:35	2. Approval of the Agenda		Decision
3:40	<u>Consent Agenda</u> BIRT the Council approves and/or receives for information by consent items 3 – 5 as indicated.		Decision
	3. Minutes from previous meeting held on May 28, 2013.	3	Decision
	4. Appointments and resignations:		Decision/Information
	5. Executive Reports		
	a.) President	7	Decision/Information
	b.) VP Communication & Events	10	Decision/Information
	c.) VP External	12	Decision/Information
	d.) VP Internal	13	Decision/Information
	e.) VP Student Affairs	16	Decision/Information
	<u>Regular Agenda</u>		
3:50	6. Questions/Answers		Information/Discussion
4:00	7. SSO Student Portal, Jude Doble		Information
4:20	8. Tuition Increase		Discussion/Information
4:30	9. Council Committee Vacancies <ul style="list-style-type: none"> • Updated vacancies as noted in May minutes. 		Decision/Information
4:40	10. Other Business		
	11. Future meeting dates: <ul style="list-style-type: none"> • Thursday July 25, 2013 at 4:00 pm • August meeting if required, TBD 		Discussion/Information
5:00	12. Confidential Session <ul style="list-style-type: none"> • GSA VP Student Affairs 		Information/Discussion
5:30	13. Adjournment		

Note: To allow the Council to complete matters quickly and 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, 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 requested by a Councillor. Documentation for each item will be supplied with the agenda and all items will be approved by omnibus motion in the consent agenda. The Council will then move immediately to address items on the regular agenda.

Michael Makahnouk, VP Internal
June 19, 2013

MM:rv

Please send regrets to Rose Vogt by email to rvogt@uwaterloo.ca

Supporting documents attached:

Graduate Student Association – University of Waterloo
Council Meeting Minutes
Tuesday May 28, 2013 at 4:30 pm in the Graduate House

Present:

Michael Makahnouk, VP Internal, Chair
Robert Henderson, President
Maryam Shahtaheri, VP communications & Events
Matthew Gaster, VP External
Coleen Even, VP Student Affairs
Maya D'Alessio, Director
Helen Stubbs, Director
Michael Piazza, Director
Ikdip Brar, Kinesiology
Krista Mathias, SPHHS
Allison Mascella, Economics
Michael Hancock, English (temp)
Julien Defraeye, French Studies
Ryan Kirkby, History
Marcel Humelnicu, Accounting & Finance
Boyd Panton, Mechanical & Mechatronics Engineering
Ty Ghaswala, Pure Mathematics
Sarah Bishop, Optometry (voting)
Afua Oteng-Amoako, Optometry (non-voting)

Rose Vogt, General Manager

Regrets: Drew Weatherhead, Amin Haghnegahdar, Amenda chow, Matthew Edwards,
Nathan Cleven, Farah el-zarkout

Absent: Taya McGillivary, Muhammad R. Khalid, Adrian Cossu, Ben Nelson, John
MacLachlan, Karan Jandoo, Hadi Hosseinzadeh, Mark Tan/Conner O'Grady, Poonks
Manilachelvan, Sandy Beidu, Fahmida Homayra, William Lotosky, David Pomaranski

1. Chair's remarks

Makahnouk takes the chair and Vogt acted as secretary. Quorum is achieved and the meeting is called to order at 4:54 pm
Makahnouk welcomes Council to the first meeting of the new administrative year.
Makahnouk explains the purpose of the consent agenda. Items are received and/or approved. Questions to the Executive statements will be heard/answered in the regular agenda Q&A item.

2. Approval of the Agenda

(Henderson/D'Alessio) The agenda, as presented, is approved unanimously.

Consent Agenda:

BIRT the Council approves and/or receives for information by consent items 3-5 as indicated. (Gaster/Panton) Approved unanimously.

3. Minutes from the previous Council meeting held on April 24, 2013. (Approved)
4. Appointments and resignations, as included with the agenda package. (Received and approved)
5. Executive Reports, as included with the agenda package. (Received)

Regular Agenda

6. Questions, Comments and Answers
Henderson reported that the 'Z' class of policies would be initiated through a Class Z policy drafting committee, that includes Henderson, Even, and D'Alessio. They will meet with Associate Dean (ENV) Jean Andrey and Associate Dean (Sci) Bill Power. The committee will meet twice in June to enact a policy regarding the TA rates and TA workload. Class 'Z' policies are specific to graduate students.

The GSA continues to seek more permanent administrative office space.

Details of the Student Services Ancillary Fee is approved to be publicized, and the GSA published the breakdown on the website. Council heard discussion of the athletics fee of about \$57.00 per term for graduate students. Henderson will continue to review the fee with the SSAC.

Action: Gender specific swim times for graduate students. Two years ago the Associate Provost, Students paid for the reservation, but last year the GSA booked and paid for the reservations. The GSA Exec will contact Chris Read to support the program.

Henderson updates Council on the activity and status of the planning for the graduate student orientation. On Tuesday September 3, 2013, presentations will be made at the PAC and a welcome reception will be held outdoors on the Graduate House Green. The presentation sessions are mostly confirmed for Tuesday September 3, 2013. This is the first graduate student orientation and current graduate students are welcome to attend with the new incoming students.

Stubbs reports to council that many other universities have good relationships with local MP's. A suggestion will be to invite local MP's to orientation welcome reception.

7. Appointments to Council Committees

BIRT Council approves the appointment of the following members to Council committees and Board committees omnibus;

BIRT council authorizes the chair of each committee to fill vacancies in Council committees and report the appointments at the next Council meeting.

BIFRT the Election Oversight Committee will be filled at the next Council meeting.

(Henderson/Ghaswala) Approved Omnibus

Summary of Committee members:

Policy & Bylaw Review Committee:

Maya D'Alessio (**five remaining vacancies**, of which one is a non-executive director)

Activities Committee:

Ty Ghaswala

Michael Piazza

Maya D'Alessio

(at least **three remaining vacancies**)

Student Affairs Committee:

Krista Mathias, AHS

Haotian Zhang, Engineering

Nino Anttadze, Environment

Nathan Cleven, Science

Vacant, Arts

Vacant, Mathematics

Vacant, International graduate student at-large

Vacant, graduate student residing on-campus

Vacant, graduate student from a satellite campus within Ontario.

Graduate Student Funding

Krista Mathias, AHS

Boyd Panton, Engineering

Greg Holloway, Science

Ty Ghaswala, Mathematics

Vacant, Environment

Vacant, Arts

External Affairs Committee:

Boyd Panton

Vacant, councillor

Elections Oversight Committee:

Vacant, Chair, TBD by committee
Vacant, Four graduate students

Ad-Hoc Graduate Orientation Committee:

Sandy Wong, AHS
Matthew Gaster, Arts
Mohamed el Massad, Engineering
David Pomaranski, Science
Vacant, Environment
Vacant, Mathematic

Long Range Planning Committee (Board Committee)

Boyd Panton
Vacant

8. Appointment of Chief Returning Officer (CRO) & Deputy Returning Officer (DRO)

BIRT Council appoints Allison Mascella as CRO and Ty Ghaswala as DRO for the term May 28, 2013 to April 30, 2014.

(Mathias/Humelnicu) Approved unanimously.

9. Other Business - none

10. The meeting is adjourned at 5:35 pm.

Errors and omissions accepted.

MM:rv



Graduate Student Association
UNIVERSITY OF WATERLOO

Report of the President to GSA Council Robert D. E. Henderson

June, 2013

Committee Updates

Ad hoc Graduate Orientation Committee

Two volunteers are needed to serve on this committee: one representative from each of the faculties of Environment and Mathematics.

GSA Long Range Planning Committee

One graduate student volunteer is needed to serve on this committee. Nominations will be requested from the floor.

Special Projects

Initiation of Class Z Policy (TA Regulations)

We have started to draft an official policy Z pertaining to adherence to the TA hourly rate (currently \$29.25/hr) for all TA work performed by graduate students, as articulated in a [memo circulated by the GSO](#) a few years ago. Policies are binding on all members of the university community (unlike guidelines). There are advantages and disadvantages to enshrining this into policy. Detail on this will be discussed at council in confidential session.

TA Hours Form

After receiving feedback from participants over the Winter term (TAs, instructors, graduate coordinators and officers), the GSO and associate deans have agreed to roll out the form on a larger scale beginning in Fall 2013. It will not be a strict requirement, but will be strongly encouraged. An announcement is forthcoming in the Daily Bulletin.

Mid-Term Tuition Increase

While graduate students have been hit with a mid-term tuition increase, minimum guarantees of funding stipends are also going up by 3% to \$20,600/year. Domestic research graduate programs in general are seeing a 2% increase to tuition; international students will see a larger increase, but a contributing factor to that is a “head tax” on universities from the provincial government on international students. We will discuss this issue as a separate item of business at council and we invite comments, perspectives and input from departments. Please see the [GSA Official Positions](#) for detail on current positions on funding and other issues.

Summary of Meetings

Committee	Meeting Date	Highlights
Meeting with Jeff Henry (SSO)	May 21	Discussed services in the SSO's office of student development.
Orientation meeting with Faculty of Environment	May 21	Follow-up to previous communications re: orientation scheduling and timeline.
Senate	May 21	University-wide matters, including an endorsement of the strategic plan.
Convocation Review Committee	May 22	Heard a presentation on a possible update to the format for convocation.
Board of Governors Building & Properties Committee	May 22	Attended an orientation session for new members of this committee; toured campus and new buildings; recommended various building projects to the Board for approval (NH addition, Fed Hall addition, AHS addition, possible campus cell phone tower arrangements).
Meeting with the Provost, Geoff McBoyle	May 22	Provided feedback for the Associate Provost (Human Resources) search.
GSA Orientation Committee	May 23	Updated stakeholders on developments with the orientation project and set next steps. An oral update was delivered at the previous council meeting.
Senate and Board of Governors Governance Basics Briefing	May 24	Attended a half-day "orientation" session on university governance for internal governors and members of Senate.
Graduate Student Relations Committee	May 28	Discussed current matters and projects of importance to graduate students. Meetings are confidential.
GSA Council	May 28	See minutes of previous meeting.
Senate Executive Committee	June 3	Approved the June Senate agenda.
RBC-Water Institute Funding Announcement	June 4	Attended on behalf of graduate students. This was a presentation of a large gift (\$750k) from RBC to the Water Institute to fund research, including graduate scholarships.
Board of Governors	June 4	Approved the operating budget, tuition and fees for 2013/14, and discussed the strategic plan. The strategic plan was not approved, but sent back for further revision.
Senate Graduate & Research Council	June 10	Sent regrets (exam).
Meeting with GSA VPIN, GM, GH Manager	June 13	Discussed matters related to the Graduate House.
Meeting: Erin Sargeant-Greenwood, Associate VP (Development)	June 17	Discussed a new gift acceptance policy that is in development.
Director of Equity Search Committee	June 17	Culled the applicant list to a shorter list of potential candidates. Interviews will take place during the month of July.
GSA Executive Meeting	June 17	Discussed various projects and activities currently engaging the executive, and plans for the next month.
Class Z Policy Drafting Committee	June 17	This will be a separate topic of discussion at Council. See notes above.
Meeting: Bud Walker, Special Advisor to the Provost	June 17	Discussed the student building project to-date.

Senate	June 17	Last Senate meeting of the term; heard updates, various curriculum modifications, and a presentation from the undergraduates on the recent tuition increase.
Graduate Operations Committee	June 18	Discussed the TA hours form and next steps with GSO staff and all graduate associate deans. See notes above.
Graduate Student Relations Committee	June 19	
Athletics Advisory Board	June 19	
Ontario Graduate Students' Alliance	June 22-23	
Task Force on ADDS (Approved Doctoral Dissertation Supervisor) Status	June 24	
Graduate House Staff Meeting	June 24	
Lunch with Alumni Council	June 25	
GSA Board of Directors	June 26	
Lunch with President Feridun Hamdullahpur, Provost Geoff McBoyle, Associate Provost (Students) Chris Read	June 26	
Athletics SSAC Follow-up Meeting	June 26	
GSA Council	June 26	



Graduate Student Association
UNIVERSITY OF WATERLOO

Vice-President Communications and Events Report to GSA Council

Maryam Shahtaheri,

June 2013

Summary of Meetins:

Meetings/Committees	Date	Notes
Activity Committee	June 4	<ul style="list-style-type: none"> • Discussion on upcoming events • Recruit team • Exploring event ideas for this year
Faculty meeting: Orientation	June 5	<ul style="list-style-type: none"> • Met with Math faculty and departments to discuss Grad Orientation Plans
	June 17	<ul style="list-style-type: none"> • Met with Arts faculty and departments to discuss Grad Orientation Plans
Meetings regarding: Gender-specific swim sessions	June 4, June 6, June 18	<ul style="list-style-type: none"> • Make these sessions a systematic process
Executive Meeting	June 17	<ul style="list-style-type: none"> • Executive discussion and information regarding recent issues.
Contact departmental GSAs regarding the Orientation day	June 19	
Departmental Donations	Ongoing	<ul style="list-style-type: none"> • Review, approval of donation requests from departmental GSA and Clubs.

Departmental Donations:

Please note that the GSA awards donations for social events to departments and clubs. The details of the procedure, eligibility and the application form are available on the GSA website. Donations are per term, and reimbursements are made in accordance to event receipts up to the approved amount.

<https://uwaterloo.ca/graduate-student-association/clubs/donations-departments-clubs-and-charities>

Activities Committee:

The summer event planned for June 21, 2013 was cancelled due to lack of participation. The Activities Committee will meet in the next few weeks to consider alternate events. Event ideas from the Council are welcomed, please send comments to me by email: gsa-vpce@uwaterloo.ca

Volunteers for Orientation:

The GSA will be seeking volunteers for the Orientation and pre-orientation for the Fall. A webpage and registration form will be posted on the GSA website, with an announcement sent in the E-news, in mid-July.



Graduate Student Association
UNIVERSITY OF WATERLOO

Report of the Vice-President External to GSA Council

Matthew Gaster

June, 2013

Summary of Meetings

Committee	Meeting Date	Highlights
CASA Graduate Council	Mon, June 3	* Elected chair and vice-chair of the Graduate Council * I was elected Chair
CASA Home Office Staff	Wed. June 5	* Met to discuss the role of Graduate Chair
CASA Graduate Council	Wed. June 12	* First meeting to determine which policies the Graduate Council will endorse for the Policy and Strategy Conference at end of the month (see below)
GSA Executive Meeting	Mon. June 17	* See President's report
CASA Graduate Council	Thurs. June 20	* Finalize Grad Council Endorsements for the Policy and Strategy Conference at end of the month (see below)
GSA Board Meeting	Wed. June 26	
Meeting with President Feridun Hamdullahpu	Wed. June 26	
CASA Strategy and Policy Conference	Thur. June 27 - Sun. June 30	* Upcoming conference where CASA will decide upon its strategic priorities for the upcoming advocacy year, and arrange work plans for the committees. * I will be trying to gain support for Graduate student priorities. Please feel free to contact me at council or via email gsa-vpex@uwaterloo.ca , if you have any questions or feedback regarding CASA and federal advocacy.



Report of the Vice-President Internal to GSA Council

Michael Makahnouk

June 2013

Summary of Meetings

Committee	Meeting Date	Highlights
Graduate Student Relations Committee	May 28	-monthly meeting -reviewed the TA “time” sheet pilot project and discussed plans for the future -approved Class Z policy review committee membership
Meeting with Rose Vogt (GSA GM)	May 30	-reviewed budget process -discussed plans for developing the 2013-14 GSA operating budget
Meeting with Chris Read, Associate Provost – Students	June 4	-met to introduce the VPCE to Chris -discussed gender specific swims at the PAC
UW Board of Governors Meeting	June 4	-the BoG approved tuition fee increase -student governors voted against the increase -student association fee increases approved
OGSA Board Meeting	June 5	-OGSA bylaws approved -discussed policy setting framework -discussed OGSA transition weekend
Student Services Project Committee	June 6	-discussed the Library’s plans for improving student study space at DP Library -discussed the next steps for this committee over the next few months
Meeting with GSA President, GM, and GH Manager	June 13	-heard an update about GH operations -discussed meeting on a regular basis so that the VP Internal and President could be better kept up to speed on GH operations
GSA Executive Meeting	June 17	-will be meeting to discuss the executive retreat, budget planning, UW tuition increase, and other matters brought up by the executive
Senate	June 17	-it is apparent that the tuition increase will be an important item discussed with the University’s Provost because the President was absent. -Council will be updated on the outcome of this meeting

Committee Updates

A majority of my time the past month has been spent on projects that I have been working on over the past year. The executive committee has met to discuss plans recent work completed by the group, and to plan for the executive retreat. The Board of Directors and Council will meet on June 26th.

The Senate meeting discussed the recent retroactive tuition increase and the implications of trust between students and the administration. The students request that such a retroactive request not be repeated in the future. The university will be meeting with stakeholders to discuss a process for planning for such a situation in the future.

Finally, the University of Waterloo Imprint asked me to provide comments for a story that was being prepared regarding the retroactive tuition increase. To date, this has not been published and I have attached this to my report to council.

Special Projects

I continue to act as interim chair of the Ontario Graduate Students' Alliance, and work with the staff member from WLUGSA to finalize the transition conference (to be held June 22nd and 23rd). The OGSA leadership team will be elected during the meeting.

Items to be discussed are as follows:

- Political Climate in Ontario
- OGSA Governance
- Policy Development Framework
- OGSA Visual Identity
- Election of the 2013-14 Board of Directors

**M. Makahnouk, VP Internal
Supplement to council Report.**

Response to request for comment by the Imprint:

June 7th, 2013

To: James Rimmer (Imprint)
From: Michael Makahnouk (Graduate Student Governor)

Re: Questions concerning Recent Tuition Hike

Mr. Rimmer:

I voted against the tuition increase during the recent board meeting. However, I cannot get into details about my reasoning because it is my fiduciary duty to support decisions of the board. What I can say is that there was debate on the merits of the motion and ultimately the board approved the tuition increase as presented. With consideration of relevant factors, it was concluded that this increase was in the best interest of the university. How the university decides to carry out this motion is up to management, and not the board. However, regardless of the fact that some graduate students are facing a 2% (and in some cases, more) increase this term, the Graduate Student Association is looking to work with the administration on fixing some issues we perceive as shortfalls regarding graduate student support.

Kindest Regards,

Michael Makahnouk
Graduate Student Governor
GSA VP Internal



Report of the Vice-President Student Affairs to GSA Council Coleen Even

June, 2013

Committee Updates

Student Affairs Committee [June 2013]

No updates for the month of June. If no other appointments than the one mentioned during the previous council, vacancies will be filled via an email call for volunteers.

Funding Committee [June 2013]

Same comment as for the Student Affairs Committee

Special Projects

- Task Force on Support for English Language Competency Development: after the summer institute of the AAC&U in Madison, the team has decided to take further steps in planning the implementation of high impact practices. It mostly affects undergraduates for now, but one of the topics concerns training for TAs and graduate students who are in charge of a course (sessional instructors). By working with them I hope to bring forward issues that affect our students.
- SSO student portal: the SSO will be presenting this project during council, however this project is intended to create an online interface where students will have information about their schedules, classes, important events or dates, maps... It is a great opportunity to have a say in what should be inserted or included and have frequent updates. There will be a mobile app developed too. They presented the project at Feds Council and students raised good points: having LEARN, Quest and nexus included on that portal, enhancing communication...
- SGRC, Task Force on Recruitment of Research Graduate Students. Liz Meiering presented the different recommendations highlighted in the report and introduced them:
 - to enhance the recruitment of these students,
 - to increase the personnel support for that task (GSO office),
 - to improve communications with graduate students,
 - to establish a working group to examine funding for research graduate students.

Again, it is a great opportunity to seek collaboration with this task force so that they have our perspective on it, especially over funding issues.

Summary of Meetings

Committee	Meeting Date	Highlights
Faculty consultation for orientation (Environment)	May 21	Discussions around information/concurrent sessions presented during the wide-range graduate orientation to avoid overlaps + communication strategy
Senate	May 21	Geoff McBoyle presented the operating budget and the challenges the university is facing over tuition. The strategic plan was mentioned and an electronic vote was organized to either approve it to be received by the Board of Governors or not.
Meeting with Jane Kolb (Housing services) // Orientation committee	May 23	Discussions regarding information about the graduate students population, its needs. First contact for further consultations regarding the presentation that will be held during the wide-range Grad-Orientation
Governance Basics Briefing	May 24	Information session on UW policies concerning positions as senator or governor.
Task Force for English Competency Development	May 24	Presentation of the report on English Competency and challenges we are facing.
Graduate Student Relations Committee	May 28	Overview of changes in the operating budget, discussion over the TA form pilot, agreement on terms of reference for the Class Z drafting committee
GSA-council	May 28	Appointments of members to the different committees, general information
Meeting with contact from Safety Office	May 29	Discussions regarding the presentation during graduate campus-wide orientation and safety session on Thursday Sept, 5 th
University Diversity Advisory Committee	June 5	Presentation from LGBTQQ: proposal for positive space program; revisions to do for UDAC's terms of reference; Bruce Mitchell's last session as a chair
Centre for Career Action, meeting with Elisabeth Adrian and Jennifer Woodside / Graduate orientation-services	June 7	Presentation of the schedule for wide-campus orientation, discussion about presentation template and logistics
SSO – meeting with the Student Experience team	June 10	Mike, Krista and I presented the Graduate Student Association, followed by Q&A period.
Senate Graduate Research Council	June 10	Presentation of plan for recruitment and marketing for graduate students (efficiency) – discussion over changes concerning external examiners for PhD

AAC&U Summer Institute	June 11-15	Creation of a plan to enhance English competency at the University of Waterloo // discussions about TA training
GSA- Executive committee	June 17	Discussion over budget, logo, general executive issues
Policy Class Z drafting committee	June 17	First steps in drafting Class Z policy, discussions over memorandum
Graduate Operations Committee	June 18	
Graduate Student Relations Committee	June 19	
Policy Class Z drafting committee	June 24	
Meeting with Chris Read - Athletics	June 25	
Board of Directors	June 26	
Task force English competency	June 27	