



Council

Notice of Meeting
Tuesday July 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 June 25, 2014 meeting | 3-5 | |
| | 3. Executive Reports | 6-16 | |
| | Regular Agenda | | |
| 4:40 | 4. STAC Appointments, C Even <ul style="list-style-type: none"> • Max Bennett • Ankita Dey- MMath (CS) • Tor Myklebust • Tawsit Khan- MMath (Applied Math) | | Decision |
| 4:50 | 5. Architecture exhibition – tour on 29 July, 2014 @1pm in Cambridge (4 stops across Cambridge & KW), C Even http://buildingwaterlooregion.ca | 17 | Information |
| 5:10 | 6. Health Service Grand Opening Ceremony, C Even | | Information |
| 5:30 | 7. Q&A | | Information |
| 5:50 | 8. Other Business | | Discuss/Info |
| | 9. Next meeting of Council- No Council Meeting in August if not urgent. | | |
| 6:10 | Confidential Session | | |
| 6:30 | 10. 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

July 22, 2014



COUNCIL

Meeting Minutes

Wednesday June 25, 2014

4:30 pm – 6:30 PM

Needles Hall, room 3001

Present:

Sonia Rahman, VP Internal, Chair

Maryam Shahtaheri, President

Coleen Even, VP Communications & Events

Robert Henderson, VP Student Affairs, (online)

Maya D'Alessio, Director

Connor Hart, Director

Michael Makahnouk, Director

Taya McGillivray, Director, (online)

Michael Piazza, Director

Jessy Parokaran Vargehese, Kinesiology,

Krista Mathias (proxy), SPHHS

Matthew Perrone, Civil & Env. Eng.

Ahmed Abdel Aziz, ECE

Vikie Chen, Architecture

Puneet Sharma, Applied Mathematics

Sandy Beidu, Computer Science

Ty Ghaswala, Pure Mathematics

Jinchao Line, Stats & Act Sci

Iain Wallace, Biology

Matthew Edwards, Chemistry

Steven Cheung Optometry

Samantha Shortall, Pharmacy

Boyd Pandton, Senator

Rose Vogt, GM (minutes)

Regrets: Ghazal Memartoluie, VP External, Allison Mascella, Celia Huang, Dan McRoberts

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1. The agenda is approved with the addition of an item for Maya D'Alessio in Other Business. (Even/D'Alessio)

Consent Agenda

BIRT Council approves and/or receives for information by consent items 2-3 of the consent agenda. (Makahnouk/Shahataheri) Approved unanimously.

Regular Agenda

4. Student Portal Update, Jude Doble

Jude Doble, SSO, presented some background of the project and a demonstration of the Student Portal. It is an online student communication tool that is mobile friendly. It pull in bits of information from WCMS websites, and targeted communication to reduce volume of emails, etc. It matches single or multiple data sources for things that students need. It is customizable using widgets, and scales to the device that a student is using. The project did include a lot of feedback from students.

Authentication is by CAS (WatIAM)

During the demo council viewed how customizable the portal is and previewed some of the widget that would be useful: GRT bus times using GPS from the buses, off campus housing showing “wants/available, parking spaces free in lots, weather, email, important dates, campus navigation, accessible doors and ramps, etc.

Demo – each student can set up their screen as they want. Ie weather forecast, and weather alerts. Parking lot availability (routes widget will navigate you), important dates (click and get more details), routes – type in location and it will guide you there, bus stop and next GRT bus times, accessible doors and ramps, academic resources based on you Waterloo ID, SSO tutor connect, quest etc. Currently need to have WCMS content type to be updated and pulled in to the portal.

This is for students, not for staff/faculty/postdocs at this time.

This will not replace functionality of other resources ie learn, quest etc.

5. New Council Members.
6. Q&A – none
7. Nominations for ROCC

BIRT Council approve the appointment of Matthew Perone and Puneet Sharma to the Review of the Officers of the Corporation Committee (ROCC), a standing committee of the GSA Board of Directs.” (Hart/Even) Approved unanimously.

8. Graduate Student Orientation Update, Coleen Even

Even updated Council on the recruitment of volunteers process for the 2014 Graduate Student Orientation. She requests councilors to solicit contact from their departments. Registration will be on the “Leads” from the SSO. Training is mandatory and will be held on August 12, 2014 at the Graduate House.

Makahnouk offers that a presentation on OGSA can be available for orientation.

Even will remind the SSO to co-ordinate with satellite campuses, especially Architecture.

9. Other business:

Maya D'Alessio:

Theft prevention committee is seeking members from council.

Council: Connor Hart, Iain, Taya McGillivary joined the committee.

10. The next meeting of Council will be held on
Monday July 28, NH 3001 at 4:30 pm

Confidential Session:

No items for confidential session were submitted.

11. Meeting adjourned at 5:30 pm

Errors and omissions excepted.

President Report to GSA Council

Maryam Shahtaheri,

July, 2014

Report-CASA

1. Invite CASA to GSA board (Michael and Jon)
 - a. It is preferred to have them over between fundamental and setting priorities conferences.
2. Seems like the election is “not” the best option to recruit the board
 - a. Look at how they will change this structure in the future
3. Reach-out to un-aligned students for the federal elections
 - a. This item will be discussed at Casa AGM-2015 and some related items can be adapted to UW-GSA
 - b. Look at ways of how to convert non-voters to voters-www.getoutthevote.ca
4. Provide a list of CASA members, names, positions and identify those (universities) that UW-GSA benefits from
 - a. GSS-UBC, Fraser Valley look promising (as of now)
5. A differentiation between different campaigning areas vs. bylaws and policy areas should be made
 - a. Campaigning relates more to the provincial sector/OGSA
 - b. Bylaw and policies can mostly be identified in UW-GSA and be consulted by OGSA
 - c. Non-partisan swags will help with different political groups offerings/financial aids as well as it can be later used for other election related matters
6. Follow-up with Nicolas Berube from Montreal to receive the papers related to PhD qualifications to enhance job finding process
7. The procedure of how the board in casa sets priorities and the useful questions that lead to those priorities can be useful to implement at UW-GSA exec retreat
 - i. SMART hows are a good way to measure goals during exec retreat
8. Policy F06 in casa is related to grants, and it identifies areas which students are not eligible to get some of these grants
 - a. This items requires more research from UW-GSA office
 - b. A copy of all policies developed by CASA should be available for council in UW-GSA office
9. CASA basecamp user and password can be given to UW-EAC, which allows for more elaboration and collaboration from UW-GSA end on what is happening in casa
 - a. Not many may be able to attend conferences, but inputs during the year based on their direct observations on casa progression/outcomes is valuable
10. 3 +1 (later added during the conference) priority sections which casa members decided to focus on are:
 - a. Financial aid
 - b. Mental health
 - c. Youth employment

- i. We shall consider grad programs which integrate work and study
 - d. Research
 - i. Items such as research commercialization, a grad rep on tri council, and indirect research cost are part of this item which are focused specifically on grads
- 11. Once research director hired, it is beneficial for UW-GSA to publish papers relevant to our concerns/achievement
- 12. As casa is a more undergraduate driven group, during any casa conference, it is critical for UW-GSA to present/sell differentiations of grad/undergraduate students as well as their needs
- 13. It is important that UW-GSA enhances their media/publicity factor across Ontario and later federally
 - a. Maryam will set up a meeting with McMaster's/OUSA communication director to see some of the potential areas that UW-GSA can improve in
 - b.
- 14. Deadlines for execution of different casa tasks need to be aligned with the time UW-GSA receives inputs from GU15, OGSA, and UW-EAC
- 15. UW-GSA exec retreat "NEEDS" to be done prior to casa's second conference, so that goals discussed during retreat can be reflected on in casa's next work year
- 16. It is important that mental health-308 be discussed by VPSA and VPCE and their committees and as an action item identify approaches of how UW-GSA can benefit from the national advocacy committee in casa in this regard-2014 goal
- 17. Q03 is a policy developed by casa members which focuses on employment issues and in 2014-2015 a sub-committee will be created to only focus in this item
 - a. UW-GSA needs to take a look at this before the advocacy week
- 18. It may be beneficial for UW-GSA to have a grad student which is actively involved in both student affair committee "AND" EAC to bring up the issues that need to be echoed to casa

| Meetings/Committees | Date | Notes |
|---|-----------|---|
| External Affairs Committee Meeting | June 24 | Planning for casa related discussions |
| Casa: National Advocacy Committee Meeting | June 25 | Discussion around prioritizing the advocacy goals for 2014-2015. Having a grad student in such meetings (committees) allows for more useful discussions which brings grad needs into perspective. |
| Grad orientation planning meeting | June 25 | SSO and GSA to discuss logistics for orientation-fall2014. |
| Meeting with GM | June 25 | |
| CASA- policy and strategy conference | July 7-10 | Prioritizing areas which CASA will be working on in 14-15: <ul style="list-style-type: none"> 1. Mental health awareness |

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| | | <ul style="list-style-type: none"> 2. Youth employment 3. Research related issues 4. Funding aids |
| Meeting with GM | July 11 | |
| Meeting with Chris Read | July 14 | Discussion on availability of possible funding (donation) to benefit students |
| Lunch with GSO-welcome Jim Frank on board | July 15 | |
| Meeting with Danielle Burt (Feds rep). Chris Read, Ken McGillivray, Mike den Haan, Joanne Wallace | July 15 | Preliminary discussions on creating a new facility that benefits both grads and undergrads around campus |
| Meeting with GM | July 16 | |
| Exec Meeting | July 16 | |
| SSO-GSA Orientation Budget Discussion | July 16 | |
| Orientation Live-Chat | July 16 | |
| Vibrant student focus group: Chris Read, Feds, GSA | July 17 | |
| Executive Retreat | July 17-19 | |
| Meeting with VPCE and Mohejabeen Ebrahim-Equity Office Plan | July 21 | |
| VPUR Nominating Committee | July 22 | |
| Meeting with Writing-Center-GSA | July 23 | |
| GSA-SSO: Student Moderator meet and greet | July 24 | |
| GSA-SSO Orientation Meeting | July 28 | |
| Award of excellence in grad supervision-ranking | July 29 | |
| GSA Exec Meeting | July 29 | |
| Reunion Committee Meeting | July 31 | |
| GU 15 Conference | August 6-8 | |

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

Committee Updates

Activity committee

Meeting date: 23-06-2014

Our group met in June and received a large update on orientation, especially the volunteer part of it highlighting volunteer duties and tasks for the day and the logistics attached to it. In terms of **communication for Orientation**:

- The Student Success Office sent out an e-newsletter with basic information in July to incoming graduate students and will send a second one on August 13th.
- Our eNews with special Orientation item was out on July 2nd.

There is a live chat planned on July 16th from 7pm to 8pm: using adobe webinar there will be a presentation prior arrival and first days at Waterloo. This presentation is 20 minutes long and needs its script. It will be followed by a Q&A period. Because of this adobe webinar we will share screens and students will be able to see when we mention a website what we mean.

Krista will be with the co-host during the session while Ty, Connor and I will be presenting and answering questions afterwards.

ITEMS:

- Lanyards and phone stickers have been purchased

Special Projects

WIN – new student club that ratified their constitution on June 16th

Pecha Kucha: the first of the 4 events that will happen this year is on its way. Vikkie and I have been working on establishing the agreement with Pecha Kucha and are finalizing it. In the meantime, Vikkie has applied for an alcohol license for the 26th of July, our final date for the 1st pecha kucha night. It will be hosted in Cambridge and we are meeting the 3rd week of July to discuss further logistics items.

Grad talk: NO BILLING RECEIVED yet for cost of AV/webcast

Departmental Donations:

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

| Month | Group | Amount |
|-----------|------------------|----------------|
| June 2014 | CE2GA | Up to \$335.00 |
| July 2014 | Computer Science | Up to \$30.00 |

| Committee - Meeting | Meeting Date | Notes |
|-----------------------------|--------------|---|
| Vikkie Chen – Pecha Kucha | June 13 | Agreement discussion – possible date and team members. Discussion relating to the logistics as well Possibly 1 st Pecha Kucha – July 26 th |
| Live Chat & Volunteer roles | June 16 | GSA Orientation committee members met with Ashley McKnight, Leah Van Daarlen and Jessica Bondy to describe the live chat session, its new |

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| | | format, dates and logistics. In addition, the SSO walked us through what they identified as volunteer roles |
| JHSC | June 16 | Regular committee meeting – For VPSA, there might be something of interest to look at when there is a need to fill in a report with the student classification form HR. |
| Senate | June 16 | Regular business, last meeting of the year |
| Ombudsperson | June 17 | Working group met to draft one pager for the ombudsperson’s mandate |
| WLU / GSA Orientation social | June 18 | Chrissy Orłowski, Ellen Menage Rose and I met to discuss a collaboration around orientation. Graduate students are invited (at their cost) to WLU orientation social event on the patio of their café, while we will have our door open to WLU graduate students for the open mic during Welcome Week ((10 th of September) |
| Board meeting | June 19 | Regular business, approval of budget and expenses |
| Fall break working group (delegate VPSA) | June 20 | Fall break – description of the mandate of the group, what it needs to accomplish, timeline... Additional items to consider when looking at Fall break |
| SIAG | June 23 | Regular business – Special discussion over GSA space current needs, ideal space and how our situation has been difficult over the years and costly |
| Activity committee | June 23 | The agenda on that date comprised a big update on orientation – live chat + other activities to be ready over summer: live chat members, communications, activity preparation, purchase of items... Decision regarding activities for Summer and highlight of festivals in eNews to advertise the community |
| GSO –GSA communications | June 24 | In light of CASL being implemented the GSO & the GSA needed to sit together to assess what type of communication we were sending out. Clarification of responsibilities towards students, explanations of services that we advertise in eNews + update on why we need updated lists from the GSO (elections, referenda, services, donations...) |
| JHSC – worker member duties | June 24 | Health & Safety inspection of IST offices - |
| Council | June 25 | Regular business – presentation on the student portal. Jude mentioned how the portal is being launched slowly to test its capacity with the |

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| | | amount of students on it. Presented its features and received comments. |
| Graduate orientation planning meeting | June 25 | Detailed discussion of volunteer / GSA executives roles during orientation |
| eNews – sent date | July 2 | Montly eNews sent out in its content: Fall Orientation, Tuesday, 2 nd , 2014 – VOLUNTEERS NEEDED Summer activities in Kitchener-Waterloo – ¡Vamos a bailar con <i>El Gremio</i> , de Chile! In July @ the GRAD HOUSE Athletics activities for summer Legal Aid Student Technology Advisory Committee - graduate student representatives needed |
| Career Action Kerry - GSA | July 8 | Robbie, Rose and I were able to meet with Kerry from Career Action – our discussions regarded current status of communications, where we're at, what graduate students need. Exchange of information. |
| Athletics Director - interview | July 9 | Confidential |
| Orientation committee meeting | July 9 | Updates on budget items – upcoming business arising. Meeting to ensure everyone is on the same page |
| Graduate orientation - updates | July 11 | Updates on registration, volunteers registration (37), logistics, specificity of volunteer duties – need 2 experienced volunteer + other... |
| Health Services Grand Opening Planning | July 14 | |
| Athletics Director – interview | July 14 | Confidential |
| GSO – lunch with interim Associate Provost Graduate Studies | July 15 | |
| Athletics Director - interview | July 15 | Confidential |
| Athletics Director - interview | July 16 | Confidential |
| Graduate Orientation - budget | July 16 | |
| Graduate Orientation – LIVE CHAT | July 16 | Watch US live! Live Chat session on Graduate Student Experience at UW – 7 pm to 8 pm with Ty Gashwala, Connor Hart, Coleen Even, Krista Mathias |
| Strategic Plan implementation – theme: vibrant student experience | July 17 | |
| Executive retreat | July 17 – 18 | |
| Equity office plan | July 21 | |
| Board of Directors | July 21 | |
| Writing centre - GSA | July 23 | |
| GSA – student moderator: meet & | July 24 | |

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| greet | | |
| Pecha Kucha | July 26 | |
| Graduate Orientation – updates | July 28 | |
| Council | July 28 | |
| WLU – GSA UW | July 29 | |

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

| Meetings/Committees | Date | Notes |
|--|------------------|--|
| Exec Lunch with CCCA | June 11, 2014 | |
| Board retreat | June 12, 2014 | Rose gave us presentation about how the board works and the budget |
| CASA Grad Council Meeting | June 18, 2014 | Discussion about priorities for the year |
| Board Meeting | June 19, 2014 | |
| Skype with University of Calgary | June 20, 2014 | |
| Meeting with UWL and Kaye from Town and Gown | June 24, 2014 | Talked about Grad Mental health strategies in place in UWaterloo and Calgary |
| External Affairs Committee | June 24, 2014 | Talked about the possible ways of improving the relationship between students and the city |
| CASA Grad Council Meeting | June 25, 2014 | Talked about the priorities of the year to propose at CASA Grad Council |
| OGSA meeting | July 2, 2014 | |
| CASA Conference | July 6-9, 2014 | Talked about the priorities of the year |
| GSEF Meeting | July 7, 2014 | Policy and strategy for the year discussed (Maryam and Ghazal will talk about details in the coming Council Meeting) |
| Town and Gown Meeting | July 15, 2014 | |
| Exec retreat | July 18-20, 2014 | |
| Board Meeting | July 21, 2014 | TBD |
| GSA Meeting with Writing Centre | July 23, 2014 | TBD |
| | | TBD |
| | | TBD |

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

| Meeting | Date | Notes |
|--|-------------|---|
| Board Meeting | June 19 | Discussion on General Manager Report, Update Board Committees, Orientation Budget, Budget for Boardroom Chairs. |
| Council Meeting | June 25 | Student Portal Update, Council Committee Update, Update on Graduate Student Orientation. |
| Help in Moving GSA Office | June 26 | Helped GM and Krista in moving GSA office. |
| GSA-Exec Meeting | July 2 | Discussion on Exec Retreat and Orientation Program. |
| Meeting with GSA-GM and GH - GM | July 10 | Budget Work |
| Luncheon with GSO | July 15 | Welcoming New Provost. |
| GSA-Exec Meeting | July 16 | |
| Start Plan | July 17 | |
| Exec Retreat | July 17-18 | |
| Council Meeting | July 28 | |
| GSA-Exec Meeting | July 30 | |

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

| Committee | Meeting Date | Notes |
|---|---------------------|--|
| Course Evaluation Project Team | June 16 | Presentation on current pilot online course evaluation tools at UW which might be implemented more widely. Discussed the needs of all stakeholders to have a robust course evaluation process. |
| Senate | June 16 | Last Senate meeting of the academic year. A notable discussion was on the recent motion passed by the Board of Governors on the creation of a for-profit subsidiary in Hong Kong to facilitate technology licensing. This motion did not come to Senate. |
| Farewell reception for Sue Horton | June 17 | Term as associate provost, graduate studies ends as of July 1. Jim Frank, professor of kinesiology, takes over for 1 year interim. |
| Farewell reception for Geoff McBoyle | June 18 | Retiring after a 40 year career at UW, finishing as provost. |
| GSA Board of Directors | June 19 | Sent regrets. |
| Fall Break Working Group | June 20 | VP Communications attended on my behalf. |
| External Affairs Committee | June 24 | Attended briefly (double booked). |
| Dean of Science Nominating Committee | June 24 | Reviewed feedback from the community. Consideration of applicants will begin in September. |
| GSA Council | June 25 | See minutes. |
| Director of Athletics Hiring Committee | June 27 | Discussions are confidential. |
| GSA Executive Meeting | July 2 | General updates among executive. |
| GSEF Board of Directors | July 7 | Approved projects for funding, new project guidelines, financial status and forecast, and a report from the long range planning committee. |
| Meeting with Kerry Eamer, CCA | July 8 | Introductory meeting. Kerry focuses on graduate student needs within CCA. |
| Director of Athletics Hiring Committee | July 9 | Discussions are confidential. |
| Director of Athletics Hiring Committee | July 14 | Discussions are confidential. |
| Director of Athletics Hiring Committee | July 15 | Discussions are confidential. |
| Lunch with the GSO | July 15 | |
| Director of Athletics Hiring Committee | July 16 | |

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| Director of Athletics Hiring Committee | July 16 | |
| Graduate Orientation Budget Discussion | July 16 | |
| GSA Executive Retreat | July 17 | |
| Course Evaluation Project Team | July 17 | |
| Strategic Plan Student Experience Focus Group | July 17 | |
| Director of Athletics Hiring Committee | July 18 | |
| GSA Executive Retreat | July 18 | |
| GSA Board of Directors | July 21 | |
| | | |

Architecture Exhibition

1:00 meet at School of architecture: view Ex-industrial exhibit

2:00 RARE: view First builders (nature trail on RARE reserves, may stop by North House)

4:00 44 Gaukel st. (Charles station Kitchener): view On the Line and ReMade

5:00 Clay and Glass Gallery: view No Small Plans - governor general award winning buildings

7:00 Alison Brooks (world outstanding architect) lecture at PI (if interested please book free tickets at PI website)

Vikkie and Coleen Even can provide transportation for student in between sites.

Meetings agreements:

Chair sets agenda, calls meetings, and is responsible for minutes.

Notice of meetings as for Council meetings.

Contacts and resources to work with:

FEDS, WLUSU, WLUGSA, City of Waterloo (Town & Gown)-police, fire dept., mayors, uWaterloo Communications and Public Relations, Imprint and local newspapers, Waterloo Region Crime Prevention Council, Police – uWaterloo and Region of Waterloo, uWaterloo Residences Council, insurance company