



## GSA COUNCIL MEETING AGENDA

Date: Thursday September 26, 2013  
 Time: 4:30 pm – 6:20 pm  
 Place: RCH 309

Time	Items	Page	Action
	1. Chair's Remarks		Information
	2. Approval of the Agenda		Decision
	<b>Consent Agenda</b> <b>"BIRT the Council approves and/or receives for information by consent items 3 – 5 as indicated."</b>		Decision
	3. Minutes of the Council meeting held on July 25, 2013.	3	Decision/Information
	4. Appointments and Resignations At-Large (EAC)-Kristen Leal, Recreation & Leisure - Kimberly Lopez Philosophy -Cristina Balaita Architecture - Miriam Ho English -Virginia Shay Sociology – Celia Huang Pharmacy - Samantha Shortall Political Science- Madeleine Merrick French – Thomas Choukroun Planning – James Sebele Biology – Brianne McCallum		Decision/Information
	5. Executive Reports		
	a.) President	6	Decision/Information
	b.) VP Communications & Events	14	Decision/Information
	c.) VP External	19	Decision/Information
	d.) VP Internal	17	Decision/Information
	e.) VP Student Affairs	20	Decision/Information
	<b>Regular Agenda</b>		
	6. Council Committee Appointments		Information/Discussion
	7. Questions/Answers		Information/Discussion
	8. SWAG Referendum, documents attached separately		Decision/Information
	9. Graduate Student Funding Issues		Information /Discussion
	10. Report of the VP Internal, M. Makahnouk		Information/Discussion
	11. Graduate House Events, Ty Ghaswala		Information/Discussion

<b>12. Other Business</b>	Decision/Information
<b>13. Next meeting date/time</b>	Decision/Information
<b>14. Confidential Session</b>	Discussion/Information
<b>15. Adjournment</b>	Decision/Information

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, Vice President Internal  
MM/rv  
September 20, 2013

Please send regrets to Rose Vogt by email to [rvogt@uwaterloo.ca](mailto:rvogt@uwaterloo.ca)

Supporting documents attached:



Graduate Student Association  
UNIVERSITY OF WATERLOO

## COUNCIL MEETING

### Minutes

Thursday July 25, 2013 at 4:00 pm in Needles Hall, room 3001

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#### **Present:**

Mike Makahnouk, VP Internal, Chair  
Robbie Henderson, President  
Maryam Shahtaheri, VP Communication & Events  
Matthew Gaster, VP External  
Coleen Even, VP Student Affairs  
Maya D'Alessio, Director  
Krista Mathias, SPHHS  
Julien Defraeye, French  
Marcel Humelnicu, Accounting and Finance  
Amin Haghnegahdar, Civil & Environmental Engineering  
Ahmed Abdel-Aziz, Electrical & Computer Engineering  
Boyd Panton, Mech & Mechatronic  
James Sebele, Planning  
Sandy Beidu, Computer Science  
Ty Ghaswala, Pure Mathematics  
Jessica Mendoza, Biology  
Nathan Cleven, Earth & Environment Sciences  
Sarah Bishop, Vision Science  
Rose Vogt, General Manager, Minutes

#### **Regrets:**

Taya McGillivary, Director  
Helen Stubbs, Director  
Michael Piazza, Director  
Ikdip Brar, Kinesiology  
Tommy Mayberry, English  
Ben Nelson, Philosophy  
Drew Wheatherhead, Psychology  
Mark Tam/Connor O'Grady, Architecture  
Matthew Edwards, Chemistry  
David Pomaranski, Physics & Astronomy

#### **Absent:**

Muhammad R. Khalid, Director  
Karan Jandoo, Master of Public Service  
Poonks Manilachelvan, Systems Design Engineering  
Farah el-Zarkout, Pharmacy

1. Council Chair, Mike Makahnouk declares quorum and calls the meeting to order at 4:15 pm.
2. (Even/Haghnegahdar ) The Agenda is approved.

**Consent Agenda:**

Items 3 to 5 on the Consent Agenda are approved. Biology abstained. (Mathias/Panton)

**Regular agenda:**

6. Questions and Answers to the Executive reports.
  - Complaint heard that the communication for gender specific swim was not handled well, and that male only swim was not addressed properly. Councillors heard why male only swims were needed. Councillors heard that this is an issue for athletics. How would all individuals be accommodated within the gender specific swims. VPCE will keep Haghnegahdar up to date on the progress.
  - Health Services family clinic is not positioned to offer services yet, eventhough the fees are being paid by students. Council heard that Health Services is waiting for equipment to be moved as this is causing delays in renovation completion times.  
**ACTION:** GSA will speak to Chris Read and seek answer from Health Services as to when the family clinic will be available for spouses/children of students.
  - Council heard that the GSA President sits ex-officio on uWaterloo's advisory board of the Athletics Committee to represent graduate student needs, and is lobbying to have the fee lowered for graduate students.
  - Mathias reports that the Graduate Student Orientation "live chat" records 1933 views and 21 followers since it was aired on July 18, 2013. This was coordinated by the SSO
7. CASA update, GSA VP External  
Gaster presented highlights from his work over the last few months with CASA.  
  
External Affairs Committee meeting will be held in the latter half of August.
8. Health and Dental Plan, VP Internal  
Council heard a report on the Health and Dental Plans. The plans are generally in a stable state, balanced between claims and premiums. The Claims Fluctuation Reserve (CFR) of the Health Plan needed to be topped up from last year due to higher claims in "Out of Country" emergency services. Many of these were under the \$25,000.00 threshold and do impact the claims history of the Health plan. This is being monitored in the coming year.

The graduate student fees for the Health and Dental Plans will remain the same for the 2013-2014 year. \$63.00/term for dental and \$51.25/term for health. (Waterloo graduate students pay \$345.00/year for their health and dental plans.)

9. Other Business

Councillor reports that a student had an issue with the uWaterloo police regarding keeping his bicycle in his office. This is contrary to safety policy on campus. Bikes left at bike racks are stolen and/or damaged. Council heard that the Staff Association is interested in getting secure bike storage on campus. Is there a way that all parties can work to provide more secure bike storage. One suggestion is to advocate for having video surveillance at the bike stands.

**ACTION:** bring this as a priority to Senate and/or Dan Anderson, FAUW/FEDS/ UWSA, etc.

10. Council meeting for August is cancelled.

Council extends a "Thank You" to all that have worked for the GSA. Councillors that will be on campus during the first week of September are encouraged to volunteer for orientation events.

11. Confidential Session: none

The meeting is adjourned at 5:07pm.

MM:rv

*Errors and omissions accepted.*

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

**September, 2013**

I have been extremely busy these last few months, mostly with orientation, various hiring panels, and general duties as President. Below is a brief summary of projects currently underway, most of which involve other executive members as well. I would like to thank my colleagues for assisting by filling in for me in person while I am out of province on a family health matter.

Council should be aware that I have been putting well in excess of my mandated hours, generally an average of 30+ hours, per week on GSA duties.

### **Committee Updates**

#### **Ad hoc Graduate Orientation Committee**

A full report on the inaugural graduate orientation events will be presented at Council.

#### **GSA Long Range Planning Committee**

See attached report.

#### **Executive Retreat Outcomes**

See the attached report.

### **Special Projects**

#### **Administration Hiring Panels**

I have been actively participating in two hiring panels for directors. In August, following several meetings of a hiring committee, I represented both undergraduate and graduate students on the interview panel for the new Director of Equity. Mahejabeen Ebrahim, coming from the University of Guelph, will join Waterloo on October 1<sup>st</sup> as the first Director of Equity. See the [news release here](#).

Through September, I have also been on the hiring/interview panel for the next Director of the Student Success Office. No set timeline for the completion of this work has been set. Our VPSA, Coleen Even, has also participated in the hiring process by meeting with the candidates and a group of students for informal discussions.

In addition to these panels, I was also asked by the Student Success Office to participate on the interview panel for an Orientation Coordinator who will be partly responsible for assisting with graduate student orientation over the next year. This hire was completed in August.

#### **SSAC and Student Services Fee**

The first meeting of the Student Services Advisory Committee (SSAC), information [here](#) and [here](#), will occur the week of this Council meeting. Over the past year, students have been more critical than has been historically typical on student services units. As such, we are investigating ways to improve the return on investment that students receive for services. More information will be provided to Council as SSAC meetings progress through the term.

### **Reviewing Policy on ADDS Status**

ADDS (Approved Doctoral Dissertation Supervisor) status allows a faculty member to sole-supervise a PhD student. Acquiring this status is loosely covered by policy. FAUW (the Faculty Association) in collaboration with the GSA, have undertaken to review the policy. This is an opportunity to increase the accountability of faculty members in supervising students (otherwise the status could be revoked), while clarifying the procedures and qualifications to acquire, review, revoke and appeal ADDS status decisions. Discussions are in the early stages; updates will be made to council as information becomes available.

At present, the group is looking to explore:

- What a “good” ADDS or ADDS-type policy should do
- What are the hallmarks of quality supervision
- Is the current policy sufficient?

Progress will be jointly reported to the Graduate Student Relations Committee and the Faculty Relations Committee.

### **New Graduate Student Funding Issues**

I would like to make graduate students aware of new funding issues that have been brought to the attention of the GSA recently.

1. While the minimum guarantee of doctoral funding was increased to \$20,600 as of May 1, 2013, there are reports from some faculties/departments that this 3% increase was not given in Spring funding packages. If you are a doctoral student within the time limits of your program’s funding and did not receive the pay increase, please let me or our VPSA know as soon as possible. The GSO is investigating and has assured the GSA that this will be corrected.
2. We have become aware of students in the Faculty of Science who have not received a substantial component of their term’s funding (one of the faculty awards) on time. These payments are normally made in the first half of the first month of term. The Graduate Studies Office and several administrators have been informed and we are working with them to get this resolved as soon as possible. Again, if you are a student in this situation please let us know. We will be advocating to have graduate pay processes reviewed so that this unacceptable situation does not arise in future terms.

## Summary of Meetings

Committee	Meeting Date	Highlights
GSO/Graduate Coordinators Meeting	July 18	Attended and presented, with our VPSA, the TA Hours Form survey results and our orientation initiatives.
Meeting with Adam Garcia	July 18	Discussed the status of the university timetabling project.
Orientation Lab Safety Session – Organizational Meeting	July 19	Planning session for the lab safety workshop at orientation for new Science and applicable departments in AHS and Environment.
Task Force on ADDS Status	July 19	Meeting with Associate Deans (grad) and FAUW representatives to discuss the review of ADDS status policy.
GSEF Board of Directors	July 23	Approved project funding and discussed GSEF policies.
GSA Executive Meeting	July 23	Follow-up from retreat to discuss the logo redesign project, SWOT analysis and goals for the year.
GSA Board of Directors	July 25	Discussed financial matters of the GSA.
GSA Council	July 25	See minutes.
Convocation Review Committee	July 26	Discussed details on a new convocation format.
Meeting with Chris Read, Associate Provost, Students	July 29	Update and discussions on various projects of mutual interest.
Interview Panel for SSO (Orientation Coordinator)	July 29	Interviewed candidates for an SSO staff position devoted to graduate, international and transfer student orientation.
Meeting with Athletics Re: Space	July 30	Met to hear a request for studio space reallocation.
Orientation Logistics Meeting (GSA/SSO)	July 30	Met with the SSO to discuss details of orientation plans.
Director of Equity Hiring Panel	July 31	Interviewed a candidate for this position. Discussions are confidential.
GSA Long Range Planning Committee	July 31	Discussed the committee's terms of reference and responsibilities over the year; essentially an orientation for new members.
Board of Governors Executive Committee	August 2	Discussed and agreed to recommend a draft strategic plan to the full Board of Governors for approval at a special meeting to take place later in August.
Orientation Logistics Meeting (GSA/SSO)	August 6	Follow-up meeting from July 30.
Director of Equity Hiring Panel	August 7	Interviewed a candidate for this position. Discussions are confidential.
Director of Equity Hiring Panel	August 7	Interviewed a candidate for this position. Discussions are confidential.
Meeting with Geoff McBoyle, Provost	August 8	Discussed, at a high level, a number of ongoing issues for graduate students (SSAC and Student Services Fees, Student Advocacy Project, graduate funding framework).
GSA Orientation Committee	August 8	Briefing meeting to prepare for final arrangements.
Director of Equity Hiring Panel	August 8	Interviewed a candidate for this position. Discussions are confidential.
SSO Director Hiring Panel	August 9	Confidential briefing meeting on hiring process.
Director of Equity Hiring Panel	August 9	Final interview of candidates and debrief.



<b>Meeting with Chris Read, Associate Provost, Students Re: Student Advocacy Office</b>	August 13	Met with VPSA and Executive Assistant to set out action items to proceed on this project. AP Students to consult with other senior administrators.
<b>Athletics Review Meeting</b>	August 13	Final meeting of this group, with this mandate. Outcomes are confidential for the time being.
<b>Meeting with Pam Charbonneau, SSO Director of Student Experience</b>	August 15	Discussed the orientation planning process over the last year and issues to be addressed in future years.
<b>GSA Board of Directors</b>	August 15	Approved the 2013-14 budget. Guests attended from WLU-GSA.
<b>GSA Executive Meeting</b>	August 15	Met with WLU-GSA to exchange information on the governance of our GSAs.
<b>Board of Governors – Special Meeting</b>	August 28	Met to discuss the strategic plan for the university. The Board of Governors gave final approval for the plan.
<b>Graduate Student Orientation</b>	September 3	Full day of events – see separate report.
<b>Senate Executive Committee</b>	September 3	Approved the September agenda for Senate.
<b>Graduate Exchange Student Orientation</b>	September 5	Sent regrets – attended by other executive.
<b>Graduate TA/RA Safety Session</b>	September 5	Sent regrets – attended by other executive.
<b>Senate Graduate and Research Council</b>	September 9	Sent regrets - questions I wished to ask were raised by student colleagues on proposed new graduate awards in the Faculty of Science (will report orally to council).
<b>Meeting with University of Alberta GSA</b>	September 11	While in the area, I met with the U of A GSA and had a discussion with their VP Labour. We compared notes on each of our organizations operations and discussed topics of mutual interest. They took a particular interest in our Student Advocacy Project and associated reports. We both look forward to continuing discussions in the future.
<b>GSA Welcome Pub Night at Grad House</b>	September 13	Attended as a representative of the GSA.
<b>Director, Student Success Office – Interviews</b>	September 16	Interviewed two candidates.
<b>Graduate House Team Meeting</b>	September 16	Sent regrets – meeting conflict.
<b>Senate</b>	September 16	Heard updates from university administrators, discussed the approval of the strategic plan, and discussed a new Gift Acceptance Policy for gifts to the university.
<b>Director, Student Success Office – Interviews</b>	September 17	Interviewed a candidate.
<b>Canadian Association of University Teachers “Get Science Right” Town Hall Meeting</b>	September 17	Represented the Waterloo GSA at this event to discuss recent cuts in fundamental research. Two Waterloo professors were panelists.
<b>Meeting with David Porreca, President of the Faculty Association</b>	September 18	Discussed issues of mutual interest.
<b>Jack Dorsey Public Lecture and Board of Governors Executive Committee Mini-Retreat</b>	September 19	Attended the lecture by Twitter Founder Jack Dorsey, which was followed by a discussion over lunch with the Board Executive Committee on entrepreneurship at Waterloo.
<b>ReLeaf – Enterprise Banking Project</b>	September 19	Presentation from a startup that is to offer banking services coupled with financial education tailored to

		students.
<b>Meeting with Chris Read and Pam Charbonneau Re: Orientation</b>	September 19	Discussed future orientation plans.
<b>GSA Executive Meeting</b>	September 19	Shared information and updated the team on our various meetings.
<b>Director, Student Success Office – Interviews</b>	September 20	
<b>Director, Student Success Office – Post-interviews Meeting</b>	September 24	
<b>University Diversity Advisory Committee</b>	September 25	
<b>Student Services Advisory Committee</b>	September 25	
<b>GSA Graduate Orientation Committee</b>	September 25	
<b>GSA Council</b>	September 26	
<b>GSA Board of Directors</b>	September 30	

**Graduate Student Association  
EXECUTIVE COMMITTEE**

**Report to the GSA Council  
(and to the Board of Directors on August 15)**

**FOR INFORMATION**

**Retreat Outcomes: Strategic Priorities**

**Preamble**

A majority of the discussion at this year's retreat was used to establish areas of focus and priority issues to be addressed during the 2013-14 executive term, as well as ongoing and future projects. Therefore, this report is split into three main components: i) current and ongoing issues that require constant attention, ii) one-year priorities, and iii) future specialised priorities.

What is presented here is a summary of the primary outcomes of discussions at the retreat, which will form the basis for our one year operations, and a starting point for the long-term strategic plan that will be developed over the course of this year's mandate. Note that many of these priorities may be addressed separately from normal day-to-day executive work. Inevitably, this is meant to be a living, high-level framework, and thus some changes are anticipated as work moves ahead, new issues develop, and solutions are crafted.

**Ongoing Priorities for Waterloo Graduate Students**

1. Representation on university committees
2. Student advocacy
3. Managing our various services
4. Operating the Graduate House
5. Graduate student funding and fees
6. Activity in government lobby organisations
7. Ensure solid record-keeping and corporate continuity planning

**Special Projects for 2013-14**

1. Work on the establishment of a Student Advocacy Office
2. Run the first cross-campus Graduate Orientation program in F13, and review for refinements in F14 (and W/S terms)
3. Establish permanent or semi-permanent GSA office space
4. Review and overhaul GSA by-laws and standing rules
5. Review council membership, council and board committees, and accountability of graduate student members on university committees
6. Review policies and procedures for departmental GSAs and Clubs
7. Update the GSA Memorandum of Understanding with the university
8. Update SSAC protocols and student fee calculation protocols

9. Review the GSSAC terms of reference and advocate for student funding and TA regulations
10. Support the development of the OGSA
11. Carry out the recommendations in the 2013 EAC report, as necessary
12. Renew the Graduate House lease (with a provision for surrounding green space)
13. Formalise regular meetings between the GSA and FEDS and the GSA, FEDS and FAUW.
14. Advocate for safe and ergonomic working spaces for all graduate students
15. Hire a full-time executive assistant/researcher/policy officer.

### **Specialised Long-term Projects (2 - 5+ years)**

1. Oversee campus-wide Graduate Orientation events
2. Develop a Student Advocacy Office
3. Maintain positive and productive relationships with university administration, the FEDS and FAUW
4. Work to protect the green space surrounding the Graduate House
5. Continue to be leaders for graduate students in CASA and OGSA
6. Establish a clear and harmonious relationship with GSEF
7. Work closely with other student groups to administer the GRT bus pass
8. Participate in community affairs through a reformed "Town & Gown" committee

### **Recommendations for the 2014 Executive Transition and Retreat**

1. Hold a board orientation and "mini-retreat" for outgoing and incoming executive officers and incoming at-large directors in April or May, preferably for one full day on a Saturday, at the Graduate House. The focus should be on knowledge transfer and introducing the incumbents to the operations of the GSA, our services, and the university in the context of our work.
2. Refocus the executive retreat to comprise equal measures of i) high-level and, where appropriate, specialised strategic thinking, planning and reflection, and ii) team-building recreational activities.

August 8, 2013  
GSA Executive



## Vice-President Communications and Events Report to GSA Council

**Maryam Shahtaheri,  
August 2013**

### Summary of meetings:

Meetings/Committees	Date	Notes
Grad Orientation Logistics Meeting (SSO)	August 13, 2013	<ul style="list-style-type: none"> <li>• Discussion on detailed logistic plan</li> <li>• Discussion on alternative plans in case of incidents</li> <li>• Request for volunteers from councilors/departmental GSAs</li> <li>• Discussion on activities for youth at reception(Sep. 3)</li> </ul>
Executive Meeting	August 14, 2013	<ul style="list-style-type: none"> <li>• Budget discussion</li> <li>• Discussion on Laurier coming to Audit council meeting</li> <li>• Discussion on GSA logo</li> <li>• Welcoming a group of students coming as exchange students from China</li> </ul>
International Student Meet and Greet	August 14, 2013	<ul style="list-style-type: none"> <li>• Welcoming a group of students coming as exchange students from China</li> </ul>
Grad Orientation Logistics Meeting (SSO)	August 21, 2013	<ul style="list-style-type: none"> <li>• Discussion on allocation of responsibilities</li> <li>• Further discussion on detailed logistic plan</li> <li>• Identify areas that needed follow-up</li> </ul>
End of the Term Volleyball and BBQ Event	August 21, 2013	<ul style="list-style-type: none"> <li>• The event was on the Feds beach volleyball courts and schmuck truck catered the food. Almost 65 people (including families) came to the event.</li> <li>• Food was pre-registered online.</li> </ul>
Grad Orientation Logistics Meeting (SSO)	August 27, 2013	<ul style="list-style-type: none"> <li>• Finalize all logistics including:               <ul style="list-style-type: none"> <li>○ Number of volunteers, as well as their responsibilities</li> <li>○ number of booths/services</li> <li>○ Speakers' presentations</li> <li>○ GSA handouts</li> </ul> </li> </ul>
Executive Meeting	August 27, 2013	<ul style="list-style-type: none"> <li>• Discussion on further advertising the orientation through GSA-webpage</li> </ul>

<b>GSA Orientation Calendar/Presentation</b>	<b>August 20-28, 2013</b>	<ul style="list-style-type: none"> <li>• Discussion on responsibilities of executives during the orientation day</li> <li>• Design and create a school year calendar</li> <li>• The calendar included GSA and GH services and information on the back</li> <li>• Develop GSA presentation for the orientation day</li> </ul>
<b>Volunteer Meeting/ Preparatory Work Regarding the Orientation Day</b>	<b>August 29, 2013</b>	<ul style="list-style-type: none"> <li>• Allocate responsibilities to volunteers</li> <li>• Stuff lunch bags with hand-outs from different services (800 bags)</li> </ul>
<b>Activities for Youth</b>	<b>September 1, 2013</b>	<ul style="list-style-type: none"> <li>• Organize ice-breaking activities for students at the reception</li> <li>• Organize activities for students' children <ul style="list-style-type: none"> <li>○ Face painting</li> <li>○ Bags of goodies</li> </ul> </li> <li>• Shopping for items above</li> </ul>
<b>Preparatory Work for the Orientation Day</b>	<b>September 2, 2013</b>	<ul style="list-style-type: none"> <li>• Complete remaining tasks regarding the orientation day such as activities related to the reception</li> </ul>
<b>Graduate Orientation Day!</b>	<b>September 3, 2013</b>	<ul style="list-style-type: none"> <li>• Welcoming students at the door</li> <li>• In-charge of the GSA booth and distributing calendars</li> <li>• Welcoming students at the reception</li> <li>• In-charge of running the activities and trying to break the ice between new students</li> <li>• Etc.</li> </ul>
<b>Exchange Students Orientation Day</b>	<b>September 5, 2013</b>	<ul style="list-style-type: none"> <li>• Booth set-up</li> <li>• Assisting graduate students with their questions</li> </ul>
<b>Activity Committee Meeting (Connor)</b>	<b>September 9, 2013</b>	<ul style="list-style-type: none"> <li>• Discussion on an incentive program that further encourages graduate students to use services available on campus such as the gym and GSA/GH events</li> </ul>
<b>E-News</b>	<b>September 11, 2013</b>	<ul style="list-style-type: none"> <li>• Reminder for upcoming events, Legal Aid, etc.</li> </ul>
<b>Executive Meeting Orientation Committee Meeting</b>	<b>September 18, 2013</b> <b>September 25, 2013</b>	TBD TBD
<b>Departmental Donations</b>	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Review, approval of donation requests from departmental GSA and Clubs.</li> </ul>

**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.

**Activities Committee:**

I welcome event ideas from the Council and please send comments to me by email:  
[gsa-vpce@uwaterloo.ca](mailto:gsa-vpce@uwaterloo.ca)

## Report of the Vice-President Internal to GSA Council

**Michael Makahnouk**  
**August/September, 2013**

### Summary of Meetings

Committee	Meeting Date	Highlights
OGSA Executive meeting	Aug. 16	-teleconference meeting -discussed priorities for the fall term, and long-term planning for the OGSA -reviewed budget plans -agreed to seek director insurance the broker (Marsh)
Orientation meeting (GSA/SSO)	Aug. 27	-reviewed last minute logistics for orientation -I attended as an extra so that I was briefed on orientation
Orientation Volunteers meeting	Aug. 29	-helped stuff orientation bags with VPSA, VPCE, GSA Executive Assistant, and Councilor from AHS -met with volunteers
Graduate Student Orientation	Sept. 3	-met new students -spoke about GSA services, GH, and the OGSA -attended welcome dinner at GH
OGSA Board of Directors meeting	Sept. 4	-discussed board priorities -reviewed action items from previous meeting -approved job posting for research position -approved expenditures for day-to-day operations
Managing the Ph.D. (Arts)	Sept. 16	-met with 2 <sup>nd</sup> year Ph.D. students in the English Department to have an informal discussion about various issues facing Ph.D. students -President, VP External, and I to meet with SAGE to discuss some matters further
GH staff meeting	Sept. 16	-met with new GH staff members -GH manager chaired the meeting
Senate	Sept. 16	-first meeting of the term -President briefed the University summer work on the Strategic Plan and holidays (he a beard) -regular business addressed regarding honorary degrees and course changes
OGSA Board of Directors meeting	Sept. 16	-discussed website and director emails -board voted on policy priorities -treasurer briefed board on budget plans and will prepare an interim budget for the remainder of fiscal year 2013.
Earth Sciences Chair search	Sept. 17	-confidential meeting proceedings -discussed potential candidates
Visit to Guelph GSA	Sept. 18	-meetings with GSA staff, GSA execs, Dean of Graduate Studies GSA Board Chair, and observe the GSA Board meeting



## General Comments

The General Manager of the GSA and I spent a lot of time working on the budget in early August. Graduate House operations are quite healthy and management is looking at areas to find efficiencies.

The Wilfrid Laurier GSA (President and GM) performed an operational review of the Waterloo GSA, observing our August Board meeting and met with executive members at the GH. The Waterloo GSA visited the Guelph GSA on Sept. 18<sup>th</sup> to perform an operational review.

### Summary of the Meetings at the University of Guelph

9.15 - 9.30 - Welcome/Coffee Break  
9.30 - 10.15 - Meet with Erin Angus, Office Manager  
10.15 - 10.45 - Meet with James Sanford, Grad Lounge Manager  
12.00 - 13.30 - Executive Meeting/Lunch  
13.30 - 16.00 - Meet with Adina Bujold, VP Internal  
14.00 - 14.30 - Meet with Pepe Rodriguez, VP External  
14.30 - 15.00 - Meet with Shawna Holmes, VP Finance  
15.00 - 15.30 - Meet with Steve Larmer, Activities & Communications Co-ordinator  
15.30 - 16.00 - Meet with Anne Laarman, President  
16.00 - 16.30 - Coffee break  
16.30 - 17.00 - Meet with Keith Poore, Board Chair  
17.00 - 19.30 - Board Meeting

## Special Projects

The OGSA Board of Directors has made progress with working on a variety of action items. An update of progress will be presented to the Council at the September meeting.

The OGSA Vice-President (Ashley Coleman – WLUGSA) and I are scheduled to meet staff at the Ministry of Training, Colleges, and Universities (TCU). It is our intent to provide background information to the Minister's staff about the OGSA and to discuss issues facing graduate students in the Province of Ontario.



## Report of the Vice-President External to GSA Council

**Matthew Gaster**  
**August/September 2013**

### Summary of Meetings

Committee	Meeting Date	Highlights
CASA Graduate Council	Tues. Aug 6	* Sent Regrets
GSA Executive Meeting	Thur. Aug 15	* See other exec reports for details
GSA Board Meeting	Thur. Aug 15	* See other exec reports for details
CASA Graduate Council	Tues. Aug 20	* Received updates on the two policies we are working on (A34 and F06) and reviewed a couple of new policies on the commercialization of research proposed by AUGSA.
GSA Orientation Training	Thur. Aug 29	* Final Preparations for the university-wide orientation.
GSA University Orientation	Tues. Sept 3	* Full day of activities highlighting the involvement of the GSA in all levels of the university.
CASA Graduate Council	Wed. Sept 11	* Final update on A34 and F06 and scheduled final steps to approve these revised policies at as Grad Council.
GSA Executive Meeting	Thurs. Sept 19	* Discussed a number of issues throughout the university.
Town and Gown Committee Meeting	Tues. Sept 24	* This committee brings together members of the local universities and the city of Waterloo. This is the first meeting in which the GSA has a seat on the committee.
GSA External Affairs Committee	Thurs Sept 26	* Our first meeting of the year in which we will update our involvement in external lobbying groups and set our priorities for the year.
GSA Board Meeting	Thur. Sept 30	

\*\*\* Note: I was on vacation from July 29-Aug 11.



## **Report of the Vice-President Student Affairs to GSA Council**

**Coleen Even**  
**September, 2013**

### **Committee Updates**

#### **Student Affairs Committee [September 2013]**

Since the term has started, I hope to fill the last vacancies on the committee at our first council meeting and plan our first meeting right after.

The Student Affairs Committee will have to meet during the month of October in order to start working on different issues :

- Orientation: outcome survey (follow up), meeting with services
- Orientation: portfolio, collaboration with SSO / GSO
- Orientation: fall 2014, projects and sessions to organize/facilitate (TA training, international session...)
- Space on campus (for various activities)

Focus group discussion with students who participated in activities during orientation

#### **Funding Committee [September 2013]**

Same as for the Student Affairs Committee, I hope to fill the vacancies and get started with our meetings.

One of the pressing issues is the implementation of the minimum funding for PhD students and checking whether departments have made the effort to do so.

- Communication to departments to check if they implemented it
- Work on funding framework
- Student services fee: two items for this issue – ongoing work related to transparency and budgets allocated to certain services on campus—new protocol for the fee framework.

### **Special Projects**

- Advocacy office: the first meeting allowed us to talk about how we want to proceed. Work in progress, collaboration with Chris Read. Our next meeting should be a first update on how to set up the office, under which portfolio on campus it should be fixed.
- High Impact Practices: after the Madison Summer Institute, the traveling team presented its results from the sessions while in Madison as well as action items to unfold plan. Action items regard:
  - the definition of English Language Competency on campus with stakeholders

- the establishment of common rubrics across campus to maintain a cohesive level in between faculties as well as departments
- the establishment of programs in which High Impact Practices are in place and how these could be scaled up (peer-to-peer support, supplemental instruction, TA/Grad marker training, Faculty marker training and support)
- the expansion of the writing centre into a communication resources centre (all literacies)
- the development of an engagement plan (data from students, identifying what successful is –definition for students/employers)
- developing an engagement plan
- develop an effective communication strategy

This project, as mentioned in previous reports, had one main focus: getting rid of the ELPE. However, since it entails various projects to then develop English Language Competency (ELC), graduate students should benefit from it as well. Areas of focus for graduate students are: TA training (marker) and the use of common rubrics, the communication centre, the use of various HIPs.

- In collaboration with Maryam (VPCE): work on a project to enhance the participation of graduate students in activities on campus (reward program).

## Summary of Meetings

Committee	Meeting Date	Highlights
Student Advocacy	August 13	First round of meetings to plan an “ad hoc” office on campus, how to set it up, how to manage it
Meet with potential Graduates	August 14	The University has developed a program with different Chinese universities. Potential graduate students are invited on campus and get to have a glimpse of the experience. We spent some time with them, talking about what the experience as a graduate student is at the University of Waterloo
GSA – Audit review	August 15	With two other universities (Guelph, Wilfrid Laurier) we are working on best practices to analyze and assess our set up and organization
GSA – Executive committee	August 15	Decision over logo, ongoing business and audit review
GSA – Board of directors	August 15	Budget discussions and other general board issues
JHSC - Inspections	August 19	With the team of inspectors we inspected the two buildings PAC & CIF
Orientation-updates	August 21	Every week prior to orientation we would get together in order to make sure the organization was taking place (weekly updates)
Orientation-updates	August 27	Weekly updates
Orientation committee	August 29	Volunteer meeting- dispatch and setting up of orientation teams- preparation of packages
Orientation	August 30	Preparation of presentations-slideshows
Orientation	August 31	Preparation of fun activities-kids packages and activities (VPSA-VPCE)
Orientation	September 2	Last minute preparation-packages-preparation of

		activities- PAC set up
<b>Orientation</b>	September 3	ORIENTATION-WELCOME RECEPTION
<b>Orientation</b>	September 6	GSA presentation MATH faculty- mission, vision- contact information
<b>Orientation</b>	September 7	International session – attendance as a point of contact
<b>Senate Graduate &amp; Research Council</b>	September 9	First meeting of SGRC- updates on reports from religious studies and theological studies (implementation of recommendations) – new curricular submissions- UNIVERSITY COMMITTEES appointments: graduate representative for Animal Care / Research ethics (Contact Nummelin) Awards: questions raised concerning the Science Domestic Award and in particular the position for Physics (updates from Science + Physics at the next SGRC)
<b>HIP-traveling team</b>	September 12	Meeting update, preparation of presentation to on campus actors
<b>Student Success Office director- student panel</b>	September 19-21	Interview process with undergraduate and graduate students panel
<b>Senate</b>	September 16	First senate meeting 2013-2014, updates on roundtables with MTCU- work related to bike security: pilot program with long-term bike storage (rental), police patrol more frequent
<b>HIP-presentation</b>	September 18	Presentation from Summer Institute achievements
<b>SSAC- FEDS/GSA</b>	September 18	Meeting to prepare for first SSAC meeting – agreements on demands for this year’s work on student fees / protocol
<b>GSA- executive</b>	September 19	First meeting of 2013-2014 after summer- discussions of ongoing projects, updates, preparation of first council meeting
<b>UDAC</b>	September 25	
<b>SSAC</b>	September 25	
<b>Student Advocacy</b>	September 26	
<b>JHSC</b>	September 30	
<b>Stratford-GSA presentation</b>	October 2	