



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 July 28, 2014 meeting	3-6	
	3. Executive Reports	7-16	
	Regular Agenda		
4:40	4. Grad House Fee Increase BIRT the GSA Council approves the Graduate House Fee be set at \$17.50/student/term beginning January 1, 2015.	17	Information
4:50	5. Vibrant Student Experience Mini Town Hall- Sept 16, 11am-12pm @ Student Life Centre Great Hall, R. Henderson https://uwaterloo.ca/strategic-plan/town-halls		Information
5:10	6. Health Services Grand Opening on September, 18 th , C. Even https://uwaterloo.ca/events/health-services-grand-opening-and-student-information		Information
5:25	7. Advertise on Welcome week events, C. Even Posters	Email Attachment	Information
5:40	8. Q&A		Information
5:55	9. Other Business		Discuss/Info
6:05	10. Next meeting of Council- TBA		
6:10	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

Sept 4th, 2014



COUNCIL MEETING

Date: Tuesday July 28, 2014

Time: 4:30 p.m. – 6:30 p.m.

Location: Needles Hall room 3001

MINUTES

Attendance

Councillors:	Present	On-line	Regrets	Absent
Sonia Rahman, VP Internal, Chair	X			
Maryam Shahtaheri, President	X			
Coleen Even, VP Communications & Events	X			
Ghazal Memartoluie, VP External				
Robert Henderson, VP Student Affairs	X			
Maya D'Alessio, Director				
Connor Hart, Director	X			
Michael Makahnouk, Director	X			
Taya McGillivary, Director				
Michael Piazza, Director			X	
Ahmad Basalah, Mech & Mech Eng.			X	
Ahmed Abdel Aziz, ECE			X	
Alex Pokluda, Computer Science				
Allison Mascella, Economics	X			
Artur Sokol, Management Science	X			
Celia Huang, Sociology & Legal	X			
Dan McRoberts, EGSA (interim)				
David Pomaranski, Physics & Astronomy				
Iain Wallace, Biology	X			
Isabelle Mess, SPHHS	X			
James Sebele, Planning				
Janelle Salhanha, Peace & Conflict				
Jessy Parokaran Varghese, Kin	X			
Jinchao Lin, Stats & Act Science				
Joseph Buscemi, History				
Kristen Leal, Earth & Env. Sciences	X			
Matthew Edwards, Chemistry			X	
Matthew Perrone, Civil & Env. Eng	X			
Naijing Kang, Applied Math				
Nathan Haydon, Philosophy				
Puneet Sharma, Applied Math OR				
Samantha Shortall, Pharmacy				
Sandy Beidu, Computer Science OR	X			
Steven Cheung, Optometry				
Ty Ghaswala, Pure Mathematics	X			
Vikkie Chen, Architecture	X			
Virginia Shay, English				
NON-VOTING Members				
Dan McRoberts, At-Large EGSA	X			

Krista Mathias, At-Large	X			
Rose Vogt, General Mgr. (minutes)	X			

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

CONSENT AGENDA

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

2. Approval of the minutes of the date meeting.
3. Executive Reports.

REGULAR AGENDA

4. STAC appointment, Coleen Even
A call for nominations was sent through the GSA e- news, the following students are appointed to the UW committee. This is a one-year term, representing graduate students regarding technologies.
Max Bennett, Ankita Dey, Tor Myklebust, Tawsif Khan, and Kamyar Rouindej.
5. Fall Reading Week, Robert Henderson.
Council heard a presentation by Robert Henderson, GSA VPSA about the possibility of holding a “reading week” for fall terms. This was initiated by FEDS, and was discussed at their last AGM.
Senate struck a working group to investigate options and implications for a fall reading break at UW
WLU has started a 3-year pilot of this and may have some implications for joint programs with UW.

Constraints:

- Program accreditation
- 12 examination days
- Dec. 23 end of exams

Considerations:

- Fewer pre-exam study days may be necessary
- Shorter Orientation week
- Sunday Exams may be a possibility/requirement
 - Weather day. Cancelled exams due to inclement weather may present a problem if the Sunday makeup days are already scheduled for regular exams.
 - Duties: Proctoring requirements for TA’s

This reading week is intended to assist students, especially first year undergraduate students, with achieving success.

Eventually the GSA will be asked if we want to support a fall reading week.

Discussion points:

- Coordinating with WLU-UW joint programs may present problems with timing, especially if our term begins later. Laurier made the decision without consultation. Consider the scheduling with other/cross registered programs.
- Dec. 23 is the last possible day for exams.
- “Extra” days can only be made up from a few places on the term schedule:
 - Fewer exam study days,
 - Shorter orientation days,
 - Move in days on sat-sun followed by orientation on Monday (labour day) and Tuesday,
 - Start classes on Thursday.

- Graduate students need to respect the undergraduate students opinions.
- Starting the term earlier will also present problems, especially if it is started before September 1st. Housing rental leases, co-op schedules/deadlines, and Supplementary health and dental plans would be a problem.
- Graduate students do not get reading week, but do have a break from TA (teaching).
- Look at a policy of the university to support graduate students during the reading weeks. Henderson feels that this will happen and make sure that graduate student interests are taken care of.
- Big implication is Sunday exams. The only day during exam period where there is a break. They are usually reserved for “weather” dates. If exams are postponed due to weather, then they could possibly be moved to January. This presents more conflicts. Scheduling and TA pay rates will be affected, without a policy as to how TA’s will be compensated for the extra days.
Currently there is no compensation for TA in on Sundays or Friday night. This is an issue. Henderson: the policy is that you do it when the exam is scheduled and no other compensation.

In summary:

- **Grad students also get a reading week in the fall, and in the winter term, and do not agree to Sunday exams.**
- The need to mark exams in the next term is not acceptable.
- Sunday proctoring less critical than January proctoring.
- Orientation week has been a mainstay for the FEDS for a long time, and with the ELPE no longer being written at the time of orientation, the lure of a fall reading week is affecting this.

6. Architecture Exhibition, Vikkie Chen
Region of Waterloo Exhibitions: A tour will take place on Wednesday at 1:00 pm. Visiting four installations, some history of the first builders, industrial history of Kitchener, and Clay and Glass Gallery. The Region of Waterloo is 4th in Canada with the number of award winning buildings.

7. Business arising from reports or minutes-none

8. Other Business
-The Graduate House is hosting Beer & Dinner event at the Graduate House on Tuesday July 29 2014. Tickets are still available.

-Health Services Building is hosting a grand opening on September 18 starting at 10:00 a.m. To recognize the contribution from students, they are inviting the UW community to the facility for tours and information.
The family clinic is being tested and is not fully functional yet.

9. Next meeting of Council
No meeting in August

CONFIDENTIAL SESSION – none.

10. Adjournment 5:30 Pm

**President Report to GSA Council
Maryam Shahtaheri,
August- September, 2014**

Meetings/Committees	Date	Notes
Graduate orientation updates with SSO and GSA	July 28	
SSO-advisory committee with Feds	July 28	Update on the new organizational structure/chart of SSO
Executive retreat cont'd	July 28	Set goals for 2014-2015
Council	July 28	
Lunch with president, provost, and exec	August 5	
Hiring committee for the director, graduate academic services position	August 11	
Orientation volunteer session	August 12	
Board	August 14	
Meeting and greet with exchange students	August 14	
Hiring committee for the director, graduate academic services position	August 27	
Grad orientation	September 2	
Hiring committee for the director, graduate academic services position	September 2	
Senate executive	September 2	
Hiring committee for the director, graduate academic services position	September 3	
Hiring committee for the director, graduate academic services position	September 4	
Math orientation	September 5	
Hiring committee for the director, graduate academic services position	September 5	
Hiring committee for the director, graduate academic services position	September 8	
Hiring committee for the director, graduate academic services position	September 9	
Council	September 11	
Executive meeting	September 15	
Senate	September	

	15	
Student vibrant experience-start plan, mini town hall	September 16	Maryam is on the panel with Daniel (Feds president) and Chris Read
Student vibrant experience-start plan, mini town hall	September 17	
uWaterloo health services grand opening	September 18	
GSRC	September 22	

Vice-President Communication & Events Report to the GSA Council
Coleen Even
August- September, 2014

Committee Updates

Activity Committee

In August, our committee did not meet on campus due to summer's decrease in activities. Committee members involved in orientation and other projects received an email update regarding:

- Roles and responsibilities of GSA members during orientation
- Updates on games' logistics
- Information regarding orientation's logistical preparation (SWAG bags preparation)
- Updates on status with the involvement of the Athletics department

Special Projects

Pecha Kucha –

On July 26th, we hosted the first Pecha Kucha event in Cambridge in the BRIDGE pop up store, after having created the Pecha Kucha Waterloo Region Chapter. As a reminder, these nights are made to allow community members, whether they are from the University or not to come out and present creative projects with the specific PK format: 20X20 (20 images, 20 seconds per image).

The website is now running and I am hoping to engage more student volunteers to partake in the organization of these events. The video of the event will be up soon and pictures will follow too! We have three more events to come!

Health Services Grand Opening – September, 18th 10:00 am Health Services new facility

Barbara Schumacher from the Health Services facility has the intention to host information sessions while having the Grand Opening. Staff members and other Health Services members would be present and ready to answer questions from our cohort of students. If you or people from your department have specific questions, please forward them to me so that we can better assess:

- How many students would be interested in attending
- What questions students mostly need to have answered

Reminder: the event will be hosted on September 18th at 10:00 am in the new Health Services building (across SLC)

News – to relay to your departmental GSA

➔ Graduate Professionalization Skills, online modules (covering CV, cover letters, résumés, academic integrity, IP...) available at the launch on Sept 8th! Make sure you spread the word

and benefit from this source of information. The website is www.mygradskills.ca. Students will receive a notification regarding the access procedure. The current website is a beta version.

➔ From the Writing Centre:

We're hiring grad students as proctors for the Fall and Winter terms. This is the link to the job application.

<https://leads.uwaterloo.ca/Advertisement/Details/261>

This info on TA Training will be on our website by the end of the week hopefully, with all of the links activated.

Workshop for Teaching Assistants: Assessing and Evaluating Student Writing

This 2.5 hour intensive workshop is designed for undergraduate and graduate TAs who are responsible for responding to and grading student writing. To register, click on the date of the workshop you would like to attend.

The workshop aims to give TAs practical guidelines for responding to student writing, including prioritizing strengths and weaknesses, feedback for different purposes, using rubrics, ensuring consistency, using marking time efficiently, and common student errors. The workshop is interactive and hands on with lots of time for participants to practice what they're learning.

Learning Outcomes:

- Know the key research on composition and writing assessment
- Be comfortable identifying and prioritizing components of writing for evaluation
- Understand how to calibrate your own marking for consistency, and how to work with other TAs to ensure consistency across a marking group
- Understand strategies for increasing your efficiency as a marker without sacrificing quality feedback to students

Location: South Campus Hall, 228F

Dates:

September 18, 9:00am – 11:30am

September 24, 12:00pm – 2:30pm

September 25, 9:00am – 11:30am

Departmental Donations:

Please note that GSA donations for social events to departments and clubs are open. 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.

For more information contact gsa-vpce@uwaterloo.ca or rvogt@uwaterloo.ca

Summary of Meetings

Health Services Grand Opening Planning	July 14	Feds, GSA, Health Services senior administration and the communication department of the University met to plan the Grand Opening of the new Health Services building. One of the main goal is to acknowledge the importance of students' contribution to the realization of this project.
Athletics Director – interview	July 14	Confidential
GSO – lunch with interim Associate Provost Graduate Studies	July 15	GSA executive members met with Jim Frank our new colleague from the GSO
Athletics Director - interview	July 15	Confidential
Athletics Director - interview	July 16	Confidential
Graduate Orientation - budget	July 16	Update on budget status, decision regarding SWAG and future plans for Orientation's budget
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 – Vibrant student experience	July 17	Over the GSA executive retreat, our team of executives met with Chris Read (Associate Provost, Student) and executives from Feds to review the current project regarding the implementation of this theme.
Executive retreat	July 17 – 18	Our team reviewed the corporate documents of the association, worked on establishing tasks for this year as well as reviewed the financial status of the corporation.
Equity office plan	July 21	Mahejabeen Ebrahim met with Maryam and I to review the ongoing project regarding the review of UDAC, its mission and the shaping of the equity office.
Board of Directors	July 21	Our board discussed budget matters as the budget for the corporation needs to be accepted during the August Board meeting. We reviewed a variety of documents and heard a report from the president of OGSA (Ontario Graduate Students' Alliance) regarding its direction and financial requirements to keep running (we support this organization since its foundation).

Writing centre - GSA	July 23	Overlap of meeting (sent regrets)
International Welcome Program - Toronto	July 23	Maryam and I attended this meeting. This program runs in between mid August until Sept, 8 th – It's a collaboration in between MTCU & Toronto to provide a booth at the airport for incoming international students. Followed at the end of September by a festival to which clubs can attend. For information please email gsa-ypce@uwaterloo.ca
Student meeting	July 23	I met with a student interested in getting involved with the GSA
GSA – student moderator: meet & greet	July 24	Ashley, Jessica and I got together with the moderator who are key actors during orientation!
Orientation steering CTE (University level)	July 25	Chris Read updated us on the current status of the CTE, we reviewed our terms of reference and started compiling information for a sharepoint regarding orientation (work on assessments, directions, developments...)
Pecha Kucha	July 26	First event from the 4 events series held in Cambridge! It was very successful, good attendance, presentations were really creative and a sense of community appeared from sharing ideas!
Graduate Orientation – updates	July 28	Regular update from SSO – GSA (adjustments if necessary, review of numbers and ongoing tasks)
SSO – advisory CTE	July 28	For the Student Services Advisory Committee and its procedure, the SSO decided to strike a committee to work at a different level so that they can better inform their decision regarding the direction that the SSO office is taking.
Executive retreat - CONCLUSION	July 28	Review of goals for 2014-2015 – Tasks and decisions regarding projects for the year.
Council	July 28	Regular council business (see minutes for more information)
WLU – GSA UW	July 29	Halloween haunt preparation
Lunch introduction: President (Feridun Hamdullahpur) & Provost (Ian Orchard)	Aug 05	GSA executives met with Feridun and the new Provost to introduce them to our team and variety of projects we are working on
GSA – movie night	Aug 05	First movie night of the series – Jurassic Park (attempt to have it outdoor but due to weather we moved inside the Grad House)
Graduate Orientation update	Aug 06	Regular updates in between SSO - GSA
Volunteer training session	Aug 12	Review of roles and responsibilities of volunteers as well as the task for each position – Distribution of t-shirts and mingling time.

Board of Directors	Aug 14	Decisions regarding our 2014-2015 budget -
Athletics – GSA	Aug 18	Jenny, Marketing and Event Coordinator for the Athletics Department and I got together to plan their involvement during our Orientation Welcome Reception.
Rose - VPCE	Aug 19	Rose and I worked to process and review all the donations reimbursement payment for Spring 2014 as the term is coming to an end.
Career Action - VPCE	Aug 21	Kerry Eamer, Assistant Director, Centre for Career Action introduced me to Angela, who has just joined Career Action and will work on the Graduate Professionalization Skills portfolio. Our meeting was a meet & greet and touch base to see what type of events we would like to further plan for graduate students (over the next coming months).
Orientation update -	Aug 25	Regular SSO – GSA orientation update, final details before event
Health Services Grand Opening	Aug 28	Updates on the advancement of the project and new details
Campus-wide graduate orientation	Sept 2	
TA / RA safety session	Sept 3	
International Student Session	Sept 6	
Orientation movie night	Sept 6	
Council	Sept 11	
Senate	Sept 15	Regrets (time conflict with teaching duties)
Mini town hall – Vibrant Student Experience	Sept 17	
Graduate Student Relations Committee	Sept 22	
Joint Health and Safety Committee	Sept 22	
Work inspection for Health & Safety Office	Sept 30	
Space information and Advisory Group	Oct 1	

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

Budget:

Worked closely with the GSA and Grad house general Managers and finished the budget of the fiscal year, 2014-2015. The budget had been presented to the board and got approved by the board.

Summary of Meeting

Meeting	Date	Notes
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	Regular Exec meeting
Start Plan with Chris Read	July 17	
Exec Retreat	July 17-18	
Council Meeting	July 28	
GSA-Exec Meeting	July 30	
Luncheon with President (Feridun Hamdullahpur) & Provost (Ian Orchard)	Aug 5	Welcome President and new provost to Grad house and discuss on variety of topics.
Volunteer Workshop for Orientation	Aug 12	Review the responsibility of the volunteers on the Orientation day.
Board Meeting	Aug 14	Discussion and approval of the new fiscal year 2014-15 budget.
Meet with new potential Grad with Ron	Aug 14	Meeting with the new grads, share the experience of ours and advice more detail about the facilities on campus.
Grad Orientation	Sept 2	
Council Meeting	Sept 11	
Exec Meeting	Sept 15	
Mini town hall – Vibrant Student Experience	Sept 17	
Health Service Grand Opening	Sept 18	

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

Director of Athletics

Ranking and interviews occurred during the summer months, and I am pleased to report that **Roly Webster** takes over as our new Director of Athletics on 8 September. Roly’s current post is the Executive Director of the Laurier Student Union. [See here for the news release.](#)

Fall Break Working Group

This committee has been discussing the various implications for a fall break at Waterloo. I have conveyed the feedback from Council on our major points: Sunday exams are undesirable; there must be “weather days” to avoid work spilling into the following term; and graduate students should have the same break from classes, etc. Our concerns are in line with those of faculty members. Broad consultations will take place before any decisions are made on whether to implement a fall break at Waterloo.

Committee	Meeting Date	Highlights
Lunch with the GSO	July 15	Introductory meeting over lunch with the senior staff of the Graduate Studies Office.
Director of Athletics Hiring Committee	July 16	Discussions are confidential.
Director of Athletics Hiring Committee	July 16	Discussions are confidential.
Graduate Orientation Budget Discussion	July 16	Meeting to discuss the details of the budget allocation for graduate orientation; specifically the expenses attributed to the university and the GSA.
GSA Executive Retreat	July 17	All-day meeting to strategise for the coming year. Priorities will include Class Z policy development, advocacy, and memberships in external organizations.
Course Evaluation Project Team	July 17	Sent regrets with comments ahead of time (meeting conflict).
Strategic Plan Student Experience Focus Group	July 17	Joint meeting of the GSA and FEDS executive with Chris Read, Associate Provost Students. Discussed the strategic plan theme “Vibrant Student Experience”.
Director of Athletics Hiring Committee	July 18	Discussions are confidential.
GSA Executive Retreat	July 18	Follow-up to previous meeting.
GSA Board of Directors	July 21	Discussed financial matters of the GSA.
Meeting with Ian Orchard, Provost	July 22	Introductory meeting. Discussed projects the GSA has been involved in over the past year.
Interview Panel for SSO Data Analyst	July 22	Interviewed final candidates for a new position within the SSO (Data Analyst). This new staff member will focus on quantitative analysis of student data and retention.
Meeting with Clare Bermingham,	July 23	Introductory meeting with the manager of the writing

Writing Centre Manager		centre. Discussed current developments with this office as they relate to graduate student usage.
Fall Break Working Group	July 23	Discussed the implications of a fall break on campus activities. See below.
Graduate Orientation Update Meeting	July 28	Met with staff from the SSO orientation team to discuss the status of orientation plans.
SSO Advisory Committee	July 28	Meeting of GSA and FEDS executive with senior staff of the SSO to discuss the current status of the office, projects, and future plans.
GSA Executive Meeting	July 28	General updates among executive.
GSA Council	July 28	See minutes.
GSA External Affairs Committee	July 30	Discussed activities in CASA and with the “GU15” group in preparation for the August meeting.
Best Practices In Originality Reports for TurnItIn	July 31	Discussed the merits of the usage of plagiarism detection software in classrooms and allowing students to “test” their work before handing it in.
GSEF Long Range Planning Committee	August 6	Discussed updates to GSEF procedures and policies, such as the evolution of project funding needs, travel assistance, and awards.
Graduate Orientation Update Meeting	August 6	Update meeting among SSO staff and GSA.
Director of Athletics Hiring Committee	August 7	Discussions are confidential.
Fall Break Working Group	August 7	Updated the committee on feedback from graduate students. A draft report is being developed to present to Senate.
Graduate Orientation Volunteer Training Session	August 12	Meeting of all graduate orientation volunteers.
GSA Board of Directors	August 14	Budget decision.
Fall Break Working Group	August 29	Maya D’Alessio attended on my behalf.
Graduate Orientation Day	September 2	First day on campus for new graduate students! Registration, lunch and presentations in the PAC, plus a reception at the Graduate House.
Senate Executive Committee	September 2	Set the agenda for the next meeting of Senate.

Grad House Fee Increase

For GSA Council

Decision Item:

GSA By-law 3.0 Fees

3.5.0 Graduate House Fee Changes. Changes to the Graduate House fee can be made with the approval of a majority vote of GSA Council based upon the recommendation of the GSA Board of Directors.

The GSA Board of Directors approved the 2014-2015 GSA Operating Budget on August 14, 2014. The Board held a lengthy discussion regarding the operations of the Graduate House, reviewed a few different versions of a potential operating budget, and finally agreed to a combination of increases to the Graduate House Fee and an increase to prices.

Historically, the GSA maintained that prices and fees should be kept as low a possible, for as long as possible. This puts considerable strain on the GSA when it is eventually faced with addressing factors that influence the cost of running the business.

The GSA should apply (in the very least) the CPI annually to its fees, to minimize the burden of a large cost recovery increase to the fees of future graduate students.

In developing the GSA budget, two factors emerged that will have a significant impact on the operations of the Graduate House Budget:

- 1.) Ontario minimum wage increased approximately 9%
 - this impacts the direct cost of labour for our staff
 - this impacts the cost of goods as other businesses adjust pricing to offset their wage expense. Some vendors have increased their prices as of July 2014, and more increases are expected after September 2014.
- 2.) Expected enrollment of graduate students is 2%, and we prudently applied 0% growth.
 - the Graduate House Fee will not experience growth by enrollment alone.

In summary, the GSA Board approved an increase to the Graduate House Fee from \$15.00 to \$17.50 and approved price increases to reach revenue growth of 7%.

As per By-law#3-Fees, specifically 3.5.0, the GSA Council must approved the increase to the Graduate House Fee.

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