



## Council

### Notice of Meeting

Date: Wednesday, September 14, 2016

Time: 4:00 P.M. – 6:00 P.M.

Place: RCH 305

### AGENDA

	Item	Action
1.	<b>Chair's Welcome and Opening Remarks</b>	-
2.	<b>Adoption of the Agenda (Changes, if applicable, will be noted with **)</b>	Decision
3.	<b>Declarations of Interest</b>	-
4.	<b>Approval of the Minutes of the Previous Meeting</b>	Decision
5.	<b>Consent Items<sup>+</sup></b> <ul style="list-style-type: none"> <li>a. Board Reports</li> <li>b. Executive Reports</li> <li>c. Committee Reports</li> </ul>	Decision
6.	<b>Appointments and Resignations</b>	Decision
7.	<b>Delegations</b>	Information & Discussion
8.	<b>Presentations</b> <ul style="list-style-type: none"> <li>a. International Students</li> <li>b. Approved Budgets</li> <li>c. Strategic Objectives Survey Outreach Strategy**</li> <li>d. Student Initiatives Funding Rules**</li> <li>e. Council Appointments and Student Associations**</li> </ul>	Information
9.	<b>Discussion Items</b> <ul style="list-style-type: none"> <li>a. International Students</li> <li>b. Approved Budgets</li> <li>c. Strategic Objectives Survey Outreach Strategy**</li> <li>d. Student Initiatives Funding Rules**</li> <li>e. Council Appointments and Student Associations**</li> </ul>	Discussion
10.	<b>Motions</b>	Decision

<b>11.</b>	<b>Notices of Motion</b> a. Motion to adopt the 2016/2017 Strategic Plan	Information
<b>12.</b>	<b>Adjournment</b>	-

\* Consent Items are those items that in the judgment of the Executive Committee require the attention of Council but that neither require nor imply a decision by Council on any procedural or substantial matter. By adopting Consent Items, Council formally receives information for entry into the minutes. Council may discuss Consent Items at its pleasure.

Norman Kearney  
Student Affairs  
Officer GSA-UW

September 7, 2016

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## RESOLUTIONS

### **6 Motion to Ratify the Appointments to and Resignations from Council.**

**BIRT** the GSA Council ratify the appointments and resignations as detailed in the report for Item 6.

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## COUNCIL MEETING

Date: Wednesday September 14, 2016

Place: University of Waterloo, RCH 305

Time: 4:00 pm – 6:00 pm

### Minutes

#### Attendance:

Applied Health Sciences	Councillor	September 14
Kinesiology	Graham Mayberry	Present -5pm
Recreation & Leisure Studies	Rebecca Mayers	Regrets
School of Public Health and Health Systems	-Vacant-	
Master of Social Work	-Vacant-	
Arts	Councillor	September 14
Accounting & Finance	Betty Xing	Regrets
Public Issues Anthropology	-Vacant-	
Classical Studies	-Vacant-	
Master of Digital Experience Innovation (MDEI)	-Vacant-	
Economics	David Smith-not confirmed	
English Language & Literature	Meghan Riley	Present
Fine Arts	-Vacant-	
French Studies	Daniel Matsinhe	Absent
Germanic & Slavic Studies	-Vacant-	
History	Russ Freure	Present
Master of Peace and Conflict Studies (MPACS)	Jackiv Boychuk	Present
Philosophy	Phil Beriault	Regrets
Political Science	Chelsea Desrochers	Absent
Master of Public Service (MPS)	-Vacant-	
Psychology	Mona Zhu	Present
Religious Studies	-Vacant-	
Sociology	Angela Willmott	Absent
Engineering	Councillor	September 14
Architecture	Marc-Antoine Pepin	Present
Master of Business, Entrepreneurship, and Technology (MBET)	-Vacant-	
Chemical Engineering	-Vacant-	
Civil & Environmental Engineering	Mariam Javed	Absent
Electrical & Computer Engineering	Mohamed El Badawe	Present
Management Sciences	-Vacant-	
Mechanical & Mechatronics Engineering	Egon Fernandes	Absent
Systems Design Engineering	Henry Leopold	Present
Environment	Councillor	September 14
Geography and Environmental Management (GEM)	Vicky Vanthof	Present
Global Governance	Justine Salam	Regrets
School of Env. Enterprise, and Development (SEED)	Sophia Esmail	Present
School of Env. Resources, and Sustainability (SERS)	-Vacant-	
School of Planning	-Vacant-	
Mathematics	Councillor	September 14
Applied Mathematics	Lindsey Daniels	Present
Combinatorics & Optimization	-Vacant-	
Computer Science	David Choi	Present
Pure Mathematics	Anton Mosunov	Present
Statistics & Actuarial Sciences	Nathalie Moon	Present
Science	Councillor	September 14
Biology	Maxwell Bui-Marinos	Present
Biochemistry & Chemistry	Ryan Amos	Present
Earth and Environmental Science	-Vacant-	
Physics and Astronomy	Jeff Salvail	Present
Pharmacy	Samantha Shortall	Regrets
Vision Science	Alan Yee	Present
Theology	Councillor	September 14
Catholic Thought	-Vacant-	
Theological Studies	Stephanie Chandler Burns	Present

Board of Directors	Director	September 14
Chris Pugh	Chair of the Board	Regrets
Shannon Callender	Vice-Chair of the Board	Present
Ghazal Memartoluie	Chair of Audit & Risk	Present
Jae Kang	Chair of Finance	Present
Savio D'Silva	Director	Present
Robert Pangborn	Director	Present
Serxho Selmani	Director	Regrets
Michael Cao	Director	Absent
Board of Directors	Director	September 14
Robert Bruce	President	Present
Jessica Brake	Vice-President	Present
Norman Kearney	Student Affairs Officer	Present
Indi Madar	Communications & Marketing	Present
Sondra Eger	External Affairs Officer	Absent
Max Salman	External Affairs Officer	Absent

Non-voting		
Richard O'Brien	Guest-Kinesiology	Present
Rose Vogt	GM, Secretary-Treasurer	Present

The Chair announces that quorum is present and calls the meeting to order at 4:00 pm. Vogt records the meeting minutes.

1. Chair's Welcome and Opening Remarks

A new Councillor's benefits program will be implemented this term. Councillors will receive \$1.00 Graduate House Credit (GHC) for each hour served on Council and Council committees. Allowances will be distributed when a Councillor earns \$10.00 in GHC. The Chair will track attendance for each Councillor.

2. The agenda is adopted with the following changes.

Amend item 8 to include presentations about

- International Students
- Approved Budgets
- Strategic Objectives Survey Outreach Strategy
- Student Initiatives funding Rules
- Council appointments and Student Associations

(Freure/Bruce) **Carried Unanimously.**

3. Declarations: - none

4. Minutes from the August 24, 2016 meeting and today's meeting will be brought before Council for approval at the next meeting.

5. Consent Items

**Motion to adopt the consent items.**

(Leopold/Al Badawe) **Carried unanimously.**

- Board Reports
- Executive Reports
- Committee Reports

6. Council Appointments and Resignations

**BIRT the GSA Council ratify the appointments and resignations as detailed in the report for Item 6. (Kearney/Freure)**

Appointments:

**Motion to approve the appointment of Betty Xing as Representative. (Amos/Memartoluie)  
Carried unanimously.**

**Motion to amend to strike David Smith from the appointments noted with the agenda since there is no active Economics GSA at this time. (Kearney/Freure) Carried unanimously.**

Resignations:

The Chair acknowledges and thanks Lynn Wu,, Bilal Ahmed, George Patrick, and Kyle Rogers for their service on Council.

**Carried unanimously**

7. Delegations: None this week

8. Presentations:

a. International Students

The President heard concerns from international students raised at the June meeting and in the following months. A meeting is scheduled with the University administration. Bruce would like to receive feedback from Council in preparation for the meeting.

The President will seek information from the University for:

- What is the basis for the international student tuition increase?
- Who/what determines the increase?
- Will the funding packages be adjusted accordingly?

A significant portion (42%) of the student population is international.

Bruce will discuss an the possibility to lock students' tuition to a schedule based on their program and to grandfather in students, to ensure net graduate student funding is not decreased, to ensure a minimum standard of living and maintain guaranteed minimum funding.

International students face challenges in opportunities to receive additional funding, whether it comes from limited employment opportunities to supplement academic funding, or eligibility for bursaries and scholarships.

All students have reasonable expectations to balance their cost of living to their type of funding.

The international student issues, and all student issues, will be address three ways moving forward; at the university level, provincial level, and federal level.

At the University level, Bruce will discuss funding packages, and grandfather in students once they are here,

At the Provincial level, Bruce will work through OGSA to review the 10 hours per week limit for employment, and

At the Federal level, Bruce will work with CASA to review the limits for visa students to work off campus.

The Chair informs councillors of the Council Official Position on Net Student Funding. A policy that looks at the net affects of student funding/expenses and there should be enough to cover living expenses for graduate students in this area. The GSA has a policy basis to advocate on this issue.

b. Approved Budgets

Councillors heard an overview of the Association Operating Budget approved by the Board on September 1, 2016.

The Budget report was included in the September e-news sent to members.

Any future impacts to the budget will be reported to Council. Questions can be directed to Jae Kang, Chair Finance Committee of the Board and Rose Vogt, General Manager.

c. Strategic Objectives Survey Outreach Strategy

The Strategic Planning Committee developed a comprehensive survey that will be sent to every graduate student this term. The results will provide a solid evidence base from which the GSA will lobby at all levels: university, federal, and provincial..

The survey distribution will take place in several stages:

- Email to all graduate department coordinators, to distribute it to graduate students in their department.
- One-Week after a direct email from the GSA will be sent to all students to remind/encourage them to complete the survey
- One-week after the GSA is asking each Councillor to reach out to their constituents, by hiring councilors to actively go “door to door” and actively promote the survey. This should be about 5-10 hours.
- a. Details of rate of pay and job hours TBA and the first job offer will be to Councillors.
- b. Want to promote Councillors as face of GSA Governance.
- There will also be social media promotions, survey draw prizes of 5 X \$100 prepaid VISA card.

d. Student Initiatives Funding Rules

A gap to the Council Committees was identified during the budget proposal and development process. A Council Social Committee will be initiated to oversee the social aspects of the GSA.

The GSA needed to review how funding was distributed for social/academic events to departments and clubs. Greater issues were raised in the equitable distribution of funding, and how/who was making funding requests.

The GSA will update all of its associations with departmental GSAs (societies), clubs, and departments that are not formally organized, that is there is no departmental GSA.

A recognized GSA Society is eligible to submit an application for social and/or academic initiative through an executive member, and where there is no society, a social committee of graduate students may apply on behalf of their department.

There will be a monthly or at least three times per term “call for proposals” for events to be held in that month.

The Student Affairs Officer and Communications & Marketing Officer will together

approve proposals of up to \$500.00, and the Council Social Committee will grant approval for proposals greater than \$500.00, according to the recommended schedule identified in the budget memo.

The Terms of Reference for the Council Social Committee will be brought before Council for approval at the next meeting. In the meantime the Council Executive Committee will review and approve proposals the are submitted before then.

Can be reception, workshop, panel, seminar, conference. Push to develop good ideas.

e. Council Appointments and Student Associations

There is turnover every year with all of the affiliated associations and there are too many unknowns currently. The intent is to return the decision making to the level of organization that is closest to the student and defer to the recognized association to appoint their representatives to the GSA Council.

A new policy will require that a society annually register with the GSA via an on-line registration form. Councillors that were already appointed will be cross-referenced with the updates once their department GSA registers and no further action will be needed for the balance of their term.

An email was sent out to begin the updates. Please remind and urge your department to register on-line by September 30<sup>th</sup>, once we receive this form, the appointments current will be legitimate. If the Society does not register, then the councilor will be removed.

Two step process to bring legitimacy to the organization.

RECESS: 4:45 – 5:00

9. Discussions:

a. International Students

**Motion to begin *in camera* session at 5:05 pm.**

(Amos/Freure) **Carried unanimously.**

**Motion to end *in camera* session at 5:26 pm.**

(Amos/Chandler-Burns) **Carried unanimously.**

Summary Statement: Important concerns:

- Transparency-tell all students what and when tuition is increasing before they accept an offer. Whatever the costs are students should know in advance.
- Financial security - provide some financial security for international students, once they accept the offer. Schedule to mirror domestic tuition increases thereafter.
- Net funding and International Graduate Student Scholarship -will the amount reflect the increase to tuition, and will the balance equate tuition to a domestic student? Course based programs do not get funding.
- Award Eligibility for International Students - Increase the number of OGS awards available to International Students?
- Working off-campus - limited if receiving a TA or GRS

b. Approved budgets: no questions/discussion.

c. Strategic Objectives Survey Outreach Strategy

In terms of the use of the survey, the main function is to enhance advocacy efforts based on concrete data from graduate students. There will be actual breakdowns on positions etc.

The Strategic Planning Committee recommends an annual process of review and the development of an annual action plan, that will be brought to Council. Strategies will be determined by the GSA objectives and how to achieve these objectives, also brought to Council.

Councillors wishing to work on the “door to door” outreach part of the survey initiative may contact the Student Affairs Officer.

Councillor Moon suggests that more prizes for the participants, are available, at least one per faculty.

Al Badawe: get a big event-fill out the survey as a ticket.

The survey is quite comprehensive, and all the findings will be scrutinized. If there is one specific issue going on in a department, we will work with the department.

Although the survey respondents are anonymous, to win a prize the respondent will need to have identifier. To separate themselves from the response, perhaps they can print receipt and get a paper draw entry.

The GSA really needs students to complete the survey to back up the GSA as a member driven organization.

d. Student initiatives funding rules:

We can assist departments to become organized.

To clarify: There will be a call for proposals every month.

At the next meeting there will be more new Councillors and hoping that new councilors would be able to be fill the Student Social Committee.

The application form should be ready for Monday September 19,2016

This process replaces the previous “Departmental Donation Requests” and Clubs donations requests.

e. Council Appointments and Student Associations.

The GSA initiated this to get or information and affiliations in order and updated. This is the best way to re-establish lines of communication with societies. There are too many gaps in information. Need to know who the contact is for the Society, especially if they are receiving fees, and we need to know the Councillor appointment term in office.

Councillors are requested to go online and nominate themselves right now and when the society registers is will be done/updated.

Updates should be made as soon a changes occur, the information online form will always be available for updating.

10. Motions: none

11. Notice of Motion

Motion to adopt the 2016/2017 Strategic Plan will be brought before Council at the next meeting.

The CEC members can bring forward motions on behalf of councilors.

12. Meeting is adjourned at 5:53 pm.

*NMK:rv*

*September 14, 2016*



## **President Report to Council**

**September 14, 2016**

**Questions?  
rpbruce@uwaterloo.ca**

### **Table of Contents**

- A. Ongoing Activities
  - 1. CASA – Provincial Council
  - 2. GU15 Summer Conference
  - 3. SLC/PAC
- B. Planned Activities
- C. Monitoring Activities

### **A. Ongoing Activities**

#### **1. GU15 – Summer Conference AND ThinkGRAD**

Representatives of the member schools have decided to “wind down” GU15, as they believed that formalizing/incorporating the organization would lead to the development of another federal advocacy group, which would duplicate the efforts of many member schools. Furthermore, it was recognized that sharing best practices, and discussing current issues facing PSE was not worth the financial obligations. Instead, representatives from the member schools decided to form a new organization that is the first of its kind in Canada, ThinkGRAD. *Please see attachment in Appendix A.*

#### **2. SLC/PAC**

We continue to work through schematics. I am working with the Board of Directors to ensure that we move ahead with a design that provides the best suitable space for the greatest number of graduate students. Leadership from the GSA-UW and FEDs are working in partnership to draft principles/Terms of Reference for the working relationship between the two parties.

#### **3. International Student Tuition Fees**

Presenting the membership’s input on this topic to build a plan for how the GSA-UW will address growing concerns. *Please see attached Appendix B.*

## **B. Planned Activities**

Nothing to report.

## **C. Monitoring Activities**

Nothing to report.

## **End of Report**

Yours sincerely,

A handwritten signature in blue ink that reads "Robert P. Bruce". The signature is written in a cursive style with a large, stylized "R" and "B".

Robert P. Bruce  
President, GSA-UW

September 14, 2016



**Graduate Student Association - University of Waterloo  
COUNCIL**  
Briefing Note

**Re: ThinkGRAD (Graduate Research and Development)**

**Purpose:**

The purpose of this briefing note is to make members of the Council aware of an opportunity for the GSA-UW to participate in a newly founded think tank, which will focus specifically on becoming the leading experts on graduate issues in Canada.

**Current Situation:**

Currently, graduate student associations/councils from across Canada participate in both provincially-based and federally-based lobbyist organizations that seek to advocate on behalf of graduate students and the graduate student experience in PSE. However, there is a growing number of organizations that partake in these activities and it is becoming clear that graduate student associations/councils are duplicating efforts between various levels of government. It became clear to the representatives from GU15 member schools that formalizing the GU15 as being, yet another, lobbyist organization would not be a valuable financial investment. In addition to this, it was also noted by representatives from GU15 member schools that continuing with the GU15 organization as only being a “information sharing” group would also not provide the return on investment that would be valuable for their financial contributions.

**Background:**

On Friday 12 August 2016 representatives from UBC-V; Udm; and UWaterloo proposed the development of a new organization, ThinkGRAD, that would focus on being the national experts of “everything graduate” in PSE. The goal was to create a research think tank that could develop knowledge that would be useful in a variety of applications, and for a greater number of graduate student associations/council from across Canada. Creating such a body would in turn provide an opportunity for representatives from all graduate student associations/councils to be leaders in the research and development of graduate students and the graduate student experience. The creation of such an organization would prove to provide member schools with access to information that could

help enhance the graduate student experience at their respective institution, while also providing data that could be taken forward to other organizations and political bodies to forward the graduate student agenda in PSE. It was proposed that ThinkGrad would meet two times a year and collect annual dues from its membership in order to provide the finances and resources necessary to be a functioning organization. Please see a proposed fee schedule below:

	Full-Time	Part-Time	PT FTE	TOTAL FTE		\$0.10	\$0.20	\$0.30	\$0.40	\$0.50
waterloo	4,100.0	1,260.0	415.8	4,515.8		\$451.58	\$903.16	\$1,354.74	\$1,806.32	\$2,257.90
montreal	10,120.0	3,010.0	993.3	11,113.3		\$1,111.33	\$2,222.66	\$3,333.99	\$4,445.32	\$5,556.65
mcgill	7,040.0	2,290.0	755.7	7,795.7		\$779.57	\$1,559.14	\$2,338.71	\$3,118.28	\$3,897.85
mac	3,600.0	860.0	283.8	3,883.8		\$388.38	\$776.76	\$1,165.14	\$1,553.52	\$1,941.90
calgary	6,570.0	410.0	135.3	6,705.3		\$670.53	\$1,341.06	\$2,011.59	\$2,682.12	\$3,352.65
alberta	5,950.0	1,130.0	372.9	6,322.9		\$632.29	\$1,264.58	\$1,896.87	\$2,529.16	\$3,161.45
manitoba	3,060.0	670.0	221.1	3,281.1		\$328.11	\$656.22	\$984.33	\$1,312.44	\$1,640.55
Saskatchew	2,780.0	390.0	128.7	2,908.7		\$290.87	\$581.74	\$872.61	\$1,163.48	\$1,454.35
ubc	8,500.0	1,660.0	547.8	9,047.8		\$904.78	\$1,809.56	\$2,714.34	\$3,619.12	\$4,523.90
				<b>55,574.4</b>		<b>\$5,557.44</b>	<b>\$11,114.88</b>	<b>\$16,672.32</b>	<b>\$22,229.76</b>	<b>\$27,787.20</b>

\*\* Proposed fee schedule, created by Robert Bruce

#### Action:

For members of the GSA-UW Council to debate the merits of being a leading member in the development of ThinkGRAD.

Prepared by: Robert P. Bruce, President  
September 29, 2016



**Graduate Student Association - University of Waterloo**  
**BOARD OF DIRECTORS**  
 Briefing Note

**Re: International Student Tuition**

**Purpose:**

The purpose of this briefing note is to provide members of Council with context for their discussion of the current International Student Tuition Fee's situation at UWaterloo.

**Current Situation:**

International Student Tuition Fees are unbound to the same restrictions that are posed on domestic student fee increases by the Province of Ontario. Over the past few years, International Students have experienced unprecedented increases in their tuition fees, causing significant economic barriers to completing their degrees. Charging International Student's higher tuition fees has always been a common practice, however, when we look at UWaterloo as compared to all other U15 schools in Ontario, it is immediately obvious that UWaterloo is currently charging the highest

School	Full-Time 2015-2016			Part-Time 2015-2016			Full-Time 2014-2015			Part-Time 2014-2015		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
McMaster University	5587	5587	5587	2867	2867	2867	5,587.00	5,587.00	5,587.00	2,867.00	2,867.00	2,867.00
							0%	0%	0%	0%	0%	0%
University of Ottawa	\$6,052.19	\$6,052.19	\$6,052.19	\$599.12	\$599.12	\$599.12	5889.94	5889.94	5889.94	583.05	583.05	583.05
Queen's University	\$4,309.15	\$4,309.15	\$4,309.15	N/A	N/A	N/A	4224.66	4224.66	4224.66	N/A	N/A	N/A
							2%	2%	2%			
University of Toronto	\$6,516.66	\$6,516.66	\$6,516.66	N/A	N/A	N/A	6206.67	6206.67	6206.67	N/A	N/A	N/A
							5%	5%	5%			
University of Waterloo	\$6,604.00	\$6,604.00	\$6,949.33	\$3,302.00	\$3,302.00	\$3,474.67						
Western University	\$5,758.67	\$5,758.67	\$5,758.67	\$2,879.34	\$2,879.34	\$2,879.34	5,537.33	5,537.33	5,537.33	2,768.67	2,768.67	2,768.67

tuition fees.

**Background:**

Initial conversations on tuition fees with representatives of the International Student community lead to the following questions: 1) What is the argumentation provided for the annual increase; 2) Who is the body responsible for setting the annual tuition fees; 3) Which fees were increased and why; and, 4) Will funding packages change to echo the tuition increases. General thoughts that accompanied these discussions

were the following: 1) Grandfathering students into a fee schedule for the duration of their degree; 2) Providing minimum funding packages that cover the increased costs of tuition; 3) Providing 'reasonable expectations' for the financial expenses incurred through a degree at UWaterloo; 4) Addressing the reality that International Students may only work on campus and can only work 10hours/week; and, 5) Investigating Visa applications for International Students to work off campus.

**Action:**

The questions and general thoughts have led to the development of three actions: 1) UWaterloo – address funding packages and the funding schedule with University Administration; 2) OGSA – Address the ability of Graduate students to work in excess of 10hours/week; and, 3) CASA – Address Visa applications for International Students to work off campus

Prepared by: Robert P. Bruce, President  
September 29, 2016



## **Vice President Report to Council**

**September 14, 2016**

**Questions?**

[gsa-vp@uwaterloo.ca](mailto:gsa-vp@uwaterloo.ca)

### **Table of Contents**

- A. Ongoing Activities
  - 1. Fall 2016 Orientation
  - 2. Fall 2016 Welcome Week
  - 3. Strategic Plan
  - 4. Filling of Committee Vacancies
  - 5. Committee service
- B. Planned Activities
  - 1. Development of a Health and Dental Policy
  - 2. Departmental Orientations
- C. Monitoring Activities
  - 1. None
- D. Completed Activities
  - 1. None

### **A. Ongoing Activities**

#### **1. Fall 2016 Orientation**

I am continuing to work with Matt Laird to prepare for Fall 2016 Orientation. We are still working on a couple of last minute things, such as working with our team of volunteers to pack the swag bags that will be handed out, and creating our logistics schedule for the day, but other than that the day is ready to go!

We have some great activities prepared for the day. The day portion will be similar to last year where students will have an opportunity to network in the morning. However, this year we have organized them by faculty and departments so that they can network with students they will likely be working with over the course of their degrees. We also have some great information sessions happening in the afternoon, which we have restructured according to the feedback that was given to us by students who attended last year's orientation. After the information sessions students will be given a campus tour and then they will head to the Grad House where we have lots of great things going on!

There will be a live band, fire jugglers, a magician, a games café, face painting, lawn games, and more!

## **2. Fall 2016 Welcome Week**

I have been working with Indi, Norman and Allison to expand this year's Fall 2016 Welcome Week beyond the Grad House so that we can engage with and welcome as many students as possible! We have planned five evening events that will take place at the Grad House, as well as three additional events that will be held during the day – stay tuned for what these are! Welcome week will be held from Monday September 12<sup>th</sup> – Friday September 16<sup>th</sup>.

## **3. Strategic Plan**

Norman, Indi and myself are continuing to work with the results from the pilot surveys to develop a strategic plan that will help guide the rest of the 2016-2017 year. This strategic plan will be brought to the September Council meeting.

## **4. Filling of Committee Vacancies**

Many committees across the University have graduate student vacancies. Having graduate students serve on University wide committees is a great way to ensure that graduate students' voices are being heard at various decision making levels in the University.

If you, or anybody that you know is interested in filling a vacancy please visit our website for the full list of vacancies, or contact me at [gsa-vp@uwaterloo.ca](mailto:gsa-vp@uwaterloo.ca)

*The current vacancies include:*

**Graduate Student Relations committee** – one student needed for this committee

**Provost's advisory committee on timetabling** – seeking one student to fill this committee

**Academic Working Group of President's Advisory Committee on Sustainability** – seeking one student to fill this committee

**Food advisory board** – seeking one student to fill this committee

**CEL awards** – seeking one student to fill this committee

**Course Evaluation Project Team** – seeking one student to fill this committee

**Healthy Workplace Committee** –seeking one student to fill this committee

**Science Faculty Council** – seeking two students from the faculty of science to serve on this – typically meet four times per year

## **5. Committee Service**

I am continuing to serve on the following university wide committees:

Senate  
Senate Graduate and Research Council  
Graduate Student Relations Committee  
Policy 30 (TA Contract)  
Policy 42 (Sexual Violence)  
Policy 33 (Ethical Behaviour)  
Graduate Student Support Advisory Committee  
Student Services Advisory Committee  
Joint Health and Safety Committee  
Library Renovation Committee  
Fall Break Steering Committee  
Excellence in Graduate Supervision

Committees to report on:

### **Policy 42:**

One of the committees that has been most active lately is Policy 42. This committee is currently in the process of reviewing and implementing all of the feedback that was received from the various stakeholders across the university. After all of the feedback has been implemented and a new draft has been created, the draft will be going to PACE (Provost's Advisory Committee on Equity) for their review and determination of next steps.

## **B. Planned Activities**

### **1. Development of a Health and Dental Policy**

I am planning on working with the FEDs, with whom we are shared administrators of the healthcare plan to develop a policy for our healthcare plan. This policy will help to ensure that the plan remains healthy and viable for all students who use the plan.

## **2. Departmental orientations**

I have been working on a PowerPoint presentation that will be circulated to grad coordinators in departments to use for their departmental orientations. This PowerPoint presentation will provide students with important information on the GSA-UW in case they missed it during the University wide orientation. In addition to this, Indi, Max, and myself are planning on visiting some departments to talk to students about the GSA-UW.

## **C. Monitoring Activities**

**1. None.**

## **D. Completed Activities**

**1. None.**

## **End of Report**

Yours sincerely,

Jessica Brake  
Vice President, GSA-UW

September 14, 2016



## Student Affairs Officer Report to Council

September 14, 2016

Questions?  
[gsa-sao@uwaterloo.ca](mailto:gsa-sao@uwaterloo.ca)

### Table of Contents

- A. Ongoing Activities
  - 1. Council Repopulation
  - 2. Strategic Plan
  - 3. GSA Policy
  - 4. UW Policy
- B. Planned Activities
  - 1. Satellite Campus Visits
  - 2. Graduate Student Society Summit
  - 3. Councillor Training
- C. Monitoring Activities
  - 1. Nothing to report
- D. Completed Activities
  - 1. Nothing to report

### A. Ongoing Activities

#### 1. Council Repopulation

As of September 7, the following seventeen vacancies existed on Council:

- **Applied Health Sciences:** Master of Social Work, School of Public Health and Health Systems
- **Arts:** Public Issues Anthropology, Classical Studies, MDEI, Fine Arts, Germanic & Slavic Studies, Master of Public Service, Religious Studies
- **Engineering:** Master of Business, Entrepreneurship, and Technology, Management Sciences
- **Environment:** Geography and Environmental Management, School of Environment, Resources, and Sustainability, School of Planning
- **Mathematics:** Combinatorics & Optimization
- **Science:** Earth and Environmental Science
- **Theology:** Catholic Thought

Of these vacancies, eight of them are for departments or programs that are represented by a faculty, departmental, or program graduate student society. Invitations will be sent to these societies\* in September to request appointments in time for the October meeting of Council.

The remaining nine vacancies are for departments or programs that will require elections. Elections will be announced in early September and will be completed in time for the October meeting of Council.

We will also be promoting the vacancies as follows:

- GSA Workshop on Orientation Day, September 6
- GSA Get Involved Day, September 13
- GSA September E-News
- GSA Social Media

Thank you to Jessica and Indi for suggesting these and other ideas for how to promote the vacancies.

\* Except Accounting & Finance, which has no fall enrolment and which will be invited to appoint a councillor in the winter term.

## **2. Strategic Plan**

Jessica, Indi, and I and the Strategic Planning Committee have been finalizing the Strategic Objectives Survey. We plan to launch the survey in September, analyze the responses in October, and hold themed town hall meetings in November. [I would like to remind councillors that they are eligible to access funds to engage students in their departments in the strategic planning process. If you are interested in doing so, please submit a request for funding through the Strategic Initiatives form on the GSA website.]

## **3. GSA Policy**

I am drafting policy, which I will consult relevant stakeholders on prior to bringing them to Council and the Board for referral to a policy review committee, as required by Policy 1:

- Governance Calendar
- Participatory Budgeting
- Strategic Planning
- Graduate Student Societies
- Equity

My goal is to have drafts of most if not all these documents ready for referral to committee at the January meeting of Council.

[I am also developing operating guidelines for the following in-year initiatives:

- Service Benefits
- Member Engagement
- Graduate Student Programming
- Clubs

These guidelines will be available to form the basis of policy in the event that the Board or Council recommends making them permanent. In the meantime, in the interest of transparency and accountability rules must be established for the in-year management of the funds for these new initiatives.

My goal is to have drafts of these documents ready for approval at the October meeting of the Board.]

#### **4. UW Policy 30**

I will be attending the next meeting of the drafting committee for Policy 30 – Employment of Graduate Students as Teaching Assistants. The meeting is scheduled for September 22, 2016.

### **B. Planned Activities**

#### **1. Satellite Campus Visits**

I will be reaching out to the Stratford, Cambridge, and Kitchener campuses in September to schedule the fall term visits.

#### **2. Graduate Student Society Summit**

I will be reaching out to the graduate student societies in September to schedule the summit. At the summit, I plan to present an early draft of the Graduate Student Societies policy, which will include rules for appointments to Council. I also hope to facilitate a conversation about improving communication and collaboration among the societies and the GSA.

#### **3. Councillor Orientation**

I will offer an orientation to incoming councillors after the fall term elections. Returning councillors will be invited to attend, as well.

### **C. Monitoring Activities**

Nothing to report.

### **D. Completed Activities**

Nothing to report.

### **End of Report**

Yours sincerely,

Norman Kearney  
Student Affairs Officer

September 14, 2016



## **Communications and Marketing Officer Report to Council**

**September 14, 2016**

**Questions?  
gsa-cmo@uwaterloo.ca**

### **Table of Contents**

- A. Ongoing Activities
  - 1. Strategic Plan - 'Enhancing Graduate Student Experience Survey' Outreach Plan
  - 2. Welcome Week – Fall 2016
- B. Planned Activities
  - 1. Aftermath of the Orlando Shootings: Public Panel
  - 2. Professional Development workshop + photography
- C. Monitoring Activities
  - 1. Communications for Fall 2016
- D. Completed Activities
  - 1. Strategic Plan – Survey results compilation and survey draft
  - 2. Monthly meeting with the GSO Communications team
  - 3. Promotion for Get *Involved!* Day (formerly known as 'Clubs Day')

### **A. Ongoing Activities**

#### **1. Strategic Plan – 'Enhancing Graduate Student Experience Survey' Outreach Plan**

In the coming weeks, I will work with Norman and Jessica, along with the SPC (Strategic Planning Committee) to draft an outreach plan outlining effective methods to disseminate the survey.

#### **2. Welcome Week (Fall 2016)**

Jessica, Norman, and I have been planning for three daytime activities during Welcome Week (September 12-16 2016). These activities will allow members to further connect with GSA Executive members, reach a wider audience, especially those that do not necessarily visit the GH, and lastly, these events will complement the events planned for the evenings at the GH. We are working on the final touches, stay tuned for further details!

### **B. Planned Activities**

## **1. Aftermath of the Orlando Shootings: Public Panel**

The GSA and GH team have offered to support the grad students who are organizing this event. This event will take place at the end of September. More information and details will follow in the coming weeks!

## **2. Professional Development workshop + photography**

[GRADventure](#) and the GSA will host an event in the Fall which will include a workshop on networking, and online 'presence' and communication. Professional photography head-shots will also be offered to grad students. More information and details will follow in the coming weeks!

## **C. Monitoring Activities**

### **1. Communications for Fall 2016**

Over the next few weeks, I will be working/reaching out to other Communications staff members on campus to cross-promote each other's events, and strategically release content. Furthermore, I will be experimenting with paid advertisements (e.g. 'boosts' & 'reaches') on Facebook to promote the GSA page, and important posts.

What are the best ways/what works best to reach students in your Department? If you're unsure, think of how you like to be contacted for events, workshops, and other grad-related programming. Please share your ideas! Send me an email at [gsa-cmo@uwaterloo.ca](mailto:gsa-cmo@uwaterloo.ca)

## **D. Completed Activities**

### **1. Strategic Plan – Survey results compilation and draft of the survey**

Thank you to the members of the Strategic Planning Committee for their great work throughout this entire process!

### **2. Monthly meeting with the GSO Coms Team**

### **3. Promotion for *Get Involved! Day***

Thank you to Max, Jessica, and Allison for this! It truly was a team effort. Hope to see many of you there on September 13<sup>th</sup>, at 5:30 pm ☺

## **End of Report**

Yours sincerely,

Indi Madar  
Communications and Marketing Officer

September 14, 2016



## **Council Executive Committee Report to Council**

**September 14, 2016**

**Questions?**  
**[gsa-sao@uwaterloo.ca](mailto:gsa-sao@uwaterloo.ca)**

### **Table of Contents**

#### **A. Committee Appointments**

#### **A. Committee Appointments**

There are three vacancies on the Budget Advisory Committee. Since the committee does not have any scheduled meetings, appointments to fill these vacancies are not necessary at this time.

There are also vacancies for Engineering and for Applied Health Sciences on the Strategic Planning Committee. I recommend that these vacancy be filled as soon as possible, since there are three more scheduled meetings for the committee.

	<b>Executive</b>	<b>Budget Advisory</b>	<b>Strategic Planning</b>
<b>Applied Health Sciences</b>	Rebecca Mayers	Graham Mayberry	<i>-Vacant-</i>
<b>Arts</b>	Russ Freure	<i>-Vacant-</i>	Mona Zhu
<b>Engineering</b>	Mohamed El Badawe	<i>-Vacant-</i>	<i>-Vacant-</i>
<b>Environment</b>	Sophia Esmail	Justine Salam	Sophia Esmail
<b>Mathematics</b>	Lindsey Daniels	David Choi	Anton Mosunov
<b>Science</b>	Ryan Amos	<i>-Vacant-</i>	Alan Yee

### **End of Report**

Yours sincerely,

Norman Kearney  
Student Affairs Officer

September 14, 2016



## **Council Strategic Planning Committee Report to Council**

**September 14, 2016**

**Questions?**

[gsa-vp@uwaterloo.ca](mailto:gsa-vp@uwaterloo.ca)

### **Table of Contents**

- A. Ongoing Activities
  - 1. Finalizing the draft comprehensive strategic objectives survey
  - 2. Finalizing the survey outreach strategy
- B. Planned Activities
  - 1. Implementation of the comprehensive strategic objectives survey
- C. Monitoring Activities
  - 1. Strategic planning process
- D. Completed Activities
  - 1. Reviewed and analyzed the results of the strategic pilot surveys

### **A. Ongoing Activities**

#### **1. Finalizing the draft comprehensive strategic objectives survey**

The Council Strategic Planning Committee has been using the results of the pilot surveys to develop a comprehensive strategic objectives survey that will go out to the membership in the fall. The initial pilot surveys identified key areas (i.e. funding, space, grad student services, issues related to TA/RA, etc.) that we will need to gather more data on in order to develop our five-year strategic plan. Such key themes that were identified in the pilot survey are being used by the committee to create a detailed survey that will allow for us to collect meaningful information in order to develop a rigorous five-year strategic plan.

The committee has been working on the draft survey over the Month of August and is planning to have it completed in the near future.

#### **1. Finalizing the survey outreach strategy**

The committee is also working on developing an effective strategy for implementing the survey to the membership once it is ready to go out. We are hoping to have a high

response rate, with a wide variety of respondents. The committee is currently investigating the best way to do this.

## **B. Planned Activities**

### **1. Implementation of the comprehensive strategic objectives survey**

The committee is planning on having the survey and the outreach strategy finalized within the next few weeks so that the survey can be implemented using the outreach strategy in the early fall.

## **C. Monitoring Activities**

### **1. Strategic planning process**

The committee is continuing to monitor the principles that will guide the strategic planning process to ensure that our core values are being realized throughout the process, and that we are keeping graduate students' best interests in mind when developing the strategic plan.

## **D. Completed Activities**

### **1. Reviewed and analyzed the results of the strategic pilot survey**

The committee has now finished reviewing and analyzing the results of the pilot surveys. These results are now being used to guide the development of the comprehensive strategic objectives survey.

## **End of Report**

Yours sincerely,

Jessica Brake  
Chair, Council Strategic Planning Committee

September 14, 2016



## **Appointments to Council and Resignations**

**September 14, 2016**

### **Questions?**

The following candidates were appointed to Council:

- Betty Xing, Accounting & Finance
- David Smith, Economics

The following candidates ended their terms as of August 31, 2016:

- Lynn Wu, Accounting & Finance
- Bilal Ahmed, Economics
- George William Patrick, Master of Digital Experience Innovation (MDEI)
- Kyle Rogers, School of Public Health and Health Systems

### Appendix – Council Membership (August 31, 2016)

<b>Applied Health Sciences</b>	<b>Councillor</b>	<b>Notes</b>	<b>A/E</b>
Kinesiology	Graham Mayberry		A
Recreation & Leisure Studies	Rebecca Mayers		A
School of Public Health and Health Systems	<i>-Vacant-</i>		A
Master of Social Work	<i>-Vacant-</i>		E
<b>Arts</b>	<b>Councillor</b>	<b>Notes</b>	
Accounting & Finance	Betty Xing		A
Public Issues Anthropology	<i>-Vacant-</i>		E
Classical Studies	<i>-Vacant-</i>		E
Master of Digital Experience Innovation (MDEI)	<i>-Vacant-</i>		E
Economics	David Smith		A
English Language & Literature	Meghan Riley		A
Fine Arts	<i>-Vacant-</i>		E
French Studies	Daniel Matsinhe		A
Germanic & Slavic Studies	<i>-Vacant-</i>		E
History	Russ Freure		A
Master of Peace and Conflict Studies (MPACS)	Jackiy Boychuk		A
Philosophy	Phil Beriault		A
Political Science	Chelsea Desrochers	Spring term only; New or re-appointment expected in the fall term	A

Master of Public Service (MPS)	-Vacant-	No spring enrolment	A
Psychology	Mona Zhu		A
Religious Studies	-Vacant-		E
Sociology	Angela Willmott		A
<b>Engineering</b>	<b>Councillor</b>	<b>Notes</b>	
Architecture	Marc-Antoine Pepin		A
Master of Business, Entrepreneurship, and Technology (MBET)	-Vacant-	No spring enrolment	E
Chemical Engineering	Tim Leshuk		A
Civil & Environmental Engineering	Mariam Javed		A
Electrical & Computer Engineering	Mohamed El Badawe		A
Management Sciences	-Vacant-		A
Mechanical & Mechatronics Engineering	Egon Fernandes	Spring term only	A
Systems Design Engineering	Henry Leopold	Inactive Departmental GSA; Departmental GSA AGM scheduled for the fall term	A
<b>Environment</b>	<b>Councillor</b>	<b>Notes</b>	
Geography and Environmental Management (GEM)	-Vacant-		A
Global Governance	Justine Salam		A
School of Environment, Enterprise, and Development (SEED)	Sophia Esmail		A

School of Environment, Resources, and Sustainability (SERS)	-Vacant-		A
School of Planning	-Vacant-		A
<b>Mathematics</b>	<b>Councillor</b>	<b>Notes</b>	
Applied Mathematics	Lindsey Daniels	New or re-appointment expected late in the fall term after faculty GSA AGM	A
Combinatorics & Optimization	-Vacant-	Appointment expected late in the fall term after faculty GSA AGM	A
Computer Science	David Choi		A
Pure Mathematics	Anton Mosunov	New or re-appointment expected late in the fall term after faculty GSA AGM	A
Statistics & Actuarial Sciences	Nathalie Moon	New or re-appointment expected late in the fall term after faculty GSA AGM	A
<b>Science</b>	<b>Councillor</b>	<b>Notes</b>	
Biology	Maxwell Bui-Marinos	Beginning September 2016	A
Biochemistry & Chemistry	Ryan Amos		A
Earth and Environmental Science	-Vacant-		A
Physics and Astronomy	Jeff Salvail		E
Pharmacy	Samantha Shortall	Spring term only; New or re-appointment expected in the fall term	A
Vision Science	Alan Yee		A
<b>Theology</b>	<b>Councillor</b>	<b>Notes</b>	
Catholic Thought	-Vacant-		E

Theological Studies	Stephanie Chandler Burns		E
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