



Council

Notice of Meeting

Date: Wednesday, January 11, 2017

Time: 4:00 P.M. – 6:00 P.M.

Place: NH 3308 & 3318

AGENDA

	Item	Action
1.	Chair's Welcome and Opening Remarks	-
2.	Adoption of the Agenda (Changes, if applicable, will be noted with **)	Decide
3.	Declarations of Interest	Declare
4.	Approval of the Minutes of the Previous Meeting a. November 9, 2016	Review, Decide
5.	Consent Items⁺ a. Board Reports b. Executive Reports c. Committee Reports	Decide
6.	Council Membership Report	Review, Decide
7.	Delegations a. Centre for Career Action Services <i>Christine Kampen Robinson & Erica Refling, Centre for Career Action</i> b. Syllabi Repository ** rescheduled <i>Sarah Wiley, Federation of Students</i> c. CIF Expansion, Roly Webster, <i>Athletics & Recreation</i>	Present, Q&A
8.	Presentations a. CASA Advocacy Week <i>Sondra Eger, Graduate Student Association</i> b. Draft Student Societies Policy <i>Norman Kearney, Graduate Student Association</i>	Present
9.	Discussion Items a. CASA Advocacy Week	Discuss

	<i>Sondra Eger, Graduate Student Association</i> b. Draft Student Societies Policy <i>Norman Kearney, Graduate Student Association</i>	
10.	Motions a. Motion to refer the draft Student Societies Policy to the Council Executive Committee, which shall serve as the policy review committee for the policy. b. Motion to amend the terms of reference of the Equity Policy Drafting Committee.	Debate, Decide
11.	Notices of Motion	Present
12.	Adjournment	-

* 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

January 4, 2017

DELEGATIONS

CIF Expansion, *Roly Webster, Athletics & Recreation*

We have asked Mr. Webster to address the following question:

1. What is the problem(s) that Ath & Rec is trying to solve?
2. What is the context for this problem(s)?
3. What are the possible solutions to this problem(s)?
4. How might these solutions impact graduate students?
5. What would Ath & Rec like from the GSA?

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.

10a. Motion to refer the draft Student Societies Policy to the Council Executive Committee, which shall serve as the policy review committee for the policy.

WHEREAS, Policy 1 requires that a policy review committee be established to develop new policies; and

WHEREAS, the Council Executive Committee is competent to fulfill this function; therefore be it

RESOLVED, that the GSA Council refer the draft Student Society Policy to the Council Executive Committee, which shall serve as the policy review committee for the policy.

10b. Motion to amend the terms of reference of the Equity Policy Drafting Committee.

BIRT the GSA Council amend the terms of reference of the Equity Policy Drafting Committee as specified in the attachment.



Council Meeting Minutes

Wednesday January 11, 2017

4:00 pm -6:00 pm

Waterloo, Needles Hall room 3308-3318

Present:

Norman Kearney, Chair, Student Affairs Officer,
Robert Bruce, President
Jessica Brake, Vice President
Indi Madar, Communications & Marketing Officer
Sondra Eger, External Affairs Officer-CASA
Max Salman, External Affairs Officer-OGSA
Chris Pugh, Board Chair
Savio D'Silva, Director
Robert Pangborn, Director
Ghazal Memartoluie, Director
Milena Urbanajc, Masters Social Work (4:20 pm arrival)
Graham Mayberry, Kinesiology
Rebecca Mayers, Recreation & Leisure
Julia Goyal, School of Public Health & Health Systems
Meaghan Riley, English Language & Literature
Justine Salam, Global Governance
Russ Freure, History
Chris Wass, Philosophy
Mona Zhu, Psychology
Adaobi Ndubisi, MBET
Mohamed el Badawe, Electrical & Computer Engineering
Aish Bakshi, Management Sciences Engineering
Kissan Mistry, Mechanical & Mechatronics Engineering
Patricia Huynh, School of Environment, Resources, & Sustainability
Justin Cook, Proxy School of Planning
Linsey Daniels, applied mathematics
Chris Van Bommel, Combinatorics & Optimization
David Choi, Computer Science (5:00 pm arrival)
Anton Mosunov – proxy to Lindsey Daniels, Pure Mathematics
Danquio Guo, Statistics & Actuarial Sciences
Maxwell Bui-Marinis, Biology
Ryan Amos, Chemistry
Allison Sachs, Physics & Astronomy
Alan Yee, Optometry
Amirreza Rafiee (proxy), School of Pharmacy

Graduate Students & Guests:

Adam Schneider, Civil & Environmental Engineering
Richard O'Brien, Kinesiology
Erica Refling, Centre for Career Action
Roly Webster, Athletics & Recreation

Regrets: Vicky Vanthof,

Absent: Emily Runstedler, Jackiy Boychuk, Joyce tin Wai, Michael lee, Henry Leopold, Sophia Esmail, Stephanie chandler burns

The Chair announces that quorum is met and calls the meeting to order at 4:03 pm. Vogt will record the minutes.

1. Chair's Welcome and opening remarks
The Chair welcomes Councillors and two new Councillors to first session of 2017 and summarizes the protocols for the meeting in accordance with Robert's Rules of Order. The GSA hopes to provide a training manual for councillors.
2. **Motion** to adopt of the agenda with the noted amendments. (Amos/Daniels) **Carried**.
Amendments: Sarah Wiley delegation will be postponed to the February meeting because she is not available today. (Chair/Bruce) Approved the changes to agenda by consensus.
3. Declarations of interest. None
4. **BIRT** GSA Council approve the minutes of the November 9, 2016 meeting. (Daniels/ Freure) **Carried**. Allison Sachs abstains.
5. Consent Items
 - a. Board Reports
 - b. Executive Reports
 - c. Committee Reports

BIRT GSA Council adopts the Board Reports, Executive Reports, and Committee Reports and approves them to be entered into the minutes. (Mayers/Daniels) **Carried**

6. Council membership report
Council acknowledges and thanks Jeff Salvail for his service on Council.

BIRT the GSA Council ratify the appointments and resignations as detailed in the report for Item 6. (Memartoluie/Amos)
Carried

Council welcomes new Councillors Aish Bakshi (Management Sciences Engineering) and Allison Sachs (Physics and Astronomy).

7. Delegations
 - a. ~~Syllabi Repository, Sarah Wiley, FESD~~ removed from agenda and postponed to the February meeting.
 - b. Centre for Career Action, Erica Raffling, Career Advisor.
Council heard a presentation from the Graduate Career Advisor from CCA highlighting services for graduate students.
 - Appointments are in person or skype
 - Daily fifteen minutes drop in session are available daily:
 - Masters students can see career leaders,

- PhD students see advisors on Fridays.
- Over 30 appointments and workshops are available for graduate students only.
- In house and custom workshops for faculty/department/group levels are offered.
- Career Hub launched – this is an online interactive resource for different modules such as “MyGradSkills.ca”, collaborative resource with other universities.

Events:

- Academic Career Day Conference was held at Balsillie School working on an “academic career path”.
- CCA is working on a “non-academic career conference” potentially for April.
- “Skater” a program incorporated in certain courses to help them identify and connect to what employers are looking for from their coursework.
- Workshop: instructional skills certificate-with CTE.

Student Services Advisory Fee Committee is reviewing CCA. The GSA has heard that there is a demand for more skills training to bridge their graduate work to what a graduate student may be doing in industry or the NFP sector.

Questions: Are there any gaps?

Alison Sachs: Web presence- how to develop one’s web presence. Now there are “e-portfolio” appointments, and work search appointment.

Norman Kearney: Biographies for current graduate students and recent graduates. The recent grads would be posting their skills/tools/etc. Have a place where grads can self-post to a platform? It can be a recruitment tool for others and celebrating their students. Employers know about the coop programs, but less of recent graduate students. This could also be tied into the alumni office.

The CCA does not specifically work at connecting graduates to job, but there may be opportunity to partner with the Waterloo Works program. There is a lot of knowledge about the coop program; perhaps employers could have a database of graduate students.

Internships: Are there specific services provided by the CCA? There is a lack of information about listings for potential internships.

This presentation will be posted to the dropbox for councillors to review to be better informed and to convey information to students in their departments.

c. CIF Expansion, Roly Webster, Athletics & Recreations

Council heard a presentation about the CIF expansion.

Brief overview: All the facilities are dated – PAC built in 1967, 83 arena, double gym, 93, third gym 2003, warrior field 2008.

Students fund the operations and A&R is very engaged with students, there is very little institutional funding. A facility audit about needs – students and

administration funding would be 50:50. This led to the need for space and the collaboration with the SLC/PAC expansion.

Identified a need for a master plan-to address what role athletics and recreation plays in the student experience? This takes AR on a much larger journey and since 2003 there has never been any new indoor space added. There has been some re-purposed space. It may be time to envision the AR to facilitate the development of a social community.

How to flush out the first phase (the spine of the facility), what does this look like, what would attract more students to participate with AR?

UW is committing 10 Million for the PAC/SLC and is committed to contribute more to the North Campus.

Developing a case for support to attract major donors, how can AR achieve a bigger vision? An aquatic centre? Another arena?

What is AR trying to achieve and how to leverage the funding from UW.
The problem is capacity, but the opportunity is to engage students and attract donors for a greater vision.

There is an opportunity to hold town halls, and other ways to learn what students want.

Savio D'Silva: In reference to a 'social hub' will the facility be open up to facilitating other activity, such as playing board games, music?

Athletics and recreation facilities were serving traditional views of AR and now with the need for prayer space and social space the facility use should be expanded.

Justine Salam: Complaints that there is no air-conditioning in the CIF gyms, so many people just stop going, and recommend offering skate rentals at the arenas to attract more participants.

-infrastructure is top priority and controlled access to facilities is top priority.

There is no data on use.

-Add facilities with partners like the community for programs like skating/hockey.

Milena Urbanajc: Master social-work: only one in the program who is local. Just wondering how those students get access to facilities, is there opportunity to partner with their local universities.

-Working in advancements and looked into it for alumni benefits. The biggest challenge would be to take more students from other universities, as we are at max.

Allison Sachs: Provide resource for students in the warriors' band and other such groups. Is there room to include a bigger band room? Currently the band room is at max capacity every week. Is there some element of creating more multi-purpose space?

-Yes: love the band, and have more clubs under A&R-clubs is the organic growth on campus. This can happen by re-purposing space.

-If you add a field house-there becomes more capacity in other areas because activities will be moved to the new space.

Address lack of locker rooms and such space has to be a priority.

Savio D'Silva: Is it possible to improve the pathways between the PAC and CIF?
Hope to have proper structures in each facility.

Becca: Considering there is no data collected at the access points, what says that there is a capacity issue? Roly wants to know what the data is. In the meantime, the info collected is manually. Data is collected hourly, fitness facilities hourly, and programmatically AR absolutely knows. Facility hours have expanded, but there is no more room to do this.

Sondra: Is there data on the number of graduate students that use the programs, gyms. There is a lack of graduate specific programs. There used to be some, what is available now? Trying to work to improve to collect that data. AR can have niche programming with more capacity. There is an opportunity to test programming in the next few years.

What happens during transition? There is opportunity to test alternatives - have to go outside of the bricks and mortar.

Who would be the contact for grad only programming? Is there a rep?

Robert Bruce: Roly and Robert have very strong conversations with the UW designers. It is up to the GSA/students in general to be loud and active about their needs and to push for more funding.

Becca Mayers: What do you want from the GSA to help make this expansion better?

-The perfect approach would be to have a plan, take it to students, and develop this. There is an advisory Council and grads are at the table.

-Would students fund something like the plan to develop the "spine" of the facility and how do we leverage the commitment from the university and donors.

Inclusivity for staff and faculty. UW being a 100 employer and if part of the expansion is considered as a condition of employment fee for staff? Not a top priority, with adding capacity, and preaching wellness in the community the UW should engage the community. The investment should be equitable to the student funding. It is on the back burner until the current projects are further developed. Want to meet student needs first and then the campus community if there is capacity.

Norman Kearney: How will you go about measuring and sampling what graduate student satisfaction will be? The devil is in the details. Priorities, lockers, and air-conditioning rank pretty high. Couple of things to consider:

-How are you going to sample grads to determine what these preferences would be?

-How will you engage graduate students to make decisions about trade-offs?

-Share how grads will be involved?

-Doesn't want to make them trade-offs- the lockers and A/C are top priority. -In the development of the spine, have to give them a framework, but we might miss a good idea.

Blue sky ideas grew organically to develop this concept now. Components: social, food, etc. What would bring a graduate student to the space if they are not sport oriented? Host town halls with both students' association presidents; guide them on topic, but not on thinking. Framework what components would the platforms be to develop and cause further dialog.

-Will grads be advisory or decision making in the process? If you ask a referendum

question, the concept has to be pretty solid. Making the final decision is going to be student representation and then falls on Roly's shoulders to be accountable to students through SSAC. Students involved as the decision making as possible and want to make the process transparent.

Recess at 5:13 pm - 5:25 pm.

8. Presentations

a. CASA Advocacy Week, Sondra Eger, GSA EAO-CASA

- Council heard an update on the activity of advocacy week at CASA.
- Priorities for 16-17 Economic barriers, research and innovation, student employment, and student wellness. These aligned with the concerns expressed in our survey.
- CASA Staff provides arguments and prepares thoughtful and critical "asks" that delegates present the ideas to different members of parliament.
- There were over 160 meetings during this year's advocacy week.
- Very briefly they asked for:
 - Implement a 6-month interest free grace period for student loans. This got passed with a wage cap of 25,000.
 - Allow Master and Doctoral students to access Canada Student Grants program.
 - Support student with mental health disabilities and the funds required to get a specific diagnosis for university enrollment and accessibility.
 - Increase the PSSSP funding for Canada's Indigenous Student to PSE.
 - Encourage reconciliation – promoting indigenous course and culture in PSE.
 - Coop and internships in all fields of study
 - Offer training incentives for the private sector to offer training opportunities for new graduate students.
 - asked for funding to support indirect costs of research, administration, lab equipment. Currently at universities, student services are being reduced in order to support these costs.

More information is available on the CASA website. It is important for graduate student participate in CASA so that graduate student needs are on the agenda. This year there were a higher number of grad specific asks than in prior years.

NEWS:

- Director of Policy & Research published a paper in Policy Magazine regarding student issues and why they are important and to connect with the federal government.
- “Express entry system” change allows international students to stay in Canada after they study. They can accumulate “points” to support immigration requirements.
- Committee on Finance report echoes advocacy week's recommendations to government.
- Fixed rate contribution on the Canada student loans program has passed but CASA is asking for a 6-month grace period and do not begin accruing interest during the first 6 months after graduation.
- Next steps: AGM CASA in March – home office are building materials to circulate to members on their campuses.
- Sondra Eger continuing to work on the CASA graduate committee and policies.

- b. Draft Student Societies Policy, Norman Kearney, GSA
 - i. Asking to refer it to Council Executive Committee so that it can move forward within the policy development process.
 - GSA Policy on Student Societies. Part of the work was to reactivate stagnant societies, and to create a society where none exists.
 - GSA take on a more leadership role and help them transition year to year. Help with running elections, administration, training, and transition.
 - create an expanded training week, and pool the resources.
 - benefits from a common structure would be similar to the current benefits.
 - Implications: The society agrees to abide by GSA policy thus no longer need separate constitution, improved continuity, greater connectivity and see more collaboration, election support, student leader training.
 - Asking to refer this draft policy to be sent to the CEC for further study. Please submit feedback to SAO or CEC.
 - ii. Briefing tonight on the strategic plan, the first ½ hour on strategic plan, and the second ½ o the student society leaders to make input.

9. Discussion Items

a. CASA Advocacy Week

Savio D'Silva: Can you elaborate on the ask for truth and reconciliation: elaborate?

-asked for \$106 million to fully fund the PSSSP and address the programs backlog.

The growth is greater than the cap on the PSSSP. Asked for support for everyone in the backlog, to prevent finances to be a barrier to PSE.

-Reconciliation through PSE programming to support reconciliation at PSE. Asked for Nationally \$26 million to support these courses. (Aboriginal studies, courses etc.)

Max Salman: The Inuit community are not considered to be first nations. Is CASA advocating for them? Will the Inuit be covered as well? CASA is talking to Ministry of Aboriginal Affairs. Not certain if CASA is talking to territory leaders as well.

Mona Zhu: Do you know of any intentions to increase funding to Tri-Agencies? This was not one of the "asks". There was nothing in the mix-CASA is always chatting with the Tri-Agencies and know that Quebec is petitioning to get a student on the Tri-Agency Board

ACTION: Sondra Eger will prepare updates to Council for the next meeting.

b. Draft Student Societies Policy

10. Motions

- a. **Motion to refer the draft Student Societies Policy to the Council Executive Committee, which shall serve as the policy review committee for the policy.**

WHEREAS, Policy 1 requires that a policy review committee be established to develop new policies; and

WHEREAS, the Council Executive Committee is competent to fulfill this function; therefore be it

RESOLVED, that the GSA Council refer the draft Student Society Policy to the Council Executive Committee, which shall serve as the policy review committee for the policy. (Kearney/Amos)

CARRIED unanimously

- b. **Motion to amend the terms of reference of the Equity Policy Drafting Committee.**

BIRT the GSA Council amend the terms of reference of the Equity Policy Drafting Committee as specified in the attachment. (Kearney/Bruce)

Carried unanimously

11. Notices of Motion - none

12. The next meeting will be held on February 15, 2017.
The meeting is adjourned at 6:01 pm.

NK:rv



President Report to Council January 11, 2017

Questions? <mailto:gsa-pres@uwaterloo.ca>

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- A. Ongoing Activities
 - 1. OGSA Update
 - 2. Senate Update
 - 3. Board of Governors Update
- B. Planned Activities
 - 1. UoG Fieldhouse and Athletic Facility Trip
 - 2. Wellness Discussion
- C. Monitoring Activities

A. Ongoing Activities

1. OGSA: Update

The Ontario Graduate Students' Alliance (OGSA) is working diligently with its Executive Director to develop new relationships and strengthen existing relationships with the Ontario Government as it is relevant to Graduate Students in the province. Among these activities, the OGSA has also been working with eCampusOntario, a not-for-profit organization focused on developing and optimizing open access educational resources in Ontario, and worldwide.

2. Senate Update

At the January meeting of Senate, 1) Members will receive reports from all standing committees; and 2) members will vote on Committee Appointments; Amendments to the Human Research Ethics Committee ToR; A name change of the Secretariat & Office of General Counsel; A revision to Waterloo's Institutional Quality Assurance Process; and, Changes to the Constitution of the Faculty of Mathematics.

3. Board of Governors Update

Policy 42 (Sexual Violence) was passed by the Board of Governors on Friday 2 December 2016. A mandatory review of the policy will begin in January 2017.

B. Planned Activities

1. UoG Fieldhouse and Athletic Facility Trip

On Friday 9 December 2016, members of Athletics along with the FEDs, GSA-UW and Office of the Provost, went to the University of Guelph to view their recent investment in their Athletic Facility. As UWaterloo is looking to undertake a similar project at CIF in the near future, the trip provided a detailed look into the value that can be provided to students through an expansion of current recreational spaces.

2. Wellness Discussion

On Thursday 1 December 2016, members of the FEDs and GSA-UW met with representatives of Athletics to explore a new idea of providing flex spaces to students, wherein they could partake in physical activity while not striving too far away from their regular routine. The concept is supported by the idea that students do not carve out the time to be active, and this new project will seek the integration of physical activity into various spaces across campus.

C. Monitoring Activities

Nothing to report.

End of Report

Yours sincerely,

A handwritten signature in blue ink, reading "Robert P. Bruce". The signature is fluid and cursive, with the first name "Robert" and last name "Bruce" clearly legible.

Robert P. Bruce
President, GSA-UW

Wednesday 4 January 2017



Vice-President Report to Council January 11, 2017

Questions? <mailto:gsa-vp@uwaterloo.ca>

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 - 5. Winter 2017 Welcome Week
 - 6. Policy 30
 - 7. SSAC
 - 8. GSA-UW Equity Policy
 - 9. Governance Restructure
- E. Planned Activities
 - 1. Town Halls
- F. Monitoring Activities
 - 1. None to report
- G. Completed Activities
 - 1. Winter 2017 Orientation
 - 2. Meeting with CTE about graduate student supervision

A. Ongoing Activities

1. Strategic Plan

The five-year strategic plan survey is now set to be released on Monday January 9th at 9:00am. Please see the Strategic Planning Committee report to Council for full details.

2. Winter 2017 Welcome Week

I have been working with both Indi and Allison to plan a week of free events to help welcome graduate students back to campus. All events have been planned and will be taking place the week of Jan 9th – 13th. Some of the events include a networking day with a professional headshot, a free skate, a recruitment fair and more. All details can be found on our website.

3. Policy 30

I am working with Robert and Norman on the redrafting of policy 30. We have currently drafted a much more comprehensive policy than what is currently in place. Our draft includes TAs, RAs, and Sessional instructors. We are planning on bringing this draft forward to the next policy 30 committee meeting.

4. SSAC

Robert and I both serve on the Student Services Advisory Committee (SSAC), which is responsible for setting the student services fee each year. We are currently working on ensuring that each student service unit is reviewed appropriately and in a scheduled way.

5. GSA-UW Equity Policy

Norman, Indi and myself have gathered feedback from University partners in equity and have developed an initial draft of the equity policy, which will be brought forth to the drafting committee.

6. Governance Restructure

Robert, Norman and myself have been working with the Board Governance Committee to try and come up with a good governance model for our organization. An initial presentation was given to the governance committee that outlined a proposed governance restructure. We have received the committee's feedback and are now working on how to move forward with this.

B. Planned Activities

1. Town Halls

As part of the strategic planning process, I am beginning to plan for the town halls that will be held after the results are in from the survey to help us further address issues graduate students are facing and to ensure these are covered in our strategic plan.

C. Monitoring Activities

None to report.

D. Completed Activities

1. Winter 2017 Orientation

Winter Orientation was held on the evening of January 2nd for all incoming graduate students.

2. Meeting with CTE about graduate student supervision

I met with Trevor Holmes from the Centre for Teaching Excellence to discuss the graduate student supervision series workshop offered by the CTE. It is designed for faculty who are seeking ADDS (Approved Doctoral Dissertation Supervisor) status. It is a comprehensive training program that equips faculty members with some essential skills that are needed to supervise graduate students.

End of Report

Yours sincerely,

Jessica Brake
Vice President, GSA-UW

January 3rd, 2017



Student Affairs Officer Report to Council January 11, 2017

Questions? <mailto:gsa-sao@uwaterloo.ca>

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 - 14. Policy 30
- I. Planned Activities
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- J. Monitoring Activities
- K. Completed Activities
 - 1. Society Start-up and Elections

A. Ongoing Activities

1. Council Membership

I am pleased to report two new members of Council: Rafael Rocha joins us from the Management Sciences, and Allison Sachs joins us from Physics. Thank you to Jeff Salvail for his service as Physics councillor.

2. New Councillor Orientation

As part of the Internal Affairs Team, I am assisting in the coordination of the Strategic Plan campaign. Councillors are expected to assist in their departments/programs. For details on how you can help, please see the briefing note in this month's agenda package. There will be a briefing for councillors and student society leaders immediately following this month's meeting of Council.

3. Student Society Policy

I have drafted the Student Society policy and I am requesting that it be referred to the CEC for a review. I would like councillors to take it back to their societies for consultation as well and come prepared to share feedback at the February meeting of Council.

4. Equity Policy

I have drafted the Equity Policy and I will be bringing it to the first meeting of the drafting committee this month.

5. Policy 30

In collaboration with Jessica and Robert, I have drafted a new version of Policy 30 – Employment of Graduate Student Assistants. We used the University of Alberta's agreement on graduate student assistantships as the foundation for our policy. We will be presenting this draft to Jeff Casello,

Associate Provost (Graduate Studies) this month. I hope we will be able to move the policy through the University's drafting committee and bring a final draft to Council by the end of the term.

B. Planned Activities

1. Midyear Progress Review

The review was postponed to February 2017. The meeting will involve the chairs of Council and Board committees and senior staff in identifying areas for improvement in the GSA for incorporation into the 5-year Strategic Plan.

C. Monitoring Activities

Nothing to report at this time.

D. Completed Activities

1. Society Start-up and Elections

I worked with Jeff Salvail, Allison Sachs, and other student leaders in Physics to re-start their GSA. I also assisted them in carrying out their elections. I have been working with Rafael Rocha to re-activate the Management Sciences GSA as well.

End of Report

Yours sincerely,

Norman Kearney
Student Affairs Officer

January 4, 2017



Council Strategic Planning Report Report to Council January 11, 2017

Questions: <mailto:gsa-vp@uwaterloo.ca>

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 - 16. Outreach strategy
 - 17. Survey promotions and promotional material
- M. Planned Activities
 - 2. Town halls
- N. Monitoring Activities
 - 2. Strategic Planning Process/Timeline
- O. Completed Activities
 - 1. Inputting survey into google forms

A. Ongoing Activities

1. Survey release

The survey has been put into Google forms, the privacy policy and contest rules have been finalized, and everything is set for the survey to be released on January 9th, 2017 at 9:00am. The survey will remain open until Friday February 3rd at 5:00pm.

2. Outreach Strategy

Indi has been working on the outreach strategy for the survey so that we can get a high response rate. The strategy includes having outreach leaders in each department to help promote the survey. The outreach leaders will be given a schedule of tasks and meeting dates to help keep them on track. Full details on this can be found in Appendix A – Outreach Leader Overview and Schedule.

In addition to this, we will be setting up survey booths and will promote the survey during welcome week events.

3. Survey Promotions and Promotional Material

Indi has been working with a graphic design to develop posters to display and cards to hand out, which will all be used to help promote the survey. In addition to this, we will also be promoting the survey through emails and various social media platforms.

B. Planned Activities

1. Town Halls

After the results from the survey comes back in we are planning on holding town halls in each faculty so that we can further explore the needs of graduate students. This will also help to ensure that the data has been interpreted accurately and that we are not missing anything.

C. Monitoring Activities

1. Strategic Planning Process/Timeline

We are continuing to monitor the following timeline to ensure that we stay on track:

Survey Release Date: Monday January 9th, 2017

In between we will doing the outreach / survey promotions

Survey Close Date: Friday February 3rd, 2017

Analyze survey data / prepare for the town halls

Town Halls: Monday March 6th – Friday March 10th

Draft the strategic plan

Adoption of the Strategic Plan: April 12th

Council meeting that could also be turned into the AGM)

C. Completed Activities

1. Inputting survey into Google forms

All of the survey questions have been put into Google forms and have been tested.

End of Report

Yours sincerely,

Jessica Brake

Chair, Council Strategic Planning Committee

January 3rd, 2017

Appendix A – Outreach Leader Overview and Schedule

January 2017						
Grad Life: Vital Signs Survey			Outreach Overview (January 9 - February 3, 2017)			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	22	323	4	5	6	7
8	9 Survey is launched!	10	11 Briefing at Council's meeting	12 Inquire about poster permission in your	133 Postering	14
15	16 Last day to complete the postering	17 10:30am - Distribute cookies & postcards!	18 2:00pm - Distribute cookies &	19	20 2:00pm - Distribute cookies & postcards!	21
22	23 10:30am - Distribute cookies & postcards!	24	25 2:00pm - Distribute cookies &	26	27 10:30am - Distribute cookies & postcards!	28
29	30 Last email reminder is sent 2:00pm -	31 10:30am - Distribute cookies & postcards!	Feb 1 2:00pm - Distribute cookies &	2 10:30am - Distribute cookies & postcards!	3 10:30am - Distribute cookies & postcards!	4
5	6 CONTINGENCY PLAN (IF NEEDED). Survey will be	7	8	9	10	11

Outreach objectives

- Increase awareness of the survey to the graduate student body;
- Network and build relationships with fellow graduate students in your department, faculty, etc.;

- Reach a survey response rate of at least 30% or higher.

Tasks and expectations for Outreach Leaders

- **Inquire about poster regulations/permissions in your department.** Visit your department's administration, undergraduate association, and/or graduate student association. **Once approved, start putting up posters!**
- **Put an outreach team together.** Gather a few individuals who could support you with the outreach (aka knocking to as much doors as possible, and interacting with the most number of graduate students)!
- **Distribute postcards and cookies.** Please consult the 'Outreach Overview Schedule' for suggestions. However, please feel free to modify it to suit the culture/profile of YOUR department! See below for 'tips and tricks'.
- ***Attend the weekly Scrum Meeting** at the Grad House. At these 1-hour weekly meetings, we will discuss the following: 1) Debrief (how has the outreach been this week?) & Highlights, 2) Share best practices with others, 3) Round of questions & comments. FREE FOOD will be provided at these meetings!
- **Contingency Plan.** In the event we do not meet our goal of a 30% response rate, we will extend the survey period till February 10, 2017. More details will follow by email and at the February 3rd Scrum Meeting.

***If you can't attend a Scrum meeting, please contact me to make alternative arrangements. It is very important that Outreach Leaders check-in with me on a weekly basis.**

Tips and tricks

- **Include it in your daily activities.** As your grabbing a coffee, when visiting your grad coordinator and notice other grad students, at workshops, seminars, etc. Overtime, those little interactions will ADD UP!
- **Consider promoting the survey during your graduate departmental activities & events.** Also a good opportunity to distribute some cookies & postcards!
- **Examples of talking points**

Start by introducing yourself and your role (e.g. name, department, level of study/program, role within the GSA or other)

"The Graduate Student Association wants to check your vital signs to see how you are doing! Sounds strange right? Well we want to check in on all of the things that form graduate life at the University of Waterloo, such as Funding, Coursework, Research, Careers and Supervision."

"The GSA wants to enhance the social and academic experiences at the University of Waterloo and has designed a survey to assess your experiences. The better response that we get to this survey, the better positioned we'll be to advocate for things that will enhance your experience."

"By filling out the survey not only will you be helping to advance graduate life at the University of Waterloo, BUT you will also be entered into a draw to win one of three \$100 gift cards in your faculty!"

"So, 10-15 minutes of your time to complete the survey might make you \$100 richer!"

Any questions/comments? Need help distributing cookies and postcards? Can't make it to a Scrum meeting? Contact me!

Email: gsa-cmo@uwaterloo.ca

Text/call: 613-204-2648



Council Membership Report to Council January 11, 2017

Questions? <mailto:gsa-sao@uwaterloo.ca>

The GSA promotes decision-making at the closest feasible level to graduate students. Whenever possible, we defer to student associations at the faculty, department, or program level for guidance on GSA services, policy, and advocacy. Decisions are relayed to the GSA by way of appointed councillors.

To ensure that graduate students are legitimately represented, a new registration process has been implemented. The process requires associations to register with the GSA each term and whenever their executive or GSA representative changes.

By registering, a student association becomes entitled to:

- Appoint a councillor (or multiple councillors, in the case of faculty level associations);
- Receive fees charged to members of the association, which are collected by the University and held in trust by the GSA;
- Apply for funding under the new Graduate Student Initiatives program; and,
- Request administrative support and other assistance from the GSA.

The data that the GSA-UW had on the status of faculty, department, and program level graduate student associations and the methods for collecting these data were found to be poor. This process is intended to improve data quality and collection methods in the interest of accountability. It is hoped that the process will also promote better transition planning.

The process is being tested in the Fall 2016 and Winter 2017 terms and a policy will be brought forward for consultation with associations, councillors, and other stakeholders prior to being implemented on a permanent basis.

For graduate students who are not represented by a faculty, department, or program level student association, councillors are elected. Elections are being held in October 2016.

* An asterisk indicates a change from the previous report.

Appendix – Council Membership (As of December 15, 2016)

Applied Health Sciences	Councillor	Term Ends	Registered Association
Kinesiology	Graham Mayberry	April 28, 2017	Yes
Recreation & Leisure Studies	Becca Mayers	September 30, 2017	Yes

School of Public Health and Health Systems	Julia Goyal	August 31, 2017	Yes
Master of Social Work	Milena Urbanaj	April 30, 2017	No
Arts	Councillor	Term Ends	Registered Association
Accounting & Finance			
Public Issues Anthropology			
Classical Studies			
Master of Digital Experience Innovation (MDEI)			
Economics			
English Language & Literature	Meghan Riley	August 31, 2017	Yes
Fine Arts			
French Studies	Emily Runstedler	August 31, 2017	Yes
Germanic & Slavic Studies			
History	Russell Freure	September 1, 2017	Yes
Master of Peace and Conflict Studies	Jackiy Boychuk	December 31, 2016	Yes
Philosophy	Chris Wass	September 14, 2017	Yes
Political Science			
Master of Public Service (MPS)	Joyce Tin Wai	April 30, 2017	No
Psychology	Mona Zhu	April 30, 2017	Yes
Religious Studies			
Sociology			
Engineering	Councillor	Term Ends	Registered Association

Architecture	Michael Lee	September 21, 2017	Yes
Master of Business, Entrepreneurship, and Technology (MBET)	Adaobi Ndubisi	April 30, 2017	No
Chemical Engineering	*	*	Yes
Civil & Environmental Engineering	*	*	Yes
Electrical & Computer Engineering	Mohamed El Badawe	May 1, 2017	Yes
Management Sciences	Rafael Rocha*	*	Yes*
Mechanical & Mechatronics Engineering	Kissan Mistry	August 31, 2017	Yes
Systems Design Engineering	Henry Leopold	April 30, 2017	No
Environment	Councillor	Term Ends	Registered Association
Geography and Environmental Management (GEM)	Vicky Vanthof	April 30, 2017*	Yes
Global Governance	Justine Salam	April 30, 2017*	Yes
School of Environment, Enterprise, and Development (SEED)	Sophia Esmail	April 30, 2017*	Yes
School of Environment, Resources, and Sustainability (SERS)	Patricia Huynh	April 30, 2017*	Yes
School of Planning	Garrett Mombourquette	November 1, 2017*	Yes
Mathematics	Councillor	Term Ends	Registered Association
Applied Mathematics	Lindsey Daniels	August 31, 2018	Yes
Combinatorics & Optimization	Chris van Bommel	August 31, 2018*	Yes
Computer Science	David Choi	August 31, 2018*	Yes (not CS)

Pure Mathematics	Anton Mosunov	August 31, 2018*	Yes
Statistics & Actuarial Sciences	Danqiao Guo	August 31, 2018*	Yes
Science	Councillor	Term Ends	Registered Association
Biology	Maxwell Bui-Marinos	June 30, 2017	Yes
Biochemistry & Chemistry	Ryan Amos	August 31, 2017	Yes
Earth and Environmental Science			Yes
Physics and Astronomy	Allison Sachs*	*	Yes*
Pharmacy	Gokul Raj Pullagura	August 31, 2017	Yes
Vision Science	Alan Yee	May 1, 2017	Yes
Theology	Councillor	Term Ends	Registered Association
Catholic Thought			
Theological Studies	Stephanie Chandler Burns	April 30, 2017	No
At-Large	Councillor	Term Ends	Registered Association
Samantha Shortall	N/A	April 30, 2017	N/A

DRAFT POLICY

Student Societies

December 5, 2016

Establishment

1. There shall be a student society for each academic department at the University of Waterloo.

Objectives

2. The societies shall:
 - a. Facilitate social, academic, and political interaction among their members; and,
 - b. Promote the social, academic, and political interests of their members to the academic departments and to the Graduate Student Association.

Governance

3. Each society shall abide by the following rules:
 - a. The full- and part-time graduate students enrolled in the graduate programs of the academic department of the society shall constitute the membership of the society.
 - i. An individual's membership in the society shall terminate when they cease to be enrolled in a graduate program in the academic department.
 - b. The society shall elect from its membership an organizing committee consisting of between four and eight members, whose terms of office shall be one year.
 - c. The organizing committee shall appoint from its membership:
 - i. A president, who shall chair the meetings of the organizing committee;
 - ii. A secretary, who shall see that minutes of the meetings of the organizing committee are kept; and,
 - iii. A treasurer, who shall see that records of the society's financial transactions are kept.
 - d. The organizing committee shall appoint from the membership of the society:
 - i. A councillor, who shall represent the society to the Association; and,
 - ii. An election observer, who shall observe the tabulation of votes in the election of the society's organizing committee.
 1. The election observer may not be a member of the organizing committee, nor may they be a candidate for election to the organizing committee.
 - e. The society shall abide by the rules of the Association, including this policy.

- f. Where the rules of the Association are silent, the society shall govern itself according to the latest published edition of Roberts Rules of Order Newly Revised.
- g. The organizing committee shall be elected as follows:
 - i. The Association shall call for the nomination of candidates for election to the organizing committee no fewer than thirty days in advance of the start of the election.
 - ii. The Association shall receive the nominations of candidates for election to the organizing committee and shall see that they are publicized to the membership of the society no fewer than ten days in advance of the start of the election.
 - iii. The Association shall call for a vote on the candidates for election to the organizing committee.
 - 1. The organizing committee shall be elected using instant-runoff voting.
 - 2. Each voter shall receive a digital or paper receipt of their vote, which shall not include any identifiers.
 - iv. The Association shall see that the votes on the candidates for election to the organizing committee are tabulated.
 - v. The Association shall see that the results of the election of the organizing committee are publicised to the membership of the society within forty-eight hours of the end of the election.
 - vi. The election observer may appeal the results of the election of the organizing committee to the Council Executive Committee within seven days of the publication of the results.
 - 1. Within fourteen days of receiving an appeal, the Council Executive Committee shall hold a special meeting to hear the appeal.
 - 2. The Council Executive Committee may order:
 - a. That the results of the election be upheld;
 - b. Or, that the votes be re-tabulated;
 - i. Re-tabulation shall take place within forty-eight hours of such an order.
 - c. Or, that the results be invalidated and that another election be held.
 - i. Another election shall be held within thirty days of such an order.
 - 3. The decision of the Council Executive Committee shall be final.
- h. The organizing committee may fill any vacancies that occur between elections by appointment.
- i. The organizing committee shall appoint from the membership of the society the graduate student members of the university committees in the society's academic

department, and shall inform the Association of any such appointments and committee vacancies.

- j. The treasurer shall collect from the Association any levy remitted to it by the University that is intended for the society.
 - i. Any levy not collected from the Association within six months of it being remitted to the Association shall be donated to the Graduate Student Endowment Fund.

Suspension

- 4. Should the Council Executive Committee find a student society to be in violation of the rules of the Association, the Committee may assign the duties and privileges of the student society to another competent body. Once the Committee is satisfied that the violation has been remedied, it shall restore the duties and privileges to the student society.

Inactivity

- 5. Should the Council Executive Committee find a student society to be inactive, the Committee may assign the duties and privileges of the student society to another competent body, provided that that body shall be subject to governance requirements as specified by the Committee.

No Department

- 6. A competent body, as determined by the Council Executive Committee, shall represent any graduate student who is enrolled in graduate program that is not located within an academic department.

APPENDIX
Equity Policy Drafting Committee Terms of Reference

1.01 An ad hoc committee of Council is established called the Equity Policy Drafting Committee.

1.02 **Committee Membership**

The membership of this committee shall consist of the following:

a. *Ex-officio*

- i. Two co-chairs, appointed by the Council Executive Committee.
- ii. ~~The student affairs officer, who shall co-chair the committee.~~
- iii. ~~The communications and marketing officer, who shall co-chair the committee.~~
- iv. The vice-president.

b. Elected by Council

- i. One member of Council from each faculty* of the university, or their designate, provided that designees may only be appointed in departments that are represented by a student association recognized by the GSA-UW.
- ii. One member of Council from among the members of the Board of Directors elected by the membership of the GSA-UW.

(*For the purpose of eligibility to serve on the committee, councillors representing students not housed within a faculty will be deemed by Council to be housed within the most appropriate faculty.)

1.03 The term of office of members elected pursuant to paragraph 1.02.b shall be until the dissolution of the committee.

1.04 **Powers and duties of the committee**

The committee shall have the following powers and duties:

- a. To oversee the drafting of the GSA Equity Policy.
- b. To recommend to Council, as expeditiously as possible, a final draft of the policy.

1.05 **Meetings of the committee**

Meetings of the committee shall be called by the co-chairs of the committee as needed.

Revision History: Approved by Council on __, 2016.