Council

Notice of Meeting
Date: Wednesday, February 15, 2017
Time: 4:00 P.M. – 6:00 P.M.
Place: NH 3001

AGENDA and Minutes

	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. January 11, 2017	Review, Decide
5.	**Consent Items+** a. Board Reports b. Executive Reports -President, VP, SAO, CMO c. Committee Reports	Decide
6.	**Council Membership Report**	Review, Decide
7.	**Delegations** a. Canadian Graduate and Professional Student Survey (CGPSS) *Rohem Adagbon, Institutional Analysis & Planning* b. Syllabi Repository *Sarah Wiley, Federation of Students*	Present, Q&A
8.	**Presentations** *a.* SLC/PAC Budget Update *(Robert Bruce)* *b.* SSAC Recommendations and SSAC Fee ** *(Jessica Brake and Robert Bruce)* c. GSSAC ***(Jessica Brake and Robert Bruce)* *d.* Official Position 6: Enhancing Strategic Collaboration between the University and the Association *(Robert Bruce)* *e.* Official Position 7: Financial Accessibility of Education and Academic Employment *(Norman Kearney)* *f.* Policy 2: Planning *(Norman Kearney)* *g.* Policy 3: Unit Associations *(Norman Kearney)*	Present

	h. Policy 5: External Organizations *(Norman Kearney)* *i.* Policy 6: Promoting an Equitable and Inclusive Society *(Norman Kearney, Jessica Brake, Indi Madar)* *j.* Staff Reconfiguration ***(Norman Kearney, Robert Bruce, Jessica Brake)* – will not be discussed today.	
9.	**Discussion Items** a. SLC/PAC Budget Update *(Robert Bruce)* b. SSAC Recommendations *(Jessica Brake and Robert Bruce)* c. Official Position 6: Enhancing Strategic Collaboration between the University and the Association *(Robert Bruce)* d. Official Position 7: Financial Accessibility of Education and Academic Employment *(Norman Kearney)* e. Policy 2: Planning *(Norman Kearney)* f. Policy 3: Unit Associations *(Norman Kearney)* g. Policy 5: External Organizations *(Norman Kearney)* h. Policy 6: Promoting an Equitable and Inclusive Society *(Norman Kearney, Jessica Brake, Indi Madar)* i. Staff Reconfiguration *(Norman Kearney, Robert Bruce, Jessica Brake)*	Discuss
10.	**Motions** a. Motion to approve the recommendations in the SSAC Memo. b. Motion to adopt the Official Position 6: Enhancing Strategic Collaboration between the University and the Association. c. Motion to adopt the Official Position 7: Financial Accessibility of Education and Academic Employment. d. Motion to adopt the Policy 2: Planning. e. Motion to adopt the Policy 3: Unit Associations. f. Motion to adopt the Policy 5: External Organizations. g. Motion to fill vacancies on the Strategic Planning Committee.	Debate, Decide
11.	**Notices of Motion** a. Policy 4: Agents of the Association on Senior University Governing Bodies b. Policy 6: Promoting an Equitable and Inclusive Society. c. Policy 9: Budgeting d. Policy 11: The President e. Policy 12: The Vice-President f. Policy 13: The General Manager g. Policy 14: Council Governance	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 substantive 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

February 8, 2017
Adopted on February 15, 2017

DELEGATIONS

Canadian Graduate and Professional Student Survey (CGPSS)
Rohem Adagbon, Institutional Analysis & Planning

"The office of Institutional Analysis and Planning administered the Canadian Graduate and Professional Student Survey (CGPSS) in Winter 2016 to graduate (master's/doctoral) students in order to understand graduate student satisfaction with their program, department and overall experience at Waterloo. We will be presenting the results of the 2016 survey and would like to gather input and advice on:

- Areas of success/ possible solutions for improving student experience based on the results presented;
- Data requests or areas requiring further inquiry; and,
- Effective ways to share and communicate results to students."

Syllabi Repository
Sarah Wiley, Federation of Students,

"I will be looking to get general feedback [on the syllabi repository] and hopefully official support from 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 approve the recommendations in the SSAC Memo.

BIRT the GSA Council approve the recommendations in the SSAC Memo.

10b Motion to adopt Official Position 6: Enhancing Strategic Collaboration between the University and the Association
BIRT the GSA Council adopt Official Position 6: Enhancing Strategic Collaboration between the University and the Association.

10c Motion to adopt Official Position 7: Financial Accessibility of Education and Academic Employment.

BIRT the GSA Council adopt Official Position 7: Financial Accessibility of Education and Academic Employment Official Position.

10d Motion to adopt the Policy 2: Planning.

BIRT the GSA Council adopt Policy 2: Planning.

10e Motion to adopt the Policy 3: Unit Associations.

BIRT the GSA Council adopt Policy 3: Unit Associations.

10f Motion to adopt the Policy 5: External Organizations.

BIRT the GSA Council adopt Policy 5: External Organizations.

10g Motion to fill vacancies on the Strategic Planning Committee.

BIRT the GSA Council appoint the following members of Council to the Strategic Planning Committee:

AHS: Julia Goyal
ENV: _____
MATH: Christopher van Bommel

GSA Council Meeting Minutes
Wednesday February 15, 2017
UW, Needles Hall room 3001
4:00 pm – 6:00 pm

Present:
Norman Kearney, Chair, Student Affairs Officer
Robert Bruce, President
Jessica Brake, Vice-President
Indi Madar, Communication & Marketing Officer
Max Salman, External Affairs Officer-OGSA
Robert Pangborn, Director
Savio D'Silva, Director
Jae Kang, Director
Graham Mayberry, Kinesiology
Becca Mayers, Recreation & Leisure
Julia Goyal, School of Public Health & Health Systems
Meghan Riley, English Language & Literature
Emily Runstedler, French Studies
Justine Salam, Global Governance
Russ Freure, History
Matthew Morales, Peace & Conflict Studies
Chris Wass, Philosophy
Peter Augustinavicius, Political Science
Mona Zhu, Psychology
Kissan Mistry, Mechanical & Mechatronics Engineering
Sophia Esmail, School of Environment, Enterprise, & Development
Patricia Huyhn, School of Environment, Resources & Sustainability
Lindsey Daniels, Applied Mathematics
Chris Van Bommel, Combinatorics & Optimization
David Choi, Computer Science
Danqiao Guo, Statistics & Actuarial Science
Max Bui-Marinos, Biology
Ryan Amos, Chemistry
Allison Sachs, Physics & Astronomy
Alan Ye, Optometry-Vision Science
Stephanie Chandler-Burns, Theological Studies
Rose Vogt, General Manager, Minutes

Regrets: Christopher Pugh, Milena Urbanajc, Barbara Lukasz, Dylan Dowling, Adaobi Ndubisi, Henry Leopold

Absent: Shannon Cllender, Serxho Selmani, Sondra Eger, Joyce Tin Wai, Michael Lee, Kun Feng, Mohamed El Badawe, Aish Bakshi, Vicky Vanthof, Garrett Mombourquette, Gokul Pullagura.

The Chair announces that quorum is met and calls the meeting to order at 4:04 pm.

1. Chair's Welcome and Opening Remarks
   - An event on March 30, 2017called Grad Talks, first in a series of talks organized at the university level it will be on "climate".
   - HE for SHE program event on March 14th at Grad House.
   - The National Survey of Student Engagement 2017 with IAP. We will encourage undergraduate students to keep participating for first year and graduating students.

2. Adoption of agenda

BIRT Council approves the agenda with amendments to section 7 - Presentations to add "Discussion for SSAC Fee and GSSAC recommended letter about TA rates. (Brake/Bruce) **Approved.**

3. Declarations - none

4. Approval of minutes.

BIRT Council approves the minutes of the January 11, 2017 meeting as presented. (Amos/El Badawe) **Carried.**

5. Consent items:

BIRT Council adopts, and/or received for information items 5a – 5c as presented. (El Badawe/Amos) **CARRIED**

6. Council membership report –
Jackiy Boychuk, MPACS resigned. Council thanks Jackiy for her service.

BIRT Council adopts the council membership report.
(Daniels/Chandler-Burns) **Carried.**

7. Delegations
   a. Rohem Adagbon, IAP Analyst
      Council heard a report and summary of the Canadian Graduate & Professional Student Survey (CGPSS -2016).

- Sarah Wiley- Syllabi Repository

  FEDs passed the proposal that course outlines should be accessible on-line to everyone within the UW Community. The intention is to have this approves at Senate. Provide students some idea of what a course may involve. The website would be managed by the Registrar's Office.
    - It is not mandatory, faculty will be encouraged to upload their course syllabi.
    - Problems with current information may arise if it is not mandatory.
    - The information may become available beyond the campus community, i.e. to attract potential new students, help transfer students assess their courses.
    - The information is not deemed confidential, since it become public once the student receives it in hand.

8. Presentations
   a. SLC/PAC Budget Update, 34 million

      - Budget 34 million, revenue-producing outlets within the facility, and GSA Space.
      - Bruce is firm in our position that graduate students are not paying any more than was identified in the referendum question. The costs was produced by the university.
      - There is some discussion of cost sharing of the common space. Our position is that we manage our space, and FEDS manage their space. Operating costs for the entire facility, initially, was to have students take on operating costs outside of designated space, i.e. hallways, meeting rooms etc. The idea was that it would be based on $7.25 per square foot, and graduate students would pay 1/7th of the total cost.
      - Budget is 34 million, students put in 24M, GSA is 7 from that. The contingency has shrunken. The cost of the athletic equipment was not part of the project.

   b. Student Services Advisory Committee (SSAC) Recommendations
      - In Athletics portion of the SSAC:
        - Unfunded positions: Manager of Interuniversity sport, $102,744
        - Unfunded – increase in minimum wage: $109,000
        - Unfunded – increase in league/conference fees and associated costs: $104, 023
      - Campus Wellness about total 399,000.

- GSA is asking the university to pay for the funding that was already incurred without student approval, they are asking that the increase to minimal wage is included annually.
- There is a lack of transparency of what components make up the fee, which resulted in money being spent without funding.
- Students are being asked to pay these expenditures without having any student involvement in the decisions.
- Fund the requested items moving forward so long as all student service units agree to the recommendations of the report. But not to fund the amounts spent without consultation.

- <u>SSAC Fees:</u> The SSAC Fee for the 2017-2018 year will be $133.00/term for graduate students. SSAC asked for member approval of the fee by electronic vote. The fee reflects the actual amount spent in the previous year.

  A straw poll may be taken to provide support for the President and Vice-President, since notice of motion prior to the meeting was not given.

c. GSSAC – Asking to increase the TA rate of 1.95%. This raises the concern that it is not in line with the GSA official position. Net Student Funding. We are noting the official position in a letter to the provost and ask to look at grad funding overall. IAP presented worksheets that they use to calculate the cost of living in the region of Waterloo. Funding packages as they are now are not sufficient, because the tuition is coming out of the funding. The 1.9% is not keeping the rate with C.P.I.; the base should be lifted so that students are not living in poverty. One of the major concerns is that decisions are being made in isolation; we want to centralize this in one committee. The university was happy to do this without a graduate student, so GSA got a graduate student to this table.

d. Official Position #6: Enhancing Strategic Collaboration between the University and the Association
   Recognizes the importance of students, and that we need to be in collaboration. Want to be part of strategic level conversations early. If we disagree with the building, then we will not agree to pay operating costs. Athletics Committee to be created.

e. Official position #7: Financial Accessibility of Education and Academic Employment Official Position.
   - We want to close the loop of allowing students from working more in light of funding less.
   - No one has to take non-academic work in order to excel in their degree.

- We set limits, don't want to set precedent about grads funding their academic career. This should not be a debt exercise, but view research etc. as having value. Challenging discussion with UW in the coming year.
- UW has not hit enrollment target in the last two years. And this will have meaningful impact the philosophy of funding students.

f. Policy #2: Planning
   - Outlines the studies and information we want to receive from members.
   - SAIL (Social and Academic Issues List) controlled by Council and is on-going. The items on the list are supported by evidence, and specific problems that staff will address.
   - OIL (Operations Issues List) managed by the GSA Board.

g. Policy #3: Unit Associations:
   - This policy takes into consideration all the suggestions made and requests from the previous draft version.
   - Important for departments that are not organized. "– policy of the GSA to step in to temporarily, administer the initiation of an association.
   - Clearly outlines expectations of associations, and what the GSA offers.

h. Policy #5: External Organizations Policy
   - Defines the conditions of membership in external organizations, qualification of those appointed to the organizations.
   - Council, or the CEC if an emergency, direct the delegates and GSA positions.
   - Regular evaluation of the GSA membership in the organizations.

i. Policy 6: Equitable and Inclusive Society
   - The Equity Committee drafted a policy and received feedback from campus partners. Council feedback may be incorporated into the final draft for Council approval.

j. Staff Reconfiguration
   - Reconfigure to have two officers and various "support staff" to improve advocacy and delivery of services.

Recess 5:30 – 5:40

9. Discussion Items:

a. SLC/PAC
   Councillors heard that the SLC/PAC expansion project may be significantly over budget. This will be discussed at the CEC and Council will be updated at the March meeting.

b. SSAC Recommendations
Councillors are being asked if they support the recommendations being brought to SSAC.

- Sachs supports recommendation 2, to factor in the annual increases to minimum wages.
- To pay for the unfunded costs identified last year, there would be an increase of about 7%.
- We pay last year's actuals from last year.
  Asking whether Council supports the recommendations.
- GSA is trying to amend the SSAC Terms of Reference to include consultations. So that resources are vetted through the SSAC. This is why the recommendation to hold meetings regularly through the year. Need equal representation on committees, rather than based on enrollment.
- This issue can go on the SAIL list.

Motion to extend the meeting by half an hour. (Amos/Lindsey) **Carried**

c. Official Policy #6 Enhancing Strategic Collaboration between the University and the Association

- The GSA should be an early partner in discussions that affect students.
  A lot of the GSA/student input is advisory; the effort to engage the GSA early on in discussions, or more meaningful engagement is needed. Put issues on the SAIL and Council could set up a task force to study and make recommendations to effect changes.

d. Official Policy #7 Financial Accessibility of Education and Academic Employment.

- How does this affect the limit of work for international students? If you can't work hours, the university should be called on to make study more accessible.
- The OGSA recommendation is that students should not be restricted or limited to the 10-hour/week maximum work limitation.

e. Policy #2: Planning Policy

- No discussion.

f. Policy #3: Unit Associations

- The association should have President, Treasurer, and Secretary for the temporary associations. This is for new association for administrative roles and helping to set up permanent association.

g. Policy #5: External Organizations

- No discussion.

h. GSSAC

- Councillor is in support of increasing the base for graduate student funding.

10. Motions

10a Motion to approve the recommendations in the SSAC Memo.

BIRT the GSA Council approve the recommendations in the SSAC Memo. (Sachs/Daniels) **Carried**

10b Motion to adopt Official Position 6: Enhancing Strategic Collaboration between the University and the Association

BIRT the GSA Council adopt Official Position 6: Enhancing Strategic Collaboration between the University and the Association. (Bruce/Amos) **Carried**

10c Motion to adopt Official Position 7: Financial Accessibility of Education and Academic Employment.

BIRT the GSA Council adopt Official Position 7: Financial Accessibility of Education and Academic Employment Official Position. (Mayers/Chandler-Burns) **Carried**

10d Motion to adopt the Policy 2: Planning.

BIRT the GSA Council adopt Policy 2: Planning. (Amos/El Badawe) **Carried**

10e Motion to adopt the Policy 3: Unit Associations.

BIRT the GSA Council adopt Policy 3: Unit Associations. (Wass/Sachs) **Carried**

10f Motion to adopt the Policy 5: External Organizations.

BIRT the GSA Council adopt Policy 5: External Organizations. (Amos/El Badawe) **Carried**

10g Motion to fill vacancies on the Strategic Planning Committee.

BIRT the GSA Council appoint the following members of Council to the Strategic Planning Committee. (Amos/Daniels) **Carried.**

AHS: Julia Goyal, ENV: Justine Salam, MATH: Christopher van Bommel

11. Notices of Motion:

Policy 4
Policy 6
Policy 9
Policy 11
Policy 12
Policy 13
Policy 14

Announcements

Vice Chair of the Board of Directors, Shannon Callender

Director elections are coming up, more details to come. Contact Shannon Callender, for more information.

President, Robert Bruce

Senator elections are taking place, there will be an announcement in the next GSA newsletter.

12. Meeting is adjourned at 6:20 pm.

`NK:rv

President
Report to Council

February 15 , 2017

Questions?
rpbruce@uwaterloo.ca

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A. Ongoing Activities
   1. OGSA: Update
   2. CASA: Update
   3. Senate: Update
   4. Board of Governors: Update
   5. Committees: Update
   6. University Activities: Update

B. Planned Activities
   1. Meeting with President Hamdullahpur

C. Monitoring Activities

A. Ongoing Activities

1. OGSA: Update

Max Salman represented the Graduate Students of UW at the eCampusOntario Student Design Workshop and Conference. Attending were another 25 students from other post-secondary institutions from around the province. The aim of the conference was to address some specific issues with the current practice and lack of access concerning online learning, and open online educational resources. The conference lasted two full days. In addition to this, OGSA is currently looking for an accountant to assist in its financials to ensure accurate reporting.

2. CASA: Update

Sondra gave a brief presentation to council this month on Advocacy week held last November, as well as relevant CASA news articles and 'wins' for our members and Canadian graduate students. She participated in the GSA recruitment event and chatted with a few people who were interested in her position for next year. At CASA She continues bi weekly meetings for grad council and working with the home team policy advisor to co create a white paper

on student employment. This involves providing the concerns of our membership to assure they are taken into consideration and accounted for in the paper. Additionally, she is assisting the councillor in her department to reach out to Students about the live GSA survey and to try to get more students to respond.

3. Senate: Update

After working with Quality Assurance and the Associate Deans of Graduate Studies and Undergraduate Studies, respectively, I have lobbied for changes in the two year and final program reviews for departments which include 1) having student engagement within the review from the respective department, and 2) having the reports provided to GSA-UW and FEDs leadership before these reports go to Senate for approval.

Next Sessions of Senate is scheduled for **Monday 27 February 2017**.

4. Board of Governors: Update

On Friday 20 January 2017 the Buildings and Properties Committee agreed to recommend the construction of a $15M Field House at CIF, to the Board of Governors. During the next session of Board members will be undertake a thorough discussion of the project, wherein a final decision will be made to move forward with the expenditure. This is particularly worrying for Graduate Students, as this item has not been thoroughly vetted by our membership, we have not weighed all of our options and priorities, nor have we been involved in the discussion of what the building will be/should be. Generally, all details of the project have been shared with us, but we were not involved to any significant degree in communicating our wants and needs.

Next Sessions of Senate is scheduled for **Tuesday 7 February 2017**.

5. Committees: Update

The GSA-UW has become aware that the GSO will be evaluating current scholarships/bursaries for international students. We will keep our eye on this as it develops further.

The GSA-UW continues to work diligently on Policy 30 with members of the UWaterloo community. We are trying to construct a policy that protects all Graduate students in their role as TAs, RAs, and as sectionals'.

6. University Activities: Update

Late last month the Office of the Secretariat and General Council was split into two offices, as is general practice at most universities. We are now undergoing a search to find a new Secretariat.

B. Planned Activities

1. Meeting with President Hamdullahpur

I have a meeting scheduled with the University President to discuss the construction of the Field House. Currently, our position is that this project has not been discussed with Graduate students in good faith, nor have we solved many issues, which are inherently a key part of the project (i.e. ongoing operational costs). Without having these issues negotiated before the project begins to break ground, we run the risk of losing any-and-all negotiation power. My recommendation to Council is that we take a position that we will not consider supporting the project until such a time that our concerns are addressed.

C. Monitoring Activities

Nothing to report.

End of Report

Yours sincerely,

Robert P. Bruce
President, GSA-UW

Wednesday 25 January 2017

Vice President
Report to Council

February 8th, 2017

Questions?
gsa-vp@uwaterloo.ca

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   8. Staff Reconfiguration
   9. MOA for University Wide Committee Appointments
   10. Policy 30 (Employment of Graduate Student Teaching Assistants)
   11. GSSAC (Graduate Student Support Advisory Committee)
E. Planned Activities
   1. Engaging Council and Board in the Development of Strategic Plan
   2. Analyzing Survey Results and Drafting of Strategic Plan
F. Monitoring Activities
   1. Strategic Plan Survey Results
G. Completed Activities
   1. Winter Welcome Week

A. Ongoing Activities

1. Strategic Plan

The five-year strategic plan survey was released on Monday January 9th at 9:00am.

I have been working with the rest of the executive team to promote the survey through emails, at graduate student events, door-to-door outreach, and working with outreach leaders.

2. Staff Reconfiguration

I have been working with Norman and Robert to develop a new staff model for the GSA-UW. This is being done so that we can have a more efficient and effective staff model that allows us to better meet the needs of graduate students. The new staff model that we have developed has more support roles for students, such as a student life coordinator. It also has less executive roles and more executive support roles so that the Executive are not overworked.

3. MOA for University Wide Committee Appointments

I have been developing a Memorandum of Agreement (MOA) that outlines how graduate students are appointed to university wide committee. This agreement will help ensure that appointments to university wide committees come through the GSA. The GSA will then be able to delegate department and faculty committee appointments to departmental societies. This process will help to streamline how students are appointed to committees and help ensure that appointments are coming from student groups and not just through the committee itself.

The draft MOA has been developed and the next steps are to take the draft to the Graduate Student Relations Committee (GSRC) and then to the Associate Provost.

4. Policy 30 (Employment of Graduate Student Teaching Assistants)

Robert, Norman, and myself have developed a new draft of policy 30. The new draft is more comprehensive than the previous version. In addition to TAs, the new policy draft also includes RAs and Sessional Instructors as this was a major gap in the previous version of the policy. The draft policy has been taken to the Associate Provost, Graduate Studies to be reviewed. After the GSA-UW and the Associate Provost, Graduate Studies come to an agreement on the new draft of the policy, the draft will be taken to the policy 30 committee.

5. GSSAC (Graduate Student Support Advisory Committee)

The Graduate Student Support Advisory Committee (GSSAC) has now become active for this year. This committee meets during the winter term to prepare a recommendation on increases in the TA rate, the RA rate (which is recommended), the graduate scholarship fund, and the Graduate Student Millennium Bursary.

Robert, Norman and myself all serve on this committee and are trying to ensure that we get the best possible value for graduate students. Specifically, we would like for the University to provide funding sufficient enough to ensure graduate students are not living below the Low Income Cut off Line (LICO).

B. Planned Activities

1. Engaging Council and the Board in the Development of the Strategic Plan

Norman, Indi and myself would like to consult both the Council and the Board in the development of the strategic plan. We would like to have conversations with both groups about their needs so that we can incorporate this into the five-year strategic plan.

2. Analyzing Survey Results and Drafting of the Strategic Plan

Once the results from the survey come in I will be working with Norman and Indi to analyze the results and draft the strategic plan document.

C. Monitoring Activities

1. Strategic Plan Survey Results

I am continuing the monitor the response rate for the strategic plan survey so that we can identify where we need to do more outreach and promotions. As of Jan 25th, 2017 we are at 734 responses, which is an 11% response rate.

D. Completed Activities

1. Winter Welcome Week

This year we implanted our first winter welcome week that included events outside of the Graduate House. These events included: a networking event that included a professional headshot photo, a free skating event, and a GSA-UW recruitment fair. In addition to this events were held at the graduate house each evening. Overall, there was a great turnout to all of the welcome week events.

End of Report

Yours sincerely,

Jessica Brake
Vice President, GSA-UW

February 8th, 2017

Student Affairs Officer
Report to Council

February 15, 2017

Questions?
gsa-sao@uwaterloo.ca

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   13. Student Society Policy
   14. Equity Policy
   15. Policy 30
   16. Staff Reconfiguration
I. Planned Activities
   1. Policies (Budget, Strategic Planning, Committees, Governance Calendar)
J. Monitoring Activities
K. Completed Activities
   1. Welcome Week Support
   2. Student Societies Briefing
   3. First Round of GSI Requests

A. Ongoing Activities

1. Strategic Plan Campaign

I have been making rounds to graduate student offices with Jessica and Indi to promote the survey. I have also organized visits to the Stratford Campus (MDEI) and the Cambridge Campus (Architecture). I attended the former with Jessica, Indi, and Rose, while Indi and Rose went to the latter.

2. Student Society Policy

I am redrafting the policy and hope to bring forward a new draft at the March meeting of Council.

3. Equity Policy

The drafting committee reviewed the draft on January 26. The policy marks the beginning of a move by the GSA to become a leader on equity. As our next step,

we have in mind the development of an equity certification program similar to what CTE offers for teaching credentials.

4. Policy 30

Jessica, Robert, and I presented our new draft of Policy 30 to the AP, Graduate Studies, Jeff Casello, on January 18. We are waiting for his feedback.

5. Staff Reconfiguration

Jessica, Robert, and I have developed a plan, with Board support, for reorganizing the staff. We plan to decrease the number of officers and increase the number of support staff. I will give an overview of these changes at this month's meeting of Council.

B. Planned Activities

1. Policies (Budget, Strategic Planning, Committees, Governance Calendar)

To consolidate the changes that we introduced this year, I will be bringing forward policies on the budgeting process, strategic planning process, Council committees, and the Governance Calendar. I expect to have these policies ready for the March meeting of Council.

C. Monitoring Activities

Nothing to report at this time.

D. Completed Activities

1. Welcome Week Support

I assisted Jessica and Indi with a few Welcome Week events, including the Free Skate and the Recruitment Fair.

2. Student Societies Briefing

Jessica, Indi, and I led a briefing of the student societies on January 11. We received helpful feedback on the strategic plan campaign and the student societies policy. I look forward to there being more meetings of student society leaders in the future.

3. First Round of GSI Requests

Indi and I reviewed the GSI requests and decided to divide the GSI funding on a per capita basis among the requests that we approved. Rose calculated the disbursements. We are evaluating how to more fairly and accountably distribute the funds in the future.

End of Report

Yours sincerely,

Norman Kearney
Student Affairs Officer

February 1, 2017

Council Strategic Planning Committee Report to Council

February 8th, 2017

Questions?
gsa-vp@uwaterloo.ca

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L. Ongoing Activities
17. Survey Outreach
M. Planned Activities
3. Review Survey Results
N. Monitoring Activities
2. None to Report
O. Completed Activities
1. Survey Release

A. Ongoing Activities

1. Survey Outreach

Indi who has been leading the outreach strategy for the Strategic Planning Committee has been working with outreach leaders to promote the survey. This is being done through door-to-door outreach where Councillors, departmental society leaders, and executive are going to grad student offices with cookies and post cards to promote the survey. In addition to this, Indi has been organizing email and social media communications to all graduate students. Posters have also been placed all around campus.

B. Planned Activities

1. Review Survey Results

After the results from the survey have been analyzed they will be brought to the Strategic Planning Committee for review.

C. Monitoring Activities

None to report.

D. Completed Activities

1. Survey Release

The survey was released to the Membership on Monday January 9th at 9:00am.

End of Report

Yours sincerely,

Jessica Brake
Chair, Council Strategic Planning Committee

February 8th, 2017

[Communications and Marketing Officer]
Report to Council

January 25, 2017

Questions?
gsa-cmo@uwaterloo.ca

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18. Outreach efforts and promo of the 'Grad Life: Vital Signs' survey
19. Satellite Campus visits
Q. Planned Activities
4. Winter off-campus family-friendly programming
C. Completed Activities
1. Welcome Week Programming

A. Ongoing Activities

1. Outreach efforts and promo of the 'Grad Life: Vital Signs' survey

Still closely monitoring the outreach efforts and promo of the survey. This includes weekly check-ins with outreach leaders/teams, postering, supporting the Executive's outreach efforts (e.g. boothing sessions and other in-person outreach), and coordinating with campus units so they can push our communications forward. A big thank YOU to everyone for your support!

2. Satellite Campus visits

We're visiting the Cambridge and Stratford campuses on the week of January 30, 2017 to meet the grads in those programs and to promote the strategic plan project and survey.

B. Planned Activities

1. Winter off-campus family-friendly programming

We are going to partner with the International Canadian Student Network (ICSN) to offer a trip to the Elmira Maple Syrup Festival on April 1st. More details to follow.

D. Completed Activities

1. Welcome Week Programming

End of Report

Yours sincerely,

Indi O. Madar
Communications and Marketing Officer

January 25, 2017.

Council Membership Report

February 15, 2017

Questions?
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 February 8, 2017)

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)	Barbara Lukasz*	August 31, 2017*	No*
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	Matthew Morales*	December 31, 2017*	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	Dylan Dowling*	April 30, 2017*	Yes
Electrical & Computer Engineering	Mohamed El Badawe	May 1, 2017	Yes
Management Sciences	Aishvarya Bakshi		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 (Justin Cook)	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,	Yes

		2018	
Computer Science	David Choi	August 31, 2018	Yes (not CS)
Pure Mathematics	Anton Mosunov (Lindsey Daniels)	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 (Amirraza)	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

Syllabi Repository

Sarah Wiley, Vice President Education, Federation of Students

Note: For the purposes of this proposal, the terms syllabus and course outline will be used interchangeably and are intended to have the same meaning.

Background

Federation of Students Council passed a policy in Spring Term 2016 outlining what undergraduate students believe their course outlines should be like. One of the recommendations made in this policy for the university to create an online syllabi repository. Since then, the Feds Vice President Education has been working with various departments and stakeholders to make this recommendation a reality. Currently, there has been support for this from Undergraduate Operations Committee, the Faculty Association, the Registrar Ray Darling and the Associate Vice President, Academic Mario Coniglio.

This has also been a project that various student societies, professors and departments have already discussed or in some cases attempted on a small scale. Rather than duplicate efforts all over campus, undergraduate students believe a centralized repository would be much more effective.

Rational

Having a repository of course outlines would allow students to make informed decisions when selecting courses as they would be able to get a general idea of course content and work load. It would also be helpful when a student or alumni needs to prove the content of the course they have taken when applying to graduate programs, or transferring schools. A repository would also be very useful for the program review process and the petition and grievance processes.

Proposal

The Federation of Students is proposing that the university create an online repository that will hold syllabi from past and current courses. This repository would be managed by the Registrar's Office, but each faculty will be responsible for collecting syllabi for the courses that they offer, and would have control over deciding how they would like to do so. Feds is recommending that the syllabi for the current term be added to the repository prior to course selection for the following term.

Next Steps

Federation of Students is working with the Registrar to ultimately have this approved by University Senate. Before that can happen however, Feds is looking to get support for this idea from Deans Council, Senate Undergraduate Council, and various other stakeholders. It would be helpful to have the graduate students' support on this moving forward.

Policy 6 – Promoting an Equitable and Inclusive Society

Established: February 15, 2017 (C)

Last updated: February 15, 2017 (C)

Class: B/C

1. Preamble

Graduate school is as much about learning and generating knowledge as it is about pursuing the best versions of our selves. Our individual life pursuits are intertwined with the pursuits of others and are shaped by our own and others' worldviews, social structures, and the physical world:

- One's worldview refers to how one sees the social and physical world – what is, what should be, and what could be – including one's view of oneself – who one is, who one should be, and who one could be.
- Social structures are stable patterns of social interaction, which create possibilities for and limitations on social action – often as unintended consequences.
- The physical world refers to the life-support systems of the planet, such as its stocks and flows of natural resources, the biogeochemical cycles, and ecosystem services.

Graduate students are affected by, and participate in effecting, social structures across a wide range of scales, from local structures such as one's academic department to global structures such as the global economy. These social structures tend to unevenly distribute opportunities for individuals to pursue the best versions of their selves.

2. Purpose

1. This policy defines the roles and responsibilities of the Graduate Student Association ("the Association") in promoting opportunities for graduate students to pursue the best versions of their selves.

3. Objectives

1. The Association shall:

    a. Encourage graduate students to examine their own and others' worldviews, develop compassionate, imaginative views of the world, themselves, and others, and support one another in pursuing the best versions of their selves;
    b. Involve graduate students in creating, promoting, and defending social structures that fairly distribute, and dismantling social structures that unfairly distribute*, opportunities for individuals to pursue the best versions of their selves, whether those structures originate on or off campus; and,
    c. Educate graduate students about how their own and others' worldviews, social structures, and the physical world interrelate and affect individual life pursuits.

4. Execution

1. The Association shall develop, implement, monitor, evaluate, and enhance programs and services designed to achieve the objectives of this policy. Especially, the Association shall strive to equip graduate students to champion the principles and practices as described in this policy throughout their personal and professional lives.

5. Collaboration

1. In addition, the Association shall proactively support the University of Waterloo's Strategic Plan for Equity and its Principles of Inclusivity, applying them to all Association activities and promoting them to the wider campus community.
2. The Association shall strive to collaborate with other campus stakeholders to achieve the objectives of this policy.

6. Compliance

1. The President shall ensure that all staff and volunteers understand, and that all Association activities are compliant with, this policy.
2. The Council shall monitor the social and political activities of the Association, through the President, for compliance with this policy.
3. The Board of Directors shall monitor the administrative and financial activities of the Association, through the President, for compliance with this policy.

* Social structures that unfairly distribute opportunities for individuals pursue the best versions of their self include, but are not limited to, all forms of supremacism (e.g. racial, religious, national, etc.), able-ism, age-ism, anti-blackness, classism, colonialism, hetero-normativity, imperialism, patriarchy, and war.

Memo to GSA-UW Council

To: GSA-UW Council
From: Robert Bruce and Jessica Brake
Date: Feb 8th, 2017
Subject: Student Services Advisory Committee (SSAC)

Background:

SSAC is responsible for reviewing all aspects of student services that are supported in whole or in part by the Student Services Fee. The main roles of the committee is to advise the vice-president, academic & provost on the following:

1. Proposals for increases, decreases or redistribution of services and funds in connection with student services supported in whole or in part by the Student Services Fee;
2. The adequacy of these student services by annually receiving reports on the functions and budgets of the student service units supported in whole or in part by the Student Services Fee; and by conducting periodic in-depth reviews of said reports and budgets of selected student service units as outlined by the committee in the annual work plan; and
3. The amount of the Student Services Fee.

There is currently a funding request coming forward from Athletics and Recreation. The funding that is being request is to support unfunded costs that Athletics and Recreation have incurred, and a new staff position that is being created. The annual cost break-down for these items is as follows:

- Unfunded position – manager of interuniversity sport: 102,744
- Unfunded – increase in minimum wage: 109,000
- Unfunded – increase in league/conference fees and associated costs: 104,023
- New – advancement officer position: 50,000

Total request: 365, 767

In addition to this, Campus Wellness is also requesting funding to support unfunded staffing positions. The annual cost break-down for these positions is as follows:

- Unfunded position – supervisor, customer service: 58,800
- Unfunded – change contract receptionists to permanent: 121,400
- Unfunded – redirection of education support specialist position: no cost
- Consortium fees – doctoral internship in Psychology: 97,500
- Unfunded – licences, memberships: 50,000

- Unfunded – patient flow facilitators: 72,7000

Total request: 399,700

More detailed information of the funding requests and some explanation can be found in the SSAC Athletic Fees fees that was circulated to Council.

Recommended next steps:

Our main concerns with the funding requests can be summed in the following points:

- There is an overall lack of transparency, which resulted in money being spent without funding
- These requests for funding should have come through SSAC before the money was spent so that the committee could decide whether or not it was a good use of student money
- We are now being asked to pay for decisions that were made without student involvement but are being said to benefit student services.

If we are to fund these items, then it may signal a precedent for student service units to spend monies on items not approved through SSAC and then after doing so come forward for funding requests. However, if these items are not funded, then it may reduce the quality of the student service as these positions are student facing.

As such, we recommended the following process to be taken:

1. Ask the University to pay the costs that have already been incurred for these positions for the time that they were operating without funding support.
2. Add increasing labour costs (i.e. increasing minimum wage) in to the formula for setting the fee.
3. Make the SSAC fee transparent on the University's website.
4. Request that the committee meet year round.
5. Fund the requested items moving forward so long as all student service units agree to the following:
    a. Have a more transparent budget that comes through SSAC annually.
    b. Ensure that all funding that falls outside of the budget come forwarded to the SSAC prior to any money being spent.
    c. An in depth scheduled review will be done for each service unit.

If you have any questions, please feel free to contact Robert Bruce or Jessica Brake.

Yours truly,

Robert Bruce
President, GSA-UW

Jessica Brake, Vice-President, GSA-UW

STUDENT SERVICES ADVISORY COMMITTEE REQUEST FOR ADDITIONAL FUNDING FOLLOW-UP QUESTIONS ATHLETICS & RECREATION

1. What does "unfunded" mean? The committee would like more detail about whether students have been paying for positions that were not approved by the committee previously. This applies to the manager position.

Unfunded refers to the fact that following a maternity leave of the Associate Director, Interuniversity, (approximately 2011-12) interuniversity athletics was expanded to service our student-athletes in the absence of base funding.

The employee within the Coordinator of Communication & Student Engagement position was seconded to the Associate Director position, and following the maternity leave, the Manager of Interuniversity position was created. This new position provides additional leadership to 32 coaches and teams, and over 600 student-athletes, while specifically overseeing student-athlete support, academic support, recruiting/admissions, and student-athlete leadership. Additionally, this was needed to meet both the increased expectations by the league on each school for eligibility and scheduling and the increased requirements in the area of communications.
To date, the students have not been paying for this position. Ultimately, this has been absorbed by revenues generated, or puts us in a deficit position, and we are asking for the consideration to fund this position going forward. Without funding, we are accountable for any deficit position, so this impacts the delivery of service to our students in either the existing or future fiscal year.

2. What levels of advancement staff support do comparable university athletics and recreation departments have?

In looking at other peer institutions, there is a range of 1-3 positions. U of T is at the top with a full staff complement including an Executive Director, Manager, etc. Some similar examples would be Queen's and Guelph who both have a staff of 3 in Athletics Advancement. Additionally, if you look internally at areas that have similar fundraising activity (approx. $500k) and less alumni engagement and stewardship, generally 2 staff are employed.

3. There is some concern about approving these positions. Every other SSF-funded position provides a clear support (direct or indirect) to students. SSAC can see that funding a recreation will benefit recreation on campus. These types of positions provide resources to parts of Athletics & Recreation in a process where students have zero control over setting priorities. This means students are basically writing blank cheques to the department, to be used by whatever the department priories are. Please comment.

As we continue to develop improved transparency and therefore accountability, we wouldn't separate this funding from any other operational support we receive from the students. We are ultimately accountable to set priorities that provide quality programs and services that impact the student-experience. This position would provide the support required to the Senior Development Officer - providing additional capacity to allow us to raise more money that will impact students through support of capital projects, student awards, and wellness.

4. With regard to the new Advancement Officer position, please provide the committee with the annual cost for funding the position by providing the annual salary for the position (using the mid-grade of the USG applied to the position) and adding 20% for benefits.

The annual cost of the position would be 50% of $85,000 (USG 9 = $71,000, plus benefits).

Official Position: Enhancing Strategic Collaboration between the University and the Association

WHEREAS the Graduate Student Association of the University of Waterloo ("the Association") is the sole representative of all graduate students at the University of Waterloo ("the University"); and,

WHEREAS the Association, through its agents, is often called on to make decisions on behalf of graduate students at the University with respect to new investments, expenditures, fees, and fee increases proposed by the University; therefore be it

RESOLVED that the University share with the Association, early on and throughout the development of its proposals, complete information on its proposals, including background, context, alternatives, and short- and long-term impacts, positive and negative; and be it further

RESOLVED that if the Association does not approve a proposal by the University for a new investment or expenditure then the University will not require graduate students at the University to contribute to any associated one-time or ongoing fees; and be it further

RESOLVED that the University involve the Association at a strategic level in collaboratively generating, assessing the value of, and prioritizing proposals for the improvement of the University.

Financial Accessibility of Education and Academic Employment Official Position

WHEREAS financial accessibility to higher education remains a challenge for many people due to rising education and living costs and inadequate funding; and,

WHEREAS graduate students should be allowed to work as many hours as they deem appropriate for their circumstances;

WHEREAS academic employment, such as a teaching or research assistant, is a valuable part of professional development; therefore be it

RESOLVED students should not be required to take non-academic work to afford their education and living costs; and be it further

RESOLVED that the GSA Council call on the Federal Government, the Provincial Government, and the University of Waterloo to redouble their efforts to make higher education financially accessible to all.

Policy 2 – Planning

Established: February 15, 2017 (C)

Last updated: February 15, 2017 (C)

Class: B/C

1. Preamble

1. The Graduate Student Association of the University of Waterloo ("the Association") strives to be member-driven and evidence-based in its approach to enhancing the social and academic experiences of graduate students at the University of Waterloo ("the University").

2. Purpose

1. This policy defines the approach that the Association shall take to identifying and substantiating problems, setting goals, and monitoring progress towards those goals, both internal and external.

3. Studies

1. The Association shall, as directed by the Council, conduct comprehensive studies of the social and academic experiences of graduate students at the University. Such studies normally shall be conducted once every three years and at least once every five years. As the need arises, the Council shall direct the Association, through the President, to investigate further specific social or academic issues identified through a comprehensive study.

2. The Association may, as directed by the Council, conduct studies of other specific issues affecting the social or academic experiences of graduate studies identified outside of the comprehensive study process.

3. The Association shall design comprehensive and specific studies and develop implementation plans at the direction of the Council Executive Committee, and the Council shall have final approval authority over such designs and plans.

4. Lists

1. The Association shall maintain a list of ongoing issues affecting the social and academic experiences of graduate students at the University (the Social and Academic Issues List, "SAIL"). Drawing on the Association's studies, the input of the directors, the input of the councillors, and other relevant information, the Council shall determine the contents of the SAIL. Each entry into the SAIL shall be

accompanied by references to relevant evidence. The Council shall direct, monitor, and evaluate the efforts of the Association, through the President, to address the issues in the SAIL.

2. The Association shall maintain a list of ongoing issues affecting the operations of the Association (the Operations Issues List, "OIL"). The Board of Directors shall determine the contents of the OIL. The Board of Directors shall direct, monitor, and evaluate the efforts of the Association, through the President, to address the issues in the OIL.

Policy 3 – Unit Associations

Established: February 15, 2017 (C)

Last updated: February 15, 2017 (C)

Class: C

1. Preamble

1. The Graduate Student Association of the University of Waterloo ("the Association") works closely with the student associations at the faculty, department, and program level ("unit associations") to better represent and serve graduate students.

2. Purpose

1. This policy describes the working relationship between the Association and the unit associations.

3. Requirements for Recognition

1. Unit associations that are compliant with the following requirements shall be eligible for recognition by the Association.

2. Each unit association shall have a governing body consisting of graduate students elected on a regular schedule from the academic unit(s) that it covers. Every full- and part-time graduate student shall be eligible for election to the governing body of the unit association or unit associations that cover(s) their academic unit.

3. Each unit association shall have a constitution, which shall indicate:

    a. The academic unit(s) that the unit association covers;
    b. The composition of the unit association's governing body;
    c. The duties and terms of office of the members of the governing body;
    d. The unit association's electoral system.

4. Each unit association shall file with the Association a copy of the current version of the unit association's constitution and a current list of the membership of the unit association's governing body, and shall file with the Association any changes to these documents within fourteen days of any such changes.

4. Recognition by the Association

1. A unit association that meets the requirements in the preceding section may apply for recognition to the Council Executive Committee ("the CEC"). The CEC shall review applications for recognition as expeditiously as possible and shall render a decision on whether to recommend to the Council that the unit association be recognized. Final authority on recognition shall lie with the Council. Once recognized, a unit association shall continue to be recognized by the Association so long as the unit association continues to meet the requirements in the preceding section. If the CEC determines that a unit association has failed to meet these requirements, it may recommend to the Council that the unit association be de-recognized. A unit association that is de-recognized may re-apply for recognition.

5. Privileges of Recognition

1. A unit association that is recognized by the Association shall be able to:

    a. Appoint to the Council a graduate student from each academic department that it covers to represent the graduate students in that or those department(s);
    b. Appoint to the Council a graduate student from each academic program that it covers that is not housed within an academic department;
    c. Apply to the Association for funding to support social and academic initiatives, if available;
    d. Receive from the Association any unit association fees collected by the University of Waterloo and remitted to and held in trust by the Association;
        i. Any fees not collected for more than two terms shall be donated to the Graduate Student Endowment Fund, and the Association shall ask the Board of Governors to cancel the relevant fee.
    e. Participate in training programs for unit associations offered by the Association.

6. No Unit Association

1. When an academic unit does not have a unit association, the Association shall form a temporary unit association and hold elections for the following positions:

    a. President;
    b. Secretary; and,
    c. Treasurer.

2. These three positions shall comprise the governing body of the temporary unit association. The Association shall provide the governing body of the temporary unit association with a temporary constitution.

3. The governing body of the temporary unit association shall:

a. Appoint to the Council a graduate student from each academic department that it covers to represent the graduate students in that or those department(s);
b. Appoint to the Council a graduate student from each academic program that it covers that is not housed within an academic department;
c. Draft a constitution for the unit association within six months of the formation of the temporary unit association, which the Association shall put to the graduate students of the academic unit for a vote.
    i. If a constitution for an academic unit is adopted, the Association shall facilitate the first elections of the unit association, after which time the unit association shall become responsible for its own elections.

4. If a unit association fails to hold elections within sixteen months of the unit association's previous elections, the Association shall facilitate elections for the unit association according to the most recent copy of the unit association's constitution that the Association has on file. If the Association does not have a constitution for the unit association on file, the academic unit shall be deemed to not have a unit association, and the Association shall execute Section 6.1 of this policy.

Policy 5 –External Organizations Policy

Established: February 15, 2017 (C)

Last updated: February 15, 2017 (C)

Class: B/C

1. Preamble

2. The Graduate Student Association of the University of Waterloo ("the Association") is the sole representative of all graduate students at the University of Waterloo ("the University").
3. The Association may hold membership in other organizations for the purpose of promoting the voice of graduate students at the University to relevant levels of government and other stakeholders ("external organizations").
4. The Association is governed by a Council ("the Council"), which speaks on behalf of all graduate students at the University with respect to social, academic, and political issues.

1. Purpose

1. This policy defines the conditions of membership of the Association in external organizations and the qualifications, appointment, duties, and privileges of agents of the Association on external organizations.

2. Qualifications and Appointment

1. The President shall nominate graduate students at the University to serve as agents of the Association on external organizations.
2. The Council shall appoint graduate students at the University to serve as agents of the Association on external organizations.

3. No Automatic Endorsement

1. The Association's membership in an external organization shall not constitute automatic endorsement of any resolution, declaration, communiqués, or other statement or decision (collectively "action") issuing from such organization.
2. No agent of the Association shall assent to any proposed action by an external organization unless such action has been considered and approved by the Council, or in emergency situations by the Council Executive Committee. Any decision by the Council Executive Committee taken on a proposed action of an external organization shall lapse unless it is ratified at the next regularly scheduled meeting of Council. The Council may adopt standing orders that authorize a specific agent or specific agents on an ongoing basis to assent to specific actions

and/or specific kinds of actions. Any agent so authorized shall provide regular written reports to the Council detailing any assent given on behalf of the Association. The Council may introduce, amend, revoke, or overrule standing orders at any time.

4. Periodic Review

1. The Association shall, as directed by the Council, study the Association's memberships in external organizations to evaluate whether and to what extent they continue to benefit graduate students at the University. Such studies shall be conducted at least once every three years.
2. The Association shall study its membership in external organizations at the direction of the Council Executive Committee, and shall report its findings and any recommendations to the Council.

5. List of External Organizations

1. The Association shall maintain a list of external organizations of which the Association is a member. The Council and the Board of Directors, through joint resolutions, shall determine the contents of this list.

6. List of Agents and Authorizations

1. The Association shall maintain a list of graduate students at the University appointed to serve as agents of the Association on external organizations and a list of any authorizations given to those agents.

2016 Canadian Graduate and Professional Student Survey (CGPSS) [INTERNAL]

University of Waterloo Additional Questions results

Introduction

The 2016 Canadian Graduate and Professional Student Survey (CGPSS) was administered to all graduate students enrolled in fall 2015. The purpose of the survey is to provide insights into various aspects of the graduate student experience and the quality of graduate programs as assessed by Waterloo graduate students.

The survey was administered at Waterloo from February 3 to April 4, 2016 and achieved a response rate of 34% (1,871 respondents out of 5,519 respondents invited). Survey respondents were representative of the fall 2015 graduate students when examined by Faculty, system of study (co-op/ non-co-op), program level (master's/ doctoral) and attendance (full-time/ part-time).

In addition to the core survey questions, the University of Waterloo had the opportunity to include an additional 10 questions to Waterloo respondents only. These questions were developed by the Graduate Student Association (GSA) and Graduate Studies Office (GSO). This report presents the results of the additional questions (quantitative questions). Student verbatim comments are included in the attached excel workbook *2016 CGPSS verbatim -Additional).* An executive summary of the results of the core survey questions is available on the Institutional Analysis and Planning website.

Summary of Respondents

University of Waterloo 2016 CGPSS respondents were compared to Waterloo's fall 2015 graduate student population. Table 1 below shows that survey respondents were representative of the overall Waterloo population by program level, system of study, visa status, attendance, and Faculty breakdowns. Although 1,871 responded to the survey, only 1826 respondents were included in the data files (those that completed the 1st section of the survey).

Category		Fall 2015 graduate student population	2016 CGPSS respondents	Representativeness (99% confidence level)
Total students		5520	1826	
Program level	Master's	63%	60%	Representative
	Doctoral	37%	40%	
System of study	Co-op	3%	3%	Representative
	Non-co-op	97%	97%	
Visa status	Canadian	68%	67%	Representative
	International	32%	33%	
Attendance	Full-time	77%	79%	Representative
	Part-time	23%	21%	
Faculty and other groups	Applied H. S	12%	12%	Representative
	Arts	15%	15%	Representative
	Engineering	34%	33%	Representative
	Environment	10%	11%	Representative
	Mathematics	17%	16%	Representative
	Science	11%	13%	Representative
	Theology	1%	0.40%	Representative

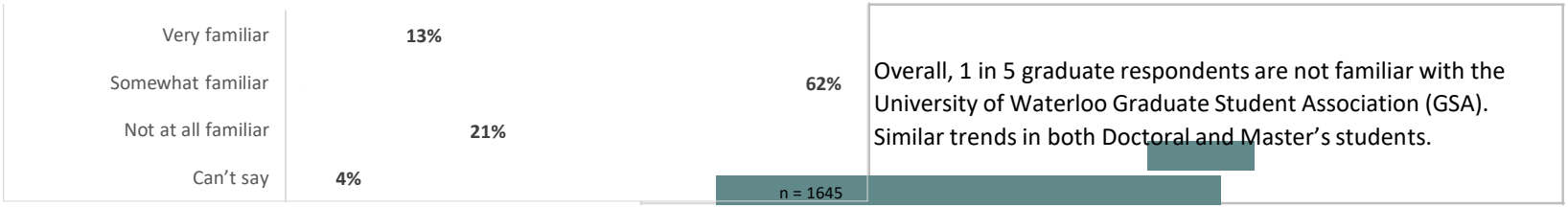
Notes :

[35][17] *Fall 2015 population numbers are based on the CGPSS sample criteria which includes: degree-seeking graduate students registered in fall 2015 (primary plan only). Excludes cross-registered students.*

[35][17] *Test of representativeness based on Z-test of proportions at the 99% confidence level.*

Question Results

1. How familiar are you with the University of Waterloo Graduate Student Association (GSA)? Would you say you are:



2. Based on your most recent years' experience at Waterloo, how satisfied are you with the following University of Waterloo Graduate Student Association (GSA) resources/services.

For both Master's and Doctoral students that use GSA's services, the top three GSA resources respondents are *very satisfied* with are: Grand River Transit (GRT) bus pass (73%), Graduate house (38%), and the health insurance plan (36%). These are also the most used services.

GSA services	% of respondents that have used GSA services	% did not use (n = 1,664)
Grand River transit bus pass (n = 1,330)	5% 18% 73%	19%
Health insurance plan (n = 1,197)	5% 12% 44% 36%	27%
Graduate House (n = 1,210)	4% 14% 41% 38%	26%
Dental insurance plan (n = 1,079)	7% 13% 44% 32%	34%
Department social events (n = 1,165)	7% 21% 42% 26%	29%
Legal aid clinic (n = 409)	5% 4% 24% 43%	75%
Income tax clinic (n = 430)	5% 24% 44%	74%
Social events organized by GSA (n = 888)	6% 27% 42% 21%	46%
Faculty social events (n = 953)	22%	42%
Advocacy (n = 609)	6% 8% 36% 34% 16%	63%
Clubs donations (n = 612)	6% 8% 37% 33% 16%	63%

Very dissatisfied | Somewhat dissatisfied | Neither satisfied nor dissatisfied | Somewhat satisifed | Very satisfied

Notes:

- Satisfaction percentages are based include only respondents that selected a rating for each GSA service. Excludes those that indicated that they did not use the service.
- "% did not use" are based on the total number of respondents that answered the question (n= 1,664).

3. Is there anything you would like the GSA to offer that they do not currently offer? CGPSS qualitative responses)

Verbatim responses are available in the attached excel workbook *(2016 CGPSS verbatim - Additional)*

4. How should the GSA contact you with information about the following (check all that apply):

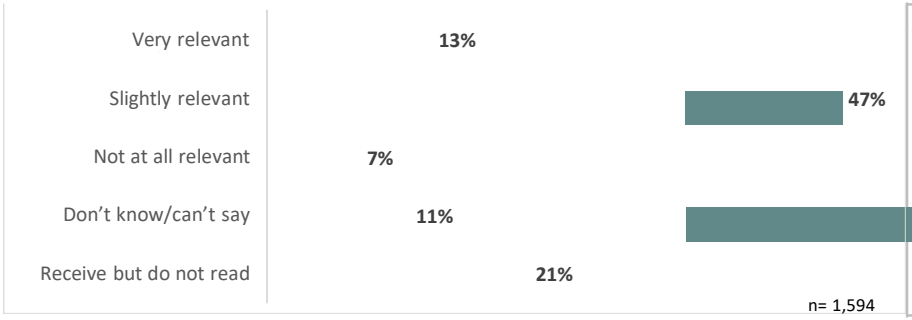
UWaterloo email is the contact method of choice for the majority of respondents for each subject area.

Subject areas	% of respondents (n= 1,641)					
Graduate Studies Endowment fund informaϴon and deadlines	67%	20%	9%	3%		
Elections and referendums	66%	20%	9%	4%		
GSA job and volunteer opportunities	66%	20%	9%	4%		
GSA campus wide social events	66%	19%	8%	6%		
GSA faculty events	65%	19%	9%	5%		
GSA service information/updates	62%	24%	10%	4%		
Events at the Graduate House	61%	19%	9%	9%		
Non-GSA events on campus	59%	22%	9%	7%		
Athletics information	57%	25%	10%	6%		
Updates on what the GSA execuϴve are doing	57%	27%	9%	5%		

Uwaterloo email | Include in monthly e-news | Other | Facebook | Twitter | Don't contact me

Note: Verbatim comments for *other* response category is presented in the attached excel workbook.

5. How relevant do you find the information in the GSA's monthly e-news?



About 60% of respondents find the information in the GSA's monthly e-news relevant (very or slightly).

1 out of 5 respondents (21%) receive the monthly e-news but do not read it. Similar responses between Doctoral and Master's students.

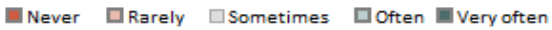
Note: Only 3% of all respondents that answered the question indicated that they do not receive the e-monthly news at all.

Notes: "Do not receive" response category percentage calculation is based on the total number of respondents that answered the question (n = 1,639). Other responses are based on those that have received the GSA monthly e-news.

6. In your most recent year, how often have you participated in the following professional skills development activities at the University of Waterloo?

About a third of respondents have often or very often obtained career advice from supervisor (31%), colleagues (36%) and from friends (41%).

Professional development activities	% of respondents
Career advice from friends (n = 1,538)	18% 10% 30% 27% 14%
Career advice from colleagues (n = 1,537)	23% 11% 29% 23% 13%
Career advice from your supervisor (n = 1,534)	29% 13% 26% 18% 13%
Career advice from faculty mentors other than your supervisor (n = 1,528)	39% 15% 23% 15% 8%
A department/school-organized professional skills development (e.g. Department of Biology) workshop or event (n = 1539)	49% 13% 20% 12% 6%
A workshop/event provided by the university teaching & learning centre (n = 1539)	48% 15% 19% 10% 9%
A faculty-organized professional skills development (e.g. Faculty of Science) workshop or event (n = 1547)	51% 14% 18% 11% 5%
A workshop/event provided by the university career services (n = 1528)	50% 16% 20% 9%
A workshop/event related to research organization offered by a university unit (n = 1524)	52% 14% 20% 9%
A workshop/event provided by the university writing centre (n = 1536)	58% 13% 15% 9% 5%
A workshop/event related to responsible research ethics offered by a university unit (n = 1524)	55% 18% 17% 7%
Online professional skills development resources provided by a university unit (n = 1,524)	64% 12% 13% 7%
One-on-one career counselling with a career advisor (in person or virtually) (n = 1534)	65% 12% 12% 8%

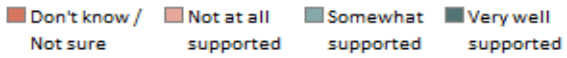


7. Please indicate how supported you feel by the University of Waterloo in the following activities.

About of 3 in 4 respondents feel somewhat or very well supported in the following areas:

- Having opportunities to communicate your research to non-specialist audiences (Three Minutes Thesis (3MT competition), Interdepartmental discussions) (77%)
- Presenting papers at academic conferences (75%)
- Spending time on your academic professional development (74%))

Activities	% of respondents	% not applicable (n= 1,633)
Having opportunities to communicate your research to non-specialist audiences (Three Minutes Thesis (3MT competition), Interdepartmental discussions) (n= 1,229)	15% 7% 50% 27%	25%
Presenting papers at academic conferences (n = 1,267)	11% 13% 42% 33%	22%
Spending time on your academic professional development (n = 1,337)	12% 14% 46% 28%	18%
Publishing academic papers (n = 1,261)	13% 15% 39% 33%	23%
Engaging in wellness or health-related activities (sports, yoga, etc.) (n= 1,299)	14% 16% 49% 21%	20%
Learning how to communicate research to non-specialist audiences (n = 1,312)	16% 18% 49% 17%	20%
Learning new skills not required for your research, teaching or lab work (e.g. new computer programs, language skills, etc.) (n = 1,336)	13% 26% 44% 17%	18%
Volunteering within the University (n = 1,206)	25% 18% 40% 17%	26%
Spending time on your non-academic professional development (n = 1,313)	17% 28% 42% 13%	20%
Participating in interdisciplinary projects/initiatives (n = 1,253)	22% 26% 39% 14%	23%
Participating in international experiences/initiatives (n = 1,201)	23% 28% 35% 14%	26%
Gaining work experience beyond RAships or TAships (outside a funding package) (n= 1,289)	15% 35% 33% 16%	21%
Participate in either paid or unpaid projects or internships not directly part of your graduate program (n = 1,218)	21% 34% 33% 12%	25%
Volunteering outside the University (n = 1,189)	29% 29% 30% 11%	27%



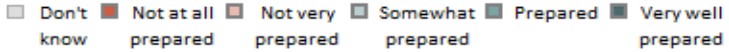
Notes: Percentage calculations exclude the "not applicable" response category. "Not applicable" response category percentage calculation is based on the total number of respondents that answered the question (n = 1,633).

8. How prepared do you feel if you were to begin a new job tomorrow in the following fields?

About half of respondents feel prepared or very prepared to begin a new job tomorrow in the following fields:

- Non-academic private or public sector job related to their research area (50%)
- Researcher in my field at a post-secondary institution (48%)

Fields	% of respondents	% not interested (n = 1,630)
Non-academic private or public sector job related to my research area (n = 1,583)	11% 10% 25% 32% 18%	3%
Researcher in my field at a post-secondary institution (n = 1,529)	11% 11% 26% 28% 20%	6%
Consulting job related to my research area (n = 1,557)	10% % 13% 29% 29% 15%	4%
Administration at a post-secondary (n = 1,363)		16%
Professorship in my field at a post-secondary institution (n = 1,495)	12% 11% 17% 26% 21% 13%	8%
Non-academic private or public sector job unrelated to my research area (n = 1,510)	13% 8% 19% 30% 22% 9%	7%
Entrepreneur or small business owner (n = 1,417)		13%

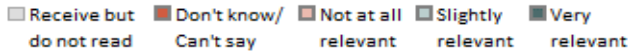


Notes: Percentage calculations exclude the "% not interested" response category. "% not interested" are based on the total number of respondents that answered the question (n= 1,630).

9. How relevant do you find the information you receive from the following communication channels?

Over 70% of respondents find emails from their department (78%) or Faculty (71%) slightly or very relevant. About a third of respondents do not receive postings on GRADventure twitter (34%), Graduate studies Facebook (31%), Graduate Studies office twitter (31%)

Communication channels	% of respondents	% do not receive (n = 1,628)
(n = 1,602)	5% 13% 4% 36%	2%
[Emails from your Faculty (e.g. Faculty of Arts) (n = 1,586)	7% 15% 6% 43% 28%	3%
Direct emails from the Graduate Studies Office (n = 1,605)		1%
E-news from the Graduate Studies Office (n = 1,603)	18% 15% 8% 43% 16%	2%
Postings on Graduate Studies Facebook (facebook.com/university.waterloo.graduate.studies) (n = 1,125)	11% 47% 10% 23% 9%	31%
Postings on Graduate Studies Office twitter (@UWaterlooGSO) (n = 1,118)	12% 46% 11% 22% 9%	31%
Postings on GRADventure twitter (@GRADventure_UW) (n =1,077)	10% 52% 11% 18% 9%	34%



Notes: Percentage calculations exclude the "% do not receive" response category.

"% do not receive" are based on the total number of respondents that answered the question (n= 1,628). The *Other* response category was suppressed as no relevant data was included.

10. Please share any additional feedback you have about graduate studies at the University of Waterloo.

Verbatim responses are available in the attached excel workbook *(2016 CGPSS verbatim - Additional)*