



Council

Notice of Meeting

Date: Wednesday, November 9, 2016

Time: 4:00 P.M. – 6:00 P.M.

Place: RCH 305

AGENDA (Draft)

	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. October 13, 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. Robin Mazumder, GSO GradVenture Program	Present, Q&A
8.	Presentations a. Equity Policy Ad-Hoc Drafting Committee b. UW Policy 42 c. Community Highlights	Present
9.	Discussion Items a. Equity Policy Ad-Hoc Drafting Committee b. UW Policy 42	Discuss
10.	Motions a. Motion to create the Equity Policy Ad-Hoc Drafting Committee. b. Motion concerning UW Policy 42.	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

October 30, 2016

DELEGATIONS

Robin Mazumder: "I'll speak about the general focus of GradVenture as well as the areas myself and the other GradVenture specialists aim to cover during our tenure this semester. Areas we are currently exploring are how professional skills development for grad students interface with industry as well as community connections. We are also working on a needs assessment/strategy that will inform future work within the GradVenture portfolio. I would also like to get any feedback from the GSA on what I covered during my presentation."

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 create the Equity Policy Ad-Hoc Drafting Committee.

WHEREAS, in light of the Orlando shootings, the GSA executive realized that the association does not have a policy promoting equity and inclusion within the association and the wider campus community; and,

WHEREAS, issues of equity affect the social and academic experience of the membership; and,

WHEREAS, the Vice-President, the Student Affairs Officer, and the Communications & Marketing Officer are engaged with campus partners in developing principles for a GSA Equity Policy; and

WHEREAS, the GSA Council is the social and political voice of the membership; therefore be it

RESOLVED, that the GSA Council establish an ad-hoc committee, to be dissolved on completion of its work, as determined by Council, to oversee the drafting of a GSA Equity Policy, pursuant to the enclosed Terms of Reference.

10b Motion concerning UW Policy 42.

WHEREAS, campus stakeholders have expressed concerns about UW Policy 42 and its associated procedures and protocols; and,

WHEREAS, the University has signalled openness to establishing a review committee including representatives of the GSA, to begin work on reviewing UW Policy 42 and its associated procedures and protocols beginning in the Winter 2017 Term; and,

WHEREAS, graduate students have a legitimate and ongoing concern in the substantive focus of UW Policy 42 – Sexual Violence; therefore be it

RESOLVED, that the GSA-UW Council call for a UW Policy 42 review committee to be established and institutionalized through a Terms of Reference and/or a Memorandum of Understanding among all parties; and be it further

RESOLVED, that the GSA-UW Council direct the President of the GSA-UW to petition campus stakeholders to co-sign a letter with the GSA-UW calling for such a committee; and be it further

RESOLVED, that the GSA-UW Council delegate signing of such a letter on behalf of the GSA-UW Council to the Council Executive Committee.



Council

Minutes of Meeting

Date: Wednesday, November 9, 2016

Time: 4:00 P.M. – 6:00 P.M.

Place: RCH 305

Present:

Norman Kearney, Chair
Robert Bruce, President
Jessica Brake, Vice President
Indi Madar, Communications & Marketing Officer
Max Salman, External Affairs Officer-OGSA
Christopher Pugh, Board Chair
Shannon Callender, Board Vice-Chair
Jae Kang, Director
Robert Pangborn, Director
Ghazal Memartoluie, Director(leaves at 5pm)
Adaobi Ndubisi, MBET
Alan Yee, Optometry
Anton Mosunov, Pure Mathematics
Becca Mayers, Recreation & Leisure
Chris Van Bommel, Combinatorics & Optimization
Danqiao Guo, Stats & Actuarial Sciences
David Choi, Computer Science
Emily Runstedler, French Studies
Kun Feng, Chemical Engineering
Garrett Mombourquette, Planning
Gokul Pullagura, Pharmacy
Graham Mayberry, Kinesiology
Jackiy Boychuk, Peace & Conflict
Joyce Tin Wai, Master of Public Service
Julia Goyal, SPHHS
Justine Salam, Global Governance
Kissan Mistry, Mech & Mechatronics Engineering
Lindsey Daniels, Applied Mathematics
Maxwell Bui-Marinos, Biology
Meghan Riley, English
Michael Lee, Architecture, On-Line
Mohamed El Badawe, Electrical & Computer Engineering
Mona Zhu, Psychology
Patricia Huynh, SERS
Russ Freure, History
Ryan Amos, Chemistry
Sophia Esmail, SEED
Stephanie Chandler-Burns, Theology
Vicky Vanthof, GEM
Samantha Shortall, At-large
Rose Vogt, GM, minutes
Regrets: Savio D'Silva, Serxho Selmani

Regrets: Savio D'Sliva, Serxho Selmani

Chair announces that quorum is met. The meeting is called to order at 4:15 pm. Vogt will record minutes

1. Chair's Welcome and Opening Remarks
The Councillors heard the Chair's commentary on the election of Donald Trump as U.S. President.
2. **Motion to adopt the agenda is approved.** (Amos/Daniels)
3. Declarations of interest – none
4. **The minutes of the October 13, 2016 meeting are approved.**
(Al-Badawe/Freure)
5. **Consent items are adopted and to be entered into the minutes.**
(Amos/Daniels)
6. Council membership:
 - a. New: Joyce Tin Wai, Master of Public Service
 - b. New: Garrett Mombourquette, School of Planning
 - c. Resigned: Brittany Etmanski, Sociology

BIRT GSA Council ratify the membership of council as detailed in item 6.
(Daniels/Goyal)

7. Delegations:
 - a. Robin Mazumder, GSO GradVenture program
GradVenture is a “one-stop-shop” for resources specific to graduate students. It is currently running as a website to address key themes of Inquire, Connect and Strategize. GradVenture is tailored to and is exclusive to graduate students. The site provides links and a list of services/resources for graduate students. Grad Venutre does not create resources, drive exposure to all the campus resources.
GradVenture will launch event in January 2017 to create a buzz, student feedback and develop workshops.
Gradventure specialist (PhD students) from each faculty are hired to prepare agap analysis, and find a solution to fill identified needs.
How can the GSA Help?
 - i. Let Grad Venture know what students tell you about professional development and skills.
 - ii. Help promote Grad Venture
 - iii. Share experiences as graduate students:
 1. Focus groups
 2. Contact GRAD venture Director –
Angela Rooke: a2rooke@uwaterloo.ca
 - iv. Questions:
-Grad Venutre received funding for this year to hire graduate students, (from each faculty) on a “half-time” of a full position. Grad Venture

would like to have these positions on-going.

-Grad Venture should have some measurable activity that can show the value of the service. Show that graduate student can gain skills for industry.

8. Presentations:

a. Equity Policy Ad-Hoc Drafting Committee, Norman Kearney

The GSA will establish an Equity Policy Ad-Hoc Drafting Committee that will be tasked with developing an internal Policy. After the Orlando shootings in Florida, the GSA had no policy commitment of equity and inclusion, and what we will promote in the broader community. This would be a governing document and hope to have it adopted by Council. The work of the committee is to review drafts.

The Ad-hoc Drafting committee will work to have a policy draft prepared for Council for April.

b. UW Policy 42– Sexual Violence, Robert Bruce, Jessica Brake

Ontario government mandates that universities implement a policy on sexual violence to be in place by January 2017.

The UW governors defeated the motion that was brought forward by the UW President. The launch of this policy is a bit behind schedule and there is a need to have something in place in January.

A Working group identified three main concerns:

- i. Scope of the policy: where does it apply, only under the auspices of the university. The policy does not protect students who are at an event during an off campus event (ie conference) that is not part of the UW event. i.e. having dinner after the conference.
- ii. Does not protect visitors/contractors that visit/work on campus, even though it is a G policy.
- iii. We asked that there is a multi-stakeholder oversight committee. UW feels that there would only be a risk if they were not addressing the issue.
- iv. Question:
Why is it reviewing a policy on the day that it is implemented? The intent is to address concerns that are raised. Terms of Reference are in question.
A Motion is to ask Council to empower GSA President with a formal position to draft a letter to formally put the GSA concerns to the President of the University.

c. Community Highlights, Indi Madar

Three events happening this month, they are included in the E-news online.

- i. Waterloo Region, Let's talk, Pulse, Orlando
 1. Nov 10, 2016, 6:30 pm.
- ii. Princess Cinema Matinee Screening

iii. HeForShe Ideathon-DC 1568

Break 4:45- 5:00pm

9. Discussion

- a. No discussion for Equity Policy Ad-hoc Drafting Committee.
- b. Policy 42

Freure: Where does the GSA stand on the oversight committee?

The oversight committee is different than the working group that the GSA VP sat on.

-The GSA can still push for the oversight committee during the review process.

-The new working group beginning in January will not be including this multi-stakeholder oversight committee.

-There is hesitancy in the event that people in the case will be identifiable.

Amos: RE: gag orders? UW feels that a gag orders would happen as an agreement between the parties. The imbalance of power within the case could make this awkward.

Esmail: Can the university go forward and enact the policy as it is?

-There is a required Ontario law that this will be passed before January 1, 2017, but the review will be reopened immediately.

Zhu: If we enact the policy as it is and if a student body was to be made aware of these concerns? Could it be an influence?

CEC and Council are working toward presenting the student voice, this is important that GSA is asking for a specific and reasonable number of students to sit on the committee.

Is there anything that other student groups could do here?

Any student can write to the secretariat on any policy, and/or it can be funneled through the GSA, Some student associations (at other universities) have made a public statement on their websites.

Goyal: If it goes through on the January 1, the university operates on a set cycle of 5 year and 2 year review. This policy, as an exception, will be in review as of January 2017.

Council agenda packages should include pertinent documentation from Senate to inform discussion at council meetings.

10. Motions

- a. **Whereas**, in light of the Orlando shootings, the GSA executive realized that the association does not have a policy promoting equity and inclusion within the association and the wider campus community; and,

Whereas, issues of equity affect the social and academic experience of the membership; and,

Whereas, the Vice-President, the Student Affairs Officer, and the Communications & Marketing Officer are engaged with campus partners in developing principles for a GSA Equity Policy; and,

Whereas, the GSA Council is the social and political voice of the membership;, therefore be it

Resolved, that the GSA Council establish an ad-hoc committee, to be dissolved on completion of its work, as determined by Council, to oversee the drafting of a GSA Equity Policy, pursuant to the enclosed Terms of Reference.
(Amos/Mayers) **Carried.**

Membership nominees and appointments:

- ARTS – Stephanie Chandler Burns,
Meaghan Riley,
Joyce Tin Wai
- AHS – Julia Goyal
- ENV – Garrett Mombourquette
- ENG -
- MATH – Lindsey Daniels
- SCI -
- Director –

b. Motion – Policy 42

WHEREAS, campus stakeholders have expressed concerns about UW Policy 42 and its associated procedures and protocols; and,

WHEREAS, the University has signaled openness to establishing a review committee including representatives of the GSA, to begin work on reviewing UW Policy 42 and its associated procedures and protocols beginning in the Winter 2017 Term; and,

WHEREAS, graduate students have a legitimate and ongoing concern in the substantive focus of UW Policy 42 – Sexual Violence; therefore be it

RESOLVED, that the GSA-UW Council call for a UW Policy 42 review committee to be established and institutionalized through a Terms of Reference and/or a Memorandum of Understanding among all parties; and be it further

RESOLVED, that the GSA-UW Council direct the President of the GSA-UW to petition campus stakeholders to co-sign a letter with the GSA-UW calling for such a committee; and be it further

RESOLVED, that the GSA-UW Council delegate signing of such a letter on behalf of the GSA-UW Council to the Council Executive Committee.

(Bruce/Amos) **Carried**

11. Notice of Motion:

The next meeting of Council will be held on January 11, 2016

Please send them to SAO by January 1, 2016.

12. Meeting is adjourned at 5:28 pm.

NMK:rv



President

Report to Council

November 9, 2016

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- A. Ongoing Activities
 - 1. OGSA Update
 - 2. CASA Update
 - 3. BoG
- B. Planned Activities
 - 1. CAGS
 - 2. CASA
- C. Monitoring Activities

A. Ongoing Activities

1. OGSA: Update

On behalf of OGSA I have hired a Part-Time Executive Director. The initial priority of this new staff member is to help the organization provide deliverables for its member associations. The hope is to create an organization, wherein student representative provide policy directives and the organization develops policies that can then be lobbied on to government officials.

2. CASA Update:

Our CASA delegate has assisted in reviewing policies A31.3 and A31.4 to see if there were any opportunity to add a graduate perspective. These were policies regarding international student employment during their academic programs. Additionally, our delegate has been attending biweekly meetings with the graduate committee, communicating with the policy committee and the head of the "Student Employment White Paper" from the undergraduate perspective.

Finally, our delegate will be contributing to that from a graduate perspective or writing another white paper from the graduate student perspective in the winter.

3. Board of Governors – Policy 42

Policy 42 (Sexual Violence) is moving forward to the Board of Governors to be voted on. The GSA-UW and the Federation of Students have been consulted heavily throughout the development process, however, some concerns still exist and will be raised at the Board before the motion is adopted.

B. Planned Activities

1. Canadian Association for Graduate Studies Conference

I will be attending this conference as the GSA-UW representative, wherein I will engage in discussion with colleagues from across the country on topics and issues that are currently facing graduate students.

2. Canadian Alliance of Student Association Conference

Two members of the GSA-UW will be attending Advocacy week, wherein we will be lobbying members of the federal government to support CASA positions on various aspects of the student experience.

C. Monitoring Activities

Nothing to report.

End of Report

Yours sincerely,

A handwritten signature in blue ink that reads "Robert P. Bruce". The signature is written in a cursive, flowing style.

Robert P. Bruce
President, GSA-UW

October 26, 2016



Vice President

Report to Council

November 9th, 2016

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 - 4. Strategic Plan
 - 5. Filling of Committee Vacancies
 - 6. Committee Service
 - 7. GSA-UW Equity Policy
- E. Planned Activities
 - 1. Working with associate deans and departments to improve orientation for next year
- F. Monitoring Activities
 - 1. None to report
- G. Completed Activities
 - 1. Budget memos
 - 2. One-year strategic plan

A. Ongoing Activities

1. Strategic Plan

The five-year strategic plan has now been reviewed by Institutional Analysis and Planning (IAP). Overall, they provided us with a lot of feedback and we are continuing to work with the Council Strategic Planning Committee to ensure that all of the feedback is incorporated and to adjust our timelines as necessary. Please see the Strategic Planning Committee report to Council for the full report on the five-year strategic plan.

2. Filling of Committee Vacancies

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

Please note that the committees with an * beside it are of a high priority to be filled. If you, or anybody that you know is interested in filling a vacancy please visit the GSA-UW website for the full list of vacancies, or contact me at gsa-vp@uwaterloo.ca

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

CEL awards – seeking one student to fill this committee

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

Healthy Workplace Committee –seeking one student to fill this committee

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

Arts Faculty Council – seeking two representatives from the faculty of Arts

Arts Faculty Council Executive – seeking one representative from the faculty of Arts

Graduate Affairs Group (Arts) – seeking one representative from the faculty of Arts

3. Committee Service

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

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

Committees to report on:

Policy 42 (Sexual Violence Policy):

The policy has gone through Senate and will now be going through the Board of Governors on Tuesday October 25th for final approval.

Policy 30 (Employment of Graduate Students as Teaching Assistants)

Robert, Norman and myself are still working on trying to expand the scope of this policy to include employment of all graduate students so that it also protects students who may be working as a Research Assistant or a Sessional Instructor.

4. GSA-UW Equity Policy

Norman, Indi and myself are beginning to work on an equity policy for the GSA-UW. Right now, we are developing a list of stakeholders that we will consult in the development of the policy. During the first round of consultations, we will be asking stakeholders two main questions:

1. How should the GSA-UW hold ourselves up as an organization in terms of equity?
2. What should we demand and promote in terms of equity in the UW community?

In addition to these two questions, we are also seeking feedback on the process we have planned for developing the policy.

B. Planned Activities

1. Working with associate deans and departments to improve orientation for next year

I am planning on working with Chris Read, Associate Provost Students to try and get the associate deans and department coordinators more involved with orientation. Although this year's orientation was a success, it would be great to have more involvement from the faculties and departments. This could help with things like planning, coordinating events so they don't overlap with faculty/departmental orientation events, and getting more students involved in orientation.

C. Monitoring Activities

None to report.

D. Completed Activities

1. Budget Memos

The budget memos which will direct how spending shall be done that fall under my portfolio have now been completed. They can be found in Appendix A.

2. One-year Strategic Plan

The one-year strategic plan that will guide our advocacy efforts for the remainder of the 2016-2017 year has now been completed and was adopted at the October meeting of Council.

End of Report

Yours sincerely,

Jessica Brake
Vice President, GSA-UW

October 21st, 2016

**Appendix A
Budget Memos**



MEMORANDUM

Events

To: Board of Directors and Executive Officers

Description

- Funding for GSA-UW events will be used to enhance the social experiences of graduate students at the University of Waterloo, and to develop a sense of community.
- The funding will be used to support events hosted by the Grad House, as well as events hosted by the GSA-UW that occur outside of the Grad House.

Allocation of Funding

The funding will be used towards the following:

- Grad House events
- Orientation
- Welcome week
- Other social events supported by the GSA-UW that serve graduate students

Budget

- Orientation and Welcome Week activities taking place outside of the Graduate House will be tracked on the Association Fund Budget.
- All other events will be tracked through the Graduate House Fund Budget.

Administration

- The Grad House Manager will oversee all events occurring at the Graduate House.
- The executive officers will oversee all events occurring outside of the Graduate House.
- The General Manager will issue cheques as needed and ensure that appropriate financial tracking is made.

Jessica Brake
Vice President, GSA-UW

October 26, 2016



MEMORANDUM

Strategic Plan Survey / Town hall

To: Board of Directors and Executive Officers

Description

- The GSA-UW is currently working on developing a five-year strategic plan to support the organization and its membership. As part of this strategic plan we will be administering a comprehensive strategic objectives survey to help identify the needs of the membership. After the survey has been completed and a preliminary analysis has been done, town halls will be held in each faculty to further explore the results of the survey. The data collected from both the survey and the town halls will be used to develop the five-year strategic plan.

Cost break down

- Survey
 - Survey promotions (social media communication boots and printed materials)
 - Incentives for completing the survey
- Town halls
 - Materials for delivering the town halls
 - Catering of the town halls

Administration

- The General Manager will issue cheques for money spent on the strategic plan survey and town halls based on receipts.

Jessica Brake
Vice President, GSA-UW

September 26, 2016



Student Affairs Officer

Report to Council

November 9, 2016

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 - 8. Council Membership
 - 9. New Councillor Orientation
- I. Planned Activities
 - 2. Midyear Progress Review
 - 3. Student Association Orientation and Policy
 - 4. Equity Policy
- J. Monitoring Activities
 - 3. MDEI Funding
- K. Completed Activities
 - 1. Implementation of GSI Funding Program

A. Ongoing Activities

1. Council Membership

I am pleased to report a new member of Council: Joyce Tin Wai joins us from the Master of Public Service program.

2. New Councillor Orientation

Two workshops are being held for new councillors, and returning councillors, board members, officers, and staff members are welcome (and encouraged) to attend as well.

The main workshop is being held on Wednesday, November 2 from 10am to 1pm (location TBA) and will include a variety of campus partners, e.g. the GSO, the SSO, the Library, etc. The second workshop, which is being held for those who are not available on the 2nd, will be held on Wednesday, November 9 from 6:30pm to 8pm (location TBA) and will not include the campus partners.

The orientation workshops will focus on: relevant campus services and the problems that service providers frequently solve for graduate students; relevant university policies; GSA policies and procedures, official positions, and services; and, challenges and opportunities for improving the social and academic experience of graduate life at UW in 2016/2017. For the

November 2 workshop, there will be a networking break in the morning and a lunch will be served for all participants at 1pm at the Graduate House.

This is the first time that the GSA is providing such a comprehensive orientation for new councillors. We hope that it will support both Council and individual councillors in being more effective advocates for graduate students at UW.

B. Planned Activities

1. Midyear Progress Review

The review has been scheduled for Monday, November 21, 2016. A debrief report will be made available shortly thereafter.

2. Student Association Orientation and Policy

I will be sending an invitation for a meeting in early December with the leadership of the faculty, department, and program level graduate student associations. The meeting will focus a draft policy on the relationship between the GSA-UW and the other campus graduate student associations. Issues covered in the policy will include association governance, registration with the GSA-UW, Council appointments, GSI funding, and fee collection and disbursement.

3. Equity Policy

I have drafted terms of reference for an Equity Policy Ad-Hoc Committee (see agenda package). Jessica, Indi, and I have developed a plan for engaging with campus stakeholders to develop principles for a GSA Equity Policy. The ad-hoc committee will focus on writing the text of the policy, Jessica will provide primary support for the background work, Indi and I will chair the drafting committee, and the three of us will coordinate with the campus partners.

C. Monitoring Activities

1. MDEI Funding

I have been in contact with graduate students in MDEI and I was surprised to learn that they had not yet heard about the remedy chosen by the University. I am investigating.

D. Completed Activities

1. First Round of GSI Funding Decisions Announced

Indi and I have reviewed and made decisions on the requests for Graduate Student Initiatives funding received in the first call for proposals. There were eight requests: four were approved, one was conditionally approved pending further documentation, two were declined, and one was sent to the Social Advisory Committee since it exceeds the \$500 executive officer approval limit. Full details on the funding requests and decisions will be presented at the January meeting of Council in the SAC report.

End of Report

Yours sincerely,

Norman Kearney
Student Affairs Officer

October 26, 2016



[Communications and Marketing Officer]

Report to Council

November 9, 2016

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- L. Ongoing Activities
 - 10. 'Enhancing Graduate Student Experience' Survey
 - 11. Social Advisory Committee (SAC)
- M. Planned Activities
 - 5. Waterloo Region, Let's talk. Pulse Orlando (register and help needed!)
 - 6. Fall off-campus event: Princess Cinema Matinée Screening
 - 7. Event Calendar for departmental events
- N. Monitoring Activities
 - 1. Comprehensive promotional plan - 'Enhancing Graduate Student Experience' Survey
- D. Completed Activities
 - 4. Snyders' Family Farm Trip

A. Ongoing Activities

1. 'Enhancing Graduate Student Experience' Survey

The SPC (Strategic Planning Committee), and Norman, Jessica, and I are reviewing the final elements of the survey before submitting it to IAP (Institutional Analysis and Planning) and the ORE (Office of Research Ethics) for revision and approval. Thank you to the members of the SPC for their generous time and input!

2. Social Advisory Committee (SAC)

The SAC will have its first meeting on November 3, 2016. This committee will oversee the social activities and events of the GSA, including funding allocated to departments (Graduate Student Initiative Fund). Since one of the missions of the GSA is to enhance the quality of the social experience of graduate students, this committee will also develop policies to advise the association's decision-making regarding social programming.

B. Planned Activities

1. Waterloo Region, Let's talk. Pulse Orlando.

We are strongly encouraging you to attend this timely public panel as it is organized by two graduate students, and the GSA is one of the co-sponsors. Happening November 10th, 2016 at 6:30 pm, at the Kitchener Public Library. Please register online through [Eventbrite](#), and **invite your networks to attend!**

Help needed:

The event organizers are looking for volunteers to support with the following:

- **Photography (taking pictures during the event, November 10, 2016)**
- **Gopher (must have access to a car) – consists of transporting volunteers and refreshments on the day of the event (November 10, 2016)**

Please let me know if you are available for one or both of the duties mentioned above. Send me an email at gsa-cmo@uwaterloo.ca

2. 2nd Fall off-campus event: Princess Cinema Matinée Screening

These events are meant to cater to graduate students that have dependents, and do not necessarily take part in the events at the Grad House. Nevertheless, these events are open to all graduate students seeking to partake in off-campus programming.

The second Fall off-campus event will be a family-friendly screening at Princess Cinema (e.g. Saturday Matinée screening), and will take place in November. Stay tune for more information!

3. Event Calendar for departmental events

We're going to launch an event calendar to list the events and activities organized by departmental GSA's. This will be housed on the GSA website, and shared with you all once it's up and running – stay tuned!

C. Monitoring Activities

1. Comprehensive promotional plan - 'Enhancing Graduate Student Experience' Survey

We will be working with a graphic designer to develop a comprehensive promotional plan consisting of posters, website design, and social media content. This will help with the branding and outreach of the survey. Stay tuned for more information!

D. Completed Activities

1. Snyders' Family Farm Trip

The event was a success! Close to 25 participants, including family members took part in the event. The weather was definitely on our side! Visit the GSA's social media pages (Facebook, Instagram, Twitter) for pictures!

End of Report

Yours sincerely,

Indi O. Madar
Communications and Marketing Officer

October 26, 2016.



Council Strategic Planning Committee

Report to Council

November 9th, 2016

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 - 13. Outreach strategy
 - 14. Privacy Policy and Contest Rules
- P. Planned Activities
 - 8. Town halls
- Q. Monitoring Activities
 - 2. Strategic Planning Process/Timeline
- R. Completed Activities

A. Ongoing Activities

1. Survey Instrument

The survey instrument was reviewed by Institutional Analysis and Planning (IAP). Overall, the provided us with a lot of feedback on the survey. Generally speaking, their feedback was the following:

- The **survey instrument is too long**, which may cause us to have a low response rate.
- Some of the questions in the survey instrument are unclear as they do not direct the respondents as to how they should answer the question (i.e. Please indicate your level of agreement with the following statements).
- There is also a lot of positive biases in the survey.
- Having the equity section in the survey means that **our survey will be required to go through ethics** for approval.
- The survey introduction is also a bit too long, and could be shortened.
- We need to develop both a **privacy policy** and **contest rules** and make them available on our website.
- We were informed that **there are five other surveys going out to graduate students** specifically this fall, which may also lower our response rate. It was recommended that we release the survey in the Winter term as there will be no other surveys going out to their knowledge.
- It was recommended that the Grad House survey not be a separate, but rather it should just come at the end of our survey, otherwise nobody will answer it.

We have incorporated this feedback into the survey instrument. We are now finalizing the survey instrument before sending it to IAP for a final review. After IAP reviews it one more time, we will be going through ethics for approval.

2. Outreach Strategy

Indi led the Strategic Planning Committee in a discussion at our last meeting to determine some of the ways that we can best reach our membership. Indi is going to be taking the lead on redrafting the outreach plan based on this discussion, as well as our new timeline.

3. Privacy Policy and Contest Rules

We are working on finalizing our privacy policy and contest rules, as IAP informed us that it was necessary to have both.

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

Based on the feedback that was received from IAP and all of the changes that needed to be made to the survey instrument the timeline for the survey and drafting the strategic plan has been adjusted to the following:

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)

We will continue to monitor this timeline and ensure that we stay on track with the timing of each key task.

End of Report

Yours sincerely,

Jessica Brake
Chair, Council Strategic Planning Committee

October 26, 2016



Council Membership Report

November 9, 2016

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 October 20, 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	Kun Feng	October 30, 2016	Yes
Civil & Environmental Engineering	Dylan Dowling /Mariam Javed	?	Yes*
Electrical & Computer Engineering	Mohamed El Badawe	May 1, 2017	Yes
Management Sciences			
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	December 12, 2016	Yes
Global Governance	Justine Salam	December 12, 2016	Yes
School of Environment, Enterprise, and Development (SEED)	Sophia Esmail	December 12, 2016	Yes
School of Environment, Resources, and Sustainability (SERS)	Patricia Huynh	December 12, 2016	Yes

School of Planning	Garrett Mombourquette*	?	Yes
Mathematics	Councillor	Term Ends	Registered Association
Applied Mathematics	Lindsey Daniels	August 31, 2018	Yes
Combinatorics & Optimization	Chris van Bommel	?	Yes
Computer Science	David Choi	?	Yes (not CS)
Pure Mathematics	Anton Mosunov	?	Yes
Statistics & Actuarial Sciences	Danqiao Guo	?	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	Jeff Salvail	April 30, 2017	No
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