

University of Waterloo Science Society

Chair's Agenda for 06 July, 2017

Members: R. Beena Kumary (President), B. Brown (VPFA), C. Mangahas (VPI), S. Chung (VPA), Biochemistry Student Association (BSA), Biomedical Student Association (**BMSA**), Biology Undergraduate Society (**BUGS**), Chemistry Club (**ChemClub**), Physics Club (PhysClub), Materials & Nanoscience Society (MNS), Science and Business Students' Association (SBSA) Waterloo Undergraduate Student Geological Society (**WatRox**), **FEDS**

Councillors

Announcements

- The VP Academic has invited representatives from WatPD to attend this week's Science Society (SciSoc) Board meeting (06 July, 2017). They will be discussing the feedback they received regarding the W17 CECA/Co-op Survey, particularly the matters that relate to WatPD.

Call to Order

Move to begin the orders of the day.- all in favour, motion passes

Old Business

1. *Move* to approve the minutes of the previous meeting (22 June, 2017).- all in favour, motion carries
2. Discussion of the OSSA conference- moved to suspend until later in the meeting- all in favour, motion carries
3. *Move* to conclude Old Business.- all in favour, motion carries

Public Session

Move to yield the floor to the WatPD representatives.- all in favour, motion carries

- Talked about how it started, what they're doing to tie together the work done with Shirley and Seneca and how we can move forward with the department
- Mention of WatPD in the CECA surveys, realized they were not taking advantage of ability to communicate with students, has never had anyone fully devoted to communication. Realized that there are thousands of students who are participating and their satisfaction is important
- Regarding comments made in the sci soc report, was a very productive meeting, came out of the meeting with 6-8 items to start working on/adopt
- At the same time, had meeting with co-op council to see what concerns they could address as well as creating a focus group with them, really committed to making student outreach a part of things they do and let students know they can come to WatPD if they are having troubles with the courses (important in online courses etc.), human communication has to be improved, want students to have a rich and fulfilling experience
- Conversation action items:
 - Reporting structure information added to the website (regarding transparency)
 - Add form to the website for comments and criticism (will ask who they are and what their concerns are about and if they would like to be reached out to after the survey)
 - Adding question to end of course survey so students can opt in to give extra feedback (anonymous)
 - Refunding some of recurring concerns in CECA survey comments in a short report that will be given to scisoc and collaborating to distribute it to students, students are under impression that they pay for WatPD in their co-op fee (common misconception) to let students better understand the intent behind actions
 - Role for student development, every year look at each course to see if it is working and how to improve it, students are involved (co-op students do work for WatPD), if at societies level there is a need for their feedback as well
 - Making larger commitment to student outreach, conducting focus groups regarding PD1 to make sure students understand why they did it, reach out to more student societies (have had meetings

- with other faculties who voiced concerns) and maintain relationships, having more robust event presence (having a booth at U@Waterloo day, campus life day etc.) so students know what PD is
- How to move forward/ what we want to take from being here today:
 - Would love to hear our concerns/opinions, wants everyone to know that if something comes up later, they can email them directly, hoping that we can help WatPD connect with science students
 - Launching opt in certificate program for students in normal study terms for terms that are normally reserved for co-op students
 - There are limitations to what they can change and do and would like to be able to explain why to students
 - Would like students to put a face to someone who works in WatPD, everyone is committed to student success, does not want widespread dissatisfaction among students regarding WatPD
 - Based on some feedback over past 2 terms, students are more eager to give feedback, started adding to courses a bit more of why it is important (purpose behind the course), nothing in the courses are not just there for no reason, trying to do a better job of what employers are saying and where instructors are getting their ideas from
- Notes:
 - There can be an anonymized route for students regarding the online form (for fear of repercussions), but they are hoping that the majority of people own up to what they say, however nothing is set in stone yet
 - Not sure about what fee exactly pays for WatPD, it is not the co-op fee
 - The CEC focus group is still starting up, would like to keep it more general, the meetings are not limited to VPs but would like to cap the attendees at 12 with executive roles prioritized
- Message VPA for contact information, WatPD will keep her posted on the initiatives mentioned via email

Committee, Clubs, & Societies Reports

Move to close Public Session and proceed to *in camera* session.- all in favour motion carries

Motion to have a discussion about attendance

- Do not have quorum because we are missing 3 clubs
- WatRox has not been present to any meetings aside from 2, executives received less than 24 hours notice from chemclub, BUGS let Rithika know after the meeting started
- Reminder:
 - Section 4: a member of scisoc directors is required to attend the BOD meetings and will send in an alternate seat if possible
 - Section 5: the Board is allowed to dismiss a board of directors member for gross misconduct by $\frac{2}{3}$ vote, or for not giving 24 hours notice
- Funding: if a club fails to attend the meetings, their funding can be revoked for the term
 - Discussion to revoke WatRox's funding for the spring 2017 term due to not attending any meetings besides 2, especially the important ones with speakers etc. There was no warning given to WatRox about revoking their funding but it is in the constitution that they need to attend or funding will be revoked.
 - We have failed to communicate with WatRox, but it was not put off because they have attended two meetings and missed two meetings so this meeting (the third missed) would be the meeting they discuss. There was a reminder put out on June 15 by the President that if no executives could make it, they should send a delegate to attend
 - WatRox does not need to send an executive but could have sent any delegates to represent them, a lot of other clubs are also understaffed this term, MNS got a first year chair to join etc.
 - Will discuss calling an emergency BOD with WatRox present
 - Discussion is up to the board, does not have to be revoked but can have partial funding

- We are not in a time to move the meeting times as there is only one meeting left but we can call an emergency meeting based on their schedule

University-wide Committees

Co-op Education Council and Co-op Student Council — Briefing by the Vice President Academic and FEDS Councillors

- Only 2 scheduled for the semester, no more left. For CEC there is the survey and CSC would be discussion the results of the survey regarding Waterloo Works

FSF Committee & WatSEF — Briefing by the President.

- Not many updates, did talk to Sandy and she said to clarify that FSF does not run in the spring term

FEDS President's Committee (President) — Briefing by the President.

- There was a president's committee meeting at the end of June, we missed the meeting because there were problems with the scisoc email which has been worked out and has received the meeting minutes
 - Discussed strategies for upcoming terms and what we can work on, will let everyone know more about that in the future

FEDS Board Report — Briefing by the President Emeritus, FEDS Director Vaishnavy Gupta.

- Not present

Other, as needed — ***Speaker's Prerogative***: the Speaker ***moves*** to a Moderated Caucus for 10 minutes. Any additional items can be brought up during this time.-

- Rithika would like to bring up an apology from the sci soc executive team regarding communication, it was not intentional to create a barrier between the board and sci soc execs, we hope to work together to serve the students, drafting a forum for feedback, concerns, suggestions etc. Also looking at other ways to increase communication, hopes that everyone still continues to support us as we are still learning and we will continue to support you as well and hope to move forward in the future terms as well
 - Survey will be optional anonymity, if there is a specific concern to address each club then that will be available as well. It will be by default anonymous unless stated otherwise
- Seneca posted the cooperative learning policy document: lobbying priorities given to us by FEDs who would like feedback by July 7th
 - States the principle and the concerns with that principle
 - If anyone has any concerns/recommendations later, feel free to let Shirley know by tonight because the first draft will be tomorrow
 - Seneca was also asking if anyone had anything to bring up with the FEDs council before this Saturday because the meeting is July 16th

Executive Updates

President — Bi-weekly report

- Termination of a coordinator: had to terminate a CnD Manager due to lack of communication and attendance, has not been attending office hours, meetings, events and has not been notifying anyone as well as her passing off her shift to others, there were multiple instances where other coordinators had to cover for her. Set up a meeting with all managers before letting her go and she said she would attend but did not, and also did not attend the separate meeting (tentatively set meeting) so had decided to terminate her via email due to inability to communicate with her in person. Reminder that school comes first but it is important to communicate any missed attendances and problems etc.
- Wonderland Trip: Tomorrow, July 7th, have sold 34/46 tickets, the turnout is not as high as expected due to the biochemistry midterm which many 2B students are taking, many scisoc executives were doing to the OSSA conference so it was not able to do the next week as well as the feds beach day. There has been a

problem regarding a refund, it is part of the policy to not do refunds unless someone else buys it off of them, just a reminder to state that in the events before posting to avoid this event

- OSSA: there will be 7 attendees who will be driven up by Rithika. Sandy has been helping us refine the draft for the conference. Please reach out to Rithika if you have anything to add
- EOT: taking place at East Side Marios on King Street on July 24th. Bomber was very expensive, thus the switch. There will be a deposit being put down soon and a poll opened up regarding turnout and student involvement. Will close the poll on Tuesday/Wednesday so the marketing coords can have the poster out for a week of advertising
- Website updates: was approached by BSA to have a clubs division so people know which events were hosted by which club
 - Have the events placed under the scisoc events page or each events under each clubs
 - More wanted to have the events placed under the scisoc events page
 - If you have any updates you want on the website, let Seneca know
- Communication with First Years: one of the things gotten out of the committee of presidents minutes is that Engsoc has an event at the end of O-week to know about what they do.
 - Having a first year mixer to get them comfortable with the society, professors (if they choose to attend) and other first year students while students are still outgoing from o-week
 - Would like to have representations from the different clubs (each club can send representatives), will be an event to get everyone to work together from the start and a sense of community
- OSSA: summary: the goal for going is to get more student involvement especially in elections etc. Would like to see how other schools approach that issue
 - This document will be posted in the BOD group
- Hackathon: interested in doing a hackathon for science, looking at sources and external director is looking to see if this is possible or not
 - Have been communicating with and looking into fusion conference to see if we could be part of it
 - This is not finalized but still looking into it

Vice President Finance & Administration —

- Spring 2017 refunds: had 11 refunds for this term for \$9 each for a total of \$99 which is less than the budgeted
- Spring 2017 student fees: funding for spring term for each club: \$393.30, so now \$275.31 has to be spent as a minimum. \$7866 is less than the amount from last spring term
- CnD Debit/Credit Progress:
 - Debit: was able to get a hold of an unused debit machine for a flat rate of \$500 compared to upward of \$750, looking into a processing company as well to transfer all the fees into the bank account
- Current initiatives:
 - Credit does come with higher/ more fees whereas debit has a higher cost for now but credit has a higher long term cost, looking into setting up an account with them to gain more information
 - OSSA: Carlene will be sitting in with the financial executives from other societies
 - Goal: transparency: improve the fiscal efficiency to improve avenues to increase record keeping accuracy

Vice President Internal —

- Mental health initiative: on June 28th we had our last Wellness Wednesday event collab with UW MATES, a lot of students came out to the event and learned about MATES, next wellness wednesday will be on July 12th (open to all faculties) is a collab between sci soc BSA, SBSA and BUGS, will have tea in the various club rooms and each room will have different stress relieving activities, hopes that all clubs can come out to this event
 - Partnering with pharmacy club, engsoc etc. to invite speakers (as well as UW MATES) on July 13th, the details are still being finalized

- Current initiatives: long term goals are gearing advocacy events towards mental health as opposed to just giveaways and overall wellness
 - Hoping to learn a lot from other science societies for what is working well for them
 - Has not been a lot of progress on this but wanted to create a website/page to pool volunteer opportunities for science to make it easier for students to get involved
 - OSSA: want to improve current mental health initiatives, talk to other schools about how they support their members/ hold different communication between clubs and organizations

Vice President Academic —

- WatPD: talked about issues brought up with CECA survey from last term (the document is provided on the BOD facebook page) please do not share the document it is for your eyes only
 - Cleared up a lot of misconceptions regarding WatPD, they were very open to feedback and are continuously open to feedback
- Waterloo Works survey: still ongoing until July 14th, currently our society and 4 other faculties involved however anyone can respond to the survey (will filter through so only co-op students can give feedback), will organize it all into a report to bring to CECA
- Graduate school seminar as part of our Career Development series, on July 17th from 5-7pm, encourage everyone to come out
- Working on long term goals/Action items with Seneca, still looking at what goals are to be added and what the format is etc.
- Goals for OSSA: focusing around academics and coop, see how other schools run their career development events and get a bigger turnout and collab with other resources on campus, internships etc.

Executive Coordinators (Administrative Coordinator & Financial Associate) —

- No updates from Administrative coord, Finance is not present

Departmental Clubs/Societies Updates

BSA —

- Beach day on July 22nd: Turkey Point \$5 for science, \$10 for non-science, working on getting food as well
- Wellness Wednesday with scisoc as well as a BBQ at the same time to help direct traffic towards each other

BMSA —

- Not present

BUGS —

- Not present

ChemClub —

- Not present

PhysClub —

- Bomber wednesday collaboration event last Wednesday with wistem and UW Youth Horizons
- Had water balloon event yesterday with professors, great turn out
- Working on EOT which will be murder mystery night, date TBD
- Tentatively planning movie night with physics grad student association and also working on a first year tutorial on how to write lab reports and how first year labs work (focus on physics labs)
 - Planning a tutorial for the beginning of first term

MNS —

- Planning lab event with BSA but thinks that the collaboration will not be happening, will host a lab event on July 21 (tentative)

- Hosting workshop with Steven Hill, (hosting an event with Beijing) to do a presentation on that, have a superconducting magnet track from a prof
- Birthday event: had a great turnout (one of the best we've ever had for MNS), everyone had a great time, the EV3 fire pit had a big impact on the turnout

SBSA —

- Held two events in the past week: had the expected turnouts
 - Resume/CV critique
 - Study session for ECON 221 midterm
- Have been trying to take over SBAT events because they are not present this term
- Collab for the tea event with scisoc
- EOT on July 20th at Luxe (firepit, food etc.)
- Exam breakfast collab with BSA (draft)
- Jessica is going to OSSA so if anyone has any goals they'd like to bring up, talk to Jessica
 - Looking into interdisciplinary events from other schools

WatRox —

- Not present

FEDS Report

Science Councillors — *FEDS Board* —

New Business

1. Discussion of Waterloo Nanotechnology Conference (WNC)
 - BOD discussed promoting for the conference, most of the turnout is from engineering, did talk about strategies to promote the event, discussed having posters targeted towards science students and certain programs, a promotional video, facebook, class talks, asked if the board would like to hear about some of his ideas at the next BOD meeting
 - All in favour
2. ***Speaker's Prerogative***: the Speaker ***moves*** to a Moderated Caucus for 10 minutes. Any additional items can be brought up during this time.
 - Tree situation: is meeting with Jill on July 11th where the concern will be brought up
 - VPI: did get a response from WatRox, is available from Monday-Wednesday from 8am-10pm
 - Wednesday 5:30- all in favour
3. ***Move*** to adjourn.- all in favour, motion carries

Next Meeting: Thursday, July 20, at 5:30pm (17:30).