

<h1>PGSC Meeting</h1>	August 5, 2020
	3:00-4:00pm PDT
	Zoom Meeting

**Attendees**

Liz Williams (Co-Pres.; TAC)  
 Chrissy Robillard (Co-Pres.)  
 Helia Sehatpour (Sec./Treas.)  
 Lauren Matheson (Social)  
 Breanna McCreary (Social;UnionRep)  
 Cindy Quan (Clinical)  
 Eric Mah (CaBS, SP, INDV)  
 Sybil Goulet-Stock (Lifespan)  
 Julie Prud'homme (GEC)  
 Debra Torok (Ombuds)  
 Yaewon Kim (CPA)  
 Tom Ferguson (GSS)  
 Jamie  
 Tiko  
 Carrie

**Absent**

Call to Order:

Called by Christina at 3:03 pm PDT

Approval of Minutes [June 18, 2020]:

None

## Minutes

<b>Agenda Item</b>	Setting a monthly meeting time (~5 mins)	<b>Presenter:</b> Chrissy Robillard & Elizabeth Williams (Co-presidents)
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**Discussion**

- Discussed whether the members should pick a date each month to meet (doodle poll) or collectively set a time to meet each month.
- The consensus was on having a set time each month.

**Action Item(s)**

- Send out a Doodle Poll to PGSC members to determine a fixed meeting day

**Member Responsible**

Christina

**Deadline**

- Refer to the outline of grad level courses and decide on a meeting time that enables more grad students to attend

<b>Agenda Item</b>	Ratification of PGSC Constitution	<b>Presenter:</b>	Breanna McCreary (Social; Union Rep)
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### Discussion

Since PGSC a newly organized, it is useful to have a constitution that provides consistency for new and incoming members. It provides the legitimacy necessary to get access to department-held activities. This shows the department that we are committed to our role at the table. It can also help with getting funding from GEC and GSS and to demonstrate our transparency and responsibility to the students.

The council was asked whether there are any amendments to be made and voted on, followed by a vote on the constitution as is, or with the amendments.

Liz suggested the following amendments:

1. The constitution mentions voting rights only being available for representatives on the committee (section 6.03, b)
  - a. Potential amendment: all grad students should get a vote.
  - b. This amendment can give students a voice and make PGSC more inclusive.
  - c. It was suggested that the wording of this section is carefully done. Given that the council had decided on having a 30% number of votes in favour to make a change (only elections), make sure that having low attendance doesn't mean the whole quorum is influenced. Specify what are the items only executive members vote on and which ones do all students vote on.
  - d. 30% was specifically meant for elections. For specific meetings, a motion is passed based on majority of members present, except on the constitution.
  - e. Ruling by proxy can be messy.
2. In the document ombuddy is referred to as ombudsperson. We have to be careful about the language that distinguishes the two. In the 2008 department description of the role it was indicated that the ombudsperson is funded by UGSS and GSS.
  - a. We can go on to changing elements of the constitution over time.
  - b. Debra – ideas of ombuddy role can be detailed in the future. They would be adapting the role so it's not the traditional ombudsperson role. There's a need to have someone to consult with e.g. discrimination, and not always go to faculty with these issues. We should explore whether we can go through anti-racism and anti-oppression training and get the information on the available resources and processes from the ombudsperson. We should make it clear to the department members what a person in this role does and what the processes are. These changes suggest increased safety and transparency with the ombuddy role.
  - c. Office of the ombudsperson is funded by UGSS and GSS and there are resources there that we may be able to access. This might mean that this could be used to pay for the anti-oppression and anti-racism training.

The attendees decided to go away with the edits, make changes, and vote on the amendments and constitution at the next meeting

**Motion(s):**

Motion to table the ratification of the document to the next meeting Carrie

Seconded

Lauren

Motion passed

15 votes for – 0 votes against

Action Item(s)	Member Responsible	Deadline
<ul style="list-style-type: none"> <li>Make the following changes to the constitution: 1) indicate that all students are given voting privileges in PGSC meetings (indicate exceptions) in sections 6.03b and 6.04 of the constitution, 2) change wording from ombudsperson to ombuddy and include departmental information on the role.</li> </ul>	Breanna/Debra	Next meeting
<ul style="list-style-type: none"> <li>Mention that students are given voting privileges in email about next meeting</li> </ul>	Co-presidents	
<ul style="list-style-type: none"> <li>Look into whether there is funding for anti-oppression training from the ombudsperson office</li> </ul>	Breanna/Debra	
<ul style="list-style-type: none"> <li>Review quorum rules</li> </ul>	Breanna	
<ul style="list-style-type: none"> <li>Include voting on amendment and ratification in next meeting's agenda</li> </ul>	Co-residents/Helia	

<b>Agenda Item</b>	Strategy for supporting TAs (online learning; increasing hours)	<b>Presenter:</b> Breanna McCreary
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**Discussion**

TA's are signing on to work additional hours, yet these hours are not indicated in the TA application form. Additional hours dedicated to classes seem to vary on a case by case basis. TA's will also be unable to discuss TA issues on a face to face basis given the pandemic.

- Marie has asked that if anyone has concerns about working additional hours can talk to her.
- Faculty were consulted and asked to provide feedback on whether they needed more hours and the majority of faculty said yes to allocating more hours to the TAs. As of end

of July, they have not heard an official decision about the number of additional hours, which might be why TA hours are based on last year's in-class hours. The chair us told us that the department has not been told about additional hours. This issue is further out than the department.

- There are concerns among PGSC members on whether students know when and how to negotiate hours.
- An LTSI member has suggested that any additional hours cannot just be allocated to a TA and the student has to be hired for more hours.
- Collective agreement is also not yet available online.
- It was suggested to send an email update about what is known and that we're here for support and that there's limited knowledge on this issue.

<b>Action Item(s)</b>	<b>Member Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>• Send an email update about what is known, that we're here for support and that there's limited knowledge on allocated TA hours</li> </ul>	Co-presidents	

<b>Agenda Item</b>	<b>Strategy for supporting grad students during the pandemic</b>	<b>Presenter:</b>	<b>Chrissy Robillard &amp; Elizabeth Williams (Co-presidents)</b>

**Discussion**

Ideas included:

- Posting on website and Facebook to increase virtual engagement
- Sending an email to student buddies with a survey and comment box
  - o E.g. what are you concerned about going into the semester
- Hosting virtual study rooms or support rooms, e.g. time for funding applications
- Creating a BrightSpace page dedicated to students, where students can self-enrol. This would act as a common place for everyone to come
  - o Carrie can help build this page, but someone needs to help get access to it
  - o A place for information to be provided and to enable interaction e.g. discussion forums
  - o Include features such as anonymous posting
- TA page has moved to BrightSpace, and it can be opened up to make it a grad student page
- This can be added in the survey

<b>Action Item(s)</b>	<b>Member Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>• Add whether students are interested in a grad student page in the survey</li> </ul>		

<b>Agenda Item</b>	Student orientation planning	<b>Presenter:</b>	Breanna McCreary & Lauren Matheson (Social engagement coordinators)
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**Discussion**

Bre and Lauren:

- Students are set-up with buddies, not everyone has been able to connect. Wendy will send out reminder to students who put their UVic email address in their buddy registration to their other email.
- Event coordinators plan on hosting a virtual meet-up with new students in first week of September to get to know them, before the department orientation on Tuesday the 8<sup>th</sup>.
- Also plan on giving a tour to students before orientation on Tuesday the 8<sup>th</sup>,
- There will be a student buddy and student activity night on Thursday the 10<sup>th</sup>. A virtual event similar to a trivia night will be planned.
- Coordinators are discussing organizing a socially-distanced picnic. Everyone can bring their own food. It would be open to all grad students and hosted at a park. Everyone can also bring take-out and rate and review them. We can also make and hand-out a list on what is good to eat in Toronto.
  - o To show we care about welcoming them

Other ideas:

- Game of werewolf for Halloween

Action Item(s)	Member Responsible	Deadline
<ul style="list-style-type: none"> <li>• To send a list on the best places to eat in Victoria</li> </ul>	Sybil	

<b>Agenda Item</b>	Updates regarding graduate student training handbook	<b>Presenter:</b>	Lauren Matheson (Social engagement coordinator)
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**Discussion**

There was an overhaul of the graduate student handbook, led by John Sakaluk and Mauricio with input by PGSC members. More student-centered information were added. The summary of updates are as follows:

Focus on student and supervisor responsibilities:

- e.g. They set how many times to meet per semester, deadlines for how long supervisors can take to give feedback. They mentioned that supervisors are partially responsible to getting funding, are expected to help students get published, and to help students adjust to the flow of academic life.

- However, none of this is binding and there were push-back on us asking that profs are educated and pushed on doing these. They suggested that we can't tell profs what to do and that they don't have a lot of control of the profs.
- There were item such as "supervisor must meet at least twice a sem", so some of the items are not great.

Funding:

- Department does not foresee getting more funds to support students getting more funding. The province and the university are not necessarily providing them with funding. This puts more responsibility on supervisors and students to get their own funding.
- They also added a requirement for more transparency on how funds are allocated, prioritizing students who are new and students working with new-career researchers.

Formalization of changes:

- They hoped to get this passed in the summer, but this has not yet been passed at a department meeting. This is an item that will come up in the September meeting. In the spring, John and Mauricio asked for input from PGSC and GEC and had a dedicated meeting to go over suggestions.
- Some feedback that we gave was knowledge translation around the document e.g. a summary document. They're somewhat unwilling to put more resources in creating a summary document and explaining it to students. They agreed to be put online in a more prominent place.
- It was codified that the document will be reviewed every 3 years.
- Also, at departmental meetings, you can put a motion to make changes in the handbook.

Other changes:

- They were responsive to make changes to make TA hours and allocation more transparent. They might be waiting for the collective agreement.
- Also added information to the discrimination and harassment section.

There is a Google Doc with our proposals/comments and it highlights the sections that are newly added. It was suggested that this document be shared with PGSC members (and students).

Action Item(s)	Member Responsible	Deadline
<ul style="list-style-type: none"> <li>• Send email about changes that were made in the handbook</li> </ul>	Breanna	

## Member Updates

### Treasurer

- Funds available from GSS, department and Dean's conference grant
- Might be eligible for another 300\$ from GSS in the upcoming term
- Helia to email Tom about GSS funding and filling out paperwork

### **Social Events and Student Engagement Coordinators**

- Lauren: Discussing orientation for new students. They have 4 orientation activities. Refer to agenda item.
- Breanna – psych grad mailing list has bounce-back issues with emails over 200 megabytes. She is looking into it.

### **Clinical Representative**

- No updates, have not heard from Marie or faculty members.
- Liz: They have a break in the summer, but should get an email about a meeting one week before the sept term.
- Cindy to let group know if she doesn't hear anything.

### **CaBS, SP, INDV Representative**

- Northwest cognition and memory conference, can share event in mailing list and on the Facebook page.

### **Lifespan Representative**

- No updates

### **GEC Representative**

- Julie's role may be expanding, to attend GEC meetings more often when students are being discussed. She will follow-up with Mauricio.

### **Ombuddy/Liaison**

- Debra - No updates. Will talk about ideas for ombuddy role. Refer to agenda item on ratifying the constitution.

### **GSS Representative**

- Tom – no updates.
- Will let engagement coordinators about GSS orientation.

### **CUPE 4163 Representative**

- none

### **TAC**

- Liz – planning TAC events for the fall, brief orientation for new students. Workshops will be offered in September.
- If anyone has topics in mind please let Liz know.
- Guest speakers will present workshops, but Liz is open to organizing other workshops based on our ideas.

### **CPA Representative**

- No updates – Activities start in September. CPA had a student meeting 2 weeks ago.
- Fred Grouzet is the faculty rep for CPA and will be overseeing the activities done in CPA.
- Cindy – CPA virtual conference is online in August, it's cheap if you're not a member. You can check out the conference and you get access until the end of the month.

### **Co-Presidents**

- None. Refer to agenda items.

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## **Notes and Recognitions**

We are thinking about setting up a Slack account for the PGSC members. There are concerns about the high number of platforms we would be using. PlaySpace in BrightSpace can also work for chats. We will add this to agenda on next meeting. We should aim to reduce number of meetings

Shoutout to Tiko for helping with the graduate student handbook.

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**Adjournment:**

Meeting adjourned by Christina at 4:11 pm PDT.

**Helia Sehatpour**

**Secretary & Treasurer *(or proxy note-taker)***