

# PGSC Meeting

Dec. 1, 2020  
3:00 pm PST  
Zoom

## Attendees

Liz Williams (Co-Pres.; TAC)  
Chrissy Robillard (Co-Pres.)  
Helia Sehatpour (Sec./Treas.)  
Lauren Matheson (Social)  
Breanna McCreary (Social;UnionRep)

Eric Mah (CaBS, SP, INDV)  
Sybil Goulet-Stock (Lifespan)  
Julie Prud'homme (GEC)  
Debra Torok (Ombuds)  
Yaewon Kim (CPA)  
Tom Ferguson (GSS)

## Absent

Cindy Quan (Clinical)

## Call to Order:

Called by Liz at 3:00 pm PST

## Approval of Minutes November 3, 2020:

Minutes approved as corrected

## Member Updates

### Treasurer

- None

### Social Events and Student Engagement Coordinators

- We are organizing a social event (Chat Roulette) by creating Zoom rooms for grad students to meet each other.

### Clinical Representative

- None

### CaBS, SP, INDV Representative

- Refer to agenda items

### Lifespan Representative

- None

### GEC Representative

- The GEC rep was invited to a GEC meeting. The department received \$8500.00 to support students who do not have any formal sources of funding. They decided against ranking students and are going to divide the amount equally (~\$300 per person). They expect to have the same amount for the next term, but that is not confirmed yet.

**Ombuddy**

- None

**GSS Representative**

- None

**CUPE 4163 Representative**

- The stewards council took place last week. The CUPE rep spoke to the TA’s in other departments who believed the term was going well for them. The major concern across departments was that other reps are unable to communicate with the TA’s in their department. The psychology CUPE rep inquired about the process of our department hiring a lab instructor to fill a previously TA role.
- The union also have a support fund for students in need of emergency funding.

**TAC**

- None

**CPA Representative**

- The undergrad student rep and grad rep are presenting together. They would like to recruit a campus student rep for the CPA.

**Co-Presidents**

- None

# Minutes

<b>Agenda Item</b>	1. Grad student survey & planning for department meeting in December	<b>Presenter:</b> Eric Mah
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**Discussion**

The PGSC created and shared a survey to collect information on graduate student experiences in the department during the COVID-19 pandemic. So far, we have 26 responses from the students. We have rich qualitative data and need to process the rest of the quantitative data. Qualitative data needs to be coded and entered in a spreadsheet. Examples of coding categories include resources they have found useful, who has provided those resources, general experiences, etc. We are looking for PGSC members to code the data. We can have 1-2 individuals going over the questions.

We maybe extending deadline for survey to the following Tuesday.

In regard to survey reports shared with the department, there are concerns on which well-being questions should be shared. If there are low scores on these questions, that should be reinforced to the department to remind them to address existing issues. There are also concerns on whether grad students consider the PGSC as associated with the department. Once we have the final results, we can decide on what to share with the department. We need to bring forth a more unified approach to communicating about well-being, the struggles of grad students, and asking for resources and change.

The survey results include some emphasis on professional development and competencies, e.g. we can push for education on a healthy work-life balance. At the same time, we need to identify the potential causes of poor work-life balance, not just developing time management skills. We can conduct focus groups after the survey and follow-up again with the department.

In addition to the survey results, we should communicate that we have different reps in the PGSC. First-year students have been active in our events as well and may feel isolated. We can use the PGSC PowerPoint presentation for this purpose as well. We will include suggestions from the survey on what the department should be aware of and help with.

We will have a short meeting before the presentation to go over survey results. We should also inquire about for what purposes some of the roles were created in the first place, e.g. Ombuddy role.

Action Item(s)	Member Responsible	Deadline
<ul style="list-style-type: none"> <li>Set up google spreadsheet with the survey content</li> </ul>	Eric	ASAP
<ul style="list-style-type: none"> <li>Send reminder email about survey</li> </ul>	Eric	
<ul style="list-style-type: none"> <li>PGSC members to go over survey result document and code for themes</li> </ul>	Interested members	
<ul style="list-style-type: none"> <li>Schedule meeting to go over survey results</li> </ul>	Eric and Sybil	

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**Agenda Item**      2. Planning for December GEC meeting    **Presenter:** Julie Prud'homme

**Discussion**

Budget and admissions will be discussed in the upcoming GEC meeting. The PGSC members discussed the issues we would like to bring up in the GEC meeting:

- The have been talks of some changes to the graduate supervision policy and training handbook. If there is evidence that supervision quality is not met, the department will not offer funding for future students in that lab until the supervision quality is corrected. New students will not be told that the supervisor has a bad track record of supervision. They would be told that they cannot be offered any funding in their acceptance letter. After the first year, they will be guaranteed funding similar to other students.
- If there are supervisors who have major grants and are not passing any of that onto their graduate students, and if faculty members are not contributing fairly to their graduate students, the department will not provide as well as funding packages to their new students. This intends on incentivizing faculty to apply for grants and bringing external funding for graduate students.

The GEC rep will follow-up about the agenda and the meeting time.

We should look into whether we will receive less funding from the university because some of the students in the department are delayed.

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<b>Agenda Item</b>	3. Transition manual plans for next term and debrief of activity from last meeting	<b>Presenter:</b> Breanna McCreary
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**Discussion**

In the PGSC constitution, it is mentioned that we should create a transition manual for the next PGSC reps. We will be drafting a transition manual in the next couple of months. Elections are coming up in April. We would like to have the manual set before we go into this period. This will include information such as what responsibilities are included in each role, how long it takes to perform the tasks, and whether there are people to contact and follow-up with in this role. PGSC members are invited to help with the manual, and later add the details of their role to the manual.

We can include results from the survey in the transition manual, perhaps under the tasks and projects the Ombuddy should consider.

<b>Action Item(s)</b>	<b>Member Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>• Draft a transition manual</li> </ul>	Breanna	January

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**Notes and Recognitions**

None

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Adjournment:

Meeting adjourned by Liz at 4:00pm PST

Helia Sehat-pour

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