Minutes

**Attendees**

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Breanna McCreary (Co-Pres.; CUPE Steward)</td>
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<tr>
<td>Lauren Qualls (Co-Pres.)</td>
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<tr>
<td>Alejandra Contreras (Sec./Treas.)</td>
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<tr>
<td>Erin Light (Events &amp; Engagement)</td>
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<td>Erin Lowey (Events &amp; Engagement)</td>
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<tr>
<td>Chrissy Robillard (Clinical Rep.)</td>
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<tr>
<td>Liz Williams (Acting CaBS, SP, INDV Rep.)</td>
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<tr>
<td>Brooke Lagore (Lifespan Rep.)</td>
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<tr>
<td>Julie Prud’homme (GEC Rep.)</td>
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<tr>
<td>Elycia Desgrosseilliers (Ombuddy)</td>
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<tr>
<td>Maddie Gregory (CPA Rep.)</td>
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<tr>
<td>Tom Ferguson (GSS Rep.)</td>
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<td>Eric Mah</td>
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**Call to Order:**

Called by Breanna at 11:33am

**Approval of Minutes May 20, 2021:**

Minutes approved as read

**Member Updates**

**Treasurer**

- No updates

**Social Events and Student Engagement Coordinators**

- Student buddies request will go out soon

**Clinical Representative**

- No updates

**CaBS, SP, INDV Representative**

- Chair looked over the instructor-TA survey report, has approved for us to share it with graduate students once we finalize the report
- The Department meetings will likely be hybrid in the future
- There will be some flexibility for PGSC Reps who are not in Victoria to attend hybrid meetings.
- Department is expecting undergrad classes will be fully in-person in the fall.

**Lifespan Representative**
• Department meeting will be next week
• There will be no further Department meetings during the summer (next one is scheduled in September)

GEC Representative
• Coordinating with the GSS to advocate for more funding for graduate students
• GEC will likely not meet until September
• Will reach out to the new Grad Advisor to continue discussion surrounding the graduate student entrance awards

Ombuddy
• No updates

GSS Representative
• Grad Advisor had indicated that graduate entrance awards will be cut from 12 to 8 next year
• Disconnect between different sources of information; follow-up is ongoing; GSS exec. is aware and involved.
• Will continue to follow up in perusing more grants and get more information about the cuts
• Possibility to work with the Student Affairs Committee to advocate for more funding
• Funding on the UVic website is unclear, and GSS will try to get access to more detailed information.

CUPE 4163 Representative
• No updates

TAC
• not yet hired

CPA Representative
• Will connect with CPA faculty members

Co-Presidents

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Ice Breaker</th>
<th>Presenter:</th>
<th>Lauren &amp; Breanna</th>
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Discussion
Introductions of PGSC members

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Overview of Meeting Protocols</th>
<th>Presenter:</th>
<th>Lauren &amp; Breanna</th>
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</table>

Discussion
Behind the scenes timeline for the meetings
1- 2 weeks before – in Microsoft Teams, Secretary will ask for proposed items for the upcoming meeting’s agenda and will open a thread on the Council Meetings channel.
2- PGSC members will have 1 week to reply on the Council Meetings agenda thread and propose agenda items
3- After that week is over the Secretary will collect proposed items, review agenda with Co-Presidents and send agenda to all psychology students via PsycGrads listserv

Every meeting
1- Call to order (noted by Secretary)
2- Approval of minutes
3- Member updates
4- Meeting adjourned (noted by Secretary)

Varies monthly
1- Agenda items
   • Difference between agenda item and member update.
     It is an agenda item if:
     • Want to have discussion about the item with the team
     • Want to give advance notice of the topic for discussion
     • Will likely take more than 2 mins
     • When in doubt include it on the agenda item thread on Teams

2- Voting
   • Vote at each meeting to approve the previous meeting’s minutes (at the beginning)
   • Vote on decisions that affect the whole group
   • How does it work:
     • Someone puts forward the motion (not Co-Presidents ideally)
     • Another person seconds the motion
     • Motion goes to a vote
     • All students present at the meeting can vote (not just PGSC members)
     • Everyone can vote only once
     • Simple majority (50%+ 1) for most voting; Constitutional amendments require 2/3rds majority (PGSC Constitution Section 6.05)
     • Secretary will count votes and record them

<table>
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<tr>
<th>Agenda Item</th>
<th>Confirming Summer PGSC Meetings</th>
<th>Presenter:</th>
<th>Lauren &amp; Breanna</th>
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</table>

Discussion
Previous dates/times did not work for all PGSC members; Co-President proposed new dates to meet for remaining summer meetings (one week sooner than previously scheduled)

Motion:
Motion to move meetings up one week
   Seconded
   Motion passed
   Erin Lowey
   Breanna McCreary
   11-2
Summer meetings will be held on:
- Tuesday, July 13 at 11:30 am
- Tuesday, August 10 at 11:30 am

| Agenda Item | Council Structure | Presenter: | Lauren & Breanna |

**Discussion**
Co-Presidents have divided their duties to streamline internal PGSC communication and tasks. Each will oversee half of the Council, so each PGSC member knows who to reach out to for support/questions, etc.

Presentation of an organigram (will also be available on Teams for reference):

Summary of the organigram:

**Lauren** - Responsible for the internal oriented aspects of the PGSC; She will be in charge of the website.
Under her supervision will be:
- ✓ The Secretary/Treasurer
- ✓ The Clinical Rep
- ✓ The Lifespan Rep
- ✓ The CaBS/SP/INDV. Rep
- ✓ The Ombuddy
- ✓ The SCCT Reps

**Breanna** – Responsible for the external oriented aspects of the PGSC; She will be in charge of the PGSC email.
Under her supervision will be:
- ✓ The Events Coordinators
- ✓ The GEC Rep
- ✓ The GSS Rep
- ✓ The CPA Rep
- ✓ The CUPE Rep
- ✓ The TAC

**Working group channels in teams**
A. Community report
B. Funding
C. Events & Student Engagement
D. TA/Sessional Issues
E. Equity diversity inclusion decolonization
F. PGSC Continuity
Goals of the group channels:
- Try to put structures in place to make communication more efficient
- Support: Channel members can start in the small team channels first
- Every person can be empowered through the small working group networks

**Action Item(s)**

<table>
<thead>
<tr>
<th>Action Item(s)</th>
<th>Member Responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Add members to Teams</td>
<td>Breanna</td>
<td>June 16</td>
</tr>
<tr>
<td>Create working groups channels</td>
<td>Breanna &amp; Lauren</td>
<td>As soon as possible</td>
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**Agenda Item**

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<th>Agenda Item</th>
<th>Using Microsoft Teams</th>
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<td></td>
<td>Lauren &amp; Breanna</td>
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**Discussion**

In order to have more time for the discussion of the report, the council agreed to review the “using Microsoft Teams” presentation on their own. The presentation will be emailed to the PGSC members to reference before they are added to the Teams account.

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<tr>
<td>Email Teams info to PGSC members</td>
<td>Breanna</td>
<td>June 16</td>
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**Agenda Item**

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<th>Reading of 2020 PGSC Community Report</th>
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<td>Council</td>
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**Discussion**

Community Report was created in consultation with graduate students and includes results from TA focus groups as well as information about TA Appointment processes in other departments (compiled by the TAC). Half of all the graduate students in Psychology participated in the Community Check In survey. The report covers impacts of COVID on research, satisfaction in the Department, student well-being, and TA experiences. The report concludes with a series of recommendations to the Department. Overall there are nine identified themes in the recommendations:

1. Support students experiencing research and program delays due to COVID-19 disruptions
2. Reducing isolation of graduate students in the department by increasing contact and collaboration across different program streams
3. Promoting students’ and supervisors’ knowledge of degree requirements and relevant UVic, FGS and Departmental Policies
4. Supporting graduate students with supervision-related concerns
5. Promoting and supporting graduate student well-being
6. Increasing graduate student funding
7. Improving the TA application process
8- Supporting productive and positive working relationships between instructors and TAs
9- Supporting equity, diversity, inclusion, and decolonization

The report is intended to be a starting point to inform initiatives in the years to come. The Community Check-In Survey will be repeated annually, and the goal is to produce a brief report on the results of the survey each year. Departmental Reps will spearhead this project each year. The report gives us evidence to speak to in our various committees and meetings, and we want it to empower current and future PGSC members and all graduate students in Psychology to advocate for issues important to them. The report will be distributed to all graduate students later today.

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<td>Distribute Community Report via PsycGrads</td>
<td>Eric Mah</td>
<td>June 15</td>
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Discussion/comments about the Report

- Q: Are we recommending which themes to address first?
  A: Recommendations are specific to different roles, and different committees; COVID will come first chronologically. PGSC members can push for recommendations they feel strongly about in their respective roles. We know that not all recommendations will be feasible to accomplish in the next 1-3 years but there’s at least one recommendation in each section that could be worked on right away.

- Comment: Next steps on some of the recommendations can be discussed further in the working groups and channels on Teams

- Comment: Talk on improving TAships in the department is already underway; for example, the Department has asked instructors for more feedback on TA roles and hours

- Comment: liked the idea of an online application system for the TA positions.

Notes and Recognitions

Special recognition to everyone who worked on the Community Report and to all the students who participated in the surveys and focus groups. Thank you!

Adjournment:
Meeting adjourned by Breanna at 12:35pm

Alejandra Contreras
Secretary & Treasurer (or proxy note-taker)