



Notice of Meeting  
Tuesday, 13 December, 2016: 5:15 – 7:30 PM  
GSA Commons

[Dinner 5:00pm]

Agenda

		Pages	Action
5:15	<b><u>Discussion on Internationalisation at the U of S</u></b> An open forum to be held before the Council meeting. Guest: <i>Patti McDougall, Vice Provost Teaching &amp; Learning</i>	<i>Incl. PDF</i>	
5:45	BREAK		
	<b><u>Meeting</u></b> <b>OPEN SESSION</b>		
6:00	1. Call to Order		
6:05	2. Remarks from the Chair	Oral	Information / Decision
6:10	3. Approval of the Agenda		Decision
	<b><u>Consent Agenda</u></b>		
6:15	<b>Motion:</b> To approve and/or receive for information by consent items 4-7 below.		
	4. Minutes from the 29 November, 2016 Council Meeting	2 – 4	Decision
	5. Updated Roster of Councillors	5	Information
	6. Reports from the Executive	6 – 14	Information
	7. Reports from Committees: Executive, Bursary Selection	15 – 21	Information
	<b><u>Regular Agenda</u></b>		
	8. Report of the President		
6:20	a) President's Update [+ draft Student-Supervisor Agreement]	Oral, 22-26	Information / Input
6:30	b) Q & A Period with the Executive	Oral	Information / Input
6:40	c) Renewal of Social Club Status	27 – 29	Decision
6:45	d) GSA Fee for September, 2017	30	Decision
6:55	9. Discussion on GSA Governance	Oral	Discussion / Input
7:05	10. Call for February Special General Meeting of the Membership	31	Decision
7:10	11. Other Business / Announcements Next Meeting: Tuesday, 31 January, 2016 (5:00pm)		
	<b>IN CAMERA SESSION</b>		
7:15	12. Report of the President	Oral	Information / Input
7:25	13. Other Business		
7:30	14. Adjournment		

**Note:** All meetings are open to the general membership, except for confidential sessions and those *in camera*, where only councillors, directors, senior staff, or individuals invited by the chair may attend. Agendas and minutes from "open" sessions will be made available electronically to the general membership. It is understood that content and discussions from confidential or *in camera* sessions may not be distributed to or discussed with anyone but current councillors, directors and/or the office manager. No record will be kept of discussions in camera.

To allow Council to complete a number of matters quickly and to devote more of its attention to major items of business, the agenda has been divided between items that are to be approved and/or received for information by consent and those that are to be presented individually for discussion and decision and/or information. A consent agenda does not aim to prevent discussion of any matter, but is intended for items that are likely uncontroversial, or relatively minor in nature, and will not be discussed at the meeting unless a member so requests. Members are supplied with the appropriate documentation for each item and all items will be approved by means of one omnibus motion. Council will then move immediately to consideration of the items on the regular agenda.

**University of Saskatchewan**  
**Graduate Students' Association**  
**Minutes from Tuesday, Nov. 29<sup>th</sup>, 2016 meeting**

**Present:** Refer to sign-in sheet

**Regrets:** none received.

**Absent:** Refer to sign-in sheet

**Organization of Meeting:** Robert Henderson, chair of Council, took the chair, and Mylyne Tham acted as secretary. The chair advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted.

**OPEN SESSION**

**1. REMARKS FROM THE CHAIR**

**Agenda format change**

- Adopting consent and regular agenda format
- Motion carried unanimously

**Approval of agenda**

- Moved by Ziad Ghaith, seconded by Carolyn
- Discussion about why there are only two reports listed on the agenda and why there is not a motion for ThinkGRAD. The chair indicated that executive written reports are now included in the consent agenda and only extraordinary items will be brought to Council in the regular agenda. ThinkGRAD is currently on hold and will be brought to Council when a substantial update is ready from the VP External.
- Motion carried unanimously

**Consent Agenda**

**2. MINUTES FROM OCT. 18<sup>TH</sup>, 2016 COUNCIL MEETING**

The council approved the minutes as distributed.

**3. REPORTS FROM THE EXECUTIVE AND EXECUTIVE COMMITTEE**

Motion moved and carried unanimously

## **Regular Agenda**

### **4. COMMITTEE APPOINTMENTS**

Motion: to approve standing committees with members according to the bylaws and report submitted to Council in advance of the meeting.

Carried unanimously.

### **5. REPORT OF THE VP OPERATIONS AND COMMUNICATION**

#### **New ad hoc GSA Sustainability Committee**

- Motion: to approve the committee and delegate authority to VP Operations 2016-2017
- There was discussion about the extent of the economic and sustainability committee, why it is the VP Ops deciding membership of this committee, how this committee is filled and whether this position is a paid position.
- The group wants to represent grad students with regards to economic and sustainability issues – presently, there is no graduate group doing this and we want to be at the table in any discussions at the university.
- Carried unanimously

#### **New ad hoc GSA Health and Wellness Committee**

- Motion: to approve the committee and delegate authority to VP Operations and VP External 2016-17
- Nafisa and Carolyn want to form a broader committee to carry on health chats and lead conversations
- Carried unanimously

### **6. REPORT OF THE PRESIDENT**

#### **President's Update**

The President talked about the progress on the formation of a Student-Supervisor contract and encourages feedback from councillors when the draft is released.

#### **Q&A Period with the Executive**

- Student-supervisor contract draft will be available a week before the Dec. 13<sup>th</sup>, 2016 meeting

#### **Renewal of Social Clubs' Status**

- Motion: to approve membership status of the focus club
  - Discussion of this topic can be found in previous minutes and a councillor commented on whether a club representative needs to be present before approving or denying club membership
  - For the focus club, two requests to send representatives were sent and both were ignored.

- Motion fails (with 2 in favour, 12 abstentions, remainder against) – focus club membership is not approved.
- It was noted that this group may choose to apply again to the GSA for club status.
- Motion: to approve membership status of the Bangladeshi students' association
  - Ghaith and Absher
  - Carried with 5 absentions
  - Discussion: is it fair to approve/not approve without representation?
    - This is first renewal request for this group
    - In September, group renewals were approved without representation, so precedent is set and this motion can be made
    - The other clubs that were renewed in September, there was a member who could vouch and provide evidence for the group events compared to focus club, which had no one to vouch for their activities and efforts
    - Comment: too much time dedicated to discussing social group renewals, suggestion to have a formal procedure laid out for renewal to make this process quicker – directed to governance committee
    - Question: Bangladeshi association has grad students?
      - Yes, the group properly filled out the forms submitted to the GSA, so they are aware of their responsibilities to council
    - Emails to attend meetings from GSA: this group did not respond
- Motion: to table this topic to the next GSA meeting
  - Motion withdrawn by mover
- Vote to end debate on main motion carried
  - Main motion carried, with 4 abstaining.

## 7. OTHER BUSINESS

- There was no other business.

Council then convened *in camera*.

Meeting adjourned at 7:30pm.

**GRADUATE STUDENTS' ASSOCIATION – U of S  
Council and Board of Directors**

**Updated Roster of Councillors**

**FOR INFORMATION**

---

In addition to the executive and chair, the following individuals currently represent the various academic councils of graduate students at the U of S.

<b>Name</b>	<b>Academic Council</b>	<b>Name</b>	<b>Academic Council</b>
Colin McLaren	Kinesiology	Ifeoma Adaji	CS
Isaac Pratt	Medicine	Rahat Yasir	CS
Emiliana Bomfim	Medicine	Tonny Kar	CS
Aurora Bowery	ARCHAIA	Karissa Patton	History
Jason Ho	PEGASUS	Davis Rogers	History
Brenda Byers	IGSC	Morgan Kirzinger	CS
Breanna Anderson	Animal & Poultry	Sylvana Tu	School of Public Health
Steve Fraser	IGSC	Afolabi Ayeni	EGCC
Evan Poncelet	Psychology	Viktoria Hinz	SENSSA
Brandon Sparks	Psychology	Ian Smith	SENSSA
Derek Green	Toxicology	Michael Paul	SENSSA
Timothy Tong	MBARC	Jaylene Murray	School of Environment and Sustainability
Katherine Raes	Toxicology	Rebecca Kennedy	School of Public Health
Lindsay	Physics	Tolulope Emiola-Sadiq	Engineering Graduate Community
Chris Maierhoffer	MBARC	Prajjwal Gautam	EGCC
Luc Chabanole	Geology	Naheda Sahtout	Chemistry Course Council
Josh Cronmiller	Geography & Planning	Mila Markevych	EGSA
Obadiah Awume	GEPL	Kendall Krepps	Soil Science Graduate Student Association
Devin	Agriculture and Resource Economics	Joshua	Economics Graduate Student Association
David Hilger	Soil Science	Dimitry Zakharov	History Graduate Students Committee
Federica Giannelli	English	Josh Thomas	IGSC but not councillor?
Logan Pizzey	Agriculture and Resource Economics	Iloradanon Efimoff	IGSC but not councillor?
Daniel Karran	Geography and Planning	Oluwasegun Oyafajo	EGCC
Alasdair Morrison	Geography and Planning	Haley Scott	WCVM
Stephanie Streich	Geography and Planning	Arinjay Banerjee	WCVM

Robert Henderson, Chair

6 December, 2016



**University of Saskatchewan - Graduate Students' Association**  
**GSA President Ziad Ghaith report (December Council Meeting)**

Dear GSA Council:

It is my pleasure to provide to you the sixth report on my activities and initiatives as the GSA President.

The GSA is wrapping up 2016 with a solid plan for the upcoming year. Over the last six months the GSA has managed to highlight the most important issues and to progressively work on those issues. In this report I will highlight two important initiatives that will be the core of the GSA focus in 2017:

- **Student Supervisor Memorandum of Understanding**

In my November report to the council, I highlighted that the GSA is drafting a memorandum of understanding to be used between supervisors and their students. We This has been a growing issue that the graduate students have addressed to me personally and to the GSA executives. Recently the University of Manitoba has approved a mandatory memorandum of understanding to be signed between supervisors and their students.

The GSA is trying to engage different stakeholders in this process, we have sent a copy of the first draft of the memorandum to the faculty association and to the College of the Graduate Studies and Research for their feedback. A copy of the proposed draft memorandum is available for the Council members for their review/feedback via:

<https://app.box.com/s/jamd20bxo9uxjoqjy7vxxy0rlm0wrkn>

- **Graduate Students' Association Strategic Plan**

The GSA is forming a working group (to report to the Governance committee) to start drafting a strategic plan for the GSA over the coming 5 years. The goal of this strategic plan is to keep the GSA on one track in terms of addressing the graduate students' needs and to improve the current governors and financial practice in our organization. The GSA has a full time office manager who handles a large diverse workload, however the continuous change of executives each year and lack of continuity and training which tends to create gaps in procedures. These gaps result in unresolved matters that carry over from year to year. We feel it is a crucial necessity to create a strategy for the GSA in order to go forward with sustainable growth.

Finally, I would like to provide the council with a list of meetings from November 18<sup>th</sup> to December 2<sup>nd</sup> 2016 where I represented the GSA:

<b>Date</b>	<b>Meeting details</b>
<b>November 22, 2016</b>	GSA Executive Meeting
<b>November 28, 2016</b>	Meeting with the GSA Auditor
<b>November 29, 2016</b>	Meeting with the University Executive Committee
<b>November 29, 2016</b>	Student Forum
<b>November 29, 2016</b>	Tuition Town Hall
<b>November 30, 2016</b>	Planning and Priority Committee
<b>December 1, 2016</b>	Fee Review Committee

Ziad Ghaith

President, Graduate Students' Association

### **VP Operations and Communications:**

I am pleased to inform you that these past couple of months have been quite productive. There are also other initiatives that I have been involved in that I am excited to share with you.

#### **Mental Health First Aid:**

Mental health issues continue to be a concern amongst graduate students. When graduate students experience distressful situations, the GSA is the first initial help for many students. Although our Executive and staff may listen and sympathize with our members, we're not trained as councillors, psychologists, etc. To overcome this challenge, different student organizations and employees receive a Mental Health First Aid Training.

The following skills are gained from this training:

- Recognize the signs and symptoms of mental health problems.
- Provide initial help.
- Guide a person towards appropriate professional help.

I'm currently advocating and fundraising to ensure our staff and executive gain this training to provide better support to our members.

#### **Graduate-Undergraduate Mentorship Program:**

I'm currently working with the USSU VP Academic to form a Graduate-Undergraduate Mentorship Program that will launch in February 2017. This mentorship program will provide an opportunity to undergraduate students interested in pursuing graduate school to be matched with a mentor who is currently studying in their desired fields to provide guidance and support with various areas of graduate studies. The sign up to this program will be open in January 2017.

#### **GSA Sustainability Committee:**

The Sustainability Committee has begun planning for a number of initiatives that will take place in the winter semester of 2017, including the Sustainability Forum that will occur during the Graduate Achievement Week. The committee is currently working on fundraising moneys for this initiative.

#### **GSA Communication:**

I'm currently working to produce the December Bulletin that will be sent out to our members prior to the 15<sup>th</sup>. The goal of the GSA bulletin is to improve the communication by reducing the number of outgoing emails to members through compiling items into one coherent bulletin.



Graduate students can expect these bulletins to include announcements, upcoming events, and descriptions of services offered.

The GSA has an Instagram account (@usaskgsa), and a twitter account (GSA\_USask). These accounts have been active since the beginning of my term to engage our members. Our facebook page is also active. I have been consistently sharing announcements and communicating with our members through these platforms. This helps us stay connected to our members and create a community online that our graduate students can be a part of.

Many graduate students email me about various topics, and I have been responding in a timely manner. I have also posted the council meeting minutes and the executive meeting minutes on our website. These are usually up within the five days timespan highlighted in the bylaws.

### **Executive Committee Meetings:**

To prepare for these meetings, I have engaged in a number of tasks. I call for agenda items, prepare the agenda, distribute the agenda, write the minutes, and publish the minutes on our website to make it available for our members.

### **Health Chats:**

The VP External and I, along with our Health Chat volunteers hosted a workshop session on Maternal Mental Health on December 1<sup>st</sup>. This session was an informal forum on ways to address the unique experiences of graduate student parents on campus from the perspective of mental health and wellbeing. This is a family friendly event; so graduate students will be welcome to bring their children. Refreshments will be provided. There will also be special child-friendly activities.

I also planned a Therapy Dog session on December 1<sup>st</sup> through St. John's Ambulance. This session ran for an hour in the GSA Commons and all the attendees enjoyed the company of Guinness, the therapy dog.

I will also be working with Moksha Studios to arrange a free yoga session in the Commons sometime in December or January.

### **GSA Mobile App:**

I am currently working with the company Oohlala to reach more graduate students at the U of S. This app is a great outlet to build a community and culture for graduate students. It includes a map, tour of the campus, services provided at the U of S, class schedules, events, student clubs pages, and much more.

**Meetings:**

<b>Date</b>	<b>Discussion</b>
<b>November 25<sup>th</sup>, 2016</b>	Meet with USSU VP Academic to discuss collaboration opportunities.
<b>November 29<sup>th</sup>, 2016</b>	Breakfast with the University President and Administration.
<b>November 29<sup>th</sup>, 2016</b>	Met with the Sustainability Committee.
<b>November 29<sup>th</sup>, 2016</b>	GSA Council.
<b>December 1<sup>st</sup>, 2016</b>	Therapy Dog Session.
<b>December 1<sup>st</sup>, 2016</b>	Health Chat on Maternal Mental Health.
<b>December 2<sup>nd</sup>, 2016</b>	CGSR APC.

## GSA VP Finance Kusum's University council meeting report for December 2016

Dear GSA members,

Here is my sixth council report since I started as VP finance for the year 2016-17.

1. **Historic auditing:** Me along with GSA president, Office manager and GSA chair had meeting with our auditor Mrs. Kathryn where the status of GSA auditing was informed. Our auditor also recommended to hire a part time book keeper to ensure good financial records for the coming years.
2. **Fee review committee:** Discussions in the university's student fee committee are confidential.

Here are the meetings I have attended:

Date	Discussion
November 22 <sup>nd</sup> 2016	Executive meeting. Minutes attached
November 22 <sup>nd</sup> 2016	GSA fees meeting over phone with Cece Baptiste
November 28 <sup>th</sup> 2016	Meeting with the auditors for historic auditing
November 29 <sup>th</sup> 2016	Meeting with President executive committee over breakfast
November 30 <sup>th</sup> 2016	Fee review committee meeting with university officials

## **GSA VP Students Affairs Shailza Sapal's Report (December Council Meeting)**

Dear GSA councilors:

It is my pleasure to present you the report of my activities as VP student affairs. It has been quite a busy period where lot of the meetings were scheduled and planned.

Over some days I was busy in following activities:

- Successfully preparing the draft of GSA survey, that is with Dean CGSR for review and comments for improvement if any, before launching it.
- Helping VP External for the Day of Action.
- Helping some grad students in their concerned situations regarding, residence or services that are provided for them on campus.
- Planning social events like Halloween and Volunteers appreciation night.
- Planning for Winter Orientation 2017.
- Preparing for Christmas social, dated December 16<sup>th</sup>.

Finally, I would like to provide a list of meetings where I represented GSA:

Meetings:-

Date	Meeting	Body
Oct 6 <sup>th</sup>	Equity and International Committee	University
Oct 11 <sup>th</sup>	CFS Day of Action Planning Meeting	GSA
Oct 11 <sup>th</sup>	GSA Executive Meeting	GSA
Oct 12 <sup>th</sup>	Student Forum Executive Meeting	University
Oct 12 <sup>th</sup>	GSA Survey Committee	GSA
Oct 17 <sup>th</sup>	Academic Misconduct Regulations Session	CGSR + University

Oct 18th	International Activities Committee	University
Oct 18th	GSA Council Meeting	GSA
Oct 25th	GSA Executive Meeting	GSA
Oct 29 <sup>th</sup>	Halloween Social	GSA
Nov 1 <sup>st</sup>	CFS Day of Action Planning Meeting	GSA
Nov 2 <sup>nd</sup>	GSA Executive Meeting	GSA
Nov 3 <sup>rd</sup>	Parking & transit Committee	University
Nov 22 <sup>nd</sup>	International Activities Committee	University
Nov 25 <sup>th</sup>	Volunteers Appreciation Social	GSA
Nov 30 <sup>th</sup>	January Orientation Committee	University
Dec 8th	Equity and International Committee	University

Shailza S. Sapal

VP Student Affairs

Graduate Students' Association



## **Graduate Students' Association**

**Ali Kiani**

### **VP Academic's Report**

**December, 2016**

---

#### **Spring Conference Planning**

I'm pleased to report that so far, we started the hiring process for a coordinator to assist with Spring Conference since Dec 2, 2016 and I hope that we will finish hiring process in January 2017. I am trying to contact with the deans of departments at the University of Saskatchewan regarding their participation in this conference.

#### **Workshops**

On Nov 30, I held a workshop about Digital Business Strategy which turned out to be a great success. Many students attended, enjoyed, and learned from this workshop.

Dec 19<sup>th</sup> at 6:30PM I am planning to have another workshop at the university residence about Anti-Racism.

For January, I am scheduling to have a workshop about Positive Space and it will be very useful for all student to be provided with information about this subject.

I attended Health Chat workshop this month. This workshop was hosted by VP external.

I am helping out mentorship plan for the graduate student and undergraduate students.

#### **Academic Advocacy**

I am dealing with three active cases, involving academic and non-academic issues.

#### **Regular Committee Meetings**

I have been participating in different meetings with the following committees:

- GSA exec meeting
- Meeting with student
- C280 academic misconduct session
- Holiday social for Academic Programs Committee
- RSAW holiday lunch
- Uni Library Trans - Steering Committee
- Breakfast with president

## Graduate Students' Association



### **GSA Executive Meeting Minutes Tuesday, November 22<sup>nd</sup>, 2016 - GSA Commons 05:00 P.M. – 07:00 P.M.**

**Present:** Ghaith (President), Absher (VP Operations), Sapal (VP Student Affairs), Sharma (VP Finance), Kiani (VP Academic) & Gaspar (VP External). **Absent:** Tootoosis (VP Aboriginal Liaison)

- 1 Call to Order** at 5:04 PM.
- 2 Opening Remarks from the GSA President**
  - 2.1.** According to the Bylaws, the President must chair the meetings and the VP Operations takes the minutes.
- 3 Approval of the Agenda**
  - 3.1.** Sharma amended the agenda to add 6.3 will sponsorships: SSGS and PSA, Gaspar added 6.10, Absher added 6.11 and Ghaith added 6.12 to 6.14.
  - 3.2.** Ghaith moved a motion to approve the agenda as amended. Seconded by Kiani. All in favor. Motion carried.
- 4 Approval of the Minutes of GSA Executive Meetings:**
  - 4.1. Minutes of GSA Executive Meetings on November 8<sup>th</sup>, 2016**
    - 4.1.1.** Ghaith moved a motion to approve the minutes of Nov 8<sup>th</sup> as circulated. Seconded by Sharma. All in favor. Motion carried.
- 5 Items for Actions/Information**
  - 5.1. Presentation by ISA**
    - 5.1.1.** This item is tabled and to send their representative to attend the next the meeting.
  - 5.2. Three Minutes Reports**

#### **Sapal**

- Draft is ready, awaiting feedback before it's published.
- Sapal wants to organize a social event this month.

#### **Sharma**

- Will be meeting with auditors and they will provide report soon.
- Planning the next financial workshop
- Met with technicians regarding stoves
- Approaching people regarding the tax filing.

## Gaspar

- Met with Health Chat group to organize December event.
- Ordered Gala invitations.
- Attended 6 meetings in the past two weeks.
- Positive Space Training.
- Partnering with Computer Science to develop a Guppies App.
- Planning a Guppies social difficult to find a date with all the current events.
- TLARC presented on Indigenization looks like at U of S and graduate student association is a head of engaging in this conversation with IGSC

## Kiani

- Working with SECC for 3 workshops.
- Nov. 30 will be a workshop on Business Strategy.
- Will be meeting with students to address their GSA.
- Represent GSA at various committees.
- Positive Space training.

## Absher

- 1 12 Meetings since last meeting.
- 2 Coordinated and attended Positive Space Training.
- 3 Bursary Committee Meeting this Sunday.
- 4 Currently working to form a GSA Ad-Hoc Sustainability Committee and a Health and Wellness Committee.
- 5 Helped out with coordinating an internal staff potluck.
- 6 Met with USSU president to discuss collaboration opportunities.
- 7 Health Chat on Maternal Mental Health is planned.
- 8 Planned a Therapy Dog session.

## Ghaith

- 7 meetings representing GSA.
- Regarding student representation, had meetings to address those.
- Forming a committee called student-supervisor agreement. Made a draft and will present it to CGSR Dean and Associate Dean.
- Spoke at the University Council and received positive feedback and appraised GSA Leaderships.
- Asked executive to send him items to speak about in the Council.

### 5.3. Commons Hot Water Kettle & Office Supplies

[N. Absher]

5.3.1. Absher proposed the following motion via email on November 16<sup>th</sup>, 2016:

*Whereas the Graduate Students' Association (GSA) needs to purchase a hot water kettle.*

*Whereas the kettle is used in the GSA on the daily bases for graduate students and for different event.*



*Be it resolved that maximum \$300 will be allocated to purchase the hot water kettle and office supplies from the Commons Renewal budget line.*

**5.3.2.** 5 voted in favor. 2 abstained. Motion carried.

**5.4. Mental Health First Aid**

**[N. Absher]**

**5.4.1.** Absher explained that graduate students when in distressful situations come to the GSA as the initial help, particularly the office manager. However, none of the executives and staff are councilors, psychologists or therapists and therefore don't have proper training to provide support aside from hearing students out. Therefore, Absher proposed for the executive committee to provide this training to the Office Manager to ensure the sustainability of this, as the executive changes every year. Gaspar said that she advocates for this, and thinks that the coordinators should also gain this training. Absher agreed but mentioned that this depends on the available funds. Sapal explained that she is also on board for this. Ghaith mentioned that this should also be offered to the executive and to contact the Vice-Provost teaching and learning if her office would be willing to sponsor this training. He also recommended to contact Student Care to see if they're also willing to sponsor it. Ghaith asked if we can allocate money from the Health Chat funds, but Gaspar explained that this funds are for Health Chat events. Sharma inquired where the Health Chat funds from the Student Care will go in the budget, and Ghaith explained that it will fall under the revenue line. Absher stated that she will contact the Vice Provost, as well as Student Care and see if they're willing to sponsor this initiative.

**5.5. GSA Fall Bursary**

**[N. Absher]**

**5.5.1.** Absher stated that the GSA Bursary Selection Committee met on Sunday, November 20<sup>th</sup>, 2016. 25 graduate students were selected by the committee to receive the bursary. Ghaith explained that 10 students will be paid by the GSA and 15 students will be paid CGSR, as they donated funds to the GSA bursary for this academic year. Absher will send the winners name to Sharma to make the cheques on behalf of the GSA to 10 students, and Absher will be in touch with CGSR to issue those payments to the 15 students.

**5.6. Therapy Dog**

**[N. Absher]**

**5.6.1.** Absher explained that she planned a Therapy Dog session for graduate students to destress on December 1<sup>st</sup>. She explained that although there's no cost for this service offered by St. John's Ambulance, the GSA needs to cover the volunteer's parking pass. The parking will cost around \$25. Absher explained that she will \$25 from her discretionary funds. All were in favor of this.

**5.7. SSGSA Sponsorship**

**[K. Sharma]**

**5.7.1. SSGSA**

5.7.1.1. Sharma explained that SSGSA is planning annual holiday social and need funding. They haven't specified funding amount. Sharma asked if they're ratified. Ghaith stated that they sent their registration of the councilors but not the council itself. Sharma will follow up with SSGSA regarding this.

#### **5.7.2. PSA**

5.7.2.1. Sharma stated that PSA is planning an event, and need funding for their event. Ghaith explained that they're ratified. Sapal said that we need to know the event details and the number of attendees. Sharma explained that this will be a social event in January. Ghaith recommended to ask them to write a one page brief about the event and invite them to come and speak to our executive. Sharma will follow up with PSA.

#### **5.8. Health Chat**

[C. Gaspar]

5.8.1. Gaspar mentioned that there will be a Health Chat on December 1<sup>st</sup> on Maternal Health. Move a motion to allocate \$150.00. Ghaith explained we should enhance the advertising to reach out. Ghaith asked why this wasn't planned for the residence. Absher explained that it will be beneficial to print it out in color and make. \$150.00 is allocated Gaspar explained that she doesn't have the time to print it in color, that's why she printed in black and w. Gaspar explained that coloring books were paid for orientation for this purpose, where are they? Gaspar moved a motion to allocate \$150 for the Health Chat in December. Seconded by Absher. All in favor. Motion carried.

#### **5.9. Holiday Cheer**

[C. Gaspar]

5.9.1. Gaspar explained that Campus Rec Executive is doing a Family Sponsorship for Holiday gift. Gaspar asked if the executive is willing to donate food/dinner and gifts to a family. Ghaith, Absher, Sapal Sharma, Kiani donated \$20.00 from their discretionary fund towards this initiative. Gaspar will take this forward to find a family.

#### **5.10. CFS**

[C. Gaspar]

5.10.1. Gaspar moved a motion regarding her absence to the 35<sup>th</sup> Annual National General Meeting and U of S GSA's vote via email on November 9<sup>th</sup>, 2016:

*Whereas the VP External (Elected CFS representative) will not attend the 35th Annual Nation General Meeting.*

*Be it resolved that the proxy vote for Graduate Student Association (Local 101) be given to Local 78 (Carelton Graduate Student Representative) for the duration of the 35th Annual National General Meeting.*

5.10.2. 3 voted against 4 abstained

*VP Operations amended the above motion to the following:*

*Whereas the VP External (Elected CFS representative) will not attend the 35th Annual Nation General Meeting.*

*Be it resolved that the proxy vote for Graduate Student Association (Local 101) be given to Local 90 (First Nations University Representative) for the duration of the 35th Annual National General Meeting.*

**5.10.3.** 4 voted in favour. 2 abstained. Motion carried.

**5.10.4.** Gaspar explained that FNU proxied GSA's votes accordingly.

**5.11. Mentorship [N. Absher]**

**5.11.1.** Absher explained that she would like to collaborate with the USSU on mentorship. The mentorship program will be for undergraduate students to build a network with graduate students. It will also help graduate students build their skills and improve their CV. Absher explained that this is just an idea, and the USSU VP Academic is interested in collaborating, but she would like to gain feedback from USSU executive committee. Gaspar inquired how this will benefit graduate students and how will the GSA incentivize graduate students to participate as they're busy. Absher explained that a number of graduate students are interested in volunteering, but don't want to go off campus and this will be a great opportunity in our community and will help them improve their interpersonal skills. Ghaith explained that this initiative will create an opportunity to connect future GSA members to the GSA. Gaspar inquired how we will reach out to participants. Ghaith explained that there might be a process of matching through a database. Absher explained that if we move forward, this year will be a pilot year and the USSU will target students interested in graduate school through their Research Symposium and have a sign up application online. Once we have an idea of who's interested, we'll be able to make a call to specific people in those programs to volunteer as mentors. Gaspar explained that it might be better to just have a social night for each department that brings everyone together and to build those connections organically. Absher stated that there will be a social night to kickoff this program, but a program will be more beneficial to the students than one night. That way, students will be able to build relationships for a longer period of time. Sepal agreed that we can't arrange separate socials for each college. Gaspar stated that there're other opportunities on campus that allow students to meet graduate students and professors, and Sharma stated that there's a mixer and research days open to everyone. Ghaith says he sees the benefit of a more structured program unlike social event. Absher explained that the USSU and GSA will create a framework for the mentorship program. Ghaith stated that the executive committee should give feedback if they're interested in the principle. Gaspar mentioned that there're other initiatives on campus that we should tap into. However, everyone was interested. Gaspar recommended to

form an MOU. Absher agreed about this to ensure that this initiative will be successful and represents both the USSU and GSA.

**5.12. Nov Social** **[Z. Ghaith]**

**5.12.1.** Ghaith stated that the executive agreed to have one social event every month. Absher explained that she will facilitate the creation of the certificates for the volunteer appreciation night. The executive decided to host this event on November 25<sup>th</sup>. Sapal explained that she will be able to organize this event in two days but will need help. Ghaith explained that this will be a short notice. Sharma inquired what kind of event will be as the budget for the event depends on this. Ghaith explained that this will be a volunteer oriented event. In terms of food and drinks, Sapal explained that there will be enough wine to give the volunteers, but we might need another box of wine. Ghaith said that there is enough wine.

**5.12.2.** In terms of the certificates, the executive committee will send a list of their volunteers to Absher by tonight. The certificates will be designed by Absher, but the coordinators will put it together. The office manager will print it out.

**5.12.3.** In terms of the food, Ghaith proposed to allocate \$250.00 towards this event to cover the snacks, as well as the certificates and little goodie bags. Sharma mentioned that there's \$1400 left in the GSA events and initiatives budget line. Ghaith moved a motion to allocate \$250 to the volunteers appreciation event on November 25<sup>th</sup> at 6 PM in the GSA Commons.

**5.13. Gala and 3 minute coordinators** **[Z. Ghaith]**

**5.13.1.** Ghaith stated that the coordinator application is ready online. Ghaith asked how long we will keep it open. He proposed the following dates: Nov 25<sup>th</sup> – Dec 15<sup>th</sup> and the interviews will be conducted in December. Ghaith will send Absher the link to distribute to graduate students.

**5.14. Grad Students Student Representation (In Camera)** **[Z. Ghaith]**

**5.15. GSA Survey (In Camera)** **[S. Sapal]**

**6. Adjournment** at 7:17 pm.

## Graduate Students' Association



### University of Saskatchewan - Graduate Students' Association Bursary Selection Committee Meeting Minutes Sunday, November 20, 2016 - GSA Commons 5:20 PM – 10:10 PM

**Present:** Nafisa Absher (VP Operations), Ali Kiani (VP Academic), Kusum Sharma (VP Finance), Lindsay Goodwin, Aurora Bowery & Naheda Sahtout.

1. **Call to Order:** The meeting was called to order at 5:10 PM.
2. **Approval of Chair:** Absher was approved as a Chair.
3. **Approval of Minute Taker:** Absher was approved as a minute taker.
4. **Business**
  - 4.1. Confidentiality agreement: All committee members signed the confidentiality agreement, and agreed to delete any and all information regarding applicants upon completion of the meeting.
  - 4.2. Reviewing process: VP Finance and Naheda Sahtout evaluated 23 applicants, while the remaining members evaluated 19 applicants. All committee members disclosed that they don't know any of the applicants that they were reviewing or evaluating.
  - 4.3. Absher explained the evaluating, reviewing and final ranking process in selecting the 25 bursary winners. In total, there were 99 complete applications.
  - 4.4. Committee members reviewed each other work according to the following:
    - Aurora Bowery (main evaluator) – Ali Kiani (reviewer)
    - Ali Kiani (main evaluator) – Naheda Sahtout (reviewer)
    - Kusum Sharma (main evaluator) – Lindsay Goodwin (reviewer)
    - Lindsay Goodwin (main evaluator) – Aurora Bowery (reviewer)
    - Naheda Sahtout (main evaluator) – Kusum Sharma (reviewer)
  - 4.5. All evaluation forms were submitted to Absher for the final ranking of the applicants.
  - 4.6. The committee announced the bursary winners (25). 10 winners were randomly selected to receive \$1000 by cheque from the GSA, while the remaining 15 were forwarded to CGSR for their bursaries.
  - 4.7. The committee was in favor of working to improve the selection criteria for the future.
5. **Meeting Adjourned** at 10:10 PM.



## **The University of Saskatchewan Graduate Students' Association**

*This document was adapted from a documents prepared by the Canadian Association of Graduate Studies (CAGS-November 2012), and U of S College of Pharmacy and Nutrition, 2016*

# **DRAFT**

## **Student-Supervisor Agreement**

### **NOTE:**

The student should be the main party responsible for the study program and the performance of related activities, such as the submission of a master's or doctoral thesis and should demonstrate a deep commitment to the course of study and interest in the selected research topic.

The following memorandum of understanding will apply for the duration that (NAME OF THE STUDENT) is a graduate student in the (NAME OF THE ACADEMIC UNIT), working under the supervision of (NAME OF SUPERVISOR)

## **1. Academic Development**

### **It is the student's responsibility to:**

- Develop the necessary skills and learning approaches suitable for an advanced degree;
- Exhibit independent judgment, academic rigor, and intellectual honesty;
- Complete research, course work and/or thesis within the period that is typical for specific degree program;
- Give due consideration to workload and exercise care in the performance of the work assigned;
- Submit their material in a timely manner so as to receive an adequate assessment;
- Make timely progress towards completion of degree and spend the required number of hours carrying out research activities;
- Be available to complete the work assigned;
- Determine with the assistance of the advisor/supervisor, a yearly renewed or revised collaboration/study plan (or more frequently if the need arises).

### **It is the advisor/supervisor's responsibility to:**

- Understand and adhere to relevant university policies and procedures with respect to graduate studies and the supervision of graduate students.
- Act with integrity and professionally in the course of their student's supervision, and in the interests of the student's educational needs.
- Ensure that the student thesis is suitably aligned with the number of credits awarded and that the project is manageable with respect to the educational program objectives and the time allocated for the completion of the program;
- Ensure that student's project has an appropriate hypothesis/question and achievable goals;
- Assist the student in developing their research interests and help the student modify the program when unforeseeable problems arise;
- Determine how and when the supervisory committee should be formed;
- Provide the student with suitable resources and work space;
- Provide supervision in a way which leaves the student with room for autonomy (especially for doctoral students);
- Provide timely feedback to thesis drafts and writings submitted by the student in accordance with an agreed upon schedule; normally, thesis chapter/paper drafts should be turned around

within 2-3 weeks or less. Be open, honest and fair with the student when academic performance is not meeting expectations;

- Provide appropriate mentorship and guidance;
- Establish with each student a yearly renewed or revised collaboration/study plan (or more frequently if the need arises).

## **2. Student Supervisor Interaction**

### **It is the student's responsibility to:**

- Meet (weekly/monthly (as determined)) with advisor/supervisor and advisory/supervisory committee to report on research progress and to meet deadlines, in compliance with established program terms;
- Participate in seminars and training regularly as determined with advisor/supervisor;

### **It is the advisor/supervisor's responsibility to:**

- Meet (weekly/monthly (as determined)) with the student to provide guidance, assess progress and assist student in the goal of completing the program on time;
- Monitor the accuracy, validity, and integrity of student's progress and respond in timely manner with comments/revisions to drafts of applications, reports or research presentations;
- Meet with the student to discuss specific provisions related to their course of study, especially regarding intellectual property and financial support;
- Ensure that the student is aware of relevant policies and procedures for the conduct of research;
- Assist the student in the presentation of their work as it progresses, in accordance with preset program parameters;
- Be available to meet with the student and at the student's request to provide support to the student towards the progress and completion of the program;
- Make arrangements to ensure the continuity of supervision during leaves (Sabbatical) or extended periods of absence, and to notify the student as far in advance of such absences as reasonably possible.
- Provide a feedback on a written submission of the student by maximum two weeks



### 3. Funding

The *Agreement* should outline the level of support and the period during which financial assistance is provided. The stipend schedule should also be defined. *This should be clarified by the supervisor*

#### It is the student's responsibility to:

- Seek Graduate Teaching Assistantships/Research Assistantships to gain teaching experience at the direction of his or her supervisor;
- Apply for scholarships appropriate to program of study.

#### It is the advisor/supervisor's responsibility to:

- Provide consultation about scholarship and bursary applications in advance in order to look at ways of optimizing the student's chances of success.

### 4. Working hours

Working hours are mutually determined by student and supervisor, but should not exceed 40h/week

### 5. Expectations of research

The supervisor must provide guidance to the student in research project and associate area of study, including any ethics and training requirements, to ensure that the student makes appropriate progress. The supervisor must provide a reasonable level of resources to ensure that the research can be completed to a level agreed upon by advisory committee. **It is the student's responsibility to** maintain a record of all research conducted and will provide the original data.

## **6. Publications, intellectual property, and authorship**

**It is both the student and advisor/supervisor's responsibility to:**

- Present research results that are publishable in reputable, externally refereed journals, thereby achieving the goals of creating new knowledge and reporting it to the appropriate community;
- Determine an authorship process for shared and non-shared authorship;
- Recommend timely completion and publication of manuscripts before completion of the program to facilitate preparation of thesis;
- Publish the findings from the research. Authorship will be determined based on the level of contribution to the research; authorship order should be agreed upon prior to submission;
- Maintain appropriate confidentiality concerning research activities, in accordance with existing practices and policies of the discipline.

## **7. Professional development**

**It is both the student and advisor/supervisor's responsibility to:**

- Work together to find opportunities for students to attend suitable conferences and present research findings and seek funding sources for associated travel costs.
- **It is the supervisor/advisor's responsibility to:**
- Encourage participation in non-academic programs for professional development, such as extracurricular activities, university service, effective writing courses, teaching training programs, conflict resolution and workshops on research grants.

# **Brazilian Students Association of the University of Saskatchewan (BRASA UofS) CONSTITUTION**

## **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization shall be Brazilian Students Association (BRASA UofS). This organization will utilize the acronym “BRASA UofS” in all publicity materials and correspondence. BRASA UofS is affiliated with the Brazilian Association of Saskatoon (BRASA).

## **ARTICLE II. PURPOSE OF THE ASSOCIATION**

The BRASA UofS is established for the purpose of aiding incoming and present Brazilian students at the UofS, to support the Brazilian student community in Saskatoon and to promote cultural and political awareness across campus.

## **ARTICLE III. MEMBERSHIP**

Section 1. Membership is open to currently registered U of S students of any nationality, who are subjected to the payment of an annual fee, currently set at \$5.00.

Section 2. Members of the BRASA UofS will be automatically considered members of BRASA.

## **ARTICLE IV. EXECUTIVE BOARD OF MEMBERS**

The executive board of members will consist of:

- 1 President: shall preside at all meetings of the organization and shall coordinate the work of the officers and committees; attends BRASA meetings when necessary.
- 2 Vice-president: shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve. Liaison between BRASA UofS and BRASA.
- 3 Treasurer: shall receive all monies of BRASA U of S; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization; holds co-signing authority for the group. The Treasurer shall present a financial statement at every meeting of BRASA UofS and at other times when requested by the President.
- 4 Secretary: shall record the minutes of all meetings of BRASA UofS and shall perform other duties as delegated by the President. Maintains a record of all events (including relevant expenses, personnel, quotes, etc); responsible for sending a reminder of upcoming events.
- 5 Officer of Communications: manages the association’s social media accounts, email, and digital calendar; develops an annual calendar of events; responsible for informing of upcoming BRASA UofS events.

During the first mandate, the co-founders agreed to preside as co-presidents since no elections were held for executive positions that year. Following the first mandate, only one president shall be elected.

## **ARTICLE V. ELECTIONS**

Section 1. The Executive Committee of the association must be elected from and by the membership by a majority vote.

Section 2. The election shall be held by ballot.

The Board of Directors shall be elected by majority vote during the beginning of the academic year, wherein students who wish to apply for officer positions shall necessarily be present. In addition to two other officers, the previous president must be present at the meeting. New officers shall begin their mandate immediately after the elections. Candidate must be part of the previous committee in order to run for president. The positions of President, and Vice President shall be for one (1) year term. The positions of Treasurer and Secretary shall be for (1) year term. All positions must be relinquished as soon as the holder ceases to be a student at the UofS.

## **ARTICLE VI. BRASA ADVISOR**

A BRASA advisor will be appointed by the executive to serve as a resource person and provide advisory support for the officers and members of the organization. The advisor shall be nominated by the officers and will serve a term of one (1) academic year. In the event that the advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members. To best fill this role, the BRASA Advisor shall be a member of BRASA's executive and member of any of the UofS union bargaining associations. The Advisor does not need to retain a membership with BRASA UofS nor holds voting rights.

## **ARTICLE VII. HANDLING OF FUNDS**

Section 1. The finances of BRASA UofS will be handled exclusively by the association. All funds collected will be deposited in the BRASA UofS account within BRASA's account. An annual budget will be produced and a record of finances will be kept.

Section 2. The Treasurer shall be the primary officer and the president shall be the secondary officer designated to handle organization finances.

Section 3. BRASA UofS will also raise funds through social and academic events that promote cultural awareness on and off campus.

## **ARTICLE VIII. MEETINGS**

Section 1. At least three (3) general meetings shall be held during the academic year, including

the Annual General Meeting.

Section 2. Quorum shall consist of ten percent (10%) of the membership body; of which 50% of the executive members must be present.

#### **ARTICLE IX. IMPEACHMENT**

Section 1. A motion to remove a member of the association must be signed by at least five percent of the regular members of the association.

Section 2. The motion shall be presented in writing at a regular meeting of the association where it shall be inscribed on the agenda of the next meeting of the association, whereupon the impeached individual will be given the right to defend his/her actions.

Section 3. Once a motion for impeachment is presented and defended, impeachment may occur by a majority vote from the remaining members of the executive.

#### **ARTICLE X. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to a non-profit organization.

#### **ARTICLE XI. AMENDMENTS TO CONSTITUTION**

Amendments to this constitution may be made at any regular meetings of BRASA UofS provided that notice of the proposed amendment was given two weeks prior to a vote. Amendments require a three-fourths vote of the executive members in attendance at the meeting.

#### **ARTICLE XII. AFFILIATION**

The association is not an agent of BRASA and the Graduate Students Association of the University of Saskatchewan (GSA). The association's views and actions do not represent those of BRASA and GSA.

**GRADUATE STUDENTS' ASSOCIATION – U of S  
Council and Board of Directors**

**GSA Fees**

**FOR APPROVAL**

---

**Motion:** *Resolved*, that the GSA Council approve an increase to the GSA membership fee to 35.32 (a 5 percent increase) effective September, 2017.

**Rationale:**

- Under sections 5.5.2 and 5.5.3 of the GSA Constitution, Council has the authority to approve increases to the GSA fee by up to 5% without a referendum. Such a motion requires a 2/3 majority of Council.
- Prior practice has been to increase the fee once every one to two years. The last time the fee was increased was in September 2015.
- The GSA plans to hire a bookkeeper to ensure that the finances are recorded properly and to have professional standards on financial reporting.
- The GSA has new initiatives to improve the advocacy for its members such as funding a graduate student legal aid clinic and a possible future ombudsperson.
- The GSA budgeted expenses at present exceed the revenues (294,005 vs 249,600)
- Final approval rests with the Board of Governors of the University of Saskatchewan (on recommendation from the GSA, normally through the President).

Approved for recommendation to Council by the  
GSA Executive Committee  
6 December, 2016

**GRADUATE STUDENTS' ASSOCIATION – U of S**  
**Council and Board of Directors**

**Call for Special General Meeting**

**FOR APPROVAL**

---

**Motion:** *Resolved*, that the GSA Council call for a Special General Meeting of the GSA Membership in February or March, pursuant to section 9.2.1.ii of the GSA Constitution. *Be it further resolved*, that the exact date and time of the meeting shall be set by the Chair in consultation with the Executive.

**Rationale:**

Our Governance committee has a significant task ahead to tidy up the by-laws and related policies, in light of the need to improve the general governance structure of the GSA, risk management, and implement appropriate financial controls. Given the potential size of the project, these changes will likely require more than one step. There is significant momentum this year to address a number of issues and therefore it is desirable to have two general meetings next year. To facilitate this process, the proposal is to allow a special general meeting ahead of the annual general meeting.

Robert Henderson, Chair

6 December, 2016