EXECUTIVE BOARD

MEETING MINUTES

JUNE 3, 2009

Present:
Adrienne Canning, James Freeman, Agata Stypka, Takuto Shiota, Yifan Wang, Stacy Chappel, Dean Aaron Devor (guest).

Regrets:
none

Absent:
None

The meeting was called to order at 10:30 am with Canning in the Chair

STANDING ITEMS

1. Approval of Agenda

M/S
Agenda is approved
CARRIED

2. Approval of Minutes

M/S
Minutes for May 20, 2009 Executive Board meeting are approved with corrections
CARRIED

3. Business arising from the minutes

Chappel reported the issue of 3.0 units triggering the health and dental fee was discussed with Tory Hastings, head of Tuition Services. The issue has been resolved.

Chappel reports Stypka has been added to the clubs council email

Canning reports the dates exec are away is up on Windows Live

Canning reports she has contacted UBS GSS about a summer meeting via a letter.
TASK: Chappel to send the GRC email list to the Executive.

TASK: Chappel to set up Room 115 access for the executive

4. Meeting with Dean Devor and Carolyn Swayze

There was a round of introductions

a) Scholarship administration

Dean Devor clarified policy regarding scholarship administration.

Funding for merit based scholarships and AIS are sent from FGS to the Grad Advisor, who then decides how to distribute these funds to the students.

Faculty research funds are used by the faculty in the department to pay student employees who work with the faculty on the funded research. The Department may add AIS to these positions.

Students win research awards which the FGS administers and pays to the student.

The Coop office administers coop funding directly to the student.

FGS doesn’t impose regulations regarding SSHRC or NSERC cancelling a fellowship—this is the decision of the department.

Fellowships are awarded by the FGS, however, the students’ standing, and therefore eligibility is sometimes known first in the department. Individual cases can be referred to Carolyn Swayze for information.

The Dean agreed a funding letter sent annually to students is a wise idea, and will raise this with grad advisors.

b) Change to course registration for thesis

In September 2010, departments will offer a 610 course designated as full time candidacy prep. This will eliminate the problem of students registering in thesis to maintain registration before they are actually in the writing stage, and will also give more accurate information regarding student progress.

c) Travel Grants

Suggestions the GSS has received for improving the travel grant were raised by Shiota and discussed, in light of the idea that GSS could run a referendum to secure funds for the grant, in exchange for changing maximums.

The Dean cautioned that funds will always be finite, so increasing the amount will result in some students receiving no funding.

Chappel asked whether there could be specific fund options for fine arts students, who have expenses not always eligible, such as transporting art work or instruments with them to a conference.

The Dean suggested the option of a GSS travel grant “top up” fund to cover hard to fund situations. He suggesting this could also apply to underfunded areas such as Humanities, Fine Arts, and Educaiton students who have less access to faculty research funds for conference attendance.
The GSS and the Dean agreed to continue discussion of travel grants and funding options over the year.

d) Faculty of Graduate Studies demographics

Dean Devor reported there are 160 grad programs in 43 units and only one unit has no MA (Women’s Studies is currently developing a proposal).

There are 1500 faculty supervisors, including 600 who are volunteers from the community, not current faculty.

25% of grad students are in the PhD and 14% of grad students are international students (as compared to 8% among undergraduates).

The BC government has given UVIC a target of increasing grad enrollment 22% from 2007-08 to 2010-11—for a goal of 2690 total enrolment (FTE). UVIC expects to reach this later than 2011.

Applications for grad school at UVIC were up 17% over last year, and offers were up 13%. Hopefully there will be at least a 7% increase in enrollment in the end.

e) Pacific Graduate Scholarship

Dean Devor said the universities had no warning this program would be cut. This has been devastating to students who would have received the funds, but compared to overall grad funding, the cut is very minor.

5. Executive Reports

Director of Services: Stypka reports she and Wang met about orientation and she met with Chappel regarding a calendar of events

Director of Student Affairs: Wang reported he met with Stypka regarding orientation

Director of Finance: Shiota had nothing new to report

Director of Communications: Freeman reported he has three articles pending from students: on representation, aboriginal issues. He has reviewed RFPs for the website designer.

Chair: Canning reported she attended the GEC meeting. Health Information and Nursing have proposed a joint program. She asked about graduate student funding but was told the students will be professionals, many with their employers paying the cost. She asked whether students will go back to their employer for required Co-op and this will be a possible option. GEC also discussed a new professional development course for graduate students on teaching, hosted by the Learning and Teaching Centre. Looks very good, and is part of a plan to develop a certificate program. Graduate Student Representation best practices was also circulated to all department chairs.

Canning reported she met with Jim Dunsden, new AVP Students and Julia Eastman, the University Secretary. She discussed the Senate representation with the Eastman and she was supported, although she was cautious about change to the BoG as they believe it requires legislative change. On the Athletics fee, Eastman was interested in the issue of grad student fee structure being different. She would support separating the referendum, but also clarified her understanding is this will be a consultative plebiscite, not a referendum.

Executive Director: Chappel reported she had been focused on orienting the new Health and Dental Plan Coordinator, Mary Shi, assisting a student with a crisis.
6. **Orientation**

Stypka and Wang reported orientation will be held Friday September 4 from 9-4. Classes start September 8th.

The GSS barbecue will be held Thursday September 17 at 5pm. Tickets will be sold in advance for $5. Tickets can be sold at the office and department orientations.

7. **Retreat report**

Freeman noted the retreat notes were received.

Chappel reported the more detailed plan is in progress.

**TASK:** Chappel to circulate the annual plan next week for discussion at the following board meeting

8. **UBC-SFU-UNBC-UVIC GSS meet up**

Canning reported she had contacted the UBC in response to their request.

July was set as the best month for a meeting.

9. **Dental Plan referendum result**

Chappel reported the dental plan referendum had met quorum and the fee increase had failed.

**TASK:** Chappel is to add referendum results and the impact are to be reported to the GSS bulletin

10. **Restaurant**

Freeman asked if there was an update on advertising.

Chappel said there would be two ads in the handbook but other promotion was not yet set.

11. **Meeting with Jim Dunsden**

Canning reported Dunsden gave an overview of his responsibilities and the department structure changes. The AVP students will oversee STAS, OREG, RECRUITMENT, GRAR.

They discussed childcare options, the athletics fee referendum.

**TASK:** Chappel to set Operational Relations meeting through AVP Students office.

12. **Handbook**

Chappel reported the handbook ad sales are going well, and are on target to meet the budget.

**Task:** Chappel and Freeman to set up a meeting with Reed to discuss handbook content.
a) Senate Committee

M/S

Takuto Shiota is elected to the Senate Committee on Appeals

Agata Stypka is elected to the Senate Committee on Planning

James Freeman is elected to the Senate Committee on Teaching and Learning

Committee representation for Academic Standards and Continuing Studies will be sought from the membership

CARRIED

b) Ad hoc committee on convocation

M/S

Adrienne Canning is elected to the ad hoc committee on convocation

CARRIED

c) Harry Hickman

M/S

Yifan Wang is elected to the Harry Hickman Teaching Award selection committee, unless he cannot make the meeting times, in which case Takuto Shiota is elected to the committee.

CARRIED

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CLOSING ITEMS

14. Other Business

Next Meeting will be June 17, 2009, 10:30 am

Meeting adjourned at 11:45 am.

sc/SC

Minutes approved by:

Adrienne Canning, Chair

Stacy Chappel, Executive Director

June 3, 2009