PRESENT: Dallas Hermanson, Colleen Clement, Pål Skar, Brian Pollick, Jon Potter, Stacy Chappel

The meeting was called to order at 11:00 am with Hermanson in the Chair.

TASKS ASSIGNED OR REASSIGNED AT THE MEETING

TASK: Chappel to send Hermanson list of people invited to the International breakfast.

TASK: Hermanson to note that at the International Breakfast, Skar will be introduced as the rep for international students.

TASK: Skar to obtain the transcript of Dix’s speech to business leaders.

TASK: Chappel to invite Sistili to attend the GRC meeting to be introduced.

TASK: Hermanson and Chappel to finalize the agenda

TASK: Skar will draft proposed language of a fee collection agreement

TASK: Skar to draft language re emergency health funds for students in this situation.

TASK: Chappel to circulate the consultation process information to Grad Council and online.

TASK: Skar and Hermanson to review the proposal and prepare the GSS response.

TASK: Chappel to contact mental health task force representative and offer to pay for her conference registration to Health Minds/Healthy Campuses and ask for a one page report to the GSS on the conference

STANDING ITEMS

AGENDA

The agenda was approved as presented with the addition of the following items:

- Health minds/health campus meeting from Skar
- Meeting times change request from Skar
- GRC Committees for discussion at GRC AGENDA

MINUTES

Minutes from the September 5, 2012 Executive Board meeting with the following minor changes:
• On Page 3, under Director Of Services report, Potter and Hermanson both tasked with MC and welcome duties at the BBQ

• On page 3, under GRC election, strike “Standing Committees” and replace with “Standing GRC Committees”

**TASK:** Chappel to send Hermanson list of people invited to the International breakfast.

**TASK:** Hermanson to note that at the International Breakfast, Skar will be introduced as the rep for international students.

**BUSINESS ARISING**

There was no business arising from the minutes.

**EXECUTIVE REPORTS**

**Director of Student Affairs:** Skar reported he had no news to report from AVP Alumni and Development. He is continuing forward with the work on the international commons in the library, hoping for October grand opening. Work is starting on selection committee for Director of International Affairs.

**Director of Finance:** Pollick reported he has not seen the August statements, but they should be available tomorrow. We are arranging for online statement viewing. Attended the Senate Committee on Academic Standards, and the continuing projects are proposed new registration grade of “WX” which could be used when somebody has to temporarily withdraw for urgent and compelling reasons, such as health problems. It would replace the “N” designation, which means “not complete”. The other issue is related to undergraduates, requiring students to declare their major by the end of their second year. Pollick mentioned that “year” may not be the best designation, whereas a certain amount of credits might be better. The Policy on Academic Integrity is still in progress. They gave an update from the change from letter grading to percentage grading, which is in progress, but will take a while. Shifting from a 9 point to a 4.33 letter grade system, which would make the UVIC system match the North American standard. This will take a while to complete.

Skar noted the grade transition will be taking place in the next two years. He concern is how they will reconcile the letter grades to the new system in the transition period.

Pollick said the faculty will be required as of May to submit a percentage grade, so the current grades will match as the transition is made.

Skar said his understanding was the School of Nursing had a dispensation, and he would like it clarified how this would be handled.

Pollick reported he will be meeting with the auditors this afternoon. They will provide a business letter that will outline any risky management practices and items needing attention.

**Director of Communication:** Clement reported the website is moving along, and there have been ongoing discussions with the internet host company to improve the mechanics of the website. Beyond the Jargon is on air, and Mario Baldassari is nearly through his training. She asked if anyone has suggested interview subjects they let her or Mario know and they will arrange whether to follow up. She noted she will be working on the media policy in October. She has received quite a bit of positive feedback from grad secretaries about the presentations people have made in the departments, so thanks everyone for that. Library doesn’t meet until
Director of Services: Potter reported the grad teams signed up system for intramurals is working. Other items related to his report are covered in the agenda.

Chair: Senate Committee of Teaching and Learning, discussed same items as Pollick mentioned. Also discussed how to help undergraduate students declare their major earlier. GEC met and the WX was also discussed there. Capson is still being oriented. They are losing some of FGS staff to retirement so they will be hiring, may be a little back up.

Executive Director: Chappel reported that aside from the regular duties of September, she had attended the Operational Relations meeting. She prepared a brief on our campaign proposals and met, along with Skar, with the BC GSS on Monday. She had also met with Dean Capson regarding three student issues. Chappel reported that our events coordinator Shawn Trail had submitted his resignation due to workload with his PhD program.

The Board noted their thanks to Trail and wished him good luck with his PhD.

Pollick noted the leader of the opposition, Adrian Dix, had made a speech to business leaders, which may be of value to review for the work of the BC GSS.

**TASK: Skar to obtain the transcript of Dix’s speech to business leaders.**

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**INTERNAL BUSINESS**

**GRC AGENDA AND MEETING PLAN**

There was a discussion of agenda items, and meeting tone.

The following items were identified for the agenda:

- orientation for new grad reps
- Introduction of the Executive Board members and management staff
- overview of GSS finances
- ongoing committees from the last year, notably Advocacy, International Students, Distance Students and Grad Council structure
- proposed policy position on graduate student representation to the Board of Governors
- Update on the BC GSS campaign and the proposed BC Graduate Scholarship
- Update from the CUPE 4163 representative

**TASK: Chappel to invite Sistili to attend the GRC meeting to be introduced.**

**TASK: Hermanson and Chappel to finalize the agenda**

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**OPERATIONAL RELATIONS REPORT**

Pollick reported the committee discussed fee remittance and establishing a written agreement about our fee collection and remittance.

It appears we are paid according to who is registered, rather who has paid.
**TASK: Skar will draft proposed language of a fee collection agreement**

Pollick reported the committee confirmed the GSS will not be charged a administrative fee for fee collection.

Skar mentioned fee reversals for students due to withdrawal for health reasons, and the impact of the

**TASK: Skar to draft language re emergency health funds for students in this situation.**

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**CONVOCATION**

Potter referred to Appendix 2 (Convocation Schedule).

He noted there are awards that are mentioned at the Convocation, but there are some that are not handled at convocation, but are presented in special faculty or department meetings.

He noted there may be opportunities for the GSS to participate in some way with the awards to graduate students.

Chappel suggested this could be raised directly with Dean Capson, as he had an interest in an annual awards night.

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**BBQ VOLUNTEER UPDATE**

Potter reviewed the BBQ schedule and tasks.

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**OPEN HOUSE**

Potter reported that on the first day of the 50th anniversary we will have a table at the event and an open house.

The open house will include an opportunity to walk around, a display area in the board room, coffee and promotion through the restaurant.

Clement will be recording mini interviews with grad alumni about their thesis topics.

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**EXTERNAL REQUESTS**

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**COMMITTEE APPOINTMENTS**

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**M/S Pollick/Clement**

*RESOLVED Katherine Markam is elected the GSS representative to the Committee on Teaching and Research Awards in the Faculty of Social Science*

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**CARRIED**

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**NON ACADEMIC MISCONDUCT POLICY**

Hermanson noted there is an ongoing consultation process.

**TASK: Chappel to circulate the consultation process information to Grad Council and online.**

**TASK: Skar and Hermanson to review the proposal and prepare the GSS response.**
HEALTHY MINDS/HEALTHY CAMPUSES

Skar reported the university is hosting a Healthy Minds/Healthy Campuses conference which is relevant to the GSS. Unfortunately he is not available to attend at the time it is offered.

**TASK: Chappel to contact mental health task force representative and offer to pay for her conference registration to Health Minds/Healthy Campuses and ask for a one page report to the GSS on the conference**

The meeting adjourned at 12:39 pm

**Approved, Chair**

**Approved, Executive Director**