From: Ming Lei Chair
To: Graduate Representative Council
Date: October 12, 2013

APRIL 1, 2013-OCTOBER 15, 2013

INTRODUCTION

As GSS Chair, I act as the official spokesperson for the society. I am the primary liaison between the Society and the University administration, University Senate, the Board of Governors, Faculty and Graduate Studies, Graduate Executive Committee and external political bodies. Internally, I chair the Executive Council and the Graduate representative Council and am responsible for coordinating the activities of both.

Sitting on the Grad Fee Reduction Appeals Committee (GradFRAC) to help graduate students get reasonable approve for their fee appeals

Sitting on the Chaplaincy Advisory Committee to support multi-faith services in order to make UVic campus more diversity and equity

Sitting on Faculty of Graduate Studies to discuss issues arising, such as: new graduate program proposals, new or revised graduate policies and/or procedures among many other issues.

Sitting on Graduate Executive Committee to advises and assists the dean in the policy and decision making processes and makes motions on appropriate matters for consideration at Faculty of Graduate Studies meetings.

Sitting on the GSS and UVic operational relations committees to maintain strong and cooperative working with relationships with Graduate Studies

Sitting on the GSS and UVic Executive boards committees to communicate regarding significant activities with senior UVic administration
Attending every Wednesday coffees to talk with graduate students and learn what is happening and problems to them in order to make better service for students.

Having monthly meetings with International commons academic co-coordinator (Adam) to help them to do students support service.

---

**BC OPEN FORUM ON POST SECONDARY EDUCATION**

Discussion:

A forum on post-second education that will feature representatives from BC political parties participating in a moderated question period as well as an open question period with event attendees. The forum is free and open to all students, faculty, media, and interested citizens. The forum is an opportunity for students to engage directly with politicians on issues pertaining to the future of post-secondary education in BC. Topics for discussion will include the creation of a graduate provincial scholarship, support for opportunities agenda, transit, and deferred maintenance, and funding for more post secondary spaces to increase access for qualified students.

Actions:

Jason, Estelle and me took the forum, and we tried to talk with parties about ongoing, sustainable operational funding for post secondary institutions, also understood politician parties' plans to make post secondary education more accessible and affordable by increasing targeted student funding and decreasing student costs. These parties also support international students who come to BC to study by increasing funding and work opportunities.

Also we contacted SFU, UBC GSS, to keep a close relationship for future co-operations.

Time:

12 hours

---

**2013-2014 ACTION PLANNING INTRENATIONAL STUDENT SUPPORT**

Discussion:

International graduate students are an increasing population at the university, and the GSS wishes to ensure our services are well designed for their needs. This was initially an event advertised solely to international graduate students, but upon request from many international students was made an open event to encourage international students to meet Canadian students at the beginning of their degree. As we know, International students are in particular need of help when they first arrive, and GSS services need to be designed with international students in mind, UVIC services for international students need to be designed with graduate students in mind.
Actions:

I made a draft proposal on international students support, and chaired the international students support action plan meeting, invitees including Ming Lei (GSS Chair), Daniel (English), Colleen Clement (GSS Director of Communications), Stacy Chappel (GSS Executive Director). From the action plan meeting, we have noticed international student are very interested to attend events to visit tourist locations with a group. Other events can highlight Canadian culture (Pancake breakfast, pumpkin pie at thanksgiving) or help share culture (card games from around the world)

a) Ask event coordinator to add visits to tourist locations (Bateman Centre, Craigdarroch Castle, Olive the senses, etc)

b) Have a pumpkin pie day to celebrate Canadian Thanksgiving (Oct 14, 2013 is a stat, but this could be done at the Wednesday Coffee)

c) Host an interdepartmental mixer to encourage students to meet people from outside their department

d) Host an event where volunteers teach a game that is popular in their country/region

Time:

6 hours

----------------------------------------
MEETING WITH INTERNATIONAL COMMONS
----------------------------------------

Discussion:

The IC invites me to take a monthly meeting to request feedback and suggestions for future programming at the International Commons. According to GSS students service experiences, I share what academic programs students would like to see implemented, bring to their attention any challenges graduate students may have encountered in your classes, give them feedback on the performance of the IC and advise us on the possible ways to foster an inclusive campus.

Actions:

I have been taking monthly meetings with international coordinator Adam, to help guide their programming, especially on international students support work. Recently he drafted a proposal to help graduate students, invited me to help him to review, and I gave my suggestions on it. As we are working on the same goals to support international students get used to Canadian life, I advised we can work together to do some big events for graduates students, such this, we will make student service more effective.

Time:

10 hours
ADVOCATE UVIC EMERGENCY PLANNING

Discussion:

Come to a presentation by Dr. John Cassidy - "We're Living on the Edge: Earthquakes in Southwestern BC". Dr. Cassidy is a Research Scientist with the Geological Survey of Canada, Natural Resources Canada (Victoria, BC) and Head of the Earthquake Seismology Section. If shaking due to a major earthquake causes damage (e.g. broken glass, overturned furniture), evacuate and move away from your building. For safety reasons, we may need to evacuate the campus. Make your way to the Campus Assembly Area to receive further instructions and information. Go to a temporary Holding Area first if you need an initial safe meeting place or assistance.

Actions:

UVSS Chair and Brandy, and me took the meetings from emergency planning, we gave our suggestions, one is that divide students situations into different cases, including some students in building, some students outside, and some students taking class; another, we can make a clear PowerPoint to show how to guarantee everyone safety, or how to save their selves. Lastly, we make the campus evacuation map to guide students to do what when the skating stops

Time:

4 hours

PLANNING AND COORDINATION OF ACTIVITIES DESIGNED TO FACILITATE BETTER GSS MEMBERS

Discussion:

The GSS is a student driven organization that depends on the support and participation of its members for success. We identified that graduate students are creatures of habit and if we are going to incorporate the GSS into fabric of the UVic graduate students’ experience, then we need to establish early relationship with our members, to make everyone realize GSS is home for all graduate students.

Actions:

1. I try my best to attend as many department orientations as possible to deliver a clear and concise message about who we are, what we do, and how people can get involved with GSS.

2. I have talked to Vikes Recreation and have a discussion on how make more graduate students get involve activities and recreation. I propose in future more cooperation between GSS and Vikes should be done. This way, help everyone stay in good physical and mental health.

3. I almost attend free coffee every Wednesday morning between 9:00 to 10:30 am, keeping talking with members from different departments and countries to learn what is new problems haunting them, and what we can do for them. Also, do my best make a close relationship with graduate students.
Time:

Every week 1.5 hours on wednesday coffee, taking 10 departments orientations (10 hours), meeting with Vikes (1 hours)

MEETINGS ATTENDED

GSS MEETINGS

Since April 1, I chair the GSS Executive board meetings and never regretted each meeting. I also regularly meet with Stacy on agenda of incoming GSS Executive board meetings every two weeks. I attended two joint meetings between the UVic Executive and GSS Executive board (May 29), and chaired and attended the operational relationships committee, which is a join: committee of the GSS Board and senior administration officials of the university.

EXTERNAL MEETINGS

I represent the GSS on the Faculty of Graduate Studies, Graduate Executive Committee which is regularly meeting. It is normally chaired by the Dean of Graduate Studies. The meeting times are separately April 08, May 13, and Oct 10.

I am sitting on GradFRAC which is Chaired by Bert who is direct of Graduate Admission and Records, and the meetings happened on April 17, Aug 21.

I am sitting on Senate Committee on Learning and Teaching, which just happened May 7.

I represent the GSS to sit on Chaplaincy Advisory Committee to support Multi-faith Services meeting, which happened on May 9.

I have monthly meetings with Jim Duson who is AVP student affairs, talking about what is happening on GSS, or share some suggestions for him to improve student services.

CONCLUSION

As Chair, I meet with the administration and others on campus, and ensure our needs and wants are on the table whenever discussions happen on campus. I also chair society meetings Executive board meetings, GSS operational relations meetings. These past few months have been a highly rewarding experience for me as GSS Chair. I have been pleased at the warm reception that I experienced by fellow GSS members, the Staff of GSS, and by the larger UVic community including University faculty. The progress have made me to learn how to schedule life and study, how to manage time. I must note that this success is not possible without the great management and leadership that we receive from the staff at the GSS. This includes everyone working hard, Stacy chapel who as the executive director ensures the smooth operation of the society, Brandy who manages the restaurant, Mary who is coordinator of the health and dental plan, Matt who is office coordinator, Vicki who is Administrative Assistant.
Also thanks for GSS Executive board members, Colleen, Katrina, Brain, Jason, they did a lot of contributions for GSS from different directions. As I told before, I am proud of such wonderful team, I learnt a lot from everyone. I believe we will work together to make our campus better.

<table>
<thead>
<tr>
<th>Activity\Hours</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEC/1.5</td>
<td>Senate Committee on Learning and Teaching/2</td>
<td>(STUA) and (GSS) Executive Luncheon/1</td>
<td>GSS Operational Relations/1</td>
<td>Meeting with International commons/2</td>
<td>Take 10 department orientations/8</td>
<td>Vikes Championship Breakfast/3</td>
<td></td>
</tr>
<tr>
<td>GSS mental health strategy/1</td>
<td>Academic Accommodatio Procedures for Graduate Students/1</td>
<td>Meet with avp Student affair/0.5</td>
<td>Set Agenda for Aug 7 Executive meeting/1*2</td>
<td>Meeting with AVP/0.5</td>
<td>GSS Executive board meeting/2.5</td>
<td>GSS Extortive meeting/2.5</td>
<td></td>
</tr>
<tr>
<td>GradFRAC meeting/1</td>
<td>Agenda Planning for May 25 Exec meeting/0.5</td>
<td>GradFRAC meeting/1</td>
<td>GSS Executive meeting/2.5*2</td>
<td>Set GSS agenda/1</td>
<td>GSS orientatio ns/6</td>
<td>FGS-GEC meeting/1.5</td>
<td></td>
</tr>
<tr>
<td>To Vacancy for signing authority change/2</td>
<td>Graduate Executive Council/1.5</td>
<td>Executive meeting/2.5</td>
<td>Research Advisory Council meeting/3</td>
<td>Action plan meetings/3</td>
<td>Internatio nal welcome/3</td>
<td>GSS/UVIC Executive meeting/1</td>
<td></td>
</tr>
<tr>
<td>GSS Executive board meeting/2</td>
<td>Advisory Committee on Academic Accommodatio n and Access for Students with Disabilities/1</td>
<td>GSS Executive meeting/2.5</td>
<td>Wednesday coffee/6</td>
<td>GSS Executive meeting/2.5*2</td>
<td>Welcome back BBQ/2.5</td>
<td>GSS operational relations meeting/1</td>
<td></td>
</tr>
<tr>
<td>BC open forum on post secondary education/12</td>
<td>Ming (GSS) and Jim D (STUA) - Introductory Meeting/0.5</td>
<td>Research Advisory Committee meeting/2</td>
<td>Communications times/15.5</td>
<td>Discussion on agency/1*2</td>
<td>COMMUNICATION TIME/15.5</td>
<td>Vice president research meeting/1</td>
<td></td>
</tr>
<tr>
<td>GSS Exec Transition Night/2</td>
<td>Planning the Exec Agenda and GSS meeting/3.5</td>
<td>Communication time/15.5</td>
<td>Meeting with new president/1</td>
<td>Communication time/15</td>
<td>UVic budget informati on/2</td>
<td>Wednesday cafe/3</td>
<td></td>
</tr>
<tr>
<td>Stacy and Ming meet re Agenda for Exec meeting next week/1</td>
<td>Total communication s / 15.5</td>
<td>Wednesday coffee / 6</td>
<td>Meeting with Alumni association/2</td>
<td>Wednesday coffee/6</td>
<td>Set agenda/1</td>
<td>Communicatio n time/7</td>
<td></td>
</tr>
<tr>
<td>Communications based on average of 30 minutes per day/15</td>
<td>Multifaith Services meeting/2.5</td>
<td>Wednesday coffee/6</td>
<td>meeting of the Faculty of Social Sciences/2</td>
<td>Wednesday coffee/6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>43.5</td>
<td>36</td>
<td>29.5</td>
<td>35.5</td>
<td>34.5</td>
<td>38.5</td>
<td>20</td>
</tr>
</tbody>
</table>
EXECUTIVE BOARD

MEMBER REPORT TO GRADUATE REPRESENTATIVE COUNCIL

From: Ming Lei Chair
To: Graduate Representative Council
Date: November 21, 2013

October 13, 2013 -- November 21, 2013

INTRODUCTION

As GSS Chair, I act as the official spokesperson for the society. I am the primary liaison between the Society and the University administration, University Senate, the Board of Governors, Faculty and Graduate Studies, Graduate Executive Committee and external political bodies. Internally, I chair the Executive Council and the Graduate representative Council and am responsible for coordinating the activities of both.

Sitting on the Grad Fee Reduction Appeals Committee (GradFRAC) to help graduate students get reasonable approve for their fee appeals

Sitting on the Chaplaincy Advisory Committee to support multi-faith services in order to make UVic campus more diversity and equity

Sitting on Faculty of Graduate Studies to discuss issues arising, such as: new graduate program proposals, new or revised graduate policies and/or procedures among many other issues.

Sitting on Graduate Executive Committee to advises and assists the dean in the policy and decision making processes and makes motions on appropriate matters for consideration at Faculty of Graduate Studies meetings.

Sitting on the GSS and UVic operational relations committees to maintain strong and cooperative working with relationships with Graduate Studies

Sitting on the GSS and UVic Executive boards committees to communicate regarding significant activities with senior UVic administration
Attending every Wednesday coffees to talk with graduate students and learn what is happening and problems to them in order to make better service for students.

ORGANIZATIONAL DEVELOPMENT COMMITTEE MEETING

Discussion:

The purpose of the committee is to review GSS policy and to ensure it is up to date, and in keeping with current policies. This year, updates need to be made to reflect:

- Employment policy updates (notably making sure references to union and management benefits are clear, and creating policy on excluded non-management staff).

- Update any committee terms of reference that come under review by the committee looking at the GSS representation structure, the board has identified: the Finance Committee, Food and Beverage, Committee and Organizational Development Committee as committees that will probably need review. Currently, Stacy, David and Brain are the people sitting on this committee.

Actions

Issues already identified for the committee to work on:
1. Food and Beverage employees – change and refer to collective agreement
2. Create an Excluded employees benefit policy
Issues that may also arise:
Governance items, as a result of review of GSS governance and representation structure.
Chappel noted the policy had not been updated to reflect the unionization of restaurant staff, nor was there policy to cover excluded staff. David suggested looking at previous administrative staff policy as a guide for excluded employee policy.

Time:

4 hours

INTERNATIONAL STUDENT SUPPORT

Discussion:

International graduate students are an increasing population at the university, and the GSS wishes to ensure our services are well designed for their needs. This was initially an event advertised solely to international graduate students, but upon request from many international students was made an open event to encourage international students to meet Canadian students at the beginning of their degree. As we know, International students are in particular need of help when they first arrive, and GSS services need to be designed with international students in mind, UVIC services for international students need to be designed with graduate students in mind.
Actions:

a) Make a propal to increase the number of activites for students, like salmon watch of gold steam, hike and so on. Because some students who do not have a car, but they real want to go around visit outside of Victoria, so we can help them by designing such activities.

b) Have a pancake international student, supplying a delicisous breakfast, and make students have a free convocation

Time:

4 hours

COMMUNICATION WITH STUDENTS AND FACULTY TO HELP GSS MEMBERS

Discussion:

The GSS is a student driven organization that depends on the support and participation of its members for success. We identified that graduate students are creatures of habit and if we are going to incorporate the GSS into fabric of the UVic graduate students’ experience, then we need to establish early relationship with our members, to make everyone realize GSS is home for all graduate students.

Actions:

1, I almost attend free coffee every Wednesday morning between 9:00 to 10:30 am, keeping talking with members from different departments and countries to learn what is new problems haunting them, and what we can do for them. Also, do my best make a close relationship with graduate students.

2, Try to meeting with Dean of Engineer, we want to look for some opportunities which can help engineer students, especially on co-op and fulltime jobs chance, research cooperation with Industry Company.

3, I had a meeting with AVP Jim, we had a discussion on enlarging quiet space for students, which is very urgent proposal for students. And now we had put it into UVic-GSS Executive board meeting agenda, planed to talk with President on how to do it.

Time:

Every week 1.5 hours on Wednesday coffee, meeting with Jim (1 hour), meeting with Dean of Engineer(0.5 hour)

MEETINGS ATTENDED

GSS MEETINGS

Since Oct 13,
I keep chairing the GSS Executive board meetings and never regretted each meeting. I also regularly meet with Stacy on agenda of incoming GSS Executive board meetings every two weeks. Recent I chaired GSS organizational development committee with Stacy, David, which happened on Nov 15 and Nov 19 separately. From these meetings, I learned a lot from Stacy and David, especially on how to make GSS policy completely perfect and more effective on solve the troublesome problems.

EXTERNAL MEETINGS

Since Oct 13,

I continue to represent the GSS on the Faculty of Graduate Studies, Graduate Executive Committee which is regularly meeting. It is normally chaired by the Dean of Graduate Studies. The meeting times are separately Oct 23, Oct 24 and Nov 21.

I am sitting on GradFRAC, which is chaired by Bert who is direct of Graduate Admission and Records, and the meetings happened on Nov 20.

I represent the GSS to sit on Research Advisory Committee to talk about some issues on research, which happened on Oct 23.

I have monthly meetings with Jim Duson who is AVP student affairs, talking about what is happening on GSS, or share some suggestions for him to improve student services, which happened Oct 18.

CONCLUSION

Since Oct 13, I continue to work for GSS and every member of GSS as GSS Chair, doing my best to finish my responsibility and duty which is given by GSS. Yet chairing Graduate Representative Council (GRC) meeting is still a challenging work for me, and last GRC meeting I did not work well, sincerely thanks for Cory help and every representative’s understanding. And I will continue to work hard to realize my dream, make GSS become every member’s home, and certainly I will keep learning from everyone, no matter you are from Canada, or other countries, your countries’ special culture and custom, tradition, national spirit is still attractive and amazing for me.

As a member of GSS Executive board, I am really thankful for Stacy chapel, who as the executive director ensures the smooth operation of the society, and she is still a very nice teacher for we new members of GSS Executive board, especially for me. Also thanks Brain, as finance director who is knowledgeable and experienced, comprehensive, making every our decision more better, and thanks Colleen, who is principal lady, insisting on her our responsibility and religion working for students who elected her to become a executive board member. For Jason, who is energetic and lively, did a lot of work for international student support, and Katrina, a beautiful and gentle lady, did so much work for student service, thanks a lot, Jason and Katrina. We are from different counties, different families, with different personality, working on different positions together to make our executive board team like perfect chessboard.

There are many silently working and unknown staff, but whose work is critical for GSS regular operations, Brandy who manages the restaurant, Mary who is coordinator of the health and dental
plan, Matt who is office coordinator, also including restaurant staff, and volunteers. Thanks very much for your important jobs.

GSS is not only a society for students, is a pretty platform for people who have much passion, who want to do some work for students, who want to do some contribution for our campus.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>GRC meeting /2.5</td>
<td>GSS Executive board meeting /4</td>
</tr>
<tr>
<td>Activity</td>
<td>Wednesday coffee /3</td>
<td>GSS Wednesday coffee /3</td>
</tr>
<tr>
<td>Activity</td>
<td>Meeting with AVP student affairs Jim /0.5</td>
<td>Convocation ceremony and president installation /2</td>
</tr>
<tr>
<td>Activity</td>
<td>GSS international student pancake breakfast /1.5</td>
<td>President installation lunch /2.5</td>
</tr>
<tr>
<td>Activity</td>
<td>Graduate Executive board meeting /2</td>
<td>Chancellor’s reception /2.5</td>
</tr>
<tr>
<td>Activity</td>
<td>FGS meeting /1.5</td>
<td>Organization development committee meeting /4</td>
</tr>
<tr>
<td>Activity</td>
<td>GSS Exec Board meeting /2</td>
<td>Grad FRAC meeting/0.5</td>
</tr>
<tr>
<td>Activity</td>
<td>GSS AGM meeting /2</td>
<td>FGC meeting /2.5</td>
</tr>
<tr>
<td>Activity</td>
<td>Communications /based on average of 30 minutes per day /9.5</td>
<td>Communications /based on average of 30 minutes per day /10.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24.5</td>
<td>31.5</td>
</tr>
</tbody>
</table>

22% international 17% graduate students 3037 graduate students 3:1 phd: master