From: Colleen Clement, Director of Communications

To: Graduate Representative Council

APRIL 1, 2013 – JULY 31, 2013

INTRODUCTION

Below in each Issue Area, I’ve described my activities in detail. I conclude with an overview chart of activities and hours for your convenience.

CFUV RADIO SHOW – GRADUATE STUDENT INTERVIEWS

Discussion:

“Beyond the Jargon” – Interview radio show to air on CFUV in the 2013-2014 fall/winter semesters; ½ hour bi-weekly interviews of current Uvic graduate students; show hosted by grad students Colleen Clement, Mario Baldassari, Liz McArthur (CFUV Community News & Affairs Director), and several graduate student hosts in training.

Actions:

Show features pre-recorded interviews to air in the fall. I conducted 3 more interviews this quarter. Each interview requires 3 hours of editing.

Kept interviewees posted about their show air dates and collected photos of interviewees for the GSS website page. Continued promotion of show by sending out emails to and meeting with university admin departments. Recruitment of new interviewers.

Recruited and met with 3 new interviewer trainees.

Time:

Total hours on this task since last report = 12.25 hours
GSS HANDBOOK

Discussion:
GSS Handbook

Actions:
Sent out a photo contest call for cover art. Handbook production delayed until after Congress 2013 held at UVic in June. Chose cover art and worked on other handbook content areas; worked with printer.

Time:
Total hours on this task since last report = 8.5 hours

GSS WEDNESDAY MORNING COFFEE

Discussion:
GSS Wednesday Morning Coffee & Muffin Meet

Actions:
Attended weekly morning coffees to mingle with grad students; often discuss upcoming opportunities (committee opportunities, photo contests, etc.).

Time:
Total hours on this task since last report = 15.5 hours

SENATE LIBRARY COMMITTEE MEETINGS

Discussion:
Attendance at Committee meetings

Actions:

Time:
Total hours on this task since last report = 3 hours
GSS BOARD AND COUNCIL MEETINGS

Discussion:
Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings.

Time:
Total hours on this task since last report = 11.5 hours

ADMINISTRATIVE DUTIES

Discussion:
General administrative duties

Actions:
Making contacts; completing paperwork; reviewing documents (including those for other board member activities); trip to Vancity to serve as Signing Authority for GSS.

Also, popped into GSS several times during Congress to help with welcoming people, including hosting the PhD Comics Movie night on the final Saturday of Congress and participating in the Trivia Night on Thursday.

Attended Ice Cream Social for departing UVic President Turpin in June.

Time:
Total hours on this task since last report = 21.5 hours

MEETINGS ATTENDED

GSS MEETINGS
Board Meeting, April 10 (New Board Dinner)
Board Meeting, April 11
Board Meeting, April 17
Board Meeting, May 1
Board Meeting, May 15
Board Meeting, June 19

EXTERNAL MEETINGS
Senate Library Committee, April 24
Senate Library Committee, June 13
CONCLUSION

Concluding remarks:

The following is an overview of tasks and hours for the period April-June 2013:

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<th>Activity \ Hours by Month</th>
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<th>May</th>
<th>Jun</th>
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<td>4.25</td>
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<td>0</td>
<td>1.5</td>
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<td>13</td>
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<tr>
<td>Graduate Rep Council Meetings; General Meeting</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>GSS Coffee/Muffin Meets</td>
<td>5</td>
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<td>4.5</td>
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<td>GSS Website</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Radio Show/podcasts</td>
<td>2</td>
<td>5.25</td>
<td>5</td>
</tr>
<tr>
<td>Senate Library Committee</td>
<td>1</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Total</td>
<td>20.75</td>
<td>21.5</td>
<td>35.5</td>
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</tbody>
</table>
From: Colleen Clement, Director of Communications
To: Graduate Representative Council

JULY 1, 2013 – SEPTEMBER 30, 2013

INTRODUCTION

Below in each Issue Area, I've described my activities in detail. I conclude with an overview chart of activities and hours for your convenience.

CFUV RADIO SHOW — GRADUATE STUDENT INTERVIEWS

Discussion:

"Beyond the Jargon" — Interview radio show to air on CFUV in the 2013-2014 fall/winter semesters; ½ hour bi-weekly interviews of current UVic graduate students; show hosted by grad students Colleen Clement, Mario Baldassari, Liz McArthur (CFUV Community News & Affairs Director), and several graduate student hosts in training.

Actions:

Show features pre-recorded interviews to air in the fall. I conducted 1 more interview this quarter. Each interview requires 3 hours of editing.

Kept interviewees posted about their show air dates and collected photos of interviewees for the GSS website page. Continued promotion of show by sending out emails to and meeting with university admin departments. Recruitment of new interviewers.

Coordinated the effort to fund Liz McArthur for 5 hours/week to produce the Beyond the Jargon radio show and podcast, so that it will not be lost when grad students move on.

Time:

Total hours on this task since last report = 4 hours
GSS HANDBOOK

Discussion:
GSS Member Handbook and Day Planner

Actions:
Sent out a photo contest call for cover art. Handbook production delayed until after Congress 2013 held at UVic in June. Chose cover art and worked on other handbook content areas; worked with printer.

Time:
Total hours on this task since last report = 10.25 hours

GSS WEDNESDAY MORNING COFFEE

Discussion:
GSS Wednesday Morning Coffee & Muffin Meet

Actions:
Attended weekly morning coffees to mingle with grad students; often discuss upcoming opportunities (committee opportunities, photo contests, etc.).

Time:
Total hours on this task since last report = 12.75 hours

SENATE LIBRARY COMMITTEE MEETINGS

Discussion:
Attendance at Committee meetings

Actions:

Time:
Total hours on this task since last report = 0.0 hours

GSS BOARD AND COUNCIL MEETINGS

Discussion:
Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings.

Time:
Total hours on this task since last report = 11.25 hours
ADMINISTRATIVE DUTIES

Discussion:

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing documents (including those for other board member activities); trip to Vancouver to serve as Signing Authority for GSS.

Served on GSS Admin Assistant Hiring Committee (interviews only).

Spoke on behalf of GSS at 10 Faculty Graduate Student orientations and the 2 general Grad Student Orientations; helped host the International Graduate Student Orientation Bag-dinner at the Grad House.

Coordinated the project for new gallery canvases for the Grad House.

Coordinated CFUV interview of Jason Walters regarding the Bill 35’s impact International Students here at UVic (can no longer receive guidance on immigration issues at UVic), as well as follow up letters to UVic Exec.

Coordinated the effort to fund Liz McArthur, CFUV Newsroom Director, for 5 hours/week to produce the Beyond the Jargon radio show and podcast, so that it will be a continuous effort and not lost when grad students move on.

Attended the Welcome Back BBQ.

Time:

Total hours on this task since last report = 41.25 hours

MEETINGS ATTENDED

GSS MEETINGS

Board Meeting, July 3
Board Meeting, August 7
Board Meeting, August 21
Board Meeting, September 4
Board Meeting, September 18

Graduate Representative Council Meeting, September 24 (orientation meeting)

EXTERNAL MEETINGS

n/a
CONCLUSION

Concluding remarks:

The following is an overview of tasks and hours for the period July-September 2013:

<table>
<thead>
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<th>Activity\Hours by Month</th>
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<th>Aug</th>
<th>Sept</th>
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<tr>
<td>Board Meetings</td>
<td>2.25</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Board Meetings (w/ UVic Exec)</td>
<td>0</td>
<td>0</td>
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<tr>
<td>General Admin</td>
<td>4</td>
<td>10</td>
<td>27.25</td>
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<tr>
<td>Graduate Rep Council Meetings; General Meeting</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>GSS Coffee/Muffin Meets</td>
<td>3.5</td>
<td>4.5</td>
<td>4.75</td>
</tr>
<tr>
<td>GSS Handbook</td>
<td>8.5</td>
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<td>0</td>
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<tr>
<td>GSS Website</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Radio Show/podcasts</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Senate Library Committee</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total</strong></td>
<td>20.25</td>
<td>24.5</td>
<td>41</td>
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APPENDIX 5 - REPORTS OF THE EXECUTIVE BOARD

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD

MEMBER REPORT TO GRADUATE REPRESENTATIVE COUNCIL

From: Colleen Clement, Director of Communications
To: Graduate Representative Council

OCTOBER 1 - DECEMBER 31, 2013

INTRODUCTION

Below in each Issue Area, I’ve described my activities in detail. I conclude with an overview chart of activities and hours for your convenience.

CFUV RADIO SHOW – GRADUATE STUDENT INTERVIEWS

Discussion:

“Beyond the Jargon” – Interview radio show to air on CFUV in the 2013-2014 fall/winter semesters; ½ hour bi-weekly interviews of current UVic graduate students; show hosted by grad students Colleen Clement, Mario Baldassari, Liz McArthur (CFUV Community News & Affairs Director), and several graduate student hosts in training.

Actions:

Show features pre-recorded interviews to air on CFUV and then be available for podcast on the GSS website.

Kept interviewees posted about their show air dates and collected photos of interviewees for the GSS website page. Continued promotion of show by sending out emails to and meeting with university admin departments. Recruitment of new interviewers.

Met with new Communications Committee members, who are all training to be CFUV interviewers.

Did interview for the Martlet about the show.

Time:

Total hours on this task since last report = 7 hours
GSS WEDNESDAY MORNING COFFEE

Discussion:
GSS Wednesday Morning Coffee & Muffin Meet

Actions:
Attended weekly morning coffees to mingle with grad students; often discuss upcoming opportunities (committee opportunities, photo contests, etc.).

Time:
Total hours on this task since last report = 11 hours

SENATE LIBRARY COMMITTEE MEETINGS

Discussion:
Attendance at Committee meetings

Actions:
Sent out a call to all grad reps about the proposed library budget cut of the Open Access Journals Fee; brought concern to the board at the newest library policy of allowing full voice conversations on the 2nd floor of the McPherson library (Chair now taking our concerns over the lack of quiet study space for grad student to the UVic Operations meeting).

Time:
Total hours on this task since last report = 4.5 hours

GSS BOARD AND COUNCIL MEETINGS

Discussion:
Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings.

Time:
Total hours on this task since last report = 27 hours

ADMINISTRATIVE DUTIES

Discussion:
General administrative duties

Actions:
Making contacts; completing paperwork; reviewing documents (including those for other board member activities); reviewing website issues.

Met with Joe Parsons of the UVic LTC to go over graduate student perspective and recommendations to the proposed UVic Learning and Teaching Statement.

Coordinated CFUV interview at our International Students Breakfast/Immigration Consultant day, regarding the Bill 35’s impact International Students here at UVic.

Supervised GSS trip to Goldstream Salmon Run November 16.

Time:

Total hours on this task since last report = 35 hours

______________________________
MEETINGS ATTENDED

GSS MEETINGS

Board Meeting, October 2
Board Meeting, October 16
Board Meeting, November 6
Board Meeting, November 20
Board Meeting, December 4
Board Meeting, December 11
Board Meeting, December 18

Communications Committee Meeting, November 6

Graduate Representative Council Meeting, October 15
Graduate Representative Council Meeting, November 26

GSS Annual General Meeting, October 29

EXTERNAL MEETINGS

UVic Exec/GSS Exec Meeting, October 10
UVic Exec/GSS Exec Meeting, December 5

Senate Library Committee Meeting, October 10
Senate Library Committee Meeting, November 14
Concluding remarks:

The following is an overview of tasks and hours for the period October-December 2013 (December is estimated):

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<th>Dec</th>
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<td>6</td>
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<td>2</td>
<td>0</td>
<td>1</td>
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<tr>
<td>General Admin</td>
<td>14</td>
<td>10</td>
<td>8</td>
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<tr>
<td>Graduate Rep Council Meetings; General Meeting</td>
<td>6.5</td>
<td>3</td>
<td>0</td>
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<tr>
<td>GSS Coffee/Muffin Meets</td>
<td>3</td>
<td>4</td>
<td>4</td>
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<td>GSS Handbook</td>
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<td>0</td>
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<td>Radio Show/podcasts</td>
<td>3</td>
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<td>2</td>
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<tr>
<td>Senate Library Committee</td>
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<td>1</td>
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<td><strong>Total</strong></td>
<td><strong>35</strong></td>
<td><strong>26.5</strong></td>
<td><strong>23</strong></td>
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</table>
From: Colleen Clement, Director of Communications

To: Graduate Representative Council

1ST 2/3 OF THE 4TH QUARTER JANUARY 1 – MARCH 31, 2014

INTRODUCTION

Below in each Issue Area, I’ve described my activities in detail. I conclude with an overview chart of activities and hours for your convenience.

CFUV RADIO SHOW – GRADUATE STUDENT INTERVIEWS

Discussion:

"Beyond the Jargon" – Interview radio show to air on CFUV in the 2013-2014 fall/winter semesters; ½ hour weekly interviews of current UVic graduate students; show hosted by grad students Liz McArthur (CFUV Community News & Affairs Director), and several graduate student hosts in training.

Actions:

Show features pre-recorded interviews to air on CFUV and then be available for podcast on the GSS website.

Worked on budget proposal for GSS to sponsor the show for the 2014-2015 academic year. We are proposing to pay the CFUV Community News & Affairs Director to produce, host, and train students for the show to keep the show going. This show is such good PR for graduate students, but the production time cannot be reliably managed/supported by graduate student schedules. So it is proving far more effective (both cost and time) to have the professional expertise of Liz McArthur produce the show for the GSS (5 hours per week).

Time:

Total hours on this task since last report = 5 hours
GSS WEDNESDAY MORNING COFFEE

Discussion:
GSS Wednesday Morning Coffee & Muffin Meet

Actions:
Attended weekly morning coffees to mingle with grad students; often discuss upcoming opportunities (committee opportunities, campaigns, etc.).

Time:
Total hours on this task since last report = 3.5 hours

SENATE LIBRARY COMMITTEE MEETINGS

Discussion:
Attendance at Committee meetings

Time:
Total hours on this task since last report = 1 hour

GSS BOARD AND COUNCIL MEETINGS

Discussion:
Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings.

Time:
Total hours on this task since last report = 13 hours

GSS VACATION TIME

Discussion:
Took 2 weeks vacation time in January.

Time:
Total hours on this task since last report = 10 hours
ADMINISTRATIVE DUTIES

Discussion:

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing website issues; put together end of year PowerPoint for Annual Meeting.

Time:

Total hours on this task since last report = 9 hours

MEETINGS ATTENDED

GSS MEETINGS

Board Meeting, January 15
Board Meeting, February 5
Board Meeting, February 19

Graduate Representative Council Meeting, January 28
Graduate Representative Council Meeting, February 25

GSS Annual General Meeting, March 25

EXTERNAL MEETINGS

UVic Exec/GSS Exec Meeting, February 20

Senate Library Committee Meeting, January 16
Senate Library Committee Meeting, February 18 (canceled at last minute)

Reading Break, February 10-14
CONCLUSION

Concluding remarks:

The following is an overview of tasks and hours for the period January-February 2014:

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<td>-</td>
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<td>Radio Show/podcasts</td>
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<td>2</td>
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<td>1</td>
<td>0</td>
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