

University of Victoria Graduate Students' Society

Executive Board (HYBRID) MEETING MINUTES

SEPTEMBER 22, 2025

Zoom Link: <https://uvic.zoom.us/j/2244264481>

EXECUTIVE INVITED:

Rosemary WEBB, Chair;
Maggie LAWTON, Director of Finance;
Sarah ROBERTS, Director of Internal/University Relations;
Jitendra PALAPARTY, Director of External Relations;
Asma NOUREEN, Director of Student Life;
Kyla TURNER, Executive Director (non-voting);

REGRETS:

GUESTS:

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 10:02 by WEBB.

B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgement offered by WEBB. They had their first coffee catch up with Robina Thomas, Acting President and UVic's Inaugural VP Indigenous. Robina informed WEBB that UVic just launched new language revitalization projects.

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.

M/S: LAWTON/ROBERTS

CARRIED

NEW BUSINESS

1. AGM REPORTS

Lead: WEBB/TURNER

Reference: [Committee Report Template.docx](#), [Previous Reports](#)

For: Discussion

Board members report the work of their GRC committees to our members twice annually: at the AGM and the SAGM. These reports are different from your monthly board reports. Your monthly board reports are about your individual work and include information about how many hours you work and on what as an accountability mechanism. The biannual GRC Committee Reports are a report of tasks completed, ongoing, and proposed for the committee itself. Committee chairs are responsible for producing these reports. The AGM reports should cover April 1-September 30 (roughly) and include at a minimum:

- i. A list of the 2024-25 committee members – ie the people on the committee when you took on your board role and who worked with you throughout the summer
- ii. A list of the 2025-26 committee members – ie people elected by GRC on September 23. It's good practice to thank all committee members in these reports.
- iii. An overview of work completed by the committee April-Sept
- iv. An overview of work planned for October-March

TASK: All board members to upload their AGM reports to the AGM teams folder by 9am October 14. All board members to prepare a maximum 3-minute verbal summary of their report to deliver at the AGM.

2. KYLA'S ANNUAL PERFORMANCE REVIEW

Lead: TURNER/WEBB

Reference: ED Performance Review Documents

For: Discussion

Kyla sent an email about her annual performance review last week. Rosemary and Maggie lead the review process. The GSS provides management with 360 performance reviews, meaning the employee's supervisor(s) and supervisees are given the opportunity to review the employee, and the employee is asked to review themselves. Rosemary and Maggie should provide the board and Kyla's direct reports with an opportunity to provide feedback, collate and anonymize all feedback provided, and meet with Kyla to review feedback and set goals for the coming year. Kyla developed templates for all this work, which the board may opt to use or not. The board should inform Kyla promptly if they plan to use a different review process.

TASK: WEBB and LAWTON to review the annual performance review process for the ED, set deadlines, and circulate materials to staff, board, and TURNER.

3. EMAIL SECURITY AND POLITICAL ENGAGEMENT

Lead: TURNER

For: Discussion

The GSS is receiving emails with requests for us to comment on US politics and support calls for the termination of UVic faculty based on their social media comments. TURNER reminded board members of our organizational mandate, which does not include engagement in these matters.

4. COMMUNITY CONSULTATIONS RE: NEXT UVIC DORM

Lead: TURNER/WEBB

Reference: OR presentation

For: Discussion

UVic is seeking a zoning bylaw variance from the District of Saanich for the next dorm building. Variances (i.e. exemptions to building bylaws set by the District of Saanich) include both height, parking, and tree removal. We should advocate to Saanich highlighting the need for increased density (re: height), the low rates of student drivers/the existence of the UPASS as rationale to vary the parking bylaws. We should further consider bringing our advocacy into community through community associations and UVic's community consultations/online survey. Upcoming consultations include at the UVic Library TOMORROW 11-1pm, Gordon Head Rec Centre, Thursday, September 25, 3:30-6:30. Online survey will be available at: [UVic.ca/new-student-housing](https://uvic.ca/new-student-housing).

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the September 9, 2025 Executive Board Meeting as presented.

M/S: PALAPARTY/ROBERTS

CARRIED

E. BUSINESS ARISING FROM PREVIOUS MEETINGS (APPENDIX B) 10:52

Lead: TURNER

Note: To ensure motion log is updated, ensure completed items are reported in the minutes.

Items assigned to board members that Kyla thinks are complete or abandoned will be listed below and highlighted in yellow. If there's an item you were assigned below highlighted in yellow, please confirm if the task was completed, revoked, or abandoned!

Tasks Completed/Decisions fully acted upon:

Aug 18: TASK: ROBERTS to reach out to UVic to determine which working groups on academic accommodations have been struck and request a permanent student seat.

Sept 9: TASK: TURNER to further develop training on GRC rep's duty to communicate back out from GSS to their home department and more material on attendance expectations, sending regrets.

TASK: All board members to create a one-minute spiel for the September GRC about how communication in their department works (what channels, how do people gain access to that channel, frequency/type of communications – e.g. is it the grad secretary bombarding emails, a discord channel focused on events, regular in-person meetings?), why they use that channel, and the effect of their communication strategy.

Tasks revoked or abandoned:

F. COMMITTEE APPOINTMENTS

No committee appointments made.

G. CORRESPONDENCE RECEIVED (APPENDIX D)

Item 1: Re: Accommodated Assessment Policy Working Group

Motion: to receive the correspondence.

M/S: LAWTON/ROBERTS

CARRIED

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief: Exec-to-Exec September 9
2. Meeting debrief: Operational Relations September 17
3. Meeting agenda planning: Check in on preparation for September 23 GRC
 - i. Everyone ready to:
 1. Introduce themselves as board members
 2. Advertise and promote their own committees
 3. Follow up with newly elected committee members within 1 week?

I. LOBBYING REPORTS

Reports due at the first meeting of every month.

J. ANNUAL PLAN CHECK-IN:

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: WEBB met with Robina Thomas and Jim Dunsdon in the last week. VIHA is considering funding reductions for the SWC due to financial constraints within the provincial budgets. TURNER has prepared a letter to VIHA addressing this matter in case it is required. WEBB has been highly active on the Dean of Humanities hiring committee.

Director of Finance: LAWTON met with WUSC regarding the Spring 2026 fee referendum. She and TURNER have heard back from 3 of the 5 Constituency Groups for the same.

Director of Internal/University Relations: ROBERTS just completed Senate onboarding, along with LAWTON.

Director of External Relations: PALAPARTY no report.

Director of Student Life: NOUREEN is still working on GSAW prep. All the in-person presentation slots for EGRS are filled. Please advertise the poster and virtual presentation options.

Executive Director: TURNER is dealing with tech issues and significant delays from our new insurance broker getting us student data. Alumo is 11 days late sending us student opt out information, which has disrupted tuition payments and the set up for the GSTIOP, which is not at all what the GSS wanted in this transition. However, until we get the information, we cannot move forward. TURNER has all the office staff on high-alert and will need to approve overtime for the office staff to ensure fast processing.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

UPCOMING MEETINGS AND IMPORTANT DATES

****Task Reminder: Please be sure your meetings and events are up to date on OUTLOOK CALENDAR****

Next Executive Meetings: October 6, 2025

Next GRC Meeting: September 23, 2025

AGM: October 28, 2025

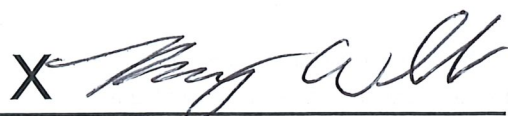
Office, Staff Scheduling:

ADJOURNMENT

Motion: to adjourn the meeting at 11:30.

M/S: LAWTON/NOUREEN

CARRIED

X 

Rosemary WEBB
GSS Chair 2025-26

X 

Kyla Turner
GSS Executive Director

APPENDIX D – CORRESPONDENCE RECEIVED

Item 1 Re: Accommodated Assessment Policy Working Group
From: Lindsay Gagel
Sent: Tuesday, September 16, 2025 1:55:06 p.m.
To: GSS Director of Internal/University Relations
Subject: RE: Accomodated Assessment Policy and Working Group.

Dear Sarah,

Thank you for your email regarding accommodated assessments. I've been asked to respond on behalf of the Office of the Vice-President Academic and Provost.

The working group referenced in the May 9 letter is operational rather than strategic or advisory in nature, and is therefore comprised of leaders and staff responsible for implementation. Because it is a working group rather than a formal committee, it does not have a term of reference or formal mandate. Earlier this year, the working group reviewed Faculty-specific strategies developed by Deans and identified appropriate operational changes and resources to support those strategies (e.g., workshops, training, TA supports).

We very much appreciate your recommendation regarding graduate student involvement. Broader consultation with students—including graduate students—as well as with faculty and instructors is essential, and we plan to bring a proposal to Senate this fall to help ensure diverse perspectives are included in these conversations. While I'm unable to share further details at this time, I encourage you to look for Senate updates this fall or reach out to me following the October Senate meeting if you have any questions about UVic's approach to academic accommodations. We also continue to regularly update the accommodations assessments page on the VPAC website: uvic.ca/vpacademic/initiatives/accommodations/.

Sincerely,
Lindsay Gagel
Director, Academic Communications and Projects
Office of the Vice-President Academic and Provost
University of Victoria

From: GSS Director of Internal/University Relations <gssinternal@uvic.ca>
Sent: September 15, 2025 5:22 PM
To: Elizabeth Adjin-Tetty - Associate Vice-President Academic Programs
Subject: Accomodated Assessment Policy and Working Group.

Dear Dr Adjinn-Tettey

I am writing on behalf of the Graduate Students' Society to inquire about the University's response to calls for a review of accommodated assessments.

Our understanding is based on the letter issued from the Office of the Vice-President Academic and Provost on May 9 2025, which references a working group convened upon the recommendation of the Deans to consult on, review, and implement central supports for accessibility.

We would appreciate the opportunity to review the terms of reference for this group and to learn whether there are plans to include graduate student representation.

Given the evolving needs of students across campus regarding accommodated assessments, we strongly recommend including a graduate student seat on this working group. (Filled, for example, by a member of our Graduate Representative Council or Executive Board)

Including graduate student perspectives would help ensure that the lived experiences of those seeking academic accommodations, as well as those involved in implementing classroom and assessment accommodations through teaching and laboratory assistantships, are meaningfully reflected in these ongoing conversations.

Thank you in advance for any insight or further information your office, can provide.

Kind regards,

Sarah Lynne Roberts

Director of Internal/University Relations

Graduate Students' Society,

University of Victoria (she/her)