

Rehabilitation Sciences Executive Committee meeting

Date: January 19, 2016

Time: 3:00pm in the Friedman Boardroom

Attendees: Sue, Chris, Michael, Bolette, Riley, Laura, Andrew, Kyle.

Regrets: Kelcey, Sarah, Flora.

Minute taker: Sue/Kyle

Approval of past minutes: Motion passed – all in favour.

Agenda:

1. RSEC terms of reference (flip b and c under Membership, to be ratified by faculty Feb 18th)
2. Website
 - a. When a student submits a website request, the CMS policy requires a Faculty or Staff to act as a website sponsor –Michael as sponsor?
 - i. Michael has agreed to this.
 - b. What do we want on this website? Access to journal club calendar (only RSEC)? General info re RSEC events? Meeting Minutes? Etc?
 - i. Could put up ads for their studies, student profile, make it searchable the profiles (key words)
 - ii. Message board or forum – Riley say difficult to maintain, maybe do a private facebook page for group for live discussion for forum/discussion – discussion around leaving this until the website is up and running.
 - c. Kyle taking lead on website with help from others
 - d. Gmail email for RSEC
 - e. Michael suggests to start small and build from there
3. Mentorship program
 - a. Review document created by Kelcey

- i. Alumni or current doctoral students? Current students will want to do it too. Doctoral can also be mentees. Postdocs should be included in mentors
 - ii. Not just OT/PT, be more inclusive in language
 - iii. Might not need contract, too formal
 - iv. Would mentees/mentors like to be matched based on research interests? Location? Etc. Leave it open to them, some people might have mentors in their labs and want to be matched with people in another field, others might not be in large labs, and could want people in their field.
 - v. Should also include what the mentor/mentee expect from the program, not only themselves
 - vi. Mentor should contact the mentee
 - b. **Next steps for Kelcey:**
 - i. Update document based on points above
 - ii. Discuss possible first point of contact for mentors/mentees and when to launch (hopefully before research day at GF Strong May 4th)
 - c. Planning of events for Fall intake of students
 - i. Orientation day second or third week of September, hour at the end for socializing, could incorporate something there
 - ii. Pub event or picnic at the beach
4. RHSC Research day and/or RIP sessions
- a. Committee Update
 - i. Would like it to happen early May
 - ii. Bolette discussing draft itinerary for day, can send it out
 - b. Discuss GF strong research day and whether our research day overlaps
 - i. Research doesn't overlap too much
 - ii. Long discussion on research day vs. RIP – what we want
 - iii. Considering pushing research day, might be rushing it – Fall date?
Gives more time to plan
 - iv. Should go to GF Strong Day together to see what works/what doesn't

- v. Fall date is better, gives students and faculty more time
- vi. Could have short, 5 min presentations to have more students and keep things interesting
- vii. Discussion about building culture of going to events – Meet somewhere at specific times

5. Budget

- a. What do we need money for? Which events?
 - i. Not many events need money, should save it up for research day
 - ii. Maybe have one social event with food to get people connected
 - iii. Lab crawl? Can have refreshments

6. Other?

- a. Faculty would like updates from us, so a newsletter at least once or twice a year
 - i. Also would like to highlight research defenses – celebrate the work we are doing
 - ii. Can highlight upcoming and recent events, research, publications, awards etc.

Actionable items:

- 1) Sue to send list of who is in program to people in program
- 2) Chris: set up gmail email for RSEC/people in program
- 3) Chris, Sue, Laura: start planning lab crawl
- 4) Kelcey and Bolette: continue planning for mentorship launch – update document and send out
- 5) Kyle: Website/send out minutes
- 6) Sue will set up doodle poll for next meeting

Next meeting: (no Tuesdays due to classes)

Will do doodle – somewhere around March 3rd