

## Rehabilitation Sciences Executive Committee meeting

Date: March 4, 2016

Time: 11:00 am in the Friedman Boardroom

Attendees: Sue, Michael, Riley, Laura, Andrew, Kelcey, Kate

Regrets: Sarah, Flora, Kyle, Bolette, Chris, Sarah

Minute taker: Kelcey

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Approval of past minutes:

- Minutes Approved.

Meeting Notes:

### 1. Website

- a. Kyle & Chris have taken the lead on the website, with help from others.

Currently we have demo (not live yet).

- Website will list student defense dates, seminars and program or other events ex. workshops and journal clubs
- Calendar on website tracks events (ability to sort events by type)
- People on committee may require access to edit specific pages depending on position

### 2. Review of mentorship program

- a. Will not limit mentees and mentors to MSc and PhD/Post-docs. For example: 1<sup>st</sup> year PhDs can be a mentee to a more senior PhD student or Post-doc.
- b. Update application form to include:
  - i. "Areas of interests" tick boxes in application.
  - ii. Remove request for CV
  - iii. Remove "certifications and expertise" box and add a "general or other information box"

- c. Program Timeline:
  - i. Spring 2016: send out call for senior student mentors to see interest level. Kelcey to create mentorship database of interested mentors.
  - ii. Fall 2016: Plan for first round of applications in August/September. Second round of applications in January (aim to target new students at the start of each semester).
3. RIP Sessions: pros and cons discussed
  - a. Pros:
    - i. Kate Hayward (Post-doc) discussed success of sessions at other schools – create opportunities to present research and connect clinicians, clinician-trainees and researchers.
    - ii. Opportunities for students/researchers to present research and receive feedback from faculty members and students outside their own lab/program
    - iii. Opportunities to learn from and connect with Post-docs in program
  - b. Issues addressed by Michael:
    - i. Not convenient. Location of students/faculty/staff is a barrier – St. Paul's, GF Strong, UBC etc. May only work well if things are centralized.
    - ii. People are often not interested in presentations that are not relevant to their work.
      - More appropriate to have a calendar listing events allows people to choose discipline-specific talks or events that interest them.
      - May be better to focus on the RSEC Research day to start creating this type of culture and go from there.
4. RHSC Research Day:
  - a. To happen in September or early in the year.
  - b. Possibility of planning around PT or OT Orientation week?
5. Other:
  - a. Faculty would like updates from us, so a newsletter at least once or twice a year

- i. Sue and Chris have gotten request from Brenda for the PT department newsletter – no **Laura has** volunteer**ed**s from RSEC wish to be highlighted at this point.
- b. Lab Crawl (Sue, Chris, Laura)
  - i. No update so far.
- c. Strategic Planning Meeting Update from Sue
  - i. Carolyn Kirkwood led meeting – experience with strategic planning, good at listening to feedback and concerns.
  - ii. Sue to send out a brief description of meeting to RSEC members.
- d. Program Meeting Update (Michael)
  - i. RSEC Terms of reference approved. Must be reviewed annually by RSEC and Rehab Science Program.
  - ii. Post-doc representation on committee requested. Kate Hayward is willing to join committee.

**Actionable items:**

1. Rehab Sciences lab members please send information to Kyle on upcoming events (journal clubs etc.) that may be of interest so he can add them to the calendar -- **All**
2. Add KUS website calendar events and RSEC Meeting times to calendar. – **Kyle/Chris**
3. Rename “RSEC” to “About Us.” Add information about how to get involved in RSEC. – **Kyle/Chris**
4. Mentorship Program form edits. Draft email to recruit potential student mentors for Spring – **Kelcey**
5. Strategic Meeting Summary to be sent to RSEC Members – **Sue**
6. Discuss and Confirm Post-Doc representation (Kate?) on RSEC – **Sue?**

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Next meeting: in 6-8 weeks. Sue to send out Doodle.