

Rehabilitation Sciences Executive Committee meeting

Date: May 16, 2016

Time: 11:00am in the Friedman Boardroom

Attendees: Michael Hunt, Chris Cochrane, Sue Peters, Andrew Ramsook, Bolette Skjødt Rafn, Kelcey Bland, Kyle Diab, Sarah Sayyari, Riley Louie, Kathryn Hayward, Brodie Sakakibara, Laura Yvonne Bulk

Regrets: Flora

Minute taker: Laura

Approval of past minutes: approved without discussion needed

Agenda:

1. Welcome to PDF reps (Brodie, Kate)
 - a. We are glad to have two PDF reps on board and look forward to their excellent input

2. GF strong research day update
 - a. People appreciated the brevity of presentations, the opportunity to learn from a wide variety of perspectives
 - b. Presentations were judged, and given a small monetary prize
 - i. Discussion about the value of getting feedback after presentations – perhaps this is a good suggestion for our research day

3. RHSC Research day and/or RIP sessions
 - a. Consensus is that it would be beneficial to have a research day/RIP, as this was not an excellent platform for everyone
 - b. Thought is that the day could be just oral presentations because this would give trainees opportunity to practice presenting and also getting questions from a diverse audience.
 - c. Suggestion made to seek expressions of interest
 - d. Do we want to combine presentations and speakers/sessions
 - e. Think we do not want to do posters
 - f. Consider having groups of 4 short presentations followed by a panel-style discussion.
 - g. Grouping them by theme, rather than topic (ie so one lab is not presenting all on a single panel)
 - h. It is only once a year
 - i. Summary:

- i. Want our own research day
- ii. Send poll for research day – if we have a research day late September would you prefer to have an invited speaker/not; information sessions/not; oral or poster; etc ... suggestion instead to send out poll saying we are doing x, would you come? - may consider doing some 3MT style presentations, electronic posters, etc.
- iii. Open it to faculty, but have postdocs as our judges/feedback-givers
- iv. Michael points out it is his job to invite interest from faculty
- v. We will avoid concurrent sessions
- vi. Try to book 153 for end of September (talk with Michael Jenner)

4. Website

- a. Have a preliminary website, please send
 - i. General photos (** **take photos at lab crawl** **)
 - ii. Photos and bios of RSEC members
 - iii. Mentorship information
 - iv. Suggestions
 - v. Events with short descriptions
- b. Use website to:
 - i. Launch Mentorship program
 - ii. Submit abstracts etc
 - iii. These will draw traffic
- c. Calendar
 - i. Will have categories (proposals/defenses, socials, etc)

5. Mentorship

- a. Kelcey is making a database of who is interested
- b. Kate, Brodie, and Kelsey will work together to find mentors

6. Budget

- a. RHSC research day: food, maybe (hopefully not) for space

7. Lab Crawl update (Sue, Chris, Laura)

- a. Brodie, Chris, and Sue will send reminder emails
- b. Bring snacks!

8. Plan for Chris' successor

- a. Send expressions of interest

9. Newsletter

- a. This is a priority for the faculty
- b. Faculty want to know what students in the program are doing, awards, accomplishments, new positions, etc
- c. Updates about RSEC activities

Actionable items:

Everyone send to Kyle for website:

- General photos (** take photos at lab crawl **)
- Photos and bios of RSEC members
- Mentorship information
- Suggestions
- Events with short descriptions
- Bring snacks for lab crawl...and come to the crawl!
- At next meeting we will discuss sending a call for new RSEC members

Individuals:

- Kelcey to send the mentorship blurb
- Chris will go through information at the end of the crawl tomorrow
- Brodie, Chris, and Sue will send reminder emails regarding **lab crawl**
- Kyle to draw-up a transition document for the next webmaster

Next meeting: end of June