

Rehabilitation Sciences Executive Committee meeting agenda

Date: Friday November 28, 2016

Time: 2pm in the Lab 4

Attendees: Sue, Jenn, Kelcey, Andrew, Calvin, Gurk, Christina, Riley, Bea

Regrets: Bolette, Jesse, Laura, Michael, Sarah

Minute taker: Jenn (our new Secretary)!

Approval of past minutes:

Motion put forward by Sue

Kelcey seconded

Agenda:

1. Welcome new RSEC members!

Action items:

Sue: Ensure new members have access to the RSEC drive, old minutes and upload terms of reference

New members: provide 2-3 sentence blurb about who you are, and photo, Andrew will update website with information. This information will also go in the next faculty newsletter.

2. December 15th: Future lab crawl / December Social (Andrew update – Jesse as new Social Coordinator to link with Andrew)

Andrew update:

Dec 15th won't work at St. Pauls, change to Jan or Feb

Will determine date between 2 labs- looking at end of January/early Feb

Dec 15th will change to holiday social instead of lab crawl. Informal meeting at New Oxford pub downtown, reservations have been made by Andrew for 5pm happy hour and 7pm trivia for a medium-large group

Action items:

Jesse: Send out RSVP to students to get an idea of how many people will come

3. Researcher/Clinician Idea (Riley/Sue)

Clinicians are interested in getting involved in research but don't know where to start. Rehab science students have an interest in getting connected with clinicians. Lets pair clinicians in the community with RHSC students.

How to accomplish this:

- invite clinicians to rehab science day
- course on case studies lead by RHSC students, goal is to publish a case study together.

Riley: talking to BC neuroscience division today about developing this idea further
First need to gauge interest from both clinicians and RHSC students

Riley has a contact through a post-doc who is interested in doing a webinar on case studies for us

Andrew can connect with cardio-resp clinicians

Need someone to help connect with OT clinicians- Laura

Cristina has contacts with children's hospital

Maybe we need to send out survey to RHSC students to gauge their interest as well.

4. Mentorship (Sarah regrets- move to next meeting)

Sarah to create participant satisfaction survey and send out at the end of the first semester and again at the end of the program

Sarah to email new MSc students starting in January and see what interest is (we may need to recruit more mentors)

5. Newsletter (Kelcey update – Gurkaran to take over)

Next newsletter (Gurk): Highlight new member bios, awards, social events (and attendance), and other upcoming events.

Deciding on next newsletter timeline: Goal is for release in March or April 2017.

Action Item: Newsletter action item: Kelcey to send Gurk the last newsletter so he has a template to build off of

6. Website (Andrew update)

Sue to email Michael Hunt to encourage faculty members to check out the trainee talks on the website

Bolette/Laura to confirm all presenters consented before we post research day presentations on the website and email Andrew

Andrew to contact Brenda Wessel and Letisha to put a plug into the PT and OT Departments to check out the website

Andrew to edit video by presenter, if possible, and post on website

SUE: G&PS has potential supervisor search engine (put on RSEC website? or ID potential committee members?)

Need video alternative, current videos exceed file maximums- or have privately embedded youtube videos

Have consent forms on drive, need to look into amendments to consent to put research on youtube

Follow up on putting photos and images on the website

Put newsletter up on the website, maybe something about recent awards

Action items

Add to useful links page with research interview resources, CiRCLE,

If anyone thinks of ideas let Andrew know

7. RHSC Research day (Bolette, Laura update – Calvin/Bea)

Scientific Committee To Do:

Schedule event for end of October in 2017 (due to scholarship deadlines at the end of September and early-December)

Invite Clinical faculty (email as soon as know date)

Keynote as a video option

Action Items:

CBH room update from Sue: CBH lecture hall is booked at the Uni level, need to book it ASAP in 2017.

Suggested date: end of October.

8. Community outreach idea from Calvin

Action Items:

Calvin to think about a student-faculty event where we raise funds to donate to a rehab-relevant charity

ie: a student-faculty hockey game, taking part in an organized event like the Sun Run etc.

9. Intermural RHSC teams?
Possibly organize team sports for RHSC?

Action items:

Calvin and Jesse to look into that

Next meeting:

Meeting will be held at the end of January/Early February
Expect a doodle poll in the next few weeks to find a meeting time and booking room and conference call line (Jenn)

- Invite Cristina to join RHSC team
- take time to have the new and old scientific committees talk to-do items and transition
- Sarah update about mentorship
- Talk about featured publications for the website for students who have new first-author articles coming out