

Rehabilitation Sciences Executive Committee Meeting Minutes

Date: Tuesday April 4th

Time: 2:00pm Friedman boardroom

Attendees: Calvin, Jesse, Laura, Bordie, Michael, Bolette, Sarah, Kelcey, Sue, Jenn, Bea, Riley,

Regrets: Andrew, Cristina, Gurk,

Minute taker: Jenn

Approval of past minutes

Motion put forward by Sue

Bolette seconded

1. FOM Grad Studies Student Led Initiative competition (Jenn update)

Application is due to the Faculty of Medicine by April 15th

Potentially add a science communication session for the 4th workshop day. Laura knows a potential contact for this session

Action Items:

- Laura, Kelcey, Brodie, and Jenn to draft letters of recommendation for application package by April 10th (or April 7th if possible)
- Jenn will send out letter writing assignments and GSI application proposal draft to letter writers.
- Jenn will then compile and send letters out to be signed and compiled for application package.

2. Student satisfaction survey (Sue update as Andrew regrets)

Andrew has generated survey using RSEC website, we are building off of survey from last year.

Action items:

- Calvin to come up with a list of types of charity events for the poll
- add survey information about research day, and researcher-clinician collaboration link, mentorship program, social media usage
- Kelcey and sue to email out the poll to students in next 1-2 weeks

3. Post-doc stuff (Brodie and Kate update)

Brodie and Kate have been coming up with questions for survey and provide to Andrew. The survey will be used as a tool to gather information on ways to maximize PDF skill building in our departments.

Action items:

Michael will look over survey before posting on website, rather than circulating to the group. Brodie to send survey draft to Kate and Michael by the end of the week.

TOR changes/additions for PDFs

Action items:

- Sue wants to update TOR with info on PDFs and turn over in RSEC roles

4. Future lab crawl / December Social update (Andrew/Jesse)

Lab crawl at St. Paul's planned for April/May 2017. We will still aim for spring dates, but this event may be more of a social than a lab crawl, depending on the availability of labs.

Action Items:

- Jesse and Andrew to meet this week and discuss timeline for lab crawl.

5. Researcher/Clinician Idea (Riley/Cristina)

Riley update: March 14th, 2017 webinar for therapists to gauge research interest . 10 responses from clinicians saying they would be interested in working with RHSC student in a research partnership.

Action items:

- Riley to gauge interest from RHSC students in working with a clinician. Riley will draft survey responses to include in a link to annual survey to separate participant answers from survey responses
- Riley to contact Alison Hoens (has database of clinicians who are interested in research) there is a spreadsheet on the knowledge broker webpage

6. 4. Mentorship (Sarah)

Sarah's survey on mentorship program sent out in February. Sarah has new student list, no responses from 4 students. We want to look towards developing a "loose contract" to help define expectations for mentorship relationships. Kelcey has a

mentorship contract draft she can send along. Bea suggests a speed mentoring session that gives everyone an opportunity to meet at the outset of the mentorship program

Action items:

- Sarah to send out survey again in July for new students to start in September

7. 5. Social media/Newsletter (Gurk)

Gurk has draft of newsletter to email to Sue and Kelcey, has created a twitter account. Will be linked to website soon.

Twitter account is almost ready. New papers from RHSC students should be tweeted and promoted through our account. We also should make an effort to tweet more at conferences, and to retweet active users in our community.

Action Items: All of us should start to compile lists of lab with active twitter accounts that we can tag through the RSEC account. We also need a collection of RSEC-friendly hashtags.

8. Website (Andrew regrets: Cristina update)

Cristina has received 4 papers from students, and forwarded them to the RSEC address. Cristina wanted to confirm how frequently we should send out requests for papers-the group think quarterly. Jesse suggested using an automated mail server to send out the calls for new papers.

Action Items:

- All new members: provide 2-3 sentence blurb about who you are, and photo.

9. RHSC Research day (Bolette, Laura, Calvin, Bea)

Scientific Committee update: RSRD 2017 will be on Wednesday, Oct 25th in Thea House Ballroom. A safe-the-date email will be sent out this week by Calvin.

Potential theme: Communicating in a diverse world

10. FOM Research Day update (Jenn)

FoM research day will be held May 26th.

Action items:

- Submit abstracts for posters or talks before the abstract deadline- April 21st!

11. PhD students to help interview Assist Professor applicants! Coming up in April/May (Sue). Need 5 students per applicant for 30 minutes.

Action Items:

- Let Sue know if you would like to be a part of this process

Next meeting: to be held in 6-8 weeks

12. Community outreach idea (Jesse/Calvin)

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

13. Intermural RHSC teams (Jesse)

add an item or two to the survey going out about what types of activities students would want to be involved in to participate and/or volunteer

14. 12. Other

Become affiliated with GSS as there are likely to be benefits for booking rooms, grants we can apply for etc (Laura update?)

Tie between Google drive and dropbox – any strong objection to Dropbox? (Sue)