

Rehabilitation Sciences Student Executive Committee Agenda

Date: Sept 11th 2019

Time: 4pm, Friedman Boardroom

Attendees: Sarah, Kendra, Jenn, Gordon, Andrew, Katie, Calvin, Christy, Kamal, Kim

Regrets: Bill, Cristina, Lauren

Minute Taker: Kendra

Agenda:

1. Approval of past minutes

- Approved: Katie
- Seconded: Andrew

2. Welcome new member- Sarah Park!

- a. Sarah to join Scientific Committee and help with Twitter
 - Also joining GSS, Kamal as a proxy

3. Revising ToR

- a. Calvin, Katie, Jenn, Kendra met to revise the previous version.
- b. Any additional suggestions from the committee on improving our current ToR?
 - Only thing is chair vs. co-chair – we confirmed that these are the terms we want to use going forward (these are the positions listed in CCV)

4. Report from Treasurer (Andrew)

- a. Breakdown of proposed RSEC budget
 - **Allowed ~\$1500 per year**
 - o Social committee = 5 events per year
 - o Professional Development = 4 events per year (awards workshop, mentorship, non-academic career, Twitter/social media workshop)
 - o Research Day
 - **Proposed allocation: Professional Development = \$600 (\$150/event), Research Day = \$600-700** (Kamal and Kim to confirm budget with Andrew/figure out how much money Michael Hunt gave for the social event last year), Social Committee gets whatever is left over
- b. Spending this year so far
 - **Kamal to send budget from last Research Day to Andrew**
 - Question about how to handle budget in the future (usually Anny handles reimbursements), but would be good for RSEC to have digital copy of receipts etc. **Moving forward, give receipts to Anny; take pictures of receipts and upload to folder on Google drive that Andrew will create**

5. Professional Development Committee update (Gordon)

- a. Feedback on 1st event in Fall Series- Tri-council award writing workshop
 - Planning and execution solid, turn out okay and people seemed to get something out of the session.
 - Only one no show out of the people who RSVP'd.
 - Bottleneck with people receiving email, because lots of attendees were new students who were not already on the email list.
- b. Update on 2nd Award writing workshop- peer review feedback session
 - i. How did this go? Not very many PhDs needed this, but the people who did were paired off w/ successful applicants. MSc students given option to just pair off, but their application is so far away that not many showed up.
 - ii. Any ideas on how to improve for next year? For MSc students, record the lecture and do the peer-review session closer to CIHR deadline (Dec). Run peer-review workshop w/ PhD/post docs in late Aug/early Sept. Peer-review option was maybe unclear on the Eventbrite, improve communication about option feedback session for next year.
- c. Next up: Mentorship program and Non-Academic Careers Panel
 - **Need to meet further about this:** Cristina has background things – Katie to talk to Cristina. Meeting within the next two weeks to create survey and send out.
 - **From last year:** 3-4 faculty (+post doc) to talk about experiences w/ mentorship, pair mentor/mentee off and used mentorship panel as meet and greet (talks beforehand, 30 minutes mingling w/ mentor). 4-6pm on Tuesday early Nov. Mentors are 2nd/3rd year MSc students, 3rd/4th year PhD, and post docs. Mentees are 1st year MSc students, 1st/2nd year PhD. Mentors and mentees are recruited and paired in mid-Oct. Update at next RSEC meeting.
 - **Non-academic career panel** late Nov and **Twitter workshop** in Feb 2020.

6. GSS membership (Kamal/Cristina)

- a. Sarah Park to take on GSS membership
 - Nothing needed from RSEC for now. Sarah to follow-up w/ Cristina.
 - Kamal willing to act as proxy in case Sarah can't make a meeting

7. Website update (Andrew)

- a. Did everyone send Andrew their bios/pictures?
 - **Need Gordon, Kim, Sarah.**
- b. Revisit website points: are we including a student interview section on website?
 - **Andrew to add new page on website for student interview section** (~10 questions that person interviewed will write up).
 - In terms of frequency, try quarterly, but tailor depending on how it goes with the first couple.
 - Question about how similar this is to the PT newsletter but decided that newsletter is more faculty-oriented.
- c. Create resources for participant recruitment?

- Issue for ethics – would have to approve whole website.
- Potential way around this is to share links to lab websites. **Katie to add info in Facebook/Twitter bio about RHSC students being able to go through RSEC to promote study or paper. This will be added into RSEC's fall newsletter as well.**

8. Google Drive + Slack

- a. Does everyone know how to access Google drive and Slack? **Yes**

9. Research Day Update (Kim) **Kim will look into dates for Research Day and get back to us before planning begins; ideas will be presented in more detail at the next RSEC meeting.**

- a. Identify potential dates:
 - Suzanne needs to be there for 3MT – need to confirm date with her. Will set up a meeting once we know a date.
- b. Timeline for event planning (see above)
- c. Feedback from last year: RHSC 530 3MT were a good addition, but main feedback was that it would be valuable if Research Day was turned into something more formal (ie, conference style) that could be added to a CV. Specific suggestions are to:
 - i. **Incorporate industry**, like health tech etc.
 - ii. **Sponsors** – lunch for everyone who presents and sponsored prizes.
 - iii. **Bring post docs in to chair sessions** (feedback from last time was that post docs didn't want to submit anything to present because they didn't want to take a spot from a MSc or PhD student)
 - iv. **Change name:** Rehab Sciences Research Symposium
 - v. **Expand beyond Rehab Sciences:** eg, Kinesiology, Neuroscience, Psychology, IMDS – however, important to remember of aim of Research Day, which is to be a way for RHSC to come together and give new students a chance to speak and present. Prioritize RHSC and keep locations for RHSC.
 - vi. **Potentially merge w/ other programs' research days:** eg, GF Strong Research Day, St. Paul's, Faculty of Medicine, Neuroscience, Kinesiology
 - vii. **Invite faculty and post doc speakers** and have dedicated blocks for different levels of speakers (ie, have multi-room venue and split off RHSC 530 students into a different room)
 - viii. **Bigger room:** Jimmy Patterson, has a separate room for 3MT and lots boards for posters.
 - ix. **Provide better food options/lunch:** look into Pita Pit or similar places to see if they will cater for us. See if we can find sponsorship for food
- d. **Goals for this year:** numbers similar to last year (we have ~17 incoming students) and add one of the two new RSEC members to the Scientific Committee.

10. Other

- a. Tapestry talks – In Oct or early Nov. If anyone has a layperson-oriented talk, let Gordon know. Feedback from Natalie at Tapestry was to get 2-3 options and have people can choose which talk they go to.
- b. Access back to email list – **need to email Anny**. In terms of formatting, use Survey Monkey or MailChimp and add email template to Google Drive.
- c. Add new students to Facebook group/RSEC page (icons are broken on website) – keep the Facebook group for more social things and the RSEC website/twitter/Facebook page for more formal things. **Katie to add new students to the Facebook group.**

Next Meeting: Wed October 9th 4-5pm, Friedman Boardroom