Rehabilitation Sciences Student Executive Committee Agenda

Date: January 14th, 2020

Time: 4pm, Friedman Boardroom

Attendees: *Gordon, Sarah, Kim, Jasmin, Christy, Thalia, Bill, Lauren, Cristina, Katie, Andrew*

Regrets: *Kamal, Jessie*

Minute Taker: *Kendra*

Agenda:

1. **Approval of past minutes**

*Sarah approved & Kim seconded.*

1. **Committee Roles Update**
	1. Andrew will be stepping down soon and we’ll need a new Treasurer to keep track of expenses. *Thank you Andrew! ☺ If anyone is interested, please contact Gordon.*
	2. Cristina now lead for PD committee
	3. Update RSEC member sheet on google drive. *Please fill out when you have a chance.*
	4. Current roster, should we accept 1 or 2 more? ***Katie to email Mira and invite her to sit in on meetings.*** *If she wants a spot on RSEC, she can take over Christy’s duties in PD committee and Christy act as treasurer*. *Or she can also do odds and ends and then get official role in Sept 2020.* *For the future, we would like to get more MSc students because only Sarah and Kim would be MSc students next year.*
2. **Update on Professional Development Committee Activities (Cristina)**
	1. Non-academic careers Panel
		1. Speakers: *Confirmed! Event will be about 1 hour of talking (speakers have ~15 minutes each). They will be given an outline of what to talk about.*
		2. Date and Location: *Center for Hip Health from 4-6pm on Monday Feb 3rd.*
		3. Advertisement: print/create signs (Cristina). ***Cristina to send out 1-2 more times (on Jan 21 and Jan 28) to RHSC MSc/PhD/PDF, OT/PT, and Jenn’s list of departments that are around VGH who may be interested in the event****.*
		4. Q and A session or focus groups: *Focus groups were effective for the mentorship panel – either do informal Q and A session or put people into focus groups based on what jobs/positions they’re interested in (question on the Eventbrite invite about this).*
		5. Catering: *Pizza! Christy to confirm numbers to see how much pizza to get.*
		6. Getting people up to room on the day: *Lauren and Kim have keycards and will do this.*
		7. Thank you cards and JJ Bean gift cards: *Gordon to get these.*
		8. Set-up and take-down: *Kim and Christy – anyone else who is able to help would be appreciated!*
	2. Twitter workshop:
		1. Advertisement: *Katie to send out advertisement for Jan 15 (done).*
3. **Scientific Committee update (Kim)**
	1. Updates from last Meeting: *Please see Google Sheet for updates/progress.*
	2. Date set? *Tuesday April 7th.*
	3. Icord room booking: *Jessie has booked lecture hall and atrium (booked from 8:30am-3pm)*
	4. Sponsorship contacts: *Scientific Committee reaching out to Lululemon, RYU etc. for prizes for presenters and gifts for judges.*
	5. Promotional materials: *Proofing in meeting after Jan 14 RSEC meeting. Plan is to send PDF poster as photo in email in Anny.*
	6. Call for abstracts (posters and presentations): *Send out call for abstracts Feb 28. Jasmin to review abstracts and decide who gets poster/presentation.*
	7. Having judges for presentations: ***Kim to reach out to Jackie Whittaker, Julia Schmidt, Courtney Pollack (other options include Ben, Kristin, Naz, Liisa).***
	8. Classroom announcements: *Doing classroom announcements for OT/PT/KIN/NEURO grad classes. Also present option to undergrad thesis students (KIN 492).*
	9. Feature presentation: last year was Alone in the Ring. Need something in lieu of a keynote: *Being discussed in meeting after Jan 14 RSEC meeting. Potentially have something more interactive and a more traditional talk from new PDF.*
4. **Social Committee (Katie)**
	1. General Update: *Social in early February to engage new students* ***(Katie and Lauren to send out email this week)****. Potential ideas: do on Tuesday afternoon after RHSC 502, plan a mix of more diverse things (e.g., volleyball, bowling).*
	2. Spring Newsletter
		1. Compile social media postings with brief summary? ***Katie and Lauren to meet about newsletter in March/April (to go out in May).***
	3. Social events: *Plan is to do 2 social events like last year.*
5. **GSS status update (Sarah)**a. Updates: *RSEC going to get approved for GSS standing (meaning we can hopefully get more money ☺).* ***Note: we have to renew this standing every year moving forward.***
6. **Website (Sarah)**
	1. Update, requirements? ***Sarah to update website with latest meeting minutes and bios and what we discussed for former members*.** *Let Sarah know about any other suggestions for the website.*
	2. Alumni members: *Have photos and bios for current students and list of names of past students (have them there for up to a year).*
7. **Grad Wellbeing Ambassador program update (Katie)**
	1. Update? *Draft of newsletter in Google Drive. If anyone has comments, please let Katie know.* ***Katie to send out newsletter later this week.*** *Newsletter will have mix of on and off-campus mental wellbeing resources*. ***Katie to add Campuslightbox.com as another option.***
8. **Jasmin’s KT Workshop for Spring**
	1. Target? *Jasmin is flexible depending on what our needs and knowledge base is. Jasmin is going to Michael Smith KT workshop this week and will potentially pull stuff from there if it is a good fit. Discussed KT skills being lab dependent, but good to have understanding of end of project/integrated KT, knowledge implementation, and how the they all fit together.*
	2. Advertisement for KT Connects: *Webinar held monthly on KT basics showcasing BC experts.* ***Jasmin to send poster ad for us to distribute (went out Jan 15).***
	3. Future KT things: *Formally* *fold in KT workshop into PD committee*. *Potentially add KT course into RHSC.*
9. **RSEC meeting schedule for next term**
	1. Current 2nd Tuesday conflicts with 530🡪first or third Tuesday? *Consensus is 1st Tuesday of each month from 4-5pm. Kendra emailed Jonathan to change standing booking.*
10. **Jenn’s Writing group plug** ☺

 Last Wednesday of the month from 2-5pm- LSC 1312

**Next Meeting: Tuesday Feb 4th at 4-5pm Friedman**

**Topics Bill Brought Up:**

1. **Coordinating online presence on RHSC website**: *Need to integrate RSEC website with RHSC website (i.e., creating new page just for RSEC).* ***Sarah and Katie to coordinate this (talk to Anny).***
2. **Advisory committee for wellness person (to be hired):** *As a background, Michael has gotten funding to hire a full-time person to do wellness initiatives in FoM. A committee (with faculty and students) is being formed to advise the person to be hired. This committee will act as advisor to FT person. Would like as many student voices as possible, so* ***if anyone from RSEC is interested, please contact Bill****. Also ask people in your labs who may be interested. Time commitment TBD.* ***Gordon to add this as AN agenda item for next month’s meeting.***
3. **New RHSC courses:** *Clinical trials in rehabilitation & rehabilitation technology. Would like student input and can add this to CV.* ***Get in contact with Bill if interested****.*