Rehabilitation Sciences Student Executive Committee Agenda

Date: March 3rd , 2020

Time: 4pm, Friedman Boardroom

Attendees: *Gordon, Sarah, Jasmin, Thalia, Bill, Cristina, Katie, Myrah, Kim*

Regrets: *Kamal, Kendra, Lauren, Christy*

Minute Taker: *Kim*

Agenda:

1. **Approval of past minutes**

*Katie approved & Thalia seconded*

1. **Bill’s Update**
   1. Bill is looking for feedback from RHSC students regarding the addition of a current student to the RHSC Awards Committee. Currently, the committee consists of 2 faculty members from OT and 2 faculty members from PT with Naz as committee chair. **Qualifications for the role to be discussed at next RSEC meeting.**
   2. The RHSC department has just finished this year’s round of admissions and awards. Recipients have been notified but awardees have not been made public at this time.
2. **Recruiting New RSEC Members**
   1. Welcome Myrah! She started the MSc program this past January and is a part of the Scientific Committee on RSEC.
   2. **Continue recruitment of Masters students in anticipation of the graduation of current RSEC MSc students**: Lauren, Katie and Kim.
3. **Potential Structural Changes for RSEC**
   1. Gordon, Katie and Kendra to meet to discuss potential changes to the organizational structure of RSEC. Items for discussion include:
      1. Ensuring completion of a chart tracking the progression of current RSEC members through their program 🡪 **Please update this sheet with your own program timeline if you have not done so already.**
      2. Future motion to create an application form for students joining RSEC.
      3. Future motion to revisit minimum terms for RSEC positions. Current stipulations define a term as 6 months for Masters students and 1 year for PhD students with individuals; RSEC members may hold a position for a maximum of 2 years.
      4. Future motion to implement transition documents for individuals exiting a RSEC position.
4. **Update on Professional Development Committee Activities (Cristina)**
   1. *Non-academic careers Panel*
      1. **Christy to process event feedback forms and present results at the April meeting.**
   2. *KT/Twitter Workshop*
      1. Timeline: To be held after Research Day, potentially Mid-May. **Scientific committee to plug KT Workshop at Research Day. Pro-D Committee to touch base with Jasmin to finalize date of workshop.**
      2. **Resources for workshop: Powerpoint**. Jasmin to bring handouts.
5. **Scientific Committee update (Kim) – April 7th, 2020**
   1. Scientific Committee to meet in the coming week – **all Scientific Committee members and those interested on helping out on Research Day are asked to complete the Doodle poll posted in the Scientific Committee slack group.**
   2. **Please take a moment to click ‘going’ on the Research Symposium and promote the event on Twitter.**
   3. Update on Abstracts:
      1. 11 applications for oral presentations, 4 applications for poster presentations. Awaiting approximately 3 more applications for oral presentations.
      2. **Kim to send acceptance emails with presentation times to all applicants after schedule confirmed at Scientific Committee meeting.**
      3. **Jessie to extend room booking to 5pm to accommodate more presentations than originally expected.**
   4. 3 judges confirmed to evaluate presentations: *Jackie Whittaker, Julia Schmidt, Deb Jehu* 
      1. **Kim to connect with Jasmin regarding the presentation evaluation rubric. Rubric to be circulated to judges and applicants.**
   5. This year’s keynote will be Jasmin Ma – a big thank you to Jasmin for accepting as this year’s Keynote Speaker.
   6. Sponsorship Update:
      1. GSS funding confirmed (amount: up to $400)
      2. Walter Gage Application submitted – awaiting response
      3. Sustainability Fund Application submitted – awaiting response
      4. RSEC funds (amount $700)
      5. Grounds for Coffee and Café Ami will be providing Research Day with free cinnamon buns and coffee, respectively 🡪 **Sarah to recognize these businesses in event materials.**
6. **Social Committee (Katie)**
   1. Newsletter:
      1. **Annual newsletter to be sent out in** **May**
      2. Newsletter to include photos of Research Day
   2. Research Day Social (April 7th):
      1. Location: Rogue Wetbar from 4pm onwards
      2. $200 RSEC budget for cancelled Twitter Workshop redirected toward food for Research Day social 🡪 each table will receive a complimentary plate of appetizers.
7. **GSS status update (Sarah)**
   1. GSS Elections are open – vote for Sarah!
   2. Current focus of GSS is elections.
8. **Website (Sarah)**
   1. Sarah and Katie to meet with Anny on March 9th re: merging RHSC and RSEC websites.
      1. Anny to get access to RSEC website from Sarah
      2. Sarah has updated RSEC website with meeting minutes, bios, and names of former RSEC members. **Let Sarah know about any other suggestions for the merging of the websites.**
9. **Grad Wellbeing Ambassador program update (Katie)**
   1. Past month’s newsletter was well-received!
   2. FoM Wellness Committee meeting happening in 2 weeks, no further updates since last meeting. The current role is expected to develop at the upcoming meeting. The next wellness ambassador is expected to sit on the FoM Wellness Committee and hold the position of wellness representative on RSEC.
10. **RSEC Meeting Conflict**
    1. The April RSEC Meeting conflicts with Research Day
       1. **April meeting moved to Tuesday April 14, 2020**
11. **GF Strong Research Day**
    1. GF Strong Research Day is taking place on Wednesday, May 13, 2020. Please attend if you are able!
12. **Jenn’s Writing group plug** ☺

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

**Next Meeting: Tuesday April 14th at 4-5pm Friedman**