Rehabilitation Sciences Student Executive Committee Agenda

Date: April 7th, 2020

Time: 4pm, Skype Meeting

Attendees: Cristina, Katie, Christy, Myrah, Gordon, Sarah, Kim, Bill, Jasmin, Kendra, Jessie

Regrets: Lauren, Thalia

Minute Taker: Kendra

Agenda:

1. **Approval of past minutes** *Katie approved & Cristina seconded*
2. **Pandemic-Time Check-In**
* Important for us to still engage as a community during this time: potential options are host a virtual chat, virtual “coffee/donut dates”, or virtual dinner party
	+ Lots of the bigger labs are still having lab meeting but also need to consider those who don’t have a large lab, as they oftet get left out
		- We know who the smaller labs are, so we can reach out at RSEC level too
	+ Need to ensure it’s a low burden but also need to reach people.
* Most concerned about students we don’t hear from.
	+ One-on-one communication with supervisor or PDF is really important, sometimes the ones that aren’t vocal are the ones that need the most help
* Consensus: Virtual dinnertime for next **Thursday, April 16th**. Gordon, Katie, Bill to have a conversation re: logistics about this event and others – any other interested individuals are welcome to join the conversation as well.
	+ Anny to help with this (setting up Zoom account etc.)
	+ Please let your respective labs know this is happening!
1. **RHSC Program Chair Update (Bill)**

Meeting across FoM graduate programs:

* Bursary for tuition (MSc, PhD level): not yet for PDF (potential contingency plan for this group).
* Want to survey people (especially those close to transitioning out of program); realize deadlines are fluid right now. Need info about people across the board – both those in crisis and those who are doing well.

Wellness:

* New person has been hired, Karen Ross (PhD in student wellness from UofC). Role is to develop set of resources/program FoM can sponsor.
* Lots of messaging will be sent out in the next while: shouldn’t expect productivity to be enhanced from trainees and vice versa from supervisors.
* Hoping to create “Best Practices Document” for COVID-19 – should be coming out soon as well as messaging targeting supervisors re: productivity.
1. **Professional Development Committee (Cristina)**
	* Should we run something?
		+ There are lots of webinars going around – should we get RHSC students to join one together? – Gordon
	* Consensus: As most research has been curtailed and lots of webinars going around as it is, might be more valuable to focus on events for next year. We can always encourage people to check out those resources if they haven’t seen them.
		+ We can plan for a social in the summer and use that to gauge interest for PD event
		+ Save any PD ideas for next year and start coming up with a plan before September; draft up total list of what we want to have prepped and ready for next year so we can focus on execution.
		+ CBH sends out “Events in Advance” schedule – maybe do something similar to boost numbers? Make consistent email – e.g., once a month, sync invite into calendar. Present students with want we want to run in September/January when new students are coming in.
	* This also gives us an opportunity to decide on direction for next year – e.g., “mandatory” social/PD events (e.g., mandatory orientation – not for just the new students, mandatory for everyone to attend)
		+ Potentially look into this once campus open up
2. **Scientific Committee update (Kim)**
	* Should we look at organizing a web-based alternative event?
		+ Consensus: Some things may be lost by doing an online conference, so preference is to not go that route for Research Day. However, can gauge how much interest there is for students to present online at next social.
		+ On the plus side, the documentation Kim/Sarah created is super valuable moving forward (Kim/Sarah to add contact info); more funding for next year – lots of grants we applied for are open to moving funding to next year
	* Potentially partnering with Lighthouse Lab/coding groups to give session at next year’s Research Day (Kim to put contact info Research Day documentation)
		+ Tricky logistically to squeeze another timeslot in (already lots of presenters), so might look towards doing another event/workshop with them
		+ Programming: Gordon had experience with 21-Day Coding Challenge and found it pretty accessible
3. **Social Committee (Katie)**
	* Ideas?
		+ Virtual check-in (see above)
	* Summer social once we’re back (in-person)
		+ Potentially happy hour using money we were going to use for Research Day
4. **Grad Wellbeing Ambassador program update (Katie)**
	* Updates
		+ Karen Ross now hired (see above)
	* Katie will be leaving RSEC in June, so will need new GSAG/Grad Wellbeing Ambassador (very similar roles, so new person should hopefully do both)
	* Katie will be sending out emails once a month re: applicable wellness resources
5. **GSS status update (Sarah)**a. Updates:
	* + No March council meeting, but will have virtual meeting for April next week
		+ Will also be stepping down from RSEC in summer because of conflict with GSS (new VP!!!), but can definitely collaborate with RSEC
6. **Website (Sarah)**
	* Updates
		+ Put in another request with IT to get templates
		+ In the meantime, please send Sarah any feedback re: structure
7. **FoM Wellness Committee (?)**
	* See above
8. **GSAG (Katie)**
	* See #7 above
9. **House Keeping (Gordon)**
	* Terms of Reference: Flesh out what we plan out next year – Katie, Gordon, Kendra
	* Financials
		+ Consensus: Carry over leftover funds for next year as not likely to be a big event this term. Bill is open to suggestions, but would have to run by admin.
	* This is our last scheduled meeting for the term. Do we want to continue with one next month?
		+ Consensus: Schedule 2-3 meeting between now and August as planning meetings for events for next year. Gordon to follow-up with 1-2 of us to create agenda for next meeting.
	* People stepping down from RSEC next year: Katie, Sarah, Lauren, potentially Kendra and Kim. Please confirm with Gordon by the end of June. We will make a list of whoever is leaving their roles and when that is happening.
		+ Katie to work on transition documents for joining RSEC (send to Chairs) and leaving RSEC (report everything you did while you were on RSEC); those in their respective roles can help out too
		+ Important to recruit new people: talk to those who may be interested and PIs with students who may be interested
		+ Katie knows someone who may be interested (was interested in September but we didn’t have anymore roles to fill)
	* Next meeting – May 5th @ 4-5pm (hopefully in-person!)