Rehabilitation Sciences Student Executive Committee Agenda

Date: July 7, 2020

Time: 10:30am, Zoom Meeting

Attendees: Kendra, Gordon, Christy, Myrah, Kim, Jasmin, Cristina, Thalia, Jessie, Bill, Pat

Regrets: Katie

Minute Taker: Kendra

Agenda:

1. **Approval of Past Minutes** Kim, Christy
2. **Approval of Agenda** Christy, Jasmin
3. **RHSC Program Chair Update (Bill)**

Dr. Camp chairing Awards Committee

RHSC Program Meeting updates:

* Changing how Graduate Student Initiatives are allocated
* Changing how comprehensive exams & material produced in comps now allowed to be used in final dissertation
* 20 new trainees joining in September (5 new internationals, GPS is okay for them to be out of country so long as courses are online)
* Dr. Liu-Ambrose taking over RHSC 500
* Still more conversations from GPS about funds/international students
1. **Pandemic-Time Check-In**
2. **Dr. Pat Camp on RHSC Awards Committee**
* Student joining Awards Committee: can help you enhance your CV / learn how to enhance awards application
* Positive experience for the trainee, but also potential conflict of interest & issues w/ equity
* Something to revisit during the year: have September progress as usual and have future discussion re: how to integrate insider awards evaluation training with program
* Incorporate as a different educational focus during orientation/Awards Workshop – ideas are to package more of a workshop form/recorded session?
* Website for awards: lots of thing available to apply for that weren’t reflected on the website and can be challenging to navigate (would be helpful for incoming students as well)
* **Christy to work with Pat to resign website, with goal to complete by end of year**
* Registration system for awards: keep track of who has applied (student includes name, what they applied for, when they applied)
1. **Transitions**
	1. Katie, co-chair, GSAG 🡪 Kim, Cristina (Cristina is also Wellness rep)
	2. Sarah, web, etc. 🡪 Christy
	3. Kendra, secretary 🡪 TBD
	4. GSS rep 🡪 tentatively Gordon
	5. **GPEC vs. GSAG etc. 🡪 to discuss on Slack and post list of roles/descriptions on website**
2. **Orientation (Gordon)**
	1. Welcome e-mail **(Jasmin & Gordon to send to Bill)**
		1. Sent out; info on mentorship, awards workshop
		2. New people joining RSEC: send application form in September (post-Orientation)
		3. **Jasmin to send welcome emails to PDFs**; asking PDFs to mentor for mentorship program/awards workshop
		4. PDF can also apply as mentees, but need current PDFs to sign up as mentors – **Cristina to look at wording for this on website**
	2. Date? August or September? Bill needs a bit of time to make a decision
		1. May be good to move it to August b/c lots of questions re: online course structure, some worry about how things will come together w/ COVID-19
		2. Also need to align with FoM orientation **(Bill to discuss with Michael)**
	3. Slides update – Kim/Jessie have edited, **Gordon to share final slide deck w/ Bill**
3. **Mentorship (Cristina)**
	1. Recruitment
		1. Anny has sent email to help recruit mentors (1-year commitment), more of a push for current students to be mentors to incoming students (spread word around labs)
		2. Informal Zoom call (mid to late-August) w/ mentors to go over expectations/concerns people may have w/ online platform (primer based on past mentorship panel)
		3. **Thalia to help Cristina with organizational side** – pairing mentors/mentees, send emails once pairs are made
4. **Awards Workshop (Thalia, Kim)**
	1. Date: 2nd week of August (as Vanier due Sept 2)
	2. Format
		1. Similar to last year – but more of an interactive component (e.g., how to better write an application, sending out a template before the workshop, facilitators go through applications)
		2. 1-hour lecture, break, workshop component (optional) in breakout rooms (PDFs as facilitators)
		3. Add a second stage (~1 week later), where pairs exchange applications/give direct feedback (give template for people to give more guidance for peer evaluation); pairing 2nd/3rd year trainees with incoming cohort
		4. Good to set a tone re: starting a grant well in advance
		5. Slides for beginning of workshop component
	3. Speakers/facilitators
		1. Dr. Boyd, Riley, PDF?
	4. Key topics
		1. Cristina sent Lara’s slides from last year, Lara knows someone will be contacting her to clarify topics
	5. Action items: date, peoples’ availability, posters for advertising **(Christy/Myrah/Kim to connect re: posters)**
5. **Social (Myrah)**
	1. Options: socially distant BBQ, Zoom meal, both?
		1. Zoom option to be mandatory b/c some people won’t be in Canada
	2. Activities during both – icebreaker activities, trivia, geocaching?
	3. Polling on preferences
6. **Website (Christy/Sarah)**
7. **Post-Orientation**
	1. Events during year
	2. Documentation/Standardization
	3. RSEC Recruitment
8. **Next Meeting**a. Tuesday August 11th @ 10:30am
9. Agenda item – pre-plan workshops/events for first term
	* 1. Itinerary prepared for next meeting and who we want to approach