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# The Interdepartmental Science Students' Society

Council Meeting

Minutes

5:30 PM

May 24th, 2011

BS CW 410

## Attendance

*Executives: Stephen Chin, Dustin Chelen, Siwei Chen, Jessica Nguyen, Brett MacGillivray, Cian Hackett (Skype)*

*Councillors: Meika Ellis, Jennifer Weekes, Kim To, Arun Thomas, Brittany Matenchuk*

Chairperson: Jennifer Weekes

Minutes: Stephen Chin

## 1. Call to order

Meeting called to order at 5:43pm.

## 2. Approval of minutes

**Motion** to approve the minutes of the last Council meeting of May 10th, as written. Meika/Arun. Carried 5/0/0.

## 3. Approval of agenda

**Motion** to approve the agenda below, as written. Arun/Brittany. Carried 5/0/0.

## 4. Presentations

1. Council Meeting guidelines and overview of each section - Stephen
2. Directors for the 2011/2012 year - Stephen
3. Mascot Presentation - Siwei
  - a. Arun: Mascot symbol has a positive effect
  - b. Siwei: Main concern was fiscal responsibility.
  - c. Brittany: Can we buy a cheaper one?
  - d. Siwei: Better representation. We can put that money to other use.
  - e. Arun: Are there any other places?
  - f. Siwei: These were all the ones that could be found.
  - g. Siwei will email to discuss this further.

## 5. Executive Reports

1. President, Cian Hackett
  - a. Graduation Rings
    - i. Jostens contacted me about setting up tables to sell graduation rings to science students, from which the ISSS would get an amount per ring sold. Jessica will be continuing this conversation with Jostens.
  - b. Meeting with CBAS
    - i. A few of our Executives will be meeting with CBAS in the next few weeks to discuss best practices and common concerns. If there's anything you want us to bring up, let me know.
2. Vice President Academic, Dustin Chelen
  - a. Science Faculty Council Student Reps
    - i. 12 science undergraduate students will be attending Science Faculty Council this Thursday. We met last week to discuss the agenda and share thoughts. Common concerns included advising wait times, science student space, and value of teaching versus research in the FOS.
  - b. Science Faculty Council 2011-2012 Applications
    - i. Council selects who will represent science students at SFC. Applications are now available on the web under Academic > Committees, and are due on July 15, 2011. Encourage your friends from the general, specialization and honors programs to apply!
  - c. Science Academic Advisory Group
    - i. Starting in September, I'll be hosting informal meetings of students who care about issues related to the Faculty of Science. If you know anyone that would care about the ISSS's advocacy priorities, or that would have suggestions for me, please encourage them to email me and I'll add them to the roster!
  - d. Senior Associate Dean Meeting
    - i. I recently met with Dr. Leskiw, the SAD for the Faculty of Science. Some of the topics discussed included the general program, a new advisor for the faculty, and the relationship between the FOS and the ISSS.
  - e. Survey

- i. The ISSS will be looking for 300 students to participate in an online survey starting in the middle of June. If there are any questions that you'd like to ask our Members, email me before June 1!
  - f. MSG Mentors
    - i. Applications to lead an MSG went out on Monday. They'll be online shortly as well! We're hoping to double our student enrollment this year, so we'll need at least 40 applicants.
  - g. \*Report to the Faculty
    - i. My Director of Faculty Relations and I will be compiling a concise report summarizing the ISSS targeted for Faculty Members, and members of the Dean's office.
  - h. \*CCIS Office
    - i. Julie Naylor from the Faculty of Science reported that furniture will likely not be delivered until the end of June, at the earliest.
  - i. \*Student Guidebook
    - i. The Faculty will price out the cost of providing an information book to science students, but doesn't intend to work with the ISSS this year.
  - j. \*CCIS Student Space
    - i. The Faculty of Science has already ordered furniture for the public space in CCIS, and therefore there isn't an opportunity for the ISSS to give feedback on student space in CCIS.
  - k. BSc General Program
    - i. The Director of Advocacy will be attending a meeting with the Faculty to discuss the future of the General program. From my understanding, they are looking at defining a core for majors in the General Program.
  - l. Absence
    - i. I'll be off in Kyoto, Japan for the next month taking language courses. Until I figure out the internet situation, I may be quite slow to reply to emails and will not have access to my phone. I look forwards to jumping back into things when I return in mid-July.  
さよなら皆さん！
- 3. Vice President Administration and Finance, Stephen Chin
  - a. Wiki Access
    - i. Access has now been granted to councillors to those pages that were agreed upon at the Executive meeting on May 20th.
  - b. Email Signatures



personally like the idea of this for a couple of reasons, one being that the cost to us would be nothing, and another is that a large amount of research at U of A is in Science anyways, so I feel if they host one, and we host another, there will be a lot of redundancy, or even lack of some good research that committed to SU and feel unnecessary to commit to ours as well.

- ii. One negative that has been brought up has been the possibility of lack of input into the event, equalling under-representation of Science students.
- iii. I do think that point needs to be addressed with Emerson, and after talking with him he sounds really excited to have at least one faculty association to work with him on this, and he is trying to get all the FA's represented at the symposium to be a part of this, and I think that he will allow us to have input in many facets of the event.

6. Vice President Services, Jessica Nguyen

a. Science Handbook

- i. The Centre for Writers has recently purchased advertising space. We now have a total of four pages of advertising, for a total of \$2200!
- ii. The design of the handbook is going well. We're waiting on the Dean's message and picture and the advertisement for the Chemistry Students' Association. The deadline has now been extended to June 16th, but we aim to have the handbook done by the end of this week.

b. Books

- i. Books from the previous Used Book Sale will be sold off by Friday, May 27th to the HUB BookCellar.

c. Locker Rentals

- i. Both Stephen and Siman are unable to manage the locker rentals for the Spring and Summer terms. I will be holding office hours every week to take care of the locker rentals.
- ii. All locks that needed to be cut have been taken care of, except one. An email has been sent off to Steven Buonsante from Campus Protective Services to deal with this issue.

d. CAPS

- i. A meeting has been set up for next week with Sarah from CAPS to establish some ground for the upcoming year. We will be talking about the responsibilities that Sarah, Catherine, and I have this year.

e. Jostens Grad Rings

- i. \*Offer of \$10 per ring sold. Propose another offer of having an ad in the agenda for \$300. Requesting Council thoughts.
  1. Dustin: Can we get both?
  2. Jessica: I don't think this would be agreed upon.
  3. Siwei: In favour.
- f. CCIS Locker Contract
  - i. A meeting has been made with Shannon Goodwin for Wednesday, May 25th to discuss the locker contract. Look forward to an update shortly!

## 6. Question Period

1. Arun to VPA: What is the purpose of the survey? What questions will be asked? Is a rough template of the survey available? If not, how soon will it be available?
  - a. Dustin: The VPA has been meeting with Brenda Leskiw. The survey is to obtain statistical evidence rather than anecdotal to speak on behalf of students. I will be working closely with my Director on this issue. There will be 25 questions, 5 demographic, 10-15 on satisfaction, 5-10 on the ISSS. A rough template will be available the first week in June via email.
2. Meika to council: Email signatures?
  - a. Arun: Straw poll.
  - b. All in favour of the second, shorter option.
  - c. Email signatures changed to:  
*Name*  
*Position*  
*The Interdepartmental Science Students' Society*  
[www.iss.ca](http://www.iss.ca) | 780-492-2099 | CCIS 1-150

## 7. Old Business

1. Strategic Plan, Support Science Students discussion
  - a. Scholarships
    - i. Support for this has been mixed.
      1. Should the ISSS establish scholarships this year? If so, how many, what amounts, and how will they be funded? Will we collaborate with the Students' Union's Awards or the FoS's Development Office? Will they be grants for student activities or scholarships based on merit?

- a. Brett: Sponsorships would be good for this, otherwise, no.
- b. Meika: We need a stronger base, so we should implement this in the future, but not now.
- c. Brittany: Agree.
- d. Jessica: We should focus on everybody, rather than select students.
- e. Siwei: One scholarship in the near future and to get it started.
- f. Arun: Ultimately, scholarships will depend on sponsorships. If we don't obtain sponsors, we should not pursue this.
- g. Brett: If we go ahead with the FAMF, we could consider scholarships.
- h. Brittany: We should set a date.
- i. Arun: Straw poll?
- j. Siwei: We should discuss this today.
- k. Jessica: Consider the base budget before continuing discussion.
- l. Dustin: Is this something the Director of Sponsorships should set as a priority?
- m. Arun: Postpone this to next year.
- n. Vote: majority agreed on implementing scholarships next year.
- o. Jennifer: A small scholarship indicates support for science students and does not impact the ISSS that much.
- p. Jessica: A good idea to recognize students.
- q. Dustin: I do not think it would be that difficult to create a scholarship. I think scholarships are of particular value.
- r. Dustin: As part of the strategic plan, I think scholarships are valuable.
- s. Meika: We can't just consider cost.
- t. Brittany: We have a Director, we only need a sponsor.
- u. We will consider scholarships in the strategic plan.

b. Office Hours

- i. Everybody seems to agree that we need to hold consistent office hours.
  1. Should Directors hold office hours? Should other volunteers?
    - a. Directors should hold office hours. Volunteers only if required.
  2. Should we aim to keep the office open daily from 9:00-4:00 this year?
    - a. Jessica: Yes. There are problems with not having stable office hours.
    - b. Meika: Agree with the support of volunteers.
    - c. Arun: Only executives and councillors are allowed to handle money.
    - d. Dustin: 9-4 hours are possible with Exec, councillors and directors.
    - e. Brett: Agree with Jessica. We could have a sign.
    - f. Brittany: Would councillors have 3 hours?
    - g. Execs: Willing to take on 2 hours per week.
    - h. Meika: Some people may have other commitments and are unable to make 3 hours per week.
    - i. Brett: Could we get people to cover for us?
    - j. Siwei: Be there. We should schedule this later.
    - k. Consensus: yes.
  3. How will we make sure that students are subject to a pleasant working environment and knowledgeable office "staff"?
    - a. Jessica: Training and updates.
    - b. Arun: Training program that covers the ISSS and handling.
    - c. Siwei: Volunteer training can be made to include working in the office.
    - d. Dustin: Can we include a value statement to help staff out?
    - e. Meika: Calendar would help.
    - f. Jennifer: A resource binder.
- c. Faculty Resource Centre
  - i. Politically, a charged issue, is this a major priority for the ISSS?
    1. Dustin: Introduction to the Faculty Resource Centre.
    2. Brittany: I don't think this is a major priority.

3. Jennifer: There is already a service similar to what the ISSS has in mind.
  4. Siwei: If we pitch this correctly, it is possible.
  5. Arun: A concern is how many faculty members will actually use this resource.
  6. Cian: This could cause damage with our relationship with the Faculty, and we do not have the resources to create a quality resource.
  7. Dustin: Instead, we could encourage the Faculty of Science to encourage instructors to make better use of CTL.
- d. Science Mentor program
- i. How, if at all, can the ISSS work with the existing Science Mentor program while respecting the autonomy of the Faculty of Science's programs? Would focusing more on mentorship through our MSGs be a better plan?
    1. Arun: I think we should focus more on the MSGs
    2. Meika: If the Faculty is looking at the Mentor program already, we should focus our energy on the MSGs.
- e. Professional Development Hub
- i. We've recruited a Director for this, but support has been mixed for a collection of all career development information available to science students. Should this be a priority for the ISSS to develop this year?
    1. Jessica: What exactly would the Professional Development Hub entail?
    2. Cian: The Professional Development Hub will seek to bring together all information presently available. The ISSS has the opportunity to compile all information, locate gaps and provide advice.
    3. All agree on this being a priority.
- f. Science Student Lounge
- i. Is this something we want to work towards this year?
    1. Dustin: We will be unable to have a lounge in CCIS; however, there are a lot of open spaces from groups leaving other buildings into CCIS.
    2. Kim: I think that now is a good opportunity for the ISSS to look into this.
    3. Arun: We should look into a lounge this year.

4. Dustin: Both Cian and I could work on a student lounge.
2. ISSS collaboration on an initiative with other student groups on the U of A campus discussion.
  - a. Siwei: Flash mob collaboration with other campus groups. This would be combined with a lipdub. Proposed by Siwei, David McBean and Ann Gordon.
  - b. Siwei: Do we want one thing or the other, or both?
  - c. All: agree with this initiative.
  - d. Brett will ask Colten about the lipdub and Siwei will continue with further planning.

## 8. New Business

1. **Motion** to include a marketing section of the procedures manual to Council based on the following principles: Siwei/Meika. Carried 5/0/0.
  - a. The Vice President Community will either create or approve all visual promotional materials prior to their printing and/or posting for branding consistency. These materials include but are not limited to posters, banners, PowerPoint presentations, flyers, and handbills.
  - b. Promotional materials made up of mainly text such as Facebook events or Tweets do not need to be approved by the Vice President Community for consistency.
  - c. \*The Interdepartmental Science Students' Society Executive, Council members, Directors and anyone else who wish to hold events or anything that otherwise needs to be promoted under the ISSS's name must notify the Vice President Community at least twenty-eight (28) days before the event to allow for sufficient time to plan a marketing strategy and develop promotional materials.
  - d. The Executive or Council in charge of the event can have as much or as little involvement in the marketing strategy as desired. This Executive or Council member has the choice of working with the Vice President Community to develop an effective marketing strategy.
  - e. Any disagreements between the Vice President Community and the Executive or Council Member in question on promotions that cannot be resolved amongst themselves or through email consultation with other Executive or Council Members will be brought to the earliest Council Meeting for discussion.

- f. Both the Vice President Community and the Executive or Council Member in charge of the event must mutually agree on the marketing strategy and materials before anything can be publicized.
  - i. Brittany: Can anyone post anything on Facebook/Twitter?
  - ii. Siwei: Usually ISSS members post, and ultimately I will check.

## **9. Next Meeting**

The next meeting of the Council will be at 5:30 PM, June 7th, 2011 in BS CW 410.

The chairperson of the next meeting will be Ethan Dorward.

Minutes will be taken by Siwei Chen.

## **10. Adjournment**

**Motion** to adjourn the meeting at 7:20pm. Kim/Meika. Carried 5/0/0.