

# UBC Student Senate Caucus

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## Meeting Minutes for Jan 22, 2014

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<b>Meeting Location &amp; Time:</b>	<b>UBC SUB 266J, 5:00 – 6:00pm</b> <b>Meeting Started: 5:00pm</b> <b>Meeting Ended: 5:49pm</b>	<b>Date:</b> Wednesday, January 22, 2014
<b>Prepared by:</b>	<b>Graham Beales</b> (Vice-Chair)	
<b>Formatted and Initial Edits by:</b>	<b>Graham Beales</b> (Vice-Chair)	
<b>Present:</b>	<b>Tanya Shum, Elain Kuo, Anne Kessler, Mona Maleki, Philip Edgecumbe, Tom MacLachlan, Melissa Patton, Kiran Mahal, Nani Yahya, Graham Beales, Nina Karimi, Natalie Marshall</b>	
<b>Invited:</b>	<b>Umang Khandelawl (Associate VP Academic &amp; University Affairs, AMS)</b>	
<b>Regrets:</b>	<b>Cole Leonoff, Jared Lee, Julienne, Jagdeo, Mark Prescott, Casey Chan, Barak Caracheo</b>	

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### 1. Approval of the Agenda

Motion: That the Agenda be approved as circulated.  
Moved to approve by Elaine, seconded by Tanya.

**Approved.**

### 2. Approval of Minutes of the Last Meeting – Nov 20th, 2013

Motion: That the SSC approve the Minutes of the SSC meeting held on Nov 20<sup>th</sup>, 2013.  
Moved by Philip, second by Melissa. Abstentions: Tom

**Approved.**

### 3. SSC website update

Everything has been updated as of January 22, including removing things that were not originally meant to be up there, (such as internal contact lists). New items include: Student Senate Caucus Strategic Goals for 2013-2014, Student Senate Caucus Policies as of September 18, 2013, Student Senate Caucus Handbook 2013-2014, Minutes for the Annual Gal Setting and Planning meeting as well as the October 16, 2013 meeting, and the Senate Committee Record of Attendance for Fall and Summer 2013.

### 4. Discussion of SSC budget – What are our spending priorities?

The group talked about a joint caucus dinner with the Convocation Senators as well as the Student Senators. However, the timing is poor as the Convocation Senators are just completing their term. Instead, it was decided that the SSC will try to carry the money from the AMS over into next year. Also, it will ask Louise Cowin if she would be willing to increase the SSC budget as currently it could be much more effective with only a small increase in size.

### 5. Discussion about transition reports

The SSC discussed how to best create transition reports for the coming year. Two options were mentioned: per-senator transitions reports, and per-committee transition reports. It was agreed that although per-committee transition reports would be more work, they would also be more useful and

Key to agenda items: A (For approval); I (For information); D (For discussion)

detailed creating a better foundation for the coming year, and therefore will be used. Philip will be creating a Google Form that each committee can enter info into.

Mona mentioned that minutes for the committees should be included in the transition reports. Nina recommended creating a short blurb for each committee as well to help incoming senators choose which committee they would like to work on.

There was a question about whether to make transition reports public. It was decided that summaries will be, however detailed reports may not as they may include information confidential to the UBC Senate.

## **6. Review of attendance at senate committees**

A brief review of Student Senator committee attendance was good. Everyone reached the goals outlined in the Student Senate Caucus Policies document. There was only one exception: Kiran missed a third meeting in a row due to illness. However, she did send her regrets and submitted her comments to the committee by email. The SSC agreed that no disciplinary action shall be taken.

Philip asked the SSC to let him know if any mistakes with regards to attendance had been made.

A note: the Senate Appeals Committee and Senate Tributes Committee are scheduled on an ad-hoc basis, and do not follow the same rules.

## **7. Review of Jan 22<sup>nd</sup>, 2014 Senate Agenda**

Bachelor of Education – Admission requirements amendment.

The Faculty of Education will now be accepting all forms of a standard Bachelor's degree, rather than four-year degrees only. This will increase the accessibility of the Faculty of Education to students from countries which offer three-year Bachelor's degrees.\

Bachelor of Education – Career Education Program Option: Chef Education Specialization

Philip mentioned that there was little rationale given for the agenda item, and this was noted at the Senate Agenda Committee meeting. However, it appeared that the item had been updated to show that this was purely a housekeeping amendment.

Academic Policy and Admissions Committees: Proposal to approve the "Visiting International Research Student" classification

Previously student would who donated their time to volunteer in a research position at UBC were not recognized as having any affiliation with the university. This will give those students a classification at the university, easing the difficulty getting visas and giving some protection for both the student and the university.

Graham asked which UBC policies the students will now be subject to. No SSC member could answer, and it was decided that he would ask this question at Senate Proper. Philip mentioned a worry that this may set a precedent, and that future domestic students wishing to volunteer at a UBC lab will also have to pay the \$535 fee. It was decided that at Senate Proper Kiran would ask whether Canadian students doing the same thing may also be registered at the University.

#### Student Evaluation of Teaching Report to Senate – January 2014

Philip had inquired as to the opt-in/opt-out nature of this. Apparently there was poor faculty participation in releasing the results this term, with only 11.8 percent of courses being published.

Kiran mentioned that it would be nice to have more granular data—for example departmental level rather than faculty level, or even per year in each department in cases for which the sample size is large enough. It was decided that Nina will ask this question at Senate Proper.

Umang mentioned that while creating the Midterm Evaluation of Teaching questions she got feedback from multiple Associate Deans that the “University Module Items” (the questions asked UBC-wide on the Student Evaluations of Teaching), are not found to be useful.

Melissa mentioned that as Student Evaluations of Teaching are forced in the Faculty of Pharmacy, and that there are two per course in the faculty of Pharmacy, (meaning twenty per term), students stop answering questions thoroughly, especially if the questions do not resonate with the student.

#### External Reviews of UBC Academic Units September 2012 – August 2013

Anne asked whether these reports are sent to students within the academic units. Tanya replied that there are just a few students asked to sit on a committee, (she had previously done so), and that at least in her case, she never received an update after the review process was completed. Kiran mentioned that when these were done in the Faculty of Science there was a round table discussion after which the discussion, as well as the Dean’s response were all published online afterwards.

### **8. Debrief about meeting with President Toope**

There was general agreement that the meeting was interesting, and the lunch was tasty!

Philip wrote down the items that Dr. Farrar said he would attend to, and will be following up with him. This includes talking to the Center for Teaching, Learning, and Technology to find out about the best practices for course syllabi, and to look at how early a course exists in the system prior to registration.

The SSC will be following up with Louise Cowin about meeting with her in regards to access to student health and well-being services on campus, if it does not hear back from her within a few weeks.

### **9. Discussion**

Mona mentioned that after the GSS presented to the university today there is going to be a joint meeting between the Senate Teaching and Learning committee and the Faculty of Graduate Studies. Interested student senators were recommended to attend, with discussion topics including C/D/F for graduate courses, supervisor relationship issues, and Student Evaluations of Teaching with regards to a lack of anonymity in small classes.

## 10. Adjournment

The next meeting of the SSC will be before the next meeting of Senate Proper on February 19, 2014 at 5pm.

**Meeting  
adjourned at  
5:49pm.**

Moved to adjourn by Anne, seconded by Kiran.

### Summary of Action Items

- Create Google form to use for Transition Reports
- Follow up with Dr. Farrar
- Follow up with Louise Cowin.

### **Appendix 1**

As per the “Policies for UBC Student Senate Caucus (SSC) Minutes, Emails and Attendance Policy” (see appendix 2 for details) the attendance of all senators at their various senate committee is been included in the appendix of the minutes of the SSC meeting.

Committee Name	November	December	January
<b>Academic Policy</b>			
J. Jagdeo		C	
K. Mahal		C	
<b>Academic Building Needs</b>			
N. Yahya	not approved yet	R	
J. Jagdeo	Y	Y	
M. Prescott	Y	Y	
<b>Agenda</b>			
P. Edgcumbe	Y	R	Y
K. Mahal	R	R	R
<b>Admissions</b>			
Vacant			
T. Shum	C	Y	
<b>Awards</b>			
G. Beales	Y	C	Y
N. Yahya	Y	C	Y
<b>Budget</b>			
C. Leonoff	Y	Y	
M. Prescott		Y	
<b>Curriculum</b>			
G. Beales	Y	Y	C
B. Caracheo	Y	N	C
A. Kessler	Y	Y	C
N. Marshall	Y	Y	C
T. Shum	Y	Y	C
<b>Library</b>			
N. Karimi	Y	N	
A. Kessler	Y	Y	R
E. Kuo	N	Y	
C. Chan	Y	Y	R
<b>Nominating</b>			
B. Caracheo	C	C	Y
P. Edgcumbe	C	C	Y
<b>Teaching and Learning</b>			

M. Maleki	Y	Y
N. Marshall	Y	R
K. Mahal	R	Y

**Tributes**

	Nov. 1.		
M. Patton	R	no meeting	no meeting
M. Maleki as of November 20.	not a mbr yet	no meeting	no meeting

**Appeals - Standing**

	Nov. 5:	Dec. 3	Dec. 17
C. Chan	Y	R	Y
T. MacLachlan	R	Y	R
K. Mahal	R	Y	Y

**Appeals - Discipline**

N. Karimi	No meeting yet	No meeting yet
T. MacLachlan	No meeting yet	No meeting yet
M. Maleki	No meeting yet	No meeting yet

- Y = Yes**
- R = Regrets**
- C = Meeting Cancelled**
- E = Email vote only**
- N = Did not attend, no regrets**