

UBC Student Senate Caucus

Meeting Minutes

Meeting Location & Time:	UBC SUB 224, 5:00 – 6:00 P.M. Meeting Started: 5:09 P.M. Meeting Ended: 5:52 P.M.	Date: Wednesday, May 15, 2013
Prepared by:	Philip (Chair)	
Formatted and Initial Edits by:	Philip (Chair)	
Senators Present:	Graham Beales (Applied Science), Barak Caracheo (College for Interdisciplinary Studies), Cole Leonoff (Commerce), Melanie McKenna (Education), Veni Goyal (Forestry), Juliennie Jagdeo (Graduate Studies), Mark Prescott (Land and Food Systems), Melissa Patton (Pharmaceutical Sciences), Mona Maleki (Science), Philip Edgcumbe (at-large; Chair / Co-Chair), Kiran Mahal (at-large; Vice-President Academic & University Affairs, AMS), Natalie Marshall (at-large)	
Invited:	Armin Rezaiean-Asel (Chair, AMS Education Committee) Umang Khandelawl (Associate Vice-President Academic & University Affairs, AMS) (absent)	
Regrets:	Tanya Shum (Arts), Jared lee (Dentistry), Tom MacLachlan (Law), Casey Chan (Medicine), Nina Karimi (at-large), Anne Kessler (at-large; Vice-Chair / Co-Chair)	
Recording Secretary:	Cole Leonoff	

1. Welcome/Introductions	<p><u>Motion:</u> That Umang Khandelawl, AMS AVP Academic & University Affairs, be invited to attend all SSC meetings effective from now to May 15, 2014. Moved Mona, seconded Mark, carries unanimously.</p>	Philip 5:00 P.M. (5 mins) I/D/A
2. Approval of the Agenda	<p><u>Motion:</u> That the Agenda be approved as circulated. Moved Graham, seconded Juliennie, carries unanimously.</p>	Philip 5:05 P.M. (2 mins) I/D/A
3. Approval of Minutes of the Last Meeting – SSC Goals - April 25, 2013	<p><u>Motion:</u> That the SSC approve the Minutes of the SSC meeting held on April 25, 2013. Moved Graham, seconded Mona, carries unanimously.</p>	Philip 5:07 P.M. (3 mins) I/D/A
4. Update from AMS Education Committee (EduCom)	<p><i>Philip welcomed Armin, Chair of the AMS Education Committee, to the meeting. Armin said that with Education Committee having met recently, he feels it is important that the Committee and Student Senate Caucus collaborate over the Committee's summer term. The Committee discussed the Student Senate Caucus goals that were determined at its previous goal-setting meeting and so he, on</i></p>	Armin 5:10 P.M. (8 mins) I/D

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

	<p><i>behalf of Education Committee, wanted to gain a better understanding of these goals so as to facilitate this collaboration.</i></p> <p><i>Beginning with the matter of course syllabi, Kiran provided a brief explanation from her knowledge of the Senate Curriculum Committee's work over the past year. The Committee had worked to determine what should be a standard syllabus so that Senate may recommend to professors what should be included in terms of information that is beneficial and important to students. As faculty cannot be compelled to adopt this format, it would be beneficial to have students within the different facilities liaise with instructors to help convince them to make use of the format. Such a format would include a blurb concerned with mental health matters, including resources available for struggling students. Barak will look into this further and touch base with Armin. Armin asked what Education Committee could do to assist with this, with Mona emphasizing that the Committee could best assist with providing student consultation.</i></p>	
<p>5.</p>	<p>Orientation for Student Reps, Advocates and Ombuds</p> <p>For the past three years, the UBC Office of the Ombudsperson has hosted a one-day orientation which is open to student undergraduate and graduate society executives, AMS representatives, student senators, ombuds, advocates and other student leaders.</p> <p>a) Potential dates are June 25th, 27th or 28th and July 17th, 18th and 19th. b) If interested, please indicate your availability at http://doodle.com/rk9kh5ymtv5axpfe</p> <p><i>Kiran encouraged student senators to attend, noting that the Office is an important resource for students in providing confidential assistance and direction to students; as student leaders, Caucus members would benefit from having such a contact to share with others who come to them requiring assistance.</i></p>	<p>Kiran 5:18 P.M. (2 mins) I</p>
<p>6.</p>	<p>Senate tasks force membership</p> <p>There are three active task forces, they are under the auspices of existing Committees so it is most appropriate to have students from the respective Committees on the Task Force.</p> <ol style="list-style-type: none"> 1) Curriculum Committee – Learning Outcomes Task Force 2) Curriculum Committee – Certificates, Diplomas and Short-Run programs Task Force 3) Policy Committee – Dual Degrees Task Force <p>A 4th task force which is soon to be convened and could have student representatives from T+L, Curriculum or Academic Building Needs Committees is:</p> <ol style="list-style-type: none"> 1) Policy Committee – Teaching days, Credit Hours and Flexible Learning Task Force <p>a) Expression of interest from SSC for serving on task forces b) People who decide to volunteer to serve on the task force after the SSC meeting should contact Stephanie Oldford at oldfords@mail.ubc.ca, please cc Philip in that email.</p> <p><i>Graeme asked for clarification on the first task force's purpose. Barak clarified that in the past course syllabi had featured vague learning outcomes that were not</i></p>	<p>Philip 5:20 P.M. (5 mins) I/D</p>

	<p>conducive to student understanding of the course and referred to the aforementioned matter of mental health inserts and other structural components. Philip asked for a Curriculum Committee member to volunteer to coordinate student engagement in the first task force, with Graeme stepping forth to assist with this. Kiran also noted that student senators should still further be able to partake in other committee's meetings by attending (at the discretion of the committee chair). Kiran emphasized that it is important that an individual join the Dual Degrees Task Force as soon as possible, with her and Julienne as members of the Academic Policy Committee to determine who amongst themselves at a later date.</p>	
7.	<p>Nomination for SSC Co-Chair Position</p> <p>Philip nominated Anne given her work previously as Vice-Chair. No other nominations were made. Anne was elected Co-Chair by acclamation. As a result of this, a position as Vice-Chair was opened up to the committee.</p>	<p>Philip 5:25 P.M. (2 mins) I/D/A</p>
8.	<p>Nomination for SSC Vice-Chair Position</p> <p>Mona nominated Cole, though Cole noted that his membership on the Council of Senate Budget Committee would conflict with Student Senate Caucus meetings and thus preclude his taking on the role. Graeme stepped forth to nominate himself and was elected by acclamation to the position.</p>	<p>Philip 5:27 P.M. (3 mins) I/D/A</p>
9.	<p>Review of May 15th, 2013 Senate Agenda</p> <p>The committee moved on to review the Senate agenda. Philip provided a brief summary of several of most agenda items (summary components not reflected in these minutes).</p> <p>With regard to the approval of degrees, Philip noted that a list of names and degrees is available at the meeting for any individuals interested.</p> <p>Philip provided some context on item number six/seven of page 11 of the Academic Policy Committee report, with regard to graduate students making use of the University's facilities when on leave. Philip noted this was a matter of resolving a past issue with a student making use of the University's resources while on such a leave. Kiran emphasized that this should not be controversial as students on leave are expected not to engage in their academics during that time. Kiran further clarified that the primary focus here is to control students' use of the University's resources rather than their independent or external resources.</p> <p>Philip noted that the Senate Nominating Committee is changing its process for the nomination of the Vice-Chair of Senate so as to have the Senate Nominating Committee provide a nomination, though he had previously verified that this will not close the process to other interested in the position.</p>	<p>Philip 5:30 P.M. (20 mins) I</p>
10.	<p>Outstanding SSC Business (time permitting)</p> <p>a) Review of SSC goals document that was drafted at April 25, 2013 meeting</p> <p>b) Division of SSC into working groups</p> <p>c) Policies for UBC Student Senate Caucus (SSC) Minutes, Emails and</p>	<p>Philip</p>

	<p>Attendance Policy (time permitting) The following is a set of policies for consideration of the 2013/2014 UBC Student Senate Caucus (SSC). These policies were adopted by the 2012/2013 SSC in September, 2012 and the SSC is been asked to consider and adopt these policies for the 2013/2014 Senate term. The goal of these policies is to make the UBC SSC more transparent and accessible to the UBC constituents that the SSC serves. See appendix of agenda for details</p> <p>d) Kiran explains how she moved exam database initiative through Senate</p> <p>e) Discussion of SSC budget SSC budget for 2013/2014 is \$600. \$300 is from the UBC VP Students Office and can be used for food expenses. \$300 is from the AMS and may only be used for training and/or other costs associated with direct lobbying that Senators will do. Ideas for 2013/2014 year include: Joint caucus meeting with convocation senators and/or Senate reception hosted by the AMS and SSC</p> <p>f) Discussion about process of 2013 Senate Library Committee Student Survey</p> <p>g) Discussion about SSC student survey</p>	
<p>11.</p>	<p>Other Business</p> <p><i>Philip mentioned that he discussed the Caucus goal of increasing membership on the Teaching and Learning Committee with Christopher Eaton and that it had been received well. There is a matter of whether another committee seat would be removed in order to replace this one. Philip inquired as to whether the committee would be comfortable about this. Kiran asked about the motivation for this with Barak responding that this was a committee where student input is especially important. Kiran felt that other student-led initiatives should be pushed through to the other Senate committees and that while the Teaching and Learning Committee may have been conditioned to be conducive to this it is nonetheless important for the other Senate committees.</i></p>	
<p>12.</p>	<p>Adjournment</p> <p><i>The next regularly scheduled meeting of the SSC will be on Wednesday September 18, 2013 at 5 P.M. Schedule permitting, there will also be a SSC goal setting meeting scheduled for the end of August or early September.</i></p> <p><i>Graeme inquired as to whether Caucus will meet over the summer, with Philip responding that while he would not be opposed to it if necessary he does not necessarily believe they are required. Kiran noted that if the Caucus is to push through new initiatives this year it will be essential that its members to engage in significant work over the summer. Mona expressed her support for this notion, with Philip responding that he will schedule meetings as a result and allow Caucus members that opportunity.</i></p>	