GSA Council Meeting Consolidated AGENDA
Monday, 20 January 2020 at 6:00 pm
2-100 University Hall, Van Vliet Complex

The GSA respectfully acknowledges that the University of Alberta is located on Treaty 6 territory, traditional lands of First Nations and Métis people.

Substantive material is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review. Any additional substantive material received after this mailing will be emailed as soon as possible.

Reports from committees, Directly-Elected Officers, and GSA Management are emailed the Friday before a Monday meeting so that the content is as current as possible.

Speaker Pranidhi Baddam in the Chair

A pizza dinner will be served at 5:15 pm.

	Attached Numbered Pages

OPEN SESSION

1. Approval of the 20 January 2020 Agenda *(suggested time: 1 min)*

2. Approval of the Minutes from the 18 November 2019 GSA Council Meeting *(suggested time: 1 min)*
   Attachment:
   i.   Minutes from the 18 November 2019 GSA Council Meeting — **2.0 - 2.5**

3. Changes in GSA Council Membership *(suggested time: 1 min)*
   i.   Introduction of New GSA Council Members (*If you are new to GSA Council, please let us know it is your first meeting*)
   ii. Farewell to Departing GSA Council Members (*If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know*)

GSA Council Member Announcements

4. GSA Council Member Announcements *(suggested time: 5 mins)*

Presentations

5. Three-Minute Thesis *(suggested time: 5 mins)*
   Chantal Labonté (Vice-President Student Services) will present the item and introduce the guests.

   Guests: Ella Hitchcock (graduate student), Kathleen Oliver (graduate student), and Charity Siebold (Community Volunteer Program Lean and Professional Development Coordinator)

6. Student-Supervisor Guidelines Form and the Progress Report Form from the Faculty of Graduate Studies and Research (FGSR) *(suggested time: 30 mins)*
   Fahed Elian (President) will present the item and introduce the guest.

   Guest: Dr. Brooke Milne, Dean of the Faculty of Graduate Studies and Research

   Attachments:
   i.   Governance Executive Summary Prepared by the Faculty of Graduate Studies and Research — **6.1 - 6.5**
   ii. Draft Supervisor-Student Guidelines — **6.6 - 6.13**
   iii. Draft Annual Progress Report — **6.14 - 6.15**

Action Items: None at this time

Prepared by C Thomas and J Tanguay for GSA Council 20 January 2020

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For Discussion

7. GSA Board Strategic Work Plan (SWP): Update to GSA Council (*suggested time: 30 mins*)
   Fahed Elian (President) will present the item.

   Attachments:
i.	Overview of SWP Progress and Initiatives	**7.0 - 7.2**
ii.	GSA Board 2019-2020 Strategic Work Plan	**7.3 - 7.9**

Elections

8. GSA Council Elections *(suggested time: 6 mins)*
   Damandeep Singh (GSA Nominating Committee Member) will present the item.

   GSA Standing Committees

   a. GSA Appeals and Complaints Board (GSA ACB) (6 vacancies)
   Attachment:
i.	Nominees for the GSA ACB (6 vacancies)	**8.0 - 8.4**

   b. GSA Governance Committee (GSA GC) (2 vacancies)
   Attachment:
i.	Nominees for the GSA GC (2 vacancies)	**8.5 - 8.9**

Reports *(suggested time: 15 mins)*

9. President **(Fahed Elian, President)**
i.	President's Report	**9.0 - 9.2**
ii.	GSA Board Report	**9.3**
iii.	GSA Budget and Finance Committee Report **(no written report at this time; next meeting is scheduled for 29 January 2020)**	
iv.	GSA Governance Committee Report **(no written report at this time)**	

10. Vice-President Academic **(Dylan Ashley, Vice-President Academic)**
i.	Vice-President Academic's Report	**10.0 - 10.1**

11. Vice-President External **(Marc Waddingham, Vice-President External)**
i.	Vice-President External's Report	**11.0 - 11.1**
ii.	GSA Awards Selection Committee Report	**11.2**

12. Vice-President Labour **(Shanawaz Mohammad, Vice-President Labour)**
i.	Vice-President Labour's Report	**12.0**
ii.	GSA Labour Relations Committee Report **(no written report at this time)**	

13. Vice-President Student Services **(Chantal Labonté, Vice-President Student Services)**
i.	Vice-President Student Services' Report	**13.0 - 13.1**

14. Senator **(Alesha Reed, Senator)**
i.	Senator's Report **(no written report at this time)**

15. Speaker **(Pranidhi Baddam, Speaker)**
i.	Speaker's Report **(no written report at this time)**

16. Chief Returning Officer **(Amritha Prasad, Chief Returning Officer)**
i.	Chief Returning Officer's Report **(no written report at this time)**

17. GSA Nominating Committee **(Damandeep Singh, GSA Nominating Committee Member)**
i.	GSA Nominating Committee Report	**17.0 - 17.2**

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18. GSA Elections and Referenda Committee **(Jennifer Bertrand, GSA Elections and Referenda Committee Chair)**
    i.   GSA Elections and Referenda Committee Report   **18.0**

19. GSA Management **(Courtney Thomas, Executive Director)**
    i.   Executive Director's Report   **19.0 - 19.3**

Question Period

20. Written Questions
    One written question was submitted by Jared Fath, Renewable Resources Councillor, and the question reads:
    "*In early December the president of our GSA [Renewable Resources GSA] attended a meeting where the department discussed options to deal with our own department's budget shortfall. On the table were a few items that have caused quite a bit of concern for our members. These included: Charging for graduate student printing, reducing graduate student funding in excess of the base stipend: ie. cutting departmental travel bursaries, cutting the GTA budget by either reducing GTAships in existing courses, or, more controversially, filling GTA appointments with Post-Docs. I would like to know if other departments have received similar requests? If so, may we add this item to the agenda of a future meeting?*"

21. Oral Questions

Adjournment

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GSA Council Meeting MINUTES
Monday, 18 November 2019 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Fahed Elian (President)	Zhiying Wang (Ag, Food & Nutritional Science)	Md Monir Hossain (Electrical & Computer Engineering)	Shayla Mosley; Braden Chow (Oncology)
Dylan Ashley (VP Academic)	Kyla Cangiano (Anthropology)	Yina Liu (Elementary Education)	Matthew Benson (Ophthalmology)
Marc Waddingham (VP External)	Allan Yarahmady (Biochemistry)	Iaroslav Kovalchuk (History & Classics)	Shubham Soni (Paediatrics)
Shanawaz Mohammad (VP Labour)	Jessica Grenke (Biological Science)	Jonathan Lai (Human Ecology)	Nicholas Ruel (Pharmacology)
Chantal Labonté (VP Student Services)	Ashmita De (Biomedical Engineering)	Deanna Starr (Indigenous Graduate Students' Association)	Hamdah Al Nebaihi (Pharmacy & Pharmaceutical Sciences)
Pranidhi Baddam (Speaker)	Damandeep Singh (Business MBA)	Abbie Schenk; Elaine Yip (Kinesiology, Sport, & Recreation)	Julian Chow (Philosophy)
Priyanka Maripuri (Deputy Speaker)	Aakanksha Bhargava (Chemical & Materials Engineering)	Nishaka William (Laboratory Medicine & Pathology)	Kim Dice (Physical Therapy)
Amritha Prasad (Chief Returning Officer)	Alvaro Omańa (Chemistry)	Julia Guy (Library & Information Studies)	Pramodh Senarath (Physics)
Alesha Reed (Senator)	Emily Bate (Communication Sciences & Disorders)	Scott Perry (Linguistics)	Elise Sammons (Political Science)
Harleen Kaur Dhaliwal (Councillor-at-Large)	Kalvin Eng (Computing Science)	Neha Sharma (Mathematical & Statistical Sciences)	Lane Liddle, Connor Lambert (Psychology)
Md Minhajul Islam (Councillor-at-Large)	Julie Piche (Dentistry)	David Gordon (Mechanical Engineering)	Misha Miazga-Rodriguez (Public Health)
Claudia Holody (Councillor-at-Large)	Schyler Palm (Digital Humanities)	Nicole Noel (Medical Genetics)	Jared Fath (Renewable Resources)
Osama Mohsen (Councillor-at-Large)	Xavia Publius (Drama)	Kevin Joannou (Medical Microbiology & Immunology)	Yunxuan Chen (Resources Economics & Environmental Sociology)
Armin Norouzi Yengeje (Councillor-at-Large)	Qi Chen (Earth and Atmospheric Sciences)	Amber Peters (Modern Languages & Cultural Studies)	Robert Piazza (Secondary Education)
Kanishk Patel (Councillor-at-Large)	Alexandra San Diego (East Asian Studies)	Charbel Baaklini (Neuroscience)	Prof-Collins Ifeonu (Sociology)
Konstantin Tebenev (Councillor-at-Large)	Jasen Aussant (Economics)	Cybele Angel (Nursing)	
Sasha van der Klein (Councillor-at-Large)	Areej Alshammiry (Ed Policy Studies)	Valene Cheah (Occupational Therapy)	

Guests: Kevin Friese (Assistant Dean of Students, Health and Wellness); Janice Causgrove Dunn (Faculty of Graduate Studies and Research Associate Dean (Graduate Student Wellness, Policy & Governance)).

Speaker Pranidhi Baddam in the Chair.

The meeting was called to order at 6:00 pm. Speaker acknowledged the Traditional Territory of Treaty Six.

Approval of Agenda
   1.   **Approval of the 18 November 2019 Consolidated Agenda**

Prepared by F Robertson and M Toghrai for GSA Council 18 November 2019

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Members had before them the 18 November 2019 Consolidated Agenda, which had been previously distributed on 15 November 2019. D Ashley **MOVED**; M Miazga-Rodriguez **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes

    2.   Minutes from the 28 October 2019 GSA Council meeting

Members had before them the 28 October 2019 GSA Council Minutes, which had been previously distributed on 8 November 2019. M Miazga-Rodriguez **MOVED**; L Liddle **SECONDED**.

Motion **PASSED** unanimously.

Changes in GSA Council Membership

    3.   Changes in GSA Council Membership

        i.   Introduction of New GSA Council Members

New GSA Council members introduced themselves: M Monir (Electrical & Computer Engineering); P Ifeonu (Sociology); C Angel (Nursing); S Perry (Linguistics); D Gordon (Mechancial Engineering); Z Wang (Agriculture, Food & Nutritional Science).

        ii.   Farewell to Departing GSA Council Members

This was the last meeting for M Miazga-Rodriguez (Public Health) and S van der Klein (Councillor-at-Large).

GSA Council Member Announcements

    4.   GSA Council Member Announcements

M Waddingham (Vice-President External) noted that the Alberta Graduate Provincial Advocacy Council (ab-GPAC) had developed a survey to help ab-GPAC review their communication strategies to ensure that graduate students stay informed about ab-GPAC's work. He encouraged members to fill it out via the link included in the GSA newsletter.

Presentations

    5.   University of Alberta National College Health Assessment (NCHA) Data

Chantal Labonté (Vice-President Student Services) presented the item and introduced the guests, Kevin Friese (Assistant Dean of Students, Health and Wellness), and Janice Causgrove Dunn (Faculty of Graduate Studies and Research Associate Dean (Graduate Student Wellness, Policy & Governance)).

K Friese started by providing some background information on the NCHA survey including that the goal was to collect data on students' health habits, behaviours, and perceptions. K Friese noted that the most recent survey had been completed in February 2019. He reported that, overall, graduate students described their general health as excellent and that a little over 50% reported their mental health as flourishing. J Causgrove Dunn noted that an important number of graduate students reported feeling overwhelmed and tired; it was also noted that these indicators had gone up from previous surveys (2013 and 2016). J Causgrove Dunn highlighted which mental health services were accessed by graduate students (most common responses were counselors, therapists, or psychologists; and university-provided health and counselling services). J Causgrove Dunn reported on events or factors that were difficult for graduate students to handle in the last twelve months (academics being the highest), on stress levels (50% reported that they feel more stress than average), and on factors affecting graduate students' academic performance (with stress being the highest and anxiety a close second). J Causgrove Dunn indicated that the survey enquired about graduate students' desire to learn more about health and wellness related topics and she noted that the data showed a significant interest of these topics from graduate students. J Causgrove Dunn also presented some results that came out of a series of focus groups hosted by the Faculty of Graduate Studies and Research (FGSR) last winter. She noted that, from these, FGSR learned that graduate students experienced many stressors, the most common ones being poor student-supervisor relationships, finances, workload pressures, and isolation/loneliness. She also noted that there was a feeling that their experience was more complicated than that of undergraduate students. She also discussed FGSR's role in graduate student mental health and their programming specifically addressing that issue, including the development of resources to improve student-supervisor relationships, PhD onboarding events, and Fido Fridays. K Friese spoke to the role of the Dean of Students office in mental health and wellness, including developing policy, prevention efforts, and service provision.

Matters raised in discussion included, but were not limited to, statistics on physical health wellness, Indigenous graduate student participation rates in the survey (it was noted that the percentage of respondents from 2019 survey was not high enough to be representative), various pockets of funding received by the Dean of Students office to provide mental health services to students (K Friese noted that the Office of the Dean of Students was funded through the Mandatory Non-Instructional Fees (MNIFs) and also through a $1 million grant from the Ministry of Advanced Education to provide additional mental health supports and he added that this grant has been renewed until March 2020 but beyond that funding was uncertain), how the University's health data compared with other institutions in Alberta and in Canada (it was noted that, in

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general, the U of A was on par with other institutions in Alberta and Canada), systemic challenges with mental wellness and how to address them (it was noted that the sustainability of mental health resources was an important and ongoing conversation and that more value should be placed on prevention rather than response, including long-term change to the culture of pressure within academia), differences between international graduate students and domestic graduate students (it was noted that initial analysis showed no difference in the 2019 survey), lack of supervisory oversight (J Causgrove Dunn noted that the FGSR was aware that U of A did not have a supervisory college contrary to many other Universities in Canada and that FGSR was looking into this), ways that graduate students were engaged in developing and informing mental health and wellness programming (it was noted that graduate students were included in Community Social Work team and served on many committees related to mental health), and inclusivity of the services offered by the Office of the Dean of Students (it was noted that the services provided were tailored as much as possible and K Friese added that the University had a partnership with 211 AB to provide 24/7 resource for everyone with access to translation services in over 150 languages).

Action Items
6. **GSA 2019-2020 Fall Term Budget and Expenditure Report**
Fahed Elian (President) presented the item.

> **MOTION BEFORE GSA COUNCIL**: That GSA Council **RECEIVE FOR INFORMATION** the GSA 2019-2020 Fall Term Budget and Expenditure Report.

F Elian noted that the GSA 2019-2020 Fall Term Budget and Expenditure Report had been previously received for information by the GSA Budget and Finance Committee (GSA BFC) and the GSA Board. It was also noted that the GSA was on track overall and projecting a positive balance at the end of the fiscal year. Matters raised in discussion included (among others) the decrease in the GSA membership fee revenue (owing to a decrease in the amount of the fee approved last February) and the possible effect of decreases in revenues aside from the GSA membership fee (it was noted these would not be overly detrimental).

> **MOTION**: That GSA Council **RECEIVE FOR INFORMATION** the GSA 2019-2020 Fall Term Budget and Expenditure Report. F Elian **MOVED**; J Fath **SECONDED**.
>
> Motion **PASSED** unanimously

7. **Recommended Changes to GSA Policy, Section K: Budget Principles and Procedures**
Fahed Elian (President) presented the item.

> **MOTION BEFORE GSA COUNCIL**: That GSA Council, on the unanimous recommendation of the GSA Budget and Finance Committee and the GSA Board, **APRROVE** the recommended changes to GSA Policy, Section K: Budget Principles and Procedures, as shown in the attached double column document and effective upon approval by GSA Council.

F Elian noted that the recommended changes were to align GSA Policy with current practice with regards to unspent funds, reallocations, and variances between budget lines. There were no questions.

> **MOTION**: That GSA Council, on the unanimous recommendation of the GSA Budget and Finance Committee and the GSA Board, **APRROVE** the recommended changes to GSA Policy, Section K: Budget Principles and Procedures, as shown in the attached double column document and effective upon approval by GSA Council. M Waddingham **MOVED**; S Mohammad **SECONDED**.
>
> Motion **PASSED** unanimously. I Kovalchuk abstained.

Elections
8. **GSA Council Elections**
Damandeep Singh (GSA Nominating Committee Member) presented the item.

Standing Committees

a. Nominees for GSA Awards Selection Committee (2 vacancies):
   Kristen Hawson (Drama)
   Uchechukwu Peter Umezurike (English and Film Studies)

b. Nominees for GSA Nominating Committee (1 vacancy):
   Shahed Taghian Dehaghani (Mechanical Engineering)

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Reports

9. **President**

   i. **President's Report:**

Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted. In addition, F Elian highlighted a number of topics outlined in his report, including his upcoming presentation at the Board Human Resources and Compensation Committee (BRHCC) on supervisory relationships and his attendance at the Canadian Association for Graduate Studies (CAGS) Conference. In closing, he also noted that he, as well as representatives from the Non-Academic Staff Association (NASA) and Association of Academic Staff University of Alberta (AASUA) attended the Students' Union (SU) "Students Not Silent" protest against the cuts in the provincial funding for post-secondary institutions earlier that day.

   ii. **GSA Board Report**

Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted.

   iii. **GSA Budget and Finance Committee Report**

Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted.

   iv. **GSA Governance Committee Report**

No written report at this time

10. **Vice-President Academic**

   i. **Vice-President Academic's Report:**

Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted. In addition, D Ashley highlighted a number of topics outlined in his report, including his attendance at the Canadian Association for Graduate Studies (CAGS) Conference. He noted that he participated in a panel on mental health and that other institutions faced similar situations as the U of A.

11. **Vice-President External**

   i. **Vice-President External's Report**

Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted. In addition, M Waddingham noted that he attended a graduate residence town hall.

   ii. **GSA Awards Selection Committee Report**

No written report at this time.

   iii. **Alberta Graduate Provincial Advocacy Council (ab-GPAC) Report**

No written report at this time.

12. **Vice-President Labour**

   i. **Vice-President Labour's Report**

Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted.

   ii. **GSA Labour Relations Committee Report**

No written report at this time.

13. **Vice-President Student Services**

   i. **Vice-President Student Services' Report**

Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted. In addition, C Labonté noted that the process of identifying a provider for the GSA Health and Dental Plan was ongoing and that GSA Council would be updated when a provider had been selected by the GSA Board.

14. **Senator**

   i. **Senator's Report**

No written report at this time.

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15. **Speaker**
    i. **Speaker's Report**
No written report at this time.

16. **Chief Returning Officer**
    i. **Chief Returning Officer's Report**
No written report at this time.

17. **GSA Nominating Committee**
    i. **GSA Nominating Committee Report**
Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted. In addition, D Singh highlighted that there are still a number of vacancies on key GSA Standing Committees, and strongly encouraged members to consider putting their names forward.

18. **GSA Elections and Referenda Committee**
    ii. **GSA Elections and Referenda Committee Report**
No written report at this time.

19. **GSA Management**
    i. **Executive Director's Report**
Members had before them a written report, which had been previously distributed on 15 November 2019. The report stood as submitted.

Question Period

20. **Written Questions**
One written question was submitted by Collette Slevinsky, Drama Councillor:
"It has come to the attention of the Drama Graduate Students Society that many of our members have not yet received their funding through various scholarships and GRAs. We have entered discussions with the department around this issue and - in the interests of inter-departmental solidarity - are wondering if graduate students in other departments are experiencing similar delays and lack of clarity around graduate funding."

F Elian noted that the Drama department had shared their concerns with the GSA and that he had followed up on this issue with FGSR. Members raised a number of points including, among others, that students in the department of History and Classics were experiencing similar issues, as well as that the new award portal did not send out email notifications about receiving awards and that some graduate students were missing deadlines due to this. F Elian and D Ashley indicated that they would communicate these concerns to FGSR.

21. **Oral Questions**
There were no questions.

Adjournment

The meeting was adjourned at 7:43 pm.

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UNIVERSITY OF ALBERTA
UNIVERSITY GOVERNANCE

Item No. <>

Governance Executive Summary
Advice, Discussion, Information Item

Agenda Title	FGSR Supervisory Tool: Supervisor-Student Guidelines, Standardized Annual Progress Report

Item

Proposed by	Faculty of Graduate Studies and Research
Presenter	Brooke Milne, Vice Provost and Dean

Details

Responsibility	Office of the Dean, Faculty of Graduate Studies and Research
The Purpose of the Proposal is (please be specific)	The proposal is before the committee because it introduces two new tools to assist in the administration of the supervisor-student relationship and to more consistently monitor student progress in program. The first tool is the Student Supervisor Guidelines. The second tool is a standardized Annual Progress Report form. Supervisor-Student Guidelines: All students (Master's and PhD) who are registered in a thesis-based program, in consultation with their supervisor (assigned at the time of admission or serving as interim), are required to complete the student-supervisor guidelines as soon as possible within the first term of registration but no later than the submission of the annual progress report due in FGSR by June 30. The aim of the guidelines document is to bring transparency and accountability to both supervisors and students while they are engaged in graduate work at the University of Alberta. Like the previous FGSR "check-list,"which was established in 2015, the guidelines provide a mechanism to engage in discussion around central matters directly involved in a supervisor-student academic relationship. Completion of the guidelines ensures that every student has the opportunity to ask and answer questions with their supervisor, to have clarity on their rights and obligations, and to set appropriate expectations regarding their graduate work and the working relationship with their supervisor for the duration of their program. Making the completion of the guidelines form mandatory means all supervisors are engaging in these foundational conversations with their student at the start of the student's program. This will help identify problems/misunderstandings sooner and ideally will foster positive, lasting working relationships for both parties. If there is a change in supervisor at any point in a student's program of study, the form will be completed anew in accordance with the timeline noted. Standardized Progress Report:

	With this tool, student progress can be monitored more transparently and consistently; students are guaranteed to receive feedback through a supervisory meeting at least once per academic year; and, the document provides opportunity for early intervention when there are problems with a student's progress in program and/or with the supervisor-student academic working relationship.
Executive Summary (*outline the specific item – and remember your audience*)	Supervisor-Student Guidelines: In 2015, the Faculty of Graduate Studies and Research (FGSR) introduced a "check-list" of topics that supervisors and their graduate students were meant to discuss at their first meeting. The check-list was intended to provide a mechanism where both parties could establish clarity and agreement on the respective roles and obligations that would structure the course of their academic relationship at the University of Alberta. Departments were encouraged to build on the FGSR check-list to add program and/or discipline specific items. Many departments across campus have done this and administer these lists effectively. However, the completion of the check-list by supervisors and their graduate students has not been consistently met by all, nor has FGSR had oversight to ensure compliance across all programs. As such, some students do not have the opportunity to discuss these topics with their new supervisors and, therefore, do not have clarity on their roles, expectations, and obligations while completing their graduate studies. The Supervisor-Student Guidelines formalizes the FGSR check-list and provides a standardized framework for discussion between all supervisors and graduate students who are registered in a thesis program. The resulting document is intended to govern the supervisor-student academic relationship, and to initiate, promote, and sustain a positive, professional, and ultimately successful supervisor-student relationship. This form and the information recorded therein may be revisited at any stage of the student's graduate program to accommodate changes, should they arise. Should changes arise, they will be recorded on the student's Annual Progress Report so that it is clear both parties agree to these changes and acknowledge they have been made. Annual Progress Report: Students registered in graduate programs are entitled to timely and appropriate feedback on their work and progression. Presently, there is no required progress reporting protocol in place at the U of A, and while some departments have very successful procedures that ensure students receive feedback, others do not. This means students do not always understand what is expected of them by their supervisor's and committees nor do they have clear direction on how to improve their performance if it is deemed to be unsatisfactory.

Clear and timely feedback on program performance is key to facilitating the successful completion of graduate programs. It is also important for students to develop critical problem solving skills that incorporate supervisor feedback into their work. Ultimately, receiving timely, positive feedback fosters greater academic independence and intellectual growth as a student moves through their program.

When a student is progressing well, this document will record that and provide opportunity to praise their academic success. When progress is in need of improvement, the document will provide an objective, standardized form for that feedback to be communicated wherein the student and supervisor have met to discuss the issues and together have proposed a plan to improve performance in program. When a student receives two consecutive ratings of "in need of improvement", the document provides a mechanism to withdraw students from program if they are either unable to meet these expectations or unwilling to consider supervisory and committee feedback in order to improve. A rating of "unsatisfactory" provides a more immediate mechanism to recommend withdrawal from program when there is an acute problem with the student's academic performance. It is important to understand that a "recommendation" to withdraw from program is not immediate; rather, two consecutive "in need of improvement" or one "unsatisfactory" provides an opportunity for serious reflection on a student's program of study in consultation with their supervisor and committee where clear plans and goals can be established for the student to work towards. However, if there is no way forward and the department has done all it can to support the student, this provides a clear, transparent mechanism for program termination. Careful consideration of the issues involved would occur prior to a student being required to withdraw.

A link will be included in the form to provide students with the opportunity to submit confidential information to FGSR, should they feel the need to, about their progress report (in the section where the student include comments). This provides an outlet for students to record their concerns in instances when they may feel uncomfortable doing so during the consultation with their supervisor.

Lastly, if there are any changes to the Supervisor-Student Guidelines content during the course of student's year in program, the supervisor and student can note these changes on the progress report so that both acknowledge the mutually agreed upon changes.

The Annual Progress Report will be due in FGSR by June 30 each year.

Timeline and Next Steps: As this document moves through consultation, FGSR continues to work through the specifics of the implementation plan and process map. The goal is to pilot the tool for use with two to three

	departments in the Spring of 2020 (one faculty has already volunteered to participate). The outcomes of the pilot will help identify areas that may need to be adjusted so that we can address them, and have the tool approved and ready for implementation for everyone by the 2020-2021 academic year.
Supplementary Notes and context	*<This section is for use by University Governance only to outline governance process.>*

Engagement and Routing (Include proposed plan)

Consultation and Stakeholder Participation	● FGSR Decanal and Executive Team – ongoing ● Graduate Students Association - ongoing ● Policy Review Committee (FGSR) – October 30, 2019 ● GEFAC (FGSR) – October 31, 2019 ● FGSR Council – October 16, 2019 and November 13, 2019 ● Graduate Program Administrators Committee – October 23, 2019 ● Committee on the Learning Environment (CLE) – October 30, 2019 ● Statutory Deans Council – November 2019 ● Provost's Advisory Committee of Chairs (PACC) – November 19, 2019 ● BHRCC – November 26, 2019 ● BLRSEC – November 29, 2019

Strategic Alignment

Alignment with *For the Public Good*	The Faculty of Graduate Studies and Research (FGSR) is uniquely positioned to realize Objective 14 v. in *For the Public Good*: "Develop and implement programs and processes to assure high quality, collegial graduate student and post-doctoral fellow supervision and mentorship." Also, improvements in the supervisory process and enhancements to positively bolster the student-supervisor relationship will assist with Objective 19, which is to "prioritize and sustain student, faculty, and staff health, wellness, and safety by delivering proactive, relevant, responsive, and accessible services and initiatives".	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	☐ Enrolment Management ☒ Faculty and Staff ☐ Funding and Resource Management ☐ IT Services, Software and Hardware ☐ Leadership and Change ☐ Physical Infrastructure	☐ Relationship with Stakeholders ☒ Reputation ☐ Research Enterprise ☐ Safety ☒ Student Success
Legislative Compliance and jurisdiction	Occupational Health and Safety (OHS) Act	

UNIVERSITY OF ALBERTA
UNIVERSITY GOVERNANCE

Item No. <>

Attachments

1. Explanatory Memo for the Annual Progress Report
2. Annual Progress Report – DRAFT form
3. Explanatory Memo for the Supervisor-Student Guidelines
4. Supervisor-Student Guidelines – DRAFT form

Prepared by: Brooke Milne, Vice-Provost and Dean, FGSR (graddean@ualberta.ca)

Document1

PREAMBLE

- In 2015, the Faculty of Graduate Studies and Research (FGSR) introduced a "check-list" of topics that supervisors and their graduate students were meant to discuss at their first meeting. The check-list was intended to provide a mechanism where both parties could establish clarity and agreement on the respective roles and obligations that would structure the course of their academic relationship at the University of Alberta.

- This form formalizes the FGSR check-list and provides a standardized framework for discussion between all supervisors and graduate students who are registered in a thesis program. The resulting document is intended to govern the supervisor-student academic relationship, and to initiate, promote, and sustain a positive, professional, and ultimately successful supervisor-student relationship. This form and the information recorded therein may be revisited at any stage of the student's graduate program to accommodate changes, should they arise.

- The supervisor is the student's main point of contact at the University of Alberta, and is responsible for supervising the student's program of study. As such, the supervisor is expected to be familiar with the regulations governing the student's specific program of study as well as FGSR regulations governing graduate education, more broadly. This form does not replace official University of Alberta statements of policy and procedure.

- The supervisor-student relationship is unique and establishes opportunities to guide and mentor students as they engage in advanced academic learning. Supervisors and students must arrive at jointly acceptable terms to establish their relationship. A supervisor-student relationship may not be terminated without written notification and explanation to the Associate Chair (graduate) within the department and to the Dean of FGSR.

- The Supervisor and the student must review each of the points listed below and must **check off each box** to confirm that the items have been discussed and confirm they have arrived at a shared understanding of each item. For students who enter their program with an assigned supervisor or who have an interim assigned supervisor, **the form should be completed within the first term of study and no later than the submission of the first annual progress report due in FGSR by June 30**. If there is a change in supervisor at any point in a student's program of study, the form will be completed anew in accordance with the timeline noted.

- Copies of these signed guidelines will be accessible by departments and FGSR through the EDRMS system. **Completion of the form is mandatory**. Failure to submit the completed form to the FGSR by June 30, will result in the student's registration being blocked until the matter is resolved.

- If students or Supervisors have any questions or concerns regarding their graduate program or this form, advice may be sought from the Associate Chair (Graduate), Department Chair, the [Office of the Student Ombuds](#), the [Faculty of Graduate Studies and Research](#), or the [Graduate Students' Association](#).

- The Faculty of Graduate Studies and Research plays an active role in the development of a successful supervisor-student relationship. Please visit the Faculty's website (https://www.ualberta.ca/graduate-studies) to find more information for both supervisors and students.

Participants & Signatures

The Student and Supervisor have reviewed and understand these guidelines.

By checking this box you agree that you have read and understood this form, and that the information provided within is true and accurate to the best of your knowledge.

Supervisor		❏ Supervisor Signature:
First Name:		
Last Name:		**Date:** (dd/mm/yy)
Student		❏ Student Signature:
First Name:		
Last Name:		**Date:** (dd/mm/yy)
Student ID #:		

Part 1 | Supervisor and Student

a. The Supervisor listed above (the "Supervisor") is a member of the Faculty of Graduate Studies and Research and may supervise graduate Students in the department of _____ at the University of Alberta and agrees to supervise the graduate program of the Student named above.

b. The student listed above (the "Student") is registered in the Faculty of Graduate Studies and Research, studying in the department of _____ at the University of Alberta and wishes to carry out a graduate program under the supervision of the above named Supervisor.

Part 2 | General Roles and Responsibilities

2.1 The Supervisor
The supervisor must be aware of the inherent power imbalance in the academic relationship they have with their student(s). The supervisor is expected to behave professionally, communicate appropriately, and to provide a safe, healthy, respectful work and learning environment for their student(s) that is free from harrassment, discrimination, and intimidation.

Please review the following points, and click each box to acknowledge that it was discussed. The Supervisor will:

❏ Guide the Student on appropriate course work, research, thesis proposal, thesis writing, suitable resources, and workspace.

❏ Work with the student to develop a realistic, doable thesis/research plan with reasonable, achievable goals and expectations that allows for the completion of the student's program in a timely manner.

❏ Provide professional, constructive, and timely feedback on all student work in program.

❏ Assess, and confer appropriate and fair acknowledgment, of Student contributions to scholarly activity.

❏ Give reasonable notice to the Student of extended absences from campus, such as research leaves, and to appoint an interim supervisor if the principal supervisor is unable to maintain their supervisory obligations during such absences.

❏ Provide advice on the composition of the Supervisory and examining committees.

❏ Disclose any conflict of interest that may arise with respect to the Student, and/or any member of the student's

❏ Provide guidance on how to work effectively as a member of a team.

❏ Assist in providing infrastructure and facilities required for the Student to undertake scholarly activities

❏ Any other mutually agreed upon responsibilities:

_____
_____
_____

2.2 The Student

The Student is obligated to act ethically in conducting graduate work, to have reasonable expectations regarding their relationship with their supervisor, and to be committed to their scholarly activity as it is a requirement for graduate success. The student must manage their time, meet agreed upon and/or established deadlines, and develop effective communication and collaboration skills. The student will carefully and respectfully consider advice, suggestions, comments, and criticisms from their supervisor regarding their academic work. The student should expect timely but not immediate responses from their supervisor.

Please review the following points, and click each box to acknowledge that it was discussed. The Student will:

❏ Familiarize themselves with the policies, procedures, regulations and deadlines established by the University of Alberta, the Faculty of Graduate Studies and Research, their respective department/unit, and if appropriate associated research institute.

❏ Seek the advice of the Supervisor regarding appropriate course work, research, thesis proposal, thesis writing, suitable resources, and workspace.

❏ Comply with the University of Alberta's policies concerning the use of computer systems and networks, and ethics reviews. See [LINK]

❏ Demonstrate appropriate professional judgement, collegial behaviour, academic rigor and integrity at all times and in every facet of the graduate program.

❏ Dedicate time to the graduate program in order to make timely and effective progress towards degree completion.

❏ Maintain contact with the Supervisor and provide any changes in contact information.

❏ Discuss registration in any courses that are extra to degree and seek guidance and permission to take them.

❏ Discuss ideas or intent to apply for admission to a secondary program of study before completion of the program they are currently registered in. Students are not permitted to be concurrently registered in more than one degree program at a time without notification and permission from their supervisor, the department contact (or equivalent) of the second program, and the Dean FGSR.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

❏ Keep laboratory, research, and computer areas tidy, and respect the space and property of others.

❏ Strive to work effectively as a member of a team.

❏ Any other mutually agreed upon responsibilities:

_____
_____
_____

2.3   The Faculty of Graduate Studies and Research

The Faculty of Graduate Studies and Research holds primary responsibility for ensuring that program policies, including admission criteria, program timelines, and requirements, are clearly articulated and duly followed. The Faculty also facilitates access to funding sources. Students and Supervisors should be familiar with the Faculty website, regulations, and resources. See: https://www.ualberta.ca/graduate-studies

2.4   The Department / Unit

The department/unit of the Student's graduate program establishes the program-specific regulations that provide structure and guidance related to course requirements, examinations, thesis evaluation, and other requirements). These specific program regulations are posted in the University of Alberta's university calendar section detailing Graduate Policy and Regulations. See: https://calendar.ualberta.ca/content.php?catoid=29&navoid=7449

Part 3 | Meetings

Please review the following points, and click each box to acknowledge that it was discussed.

❏ The Supervisor and Student will arrange and attend regular meetings. The frequency of the meetings may vary, but at a minimum, meetings will normally be held every _____ (indicate weekly or monthly intervals and/or frequency).

❏ The Supervisor will respond in a timely manner (normally not exceeding 30 days) with constructive suggestions/revisions to written work (including proposals, literature reviews, analysis, chapters), as well as research and scholarship applications, reports, manuscripts, or scholarly presentations.

❏ The Supervisor will arrange an in-person meeting with the entire Supervisory committee at least once annually, as per University of Alberta Calendar guidelines. Additional meetings may also be held at the request of either the Student or the Supervisor. If appropriate, the Student will distribute reports in advance of scheduled meetings with the Supervisory committee.

❏ Any other mutually agreed upon responsibilities:

_____
_____
_____

Part 4 | Publications

Please review the following points, and click each box to acknowledge that it was discussed.

❏ The Supervisor will acknowledge the contribution of the Student in any publications and/or presentations, as appropriate.

❏ Order of authorship and the criteria to determine the order of authorship on any shared publications will be established.

❏ All University policies pertaining to attribution and/or authorship will be followed.

❏ The Student and the Supervisor will discuss the patentability of any invention arising out of the research before any publication or presentation of the research in order to ensure that the patentability of the invention is not jeopardized.

❏ Any other mutually agreed upon responsibilities:

_____
_____
_____

Part 5 | Intellectual Property, Academic Integrity, Research Ethics, and Ethical Conduct

Please review the following points, and click each box to acknowledge that it was discussed.

- ❏ The Student will hold the copyright of his/her thesis.

- ❏ The Supervisor and Student will abide by the specific guidelines and rules for copyright and intellectual property at the University of Alberta, including the Intellectual Property Guidelines.

- ❏ The Student will keep orderly records of all research data produced or developed.

- ❏ Where research data is produced or developed, both the Student and Supervisor will have access to the data at all times.

- ❏ Both Student and Supervisor understand that the provisions of the University's Intellectual Property Policy pertaining to work done while a graduate student, as well as the guidelines around publication and access to research data, remain in place even after the Student is no longer attending the University.

- ❏ All Students are responsible for understanding the meaning of academic integrity at the University of Alberta and ensuring it is applied to all their work.

- ❏ The Supervisor and the Student will adhere to the University's policies and procedures related to the conduct of research on campus or in the field, including any necessary human ethics review procedures, and animal care ethics, that must be completed. See: Research Ethics Office

- ❏ Where the Supervisor is a member of the University of Alberta's Association of Academic Staff ("AASUA"), the provisions of the ASSUA collective agreement will apply to the Supervisor.

- ❏ Students and supervisors will refrain from unethical conduct, real or perceived, in the form of posting comments about one another, committee members, examiners, or the institution on any social media platform. Students should familiarize themselves with the Code of Student Conduct and take steps not to violate any of its terms.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- ❏ The Student must complete appropriate courses on the use of animals or humans in research.

- ❏ Any other mutually agreed upon responsibilities:

  _____

  _____

  _____

Part 6 | Timelines and Completion

Please review the following points, and click each box to acknowledge that it was discussed.

- ❏ Progress Report forms are to be submitted at least once per 12-month period. More frequent updates may be necessary. The Student and the Supervisor, and when relevant the supervisory committee, must jointly complete this form. See: [Link to Calendar Entry]

- ❏ The maximum time period, including coursework, examinations, research, thesis writing and defence (if applicable) permitted for the Student's graduate program is _____ years (please consult your specific program regulations as set by the Faculty of Graduate Studies and Research). It is understood between the Supervisor and the Student, that the Student anticipates completing the graduate program within _____ years.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that

6.11

**UNIVERSITY OF ALBERTA
FACULTY OF GRADUATE
STUDIES & RESEARCH**

Supervisor - Student Guidelines
Thesis Programs

it was discussed.

- ❏ Student commitments for other duties such as non-degree research, teaching and teaching assistantships, or other responsibilities should not delay efforts to complete the graduate program.

- ❏ Any other mutually agreed upon responsibilities:

  _____
  _____
  _____

Part 7 | Funding

Completion of this form may be required for some department student funding opportunities.

Please review the following points, and click each box to acknowledge that it was discussed.

- ❏ The Student will seek opportunities for scholarships appropriate to their program, aided by the Supervisor.

- ❏ The Supervisor will actively consider funding sources for the student when those opportunities exist outside of the University of Alberta but are discipline specific.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- ❏ The Supervisor will ensure $ _____ in funding to the Student as stipend or wages, subject to satisfactory progress by the Student and the availability of funds for the academic year starting _____ and ending _____.

- ❏ If applicable, please breakdown the sources of funding that will be provided and the years of commitment:

Year	Scholarship	Department (GTA)	Supervisor (GRA or GRAF)

- ❏ If the Student receives another source of funding and/or a major award, will the funding commitment of the supervisor change and if so, how? Provide details including if no change will occur:

  _____
  _____
  _____

- ❏ Any other mutually agreed upon responsibilities:

  _____
  _____

_____

Part 8 | Safety

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- ❏ The Student may be subject to safety courses or requirements at the University of Alberta, including those pertaining to workplace protection (including Workplace Hazardous Material Information System "WHMIS"), hazardous materials, radioisotopes, laboratory and environmental waste management, workplace harassment and bullying or others.

- ❏ The Student will advise the Supervisor or designate of any safety concerns encountered in the lab or while conducting research in the field.

- ❏ The Supervisor will be required to take and remain current with the University of Alberta's mandatory workplace training offered by Environment, Health, and Safety Office as per the Occupational Health and Safety regulations.

- ❏ The Supervisor and Student will seek input and direction from safety officers or other appropriate personnel within their unit if further training is required.

Part 9 | Privacy and Confidentiality

Please review the following points, and click each box to acknowledge that it was discussed.

- ❏ If confidential information is provided to a student in the program, the student will not disclose the confidential information to any third parties, except as required by law or as permitted by agreement pursuant to which the confidential information was shared.

- ❏ The Freedom of Information and Protection of Privacy Act ("FOIP") and Alberta's Personal Information Protection Act ("PIPA") apply to the Student's program.   See: https://www.ualberta.ca/information-and-privacy-office/foip

Part 10 | Professional Development

Please review the following points, and click each box to acknowledge that it was discussed.

- ❏ The supervisor will work with the student to complete the Individual Development Plan (IDP) requirement.

- ❏ Opportunities for the Student to attend suitable conferences and present scholarly work will be sought.

- ❏ Sources of funding for Student travel should be investigated and applied for.

- ❏ Students will be encouraged to participate in professional development programs such as effective writing courses, teaching training, academic integrity, and workshops on research grants and career opportunities.

- ❏ Any other mutually agreed upon responsibilities:

    _____
    _____
    _____

UNIVERSITY OF ALBERTA
FACULTY OF GRADUATE
STUDIES & RESEARCH

6.13

Supervisor - Student Guidelines
Thesis Programs

Part 11 | Other

Please review the following points, and click each box to acknowledge that it was discussed.

❏ Graduate Assistants are entitled to one week of vacation leave without a reduction in pay for each four-month University Term (in addition to the days when the University is already closed). [As per the GSA Collective Agreement]

The following is an optional point to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

❏ Any other mutually agreed upon responsibilities:

_____

_____

UNIVERSITY OF ALBERTA
FACULTY OF GRADUATE STUDIES & RESEARCH

ANNUAL PROGRESS REPORT: Thesis-based Students

For the period from _____ to _____
(mm/yyyy)   *(mm/yyyy)*

This form must be completed at least *once* annually and returned to FGSR no later than June 30 of every year. Failure to provide an Annual Progress Report by June 30 of each year will result in a registration restriction.

Part A | Program of Study Status

Student Name (**LAST**, First):	
Department / Unit:	
Student ID Number:	Program Start Date *(mm/yyyy)*:
Student Status:	☐ Full-time ☐ Part-time ☐ Currently on _____ Leave
Program of Study?	☐ Doctoral ☐ Master's (Thesis-based)
Coursework Completed?	☐ Yes ☐ No If *no,* indicate the number of credit hours yet to be completed:
PD Requirement Completed? *(IDP and 8 hours of activities)*	☐ Yes ☐ No ☐ Not Required
Academic Integrity and Ethics Requirement Completed?	☐ Yes ☐ No ☐ Not Required

Students are responsible for ensuring that they meet degree and program requirements.

The supervisor(s), supervisory committee and the department/unit must ensure that each student follows the Faculty of Graduate Studies & Research and department/unit guidelines and meets all program requirements.

The Faculty of Graduate Studies & Research performs a final check of FGSR minimum requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements.

Failure to meet all requirements may cause delay or ineligibility to graduate.

Part B | Guidelines, Meetings & Thesis Info

Supervisor-Student Guidelines Completed? *(Required)*   ☐ Yes   ☐ No

The Supervisor-Student Guidelines (SSG) must be completed as soon as possible after registration, but no later than at the time of submission of the first progress report. The SSG only needs to be completed once during a student's program, unless the student changes their supervisor(s), and/or the terms of the agreement change, in which case a new SSG would be required. The SSG form is available on the FGSR website.

Has the student met with the supervisor(s) or the supervisory committee during the reporting period?
Note: Doctoral students must meet with their entire committee at least once a year to review the student's progress, as per FGSR regulations.

☐ Yes, met with supervisory committee		
☐ Yes, supervisor(s) only	Please indicate why:	
☐ No	Please indicate why:	
		Expected Completion Date *(mm/yyyy)*
Thesis Proposal Approved?	☐ Yes ☐ No	
Research Ethics Approved?	☐ Yes ☐ No ☐ N/A	
Research Completed?	☐ Yes ☐ No	
Doctoral Program Three Year Progress Requirement including Candidacy Exam Completed?	☐ Yes ☐ No ☐ N/A	

Part C | Student's Progress (to be completed by the supervisor and student)

Outline the goals met in **this reporting period**. *(Attach a separate sheet if additional space is required for any section.)*

Outline the goals for the **next reporting period**. *(Attach a separate sheet if additional space is required for any section.)*

Student Rating (The Supervisor selects *one*)

☐ **Satisfactory**

Student meets or exceeds minimum expectations. Allow re-registration.

☐ **In Need of Improvement**

Student does not meet minimum expectations.

If first "in need of improvement" assessment, then continued registration will be allowed but improvement is required. Please provide details regarding goals, timeline and next committee meeting date.

If second consecutive "in need of improvement" assessment, then student will normally be required to withdraw from their program. Please provide additional details as appropriate.

☐ **Unsatisfactory**

Student should be required to withdraw from their program. Please provide additional details.

Please provide additional details below for your student rating. *(Attach additional details if necessary.)*

Part D | Signatures (all signatures are *required*)

Supervisor	Name		Department/Unit
	Signature		Date *(mm/dd/yyyy)*
Additional Supervisor *(If Applicable)*	Name		Department/Unit
	Signature		Date *(mm/dd/yyyy)*

Committee Members			
Name	Signature	Department/Unit	Date *(mm/dd/yyyy)*

Student Comments *(Optional):*

Student Declaration: *The above portions of this form were completed prior to my signing.*

I have read and I understand my Progress Report.

Student	Signature	Date *(mm/dd/yyyy)*
Department / Unit	Signature	Date *(mm/dd/yyyy)*
	Please indicate: ☐ Department / Unit Head ☐ Graduate Chair	

FGSR Office Use Only:

☐ Holds Removed _____ _____
Initials Date *(mm/dd/yyyy)*

Graduate Students' Association
University of Alberta

The 2019-2020 team of GSA Directly-Elected Officers (DEOs) developed the GSA Board Strategic Work Plan (SWP) from May-June 2019 and presented the finalized Plan to GSA Council in July 2019. The complete SWP is available on the GSA website.

Following a previous update provided to GSA Council in October 2019, below is the second update concerning the DEOs' progress in pursuing some of the major goals outlined in the 2019-2020 SWP. A final update will be provided to GSA Council in April. Key projects are as follows:

Improving Student-Supervisor Relationships

- President, Fahed Elian, established contact with the new Chair of the Board of Governors (BoG), Kate Chisholm, as well as other new members of BoG to discuss this strategic priority.
- The GSA circulated, in October 2019, a survey to graduate students which solicited feedback on the overall success and effectiveness of their relationship with their supervisors. A total of 68 responses were submitted, of which 59% indicated positive student-supervisor relationships, 28% indicated ambiguous, neutral, or mildly negative relationships, and 12% indicated generally negative relationships. The respondents in the last category described instances of bullying, harassment, and hostile work environments. Among all responses there was a general consensus that excellent student-supervisor relationships were driven purely by individuals and not regulated or fostered in any way by administration. These findings were shared in a presentation to the Board Human Resources and Compensation (BHRCC), as well as with various members of the BoG, and a detailed report on this survey was shared with Brooke Milne, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR) in November 2019.
- At the 28 October 2019 meeting of GSA Council, B Milne informed members that she and her team had developed a Supervisor-Student Guideline document and a Progress Report Form intended to be regularly filled out by both graduate students and their supervisors. These two documents will function as tools to establish expectations for graduate students and supervisors to meet, and to give FGSR the ability to oversee and regulate the academic progress of students. These documents have since been presented for early consultation to FGSR Council and General Faculties Council (GFC), and have been well-received. They will be presented to several other governance bodies and a pilot project concerning their usage will begin in Law in the spring of 2020.
- F Elian and Vice-President Academic Dylan Ashley, attended the Canadian Association for Graduate Studies (CAGS) conference in November. D Ashley presented on the importance of quality student-supervisor relationships to the mental health of graduate students. Comments during the presentation, as well as further conversations thereafter, revealed that other major Canadian institutions also grapple with these issues and there were fruitful discussions concerning ways to improve things.
- As noted, F Elian also presented on this topic to members of the BHRCC on 26 November 2019. Among others, he touched on possible outcomes of poor relationships and solutions for these relationships, including better training for supervisors and the development of accountability mechanisms, as well as the creation of policies and procedures based on those recently adopted by the University of Calgary. D Ashley, as well as Vice-President External Marc Waddingham, Vice-President Labour Shanawaz Mohammad, and Vice-President Student Services Chantal Labonté were also in attendance at the presentation and spoke to the importance of the issue.
- This topic was further raised at the Board Learning, Research, and Student Experience Committee (BLRSEC) where F Elian was joined by B Milne as well as Steve Dew, Provost and Vice-President (Academic) and Ray Muzyka, Chair of BHRCC. B Milne also presented on the forms developed by FGSR.
- As a reminder, the GSA's current key recommendations include that the supervisors should complete mandatory training before gaining the privilege of supervising, and that the University should create a mechanism by which this privilege can be suspended or revoked if there are issues with supervision. Advocacy on these points will continue.

Michener Park Closure

- The Michener Park Transition Advisory Committee (MPTAC) has been struck and has commenced its work of identifying and developing support mechanisms to Michener Park residents as they prepare for the closure of the residence in 2020. M Waddingham initiated the creation of this committee and continues to serve on it.
- Additionally, F Elian remains engaged in conversations with officials from the City of Edmonton concerning the expansion of affordable housing resources in the city.

Tuition and Funding

- F Elian and M Waddingham met with the Minister of Advanced Education, Demetrios Nicolaides, about the upcoming post-secondary education budget cuts and the GSA remains deeply concerned about the impact this budget will have on post-secondary accessibility and quality and continues to articulate this message to government, often jointly with the Alberta Graduate Provincial Advocacy Council (ab-GPAC).
- Likewise, the DEOs participated in the "Students Not Silent" march and protest at the Alberta Legislature. This event was organized by the Students' Union (SU),
- F Elian has pursued a number of discussions with Dave Turpin, University of Alberta President, Gitta Kulczycki, Vice-President (Finance and Administration), and S Dew, to raise concerns that the burden of absorbing the provincial budget cuts not be unduly imposed on graduate students. The University is working to mitigate cuts to their budget by eliminating infrastructure maintenance projects, applying budget contingency, and incremental tuition fee increases. With respect to tuition, thus far an increase on undergraduate tuition has been discussed by the Board of Governors (BoG) and, moving forward, F Elian will make sure that any potential tuition fee increases for graduate students are fully discussed and that appropriately fulsome rationales (that also detail commensurate increases in financial support) and risk assessments are provided for any proposed increases.
- F Elian and D Turpin, along with SU President Akanksha Bhatnagar, co-hosted the President's Holiday Reception to celebrate the life-changing opportunity that University of Alberta education provides students. The goal of this reception was to fundraise for financial aid for students.

Labour and Collective Agreement

- S Mohammad has continued advocating for individual graduate students regarding interpretation of and compliance with the Graduate Student Assistantship Collective Agreement (CA). In addition to responding to approximately 10 email conversations with graduate students per week, since the beginning of his term he has met with approximately 7-8 graduate students per month to assist with more complex issues.
- The 2018-2020 CA was ratified by academically-employed graduate students in October 2019, and by the BoG in December 2019.
- S Mohammad has developed a proposal to ensure the inclusion of elements that address, specifically, graduate student needs in provincially-mandated health and safety training that the University will be developing. This proposal was well-received by the Joint Workplace Health and Safety Committee (JWHSC). In the vein, he has also met with Victoria Ruetalo, FGSR Associate-Dean, as well as Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources), Michelle Strong, Faculty Relations Director, Wade King, Director of the Office of Safe Disclosure and Human Rights, and Philip Stack, Associate Vice-President (Risk Management Services).
- Work will begin shortly on the negotiation of the next CA.

Other Key Projects

- C Labonté continues to participate in conversations related to supporting students who parent on campus, and the Office of the Dean of Students will be working on creating a policy over the next year to clarify supports for students who parent. The GSA is also working to establish a space for infant care and feeding within Triffo Hall as a support for graduate student parents and caregivers.

- D Ashley continues to meet with graduate students navigating academic issues and, where necessary, working with FGSR and other University administrative units to find solutions.

- Following the circulation of a request for proposals to known providers of student health and dental plans in order ensure the best combination of service and cost associated with the GSA Health and Dental Plan, the GSA received a number of proposals and C Labonté and D Ashley conducted interviews with a select number. At their 4 December 2019 meeting, the GSA Board (GSAB) voted to move forward with Studentcare as the provider for the GSA Health and Dental Plan, effective for a period to be determined following negotiations with Studentcare.

- F Elian continues to work with the Indigenous Graduate Students' Association (IGSA) concerning finding a permanent space for the organization. To this end, F Elian invited the IGSA to his next monthly meeting with Andrew Sharman Vice-President (Facilities and Operations) to explore space on campus that would accommodate the IGSA.

- F Elian has been working alongside the GSA office team to develop a series of marketing videos to help graduate students learn about the services and benefits the GSA provides to its members. These videos have now been completed and the first video is expected to be launched in January 2020.

- Following conversations with F Elian concerning the Supporting Aboriginal Graduate Enhancement (SAGE) program, a pilot project of will start in January. FGSR will provide office space and will hire a full time Graduate Student Assistantship as the graduate coordinator for SAGE.

- M Waddingham and F Elian finished a proposal regarding Permanent Residency for graduate students and will discuss it further with Minister J Copping, Labour and Immigration, and Minister D Nicolaides, Advanced Education. Additionally, along with other ab-GPAC members, they worked to develop two additional policy proposals concerning professional development and scholarships. Longstanding priorities for ab-GPAC, including funding for mental health supports and matters related to graduate tuition, likewise continued to be advanced.

- D Ashley and F Elian have worked on a section on graduate students' rights to be included in the Charter of Student Rights the Students' Union has developed. This document will go through the governance route for discussion and, ultimately, for approval.

The Graduate Students' Association Board Strategic Work Plan 2019-2020

Connect
Support
Advocate

Our Vision and Mission

To advocate for all graduate students to the University of Alberta and the Alberta Government in pursuit of a safe, supportive, respectful, accessible, and inclusive community that fosters the multi-faceted roles played by graduate students.

The GSA respectfully acknowledges that we are located on Treaty 6 territory, traditional lands of First Nations and Métis people.
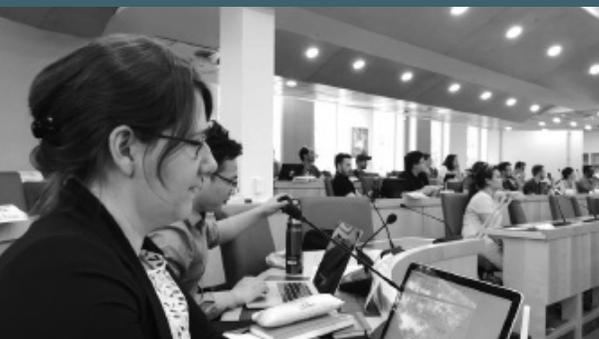
What is a Graduate Student?

A graduate student is a junior colleague who contributes to their field of study in pursuit of an advanced degree through collaborative work with the professoriate in research, teaching, and the development of University learning environments. These contributions may be accomplished through: extensive coursework and the development of capstone projects, theses, or dissertations (in pursuit of which graduate students are charged tuition and fees); academic employment (for which graduate students are paid); the co-creation and writing of scholarly work; contributing to the securing of academic funding; and participation in the community via presentations, conferences, and community engagement. This multi-faceted role takes place in an environment of mutual respect and fairness aimed at developing skills and knowledge for future careers, and is one that merits appropriate remuneration for labour in service of the enhancement of the institution.

What is the GSA Board's Strategic Work Plan?

The GSA Board's Strategic Work Plan is the document that steers and prioritizes the work and initiatives of the GSA. The GSA sees this as a living document, shifting directions as needed as the provincial, federal, and University landscapes change. It is developed annually with reference to the Strategic Work Plans of previous GSA Boards, and provides a planning document for this and future years.

Graduate students elect GSA leaders each February. Here are the 2019-2020 GSA Directly-Elected Officers (from left to right): Vice-President Academic, Dylan Ashley; Vice-President Student Services, Chantal Labonté; President, Fahed Elian; Vice-President External, Marc Waddingham; and Vice-President Labour, Shanawaz Mohammad.

The Graduate Students' Association

The GSA, as established by the *Post-Secondary Learning Act*, represents graduate students at the University of Alberta, and provides a wealth of services to its members that enrich the graduate student experience. As a separate corporation, it is both *a part* of the University of Alberta and *apart* from the institution. The GSA Board believes that a healthy organization is nurtured through effective relationships with all stakeholders. To sustain the organization's long-term health and excellent reputation, the GSA fosters a culture of respect and professionalism among staff and graduate student leaders, engages in regular review of governance processes, is committed to transparency and accountability, and ensures an annual transition process that facilitates the on-going education of elected graduate student leaders.

Multi-Faith Prayer & Meditation Space

Connect

The GSA provides a wealth of benefits and services to its members that both enrich the graduate student experience and forge connections between graduate students.

The GSA will:

- Continue to foster a culture of equity, diversity, and inclusion among its members
- Provide guidance to graduate students and aid them in navigating University processes and structures, while advocating for greater transparency around expectations and outcomes for graduate students
- Maintain engagement in discussions about space on campus

The GSA will create opportunities for graduate student awareness of and engagement with the GSA by:

- Ensuring the GSA remains responsive, effective, and efficient by regularly reviewing services and seeking feedback from members
- Evaluating communication methods to broaden engagement with our members
- Offering orientation and information sessions on key issues
- Offering engagement and recognition events
- Connecting with and supporting departmental graduate student groups and networks

Did you know?

The GSA has:

- graduate student lounges at Triffo Hall
- rooms available for booking
- several fun events per year
- two large orientations specific to graduate students (we also participate in 45-50 departmental orientations annually)
- a weekly newsletter, website, and social media profiles that highlight events and ways to get involved

The GSA will develop collaborative and positive relationships with:

- The Government of Alberta, including the Minister of Advanced Education, and the City of Edmonton
- Members of senior University administration (such as the President, the Dean of the Faculty of Graduate Studies and Research, the Provost and Vice-President (Academic), the Dean of Students, the Chair of the Board of Governors, and the Chancellor)
- Other campus stakeholder associations (such as the Students' Union, the Association of Academic Staff: University of Alberta, the Postdoctoral Fellows' Association, and the Non-Academic Staff Association)

Support

All graduate students are entitled to a safe and respectful study and work environment characterized by positive supervisory relationships and free from harassment, discrimination, and bullying.

In its role as a union, the GSA champions, advances, and protects the rights of its members as workers.

The GSA will:

- Work collaboratively with senior University administration and the Government of Alberta on the implementation of Bill 19 and a predictable tuition model tied to the Alberta Consumer Price Index (CPI), as well as a consultative model concerning fee increases

- Actively review and participate in campus wide health and wellness (including mental wellness) initiatives

- Work to optimize the experience of its members during any academic employment appointment and to ensure the rights of graduate student workers are protected

- Continue work to ensure campus-wide compliance with the provisions of the Graduate Student Assistantship Collective Agreement and also advocate more broadly for campus-wide supportive learning and work environments based on respectful and professional relationships

- Continue to provide financial supports to graduate students through the Graduate Student Support Fund

- Continue to support workshops and services that assist graduate students with their academic progress

Did you know?

The GSA offers:

- GSA Emergency Bursaries
- GSA Child Care Grants
- GSA Academic Travel Grants
- GSA Graduate Student Group Grants
- GSA Recognition Awards
- GSA Health and Dental Plan
- Graduate Student Assistance Program
- Collective Agreement Advice

The GSA will:

- Support and collaborate with partners and stakeholders with respect to the establishment of a variety of high-quality professional development and internship opportunities in recognition of the diverse future career paths ahead of graduate students

- Support the services offered by the Campus Food Bank

- Push for the ongoing review and improvement of safety and security on campus

- Support initiatives and programs aimed at environmental stewardship and sustainability

A lack of stable funding and unpredictable increases in educational and other costs can cause significant strain on graduate students' health and wellness and can inhibit academic progress.

The GSA believes that graduate students should be provided with professional development opportunities that are essential for future career success.

Advocate

The GSA will:

- Work with campus partners to advocate for, develop, and implement a Charter of Student Rights

- Collaborate with and advocate to the Faculty of Graduate Studies and Research and senior University administrators to make quality graduate student supervision an institutional priority (including creating appropriate supervisory training opportunities, an accountability structure for supervisory evaluation, and establishing a means of safe disclosure and reporting of concerning supervisory behaviour)

- Continue its advocacy work with the Faculty of Graduate Studies and Research and the Office of the Provost on the implementation of guaranteed minimum funding packages for PhD students

- Advocate for increased financial supports for all graduate students, including merit based and non-merit based financial support (as well as greater accessibility to these supports) and the Graduate Student Support Fund

- Campaign for new initiatives and programs (and support existing ones) that specifically support Indigenous graduate students

Did you know?

The GSA:

- meets regularly with the Dean of the Faculty of Graduate Studies and Research and the Dean of Students

- is a member of the provincial advocacy group the Alberta Graduate Provincial Advocacy Council

- has seats on the Board of Governors, the General Faculties Council, and their sub-committees

- works individually with students to help them

The GSA will:

- Advocate for sustainable, cost-effective, and well-maintained housing for graduate students, and support and assist graduate students living in residences

- Campaign for enhanced supports and community building opportunities for graduate students who parent, and their families

- Advocate for new initiatives and programs (and support existing ones) that specifically support international graduate students.

- Encourage the development and implementation of initiatives to prevent homelessness

- Advocate for high-quality graduate-level programs and courses and opportunities to provide graduate students with international research and study opportunities
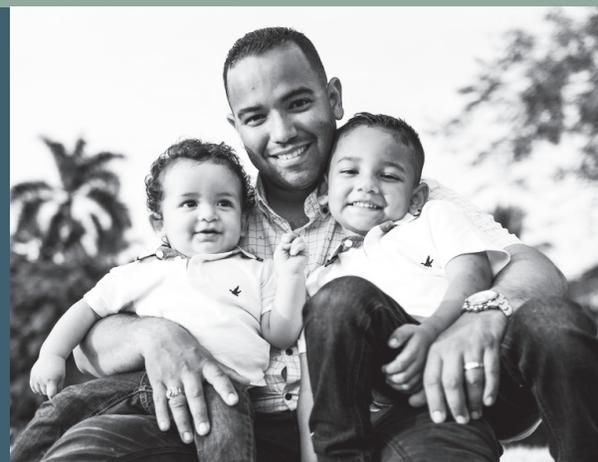
Events:

GSA Fall Orientation _____ Late August
GSA Fall Event _____ Early October
GSA Winter Orientation _____ Early January
GSA Winter Event _____ Mid February
GSA General Election _____ Late February
GSA Volunteer Appreciation _ Early March
GSA Awards Night _____ Late March
GSA Coffee Breaks _____ One Friday Monthly

Come visit us at
The Graduate Students' Association
1-49 Triffo Hall
University of Alberta
T6G 2E1

780-492-2175
gsa.frontdesk@ualberta.ca
www.ualberta.ca/graduate-students-association

GSA NOMINATING COMMITTEE (GSA NoC)
GSA APPEALS AND COMPLAINTS BOARD (GSA ACB)
(TWO (2) POSITIONS FOR GSA COUNCILLORS: ONE (1) NOMINEE
(FOUR (4) POSITIONS FOR GSA MEMBERS): ONE (1) NOMINEE

Information regarding the positions for two (2) GSA Councillors was circulated via email to GSA Council on 20 December 2019 and 9 January 2020 with a nomination deadline of 14 January 2020. Information regarding the positions for four (4) GSA members was circulated via the GSA newsletters of 20 December 2019 and 10 January 2020 with a nomination deadline of 14 January 2020. One (1) nomination was received for the two (2) GSA Councillor vacancies and one (1) nomination was received for the four (4) GSA member vacancies. The nominees were then interviewed by GSA NoC members who have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. A member of GSA management was also present for the interview. During the interview, the nominee was asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness).

There will be a paper ballot vote held at the 20 January 2020 GSA Council meeting.

If you and your alternate are unable to attend the 20 January 2020, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 20 January 2020 in order to cast your vote in advance of the GSA Council meeting.

GSA ACB Election by GSA Council: GSA Nominating Committee Procedures
Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot.

Positions for GSA Councillors
1. **Jessica Kennedy (Human Ecology)**

Position for GSA Members
1. **Alexandra Loverock (School of Public Health)**

The Ballot
- There will be one ballot with candidates listed in reverse alphabetical order.
- For each candidate, there will be a "yes" box and a "no" box.

Voting
- The voter ticks one box per candidate, or abstains by not voting for a particular candidate (both boxes are left empty).

Counting
- If a candidate has more "no" votes than "yes" votes, the candidate is eliminated.
- If after the elimination round, there are **fewer candidate(s) or an equal number of candidates as there are positions**, the candidate(s) with at least one "yes" vote is/are successful.
- If after the elimination round, there are **more candidates than positions**, the candidates with the highest number of "yes" votes, equivalent to the number of positions, are the successful candidates.
- If, after the elimination round, there is **a tie for last place** in the number of "yes" votes, the candidate with the fewest number of "no" votes is successful. If the tied vote has the same number of both "yes" and "no" votes, the Speaker will draw one (1) name from a hat.

Current GSA ACB membership can be found here.

Jurisdiction:

Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.7.1.a and H.POL.7.1.b
"Eight (8) GSA members elected by GSA Council as voting members [and] four (4) Departmental Councillors (including the Indigenous Graduate Students' Association (IGSA) Councillor), alternates, or recent former Departmental Councillors, elected by GSA Council as voting members."

Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.9.4
"The GSA NoC will interview all nominees to the GSA ACB and forward selected nominees to GSA Council."

The names and biographies received for the two (2) nominees are BELOW on pages 8.2 - 8.4. The biographies and brief resumes are presented as received (ie not edited).

Nomination for GSA Appeals and Complaints Board (GSA ACB)
(Four Vacancies for GSA Councillors)
One Nominee

1. Jessica Kennedy

Other governance bodies you currently serve on (whether GSA or UAlberta)	Current GSA representative for the Department of Human Ecology

Statement of Interest
I have worked with volunteers and constituents for over a decade, and have a professional background as an entrepreneur, volunteer coordinator, and a business lead. In all roles, I have successfully managed and mediated conflicts.
Bio
I am born and raised in Edmonton, AB, and am an alumna from the Department of Human Ecology, where I received a BSc (with distinction) in Textiles, Clothing, and Culture. I have returned to the Department of Human Ecology, as I am a current part-time graduate student working towards a MA in Material Culture. While pursing my studies, I work full-time, and enjoy giving back to my community.
Summary Resume
As stated above, I have a BSc Human Ecology, and am currently pursing a masters in the same department. I owned a local store for many years, after I graduated. After closing the shop, I worked for non-profit organizations as a volunteer coordinator and a financial educator. I have also volunteers with a local hospice, a pet-therapy society, and with the local chapter of Fashion Revolution.

Nomination for GSA Appeals and Complaints Board (GSA ACB)
(Two Vacancies for GSA Members)
One Nominee

1. Alexandra Loverock

Other governance bodies you currently serve on (whether GSA or UAlberta)	

Statement of Interest
I have experience working with student groups and making decisions that have the potential to improve the lives of other U of A students. As the Internal Relations Representative for the School of Public Health Students Association (SPHSA), I organized and implemented an event to promote mental health and community within the School of Public Health. In the past, I was team captain for my basketball team. In this role, I regulated my own emotions to maintain a positive attitude during stressful times, which allowed me to provide emotional support to peers, and to resolve arguments between players. I have also worked with patients who had experienced a first episode of psychosis. Working with patients, I would complete psychological assessments where I would remain non-judgmental following any disclosure of atypical experiences or beliefs.
Bio
I grew up in Medicine Hat, Alberta where I spent most of my time reading or playing sports. I love spending with my friends and family, learning about other cultures, and trying new foods. I have been a U of A student since 2011 and I classify myself as a student for life. I completed my BSc in Psychology, MSc in Epidemiology, and I am now in my first year of my PhD in Public Health. I am developing a harm reduction platform to reduce cannabis-related harms. Throughout my educational journey, I have been involved in several student clubs including the School of Public Health Students Association and the Graduate Students' Association.
Summary Resume
I am in my first year of my PhD (Public Health) at U of A working for the Canadian Research Initiative in Substance Misuse. I acknowledge that mental illness and addictions are widespread in Canadian society, and I want to help address these issues by making treatment services easily accessible. I highly respect confidentiality as I have experience working for Alberta Health Services in the Edmonton Early Psychosis Intervention Clinic and volunteering at a private psychology clinic. I have worked as a Teaching Assistant for two years and I find it rewarding to help my peers

learn complex material. My schedule is flexible and I will make every effort to attend all meetings.

GSA NOMINATING COMMITTEE (GSA NoC)
GSA GOVERNANCE COMMITTEE (GSA GC) (TWO (2) POSITIONS FOR GSA COUNCILLORS): TWO (2) NOMINEES

Information regarding the positions for two (2) GSA Councillors was circulated via email to GSA Council on 20 December 2019 and 9 January 2020 with a nomination deadline of 15 January 2020. Two (2) nominations were received.

The GSA Governance Committee (GSA GC) is "to advise GSA Council on matters of GSA Bylaw and Policy not in the purview of any other GSA Standing Committee, or other governance issues, and recommend changes to GSA Council." (GSA Bylaw and Policy, Section F: GSA Standing Committee, GSA Policy, GSA Standing Committees, GSA Governance Committee, Section F.POL.4.2.a).

There will be a paper ballot vote held at the 20 January 2020 GSA Council meeting.

If you and your alternate are unable to attend the Monday 20 January 2020 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 20 January 2020 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. 'None of the Candidates' will also be considered a nominee.

1. **Armin Norouzi Yengeje (Mechanical Engineering)**
2. **Harleen Kaur Dhaliwal (Agricultural, Food and Nutritional Science)**

Current GSA GC membership can be found here.

Jurisdiction:

GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Governance Committee, Section F.POL.4.1.c
"Three (3) Councillors or recent former Councillors elected by GSA Council as voting members."

GSA Bylaw and Policy, Section E: Nominating, GSA Policy, Nominating, Section E.POL.3.1.a
"The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, ad hoc committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement."

The name and biography received for the one (1) nominee is <u>BELOW on pages 8.6 – 8.9.</u> The biography and resume is presented as <u>received</u> (ie not edited).

GSA NOMINATING COMMITTEE (GSA NoC)
GSA GOVERNANCE COMMITTEE (GSA GC) (TWO (2) POSITIONS FOR GSA COUNCILLORS): TWO (2) NOMINEES

Information regarding the positions for two (2) GSA Councillors was circulated via email to GSA Council on 20 December 2019 and 9 January 2020 with a nomination deadline of 15 January 2020. Two (2) nominations were received.

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If you and your alternate are unable to attend the Monday 20 January 2020 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 20 January 2020 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. 'None of the Candidates' will also be considered a nominee.

1. **Armin Norouzi Yengeje (Mechanical Engineering)**
2. **Harleen Kaur Dhaliwal (Agricultural, Food and Nutritional Science)**

Current GSA GC membership can be found here.

Jurisdiction:

GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Governance Committee, Section F.POL.4.1.c
"Three (3) Councillors or recent former Councillors elected by GSA Council as voting members."

GSA Bylaw and Policy, Section E: Nominating, GSA Policy, Nominating, Section E.POL.3.1.a
"The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, ad hoc committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement."

The name and biography received for the one (1) nominee is <u>BELOW on pages 8.6 – 8.9.</u> The biography and resume is presented as <u>received</u> (ie not edited).

Nominations for GSA Governance Committee (GSA GC)
(Two Vacancies for GSA Councillors)
Two Nominees

1. Harleen Kaur Dhaliwal

Other governance bodies you currently serve on (whether GSA or UAlberta)	GSA Councillor-at-large, ALES GSA VP Finance

Statement of Interest
In my two years of working experience as a technical executive, I have honed my skill set and accomplished a great deal. My responsibilities while working with different department caused me to develop my skills in problem-solving, decision making and complaint resolution. Throughout my industrial career, I have contributed to positive business results through effective organization prioritization. During my masters, I was a part of the hostel committee headed by the general secretary where the monthly meetings were conducted to discuss about the student issues on the food quality, menu and cleanliness. As part of the monitoring of the hostel finances, we conducted regular audits of expenditures, assets and liabilities, making sure the recorded figures were verifiable and accurate. I have also worked as an event coordinator in organizing the college events like Manzar and Yuvam catering for the student interests. My strengths are an ideal match for the governance committee position requirements and will be an immediate value to the committee.
Bio
I am from India. After obtaining a B.tech degree in Food technology, I did my masters in Food biotechnology. I then worked for two years in the research and development department of an Indian based MNC specialising in the innovative flavours and fragrances. My two year work experience has helped me gain a clear insight in the food industry and helped me in developing my interpersonal and communicational skills.
Summary Resume
I am working on a Ph.D. in Food Science and Technology studying the effects of hurdle technologies on low moisture food safety. My work and academic experiences have helped me develop analytical ability to understand and assimilate issues quickly and to review and clarify them regarding any conflict.
I am serving as a GSA councillor at large and ALES GSA VP- finance. I am also the Executive director - logisitics of Indian Students' Association of UofA and am once again in the process of broadening my network by volunteering in many activities at

the University of Alberta. Due to my involvement in various governance bodies, I believe that I can further strengthen the network among these bodies by becoming part of the GSA Governance Committee.

Due to my flexible schedule, I can accommodate any meeting scheduled for the committee.

2. Armin Norouzi Yengeje

Other governance bodies you currently serve on (whether GSA or UAlberta)	GSA Councilor-at-large

Statement of Interest
During working in the Mechanical Engineering GSA (MEGSA) since October 2018, I have gained different skills such as event organization and teamwork. Improving my teamwork skills helped me a lot to get along with people. As a result, I became more active in participating in volunteer activities. Currently, I am the president of the International Society of Automation - UofA section, GSA councillor-at-large. As a CAL of the GSA meeting, I feel that I should be more involved with the GSA committee. Involving in more GSA committees not only gives me the opportunity to improve my skills but also my effort would be helpful for all graduate students. As a graduate student at the University of Alberta, I feel responsible for this community, and I think I need to help the community evolve and improve. I believe that joining the GSA Governance Committee helps me to get in touch with the people who are making serious decisions for students' academic life, which will affect my life either.
Bio
I was born in Tabriz, Iran, and I had been there before I move to Tehran for my master's degree. I have a B.Sc. in Mechanical Engineering and an M.Sc. in Mechanical Engineering minor of Vehicle System Control. I did different volunteering activities during my B.Sc., such as Editor-in-chief of student Magazine (Gashtavar Journal), VP-academic of Studnet scientific association of Mechanical Engineering, and organizing the Engineering Day Scientific competition. During my master's degree, I worked on my different skills in Mechanical and Control Engineering to enhance my background to continue my education as a Ph.D. student. I moved to Canada in April 2018, and I started my Ph.D. Program in Mechanical Engineering Department. My first volunteer activity in UofA is for FEGRS 2018, where I volunteered as a photographer. By beginning the Fall semester 2018, I got elected as the VP academic of MEGSA. I organized different educational events, such as a one-day Python workshop, which was held on June 13, 2019. Although I had courses, as I love volunteering, I applied for VP-operational of the Iranian Student Association of the University of Alberta (ISAUA). I also volunteer for the ISA-UofA section as a president. Currently, I am councilor-at-large in GSA council, president of the International Society of Automation- UofA section, and VP event of MEGSA. In ISA-UofA, we are at the beginning of the journey to be an active student group, and we are planning for a big student challenge for May 2020.

Summary Resume

I am now a second-year Ph.D. student in the Department of Mechanical Engineering. As a Ph.D. student, I am working on the Control of Internal Combustion Engine. My project's final goal is finding a way to reduce emission and fuel consumption simultaneously. So far, different methods and systems have been used to achieve this goal. In the first attempt, I have designed a control method using Integral Discrete-time Sliding Mode Control (IDSMC), which is a non-linear Lyapunov-based robust controller for increasing the combustion efficiency of a Homogeneous Charge Compression Ignition (HCCI) engine. HCCI engines have some distinct advantages such as reducing oxides of nitrogen (NOx), reducing particulate matter (PM), and reducing specific fuel consumption. Therefore, HCCI engines not only reduce the emission of NOx and PM but also have fuel flexibility (It can be achieved by a wide range of fuels including gasoline, mineral diesel, biodiesel, alcohols). One challenge of this type of high-efficiency engine is that it does not offer precise control over the start of combustion across a wide range of engine speeds and loads.

By designing a controller for this complex non-linear system, we can reduce air pollution and increase the load of HCCI to achieve better performance. I presented results of this work at the 9th Symposium on Advances in Automotive Control (AAC19), Orleans, France. Currently, I am working on integrating different kinds of iterative learning control with model-based controllers such as Sliding Mode Controller, Model Predictive Control, and Backstepping Control. I plan to participate in IFAC World Congress in Berlin next summer and present my recent experimental results of hybrid control of Iterative learning Control and Adaptive Sliding Mode Control using a rotary pendulum (Using QUBE-Servo 2). The experimental results of this controller illustrate the significant improvement in the learning-based controller. I plan to use this method and transfer these results from a simple system to a much more complex engine control problem.

Additionally, I was Teaching Assitance for MEC E 420 for three semesters, which helped me to enhance my teaching skills. Besides my academic work, I have joined MEGSA as VP-academic, ISAUA as VP-operational, GSA council as councilour-at-large, and ISA-UofA as president. During working in these positions, I organized different events such as "traditional Yalda night," "Introduction to Python and Machine Learning Workshops," "One-day python workshop." Currently, I rejoin the MEGSA due to the request from them as a VP event to help them to organize events, and I am happy to state that my efforts were helpful for both Coffe break events and Year-end event which was held last November and December. So, besides these activities and being councilour at the GSA council, I eager to have new challenges. And, I hope that participating in GSA counselor-at-large will help me to learn a new set of skills.

GSA President
Report to GSA Council for the 20 January 2020 Meeting

To: GSA Council
From: Fahed Elian
Date: 17 January 2020

Dear Council Colleagues,

Let me start my report by respectfully acknowledging that we are on Treaty 6 territory, the traditional lands of First Nations and Métis people.

With a heart full of sadness, sorrow, and pain, I want to acknowledge the loss that fell on our community on 8 January 2020, the Ukrainian International Airlines Flight PS752 was shot down shortly after take-off from Tehran Imam Khomeini International Airport. All 176 passengers and crew were killed. Of the 167 passengers, 57 were Canadians and 138 were travelling to Canada; 10 of those were members of the University of Alberta community and 5 were members of the Graduate Students' Association: Pouneh Gorji, Masters in Science student, Department of Computing Science; Elnaz Nabiyi, Doctor of Philosophy student, Department of Accounting, Operations and Information Systems, Alberta School of Business; Arash Pourzarabi, Masters in Science student, Department of Computing Science; Nasim Rahmanifar, Masters in Science student, Department of Mechanical Engineering; and Amir Saeedinia, Doctor of Philosophy student, Department of Mechanical Engineering. My team and I share our deepest condolences with those affected by this tragedy and stand united in grief with our friends and colleagues. If you need support during this difficult time, you can reach out to the GSA at any time (gsa.frontdesk@ualberta.ca or visit us in 1-49 Triffo Hall) and a list of resources available to the campus community can be found here.

Find below, some highlights of my work over the last month.

Meeting with Senior Administration re Memorial for Those Lost in the Crash
Alongside the President's Office, the Students' Union, University of Alberta International, the Iranian Heritage Society, the Iranian Students' Association, and the members of the Iranian community in Edmonton, the GSA participated in the organization of a memorial service on Sunday, 12 January 2020 to honour all victims of flight PS752. More than 2,300 people attend in person and many more streamed the memorial online. In attendance was the Right Honourable Prime Minister Justin Trudeau, the Honourable Premier Jason Kenney, and his Worship Mayor Don Iveson. I was honoured to be asked to speak at the memorial. I shared my deepest condolences to those who are impacted by this tragedy. May they forever rest in peace. Please consider supporting our members, peers, and colleagues by contributing to the following fundraise campaigns here and here.

University Budget, Graduate Student Tuition Fees and Financial Aid
- As I indicated in my 9 December 2019 Council report, I continued to meet with University senior administration to advocate against increases to graduate students' tuition fees and for increases in financial aid and support. This matter was discussed by the Board of Governors Finance and Property Committee and in my meetings with President David Turpin, Provost and Vice-President (Academic)

Steven Dew, Vice-President (Finance and Administration) Gitta Kulczycki, and Students' Union President Akanksha Bhatnagar.

- During the Tuition Budget Advisory Committee (TBAC) meeting, a 7% tuition increases was proposed. I strongly advocated against this proposed percentage increase.

- I had further meetings with Steve Dew and Wendy Rogers, Deputy Provost, where I noted that I was surprised to see the proposed percentage increase applied to thesis-based graduate students' tuition given that previous discussions had focused on the possibility of only an increase in tuition for course-based graduate students. The main reasoning behind this was the high cost associated with course-based masters programs and a shared understanding of the differing nature of graduate programs compared to undergraduate programs in terms of the contributions to the University made by graduate students in these programs. This is a message I have also been communicating to the government.

- Once I noticed that there been a shift in the dialogue around this, the GSA's articulated position was that an increase in tuition for thesis-based graduate students by the Academic Price Index (API) and a cost-recovery increase on tuition for course-based graduate students (with commensurate increases in available financial support) was desirable and something that I can, hopefully, explain to GSA members.

- I also added that I was concerned that previous discussions at the Board of Governors meeting did not focus on increases in tuition for thesis-based graduate students. I added that it would be important that, regardless of the final proposed increases, Board of Governors members receive a risk assessment with regards to the proposed increases, a comprehensive rationale for the proposal, as well as, an overview of the proposed increases to financial support for graduate students. Additionally, I shared that the Board would need to carefully consider the implications of these increases in relation to the goals set out by the University.

- This issue will further be discussed at the incoming TBAC meeting this Friday 17 January 2020. I will share any updates from this meeting orally at Council.

- I also want to note that University senior administration has been very collaborative, approachable, and collegial during all my meetings on this subject.

Indigenous Graduate Students
- Following conversations with the Indigenous Graduate Students' Association (IGSA), Florence Glanfield, Vice-Provost (Indigenous Programming and Research), and Brooke Milne, Dean of Faculty of Graduate Studies and Research (FGSR), concerning the Supporting Aboriginal Graduate Enhancement (SAGE) program, a pilot project will start in January. FGSR will provide office space and will hire a graduate student under the Graduate Student Assistantship Collective Agreement to serve as the graduate coordinator for SAGE.

Meeting with Florence Halbert, Assistant Registrar, Student Financial Support
- Courtney, GSA Executive Director, and I met with Fiona Halbert to discuss student financial support programs for graduate students. As I indicted above, the student financial support system will be critical to support graduate students if there is increase a 7% increase to graduate students' tuition. A few scenarios with regards to financial support for graduate students will be discussed at Board of Governors meetings. These scenarios are still under consideration and more updates on this topic will be shared in February and March.

Meeting with City of Edmonton re Affordable Housing
- Alongside Andrew Sharman, Vice-President (Facilities and Operations) and Katherine Huising, Associate Vice-President of Ancillary Services, I met with Councillor Michael Walters to explore the feasibility of

developing low-income housing for graduate students. At this meeting, I emphasized that graduate students are in an immense need of low-income housing, especially students who parent. The University offered a piece of land on South Campus with a great location that was very accessible by transit to the City of Edmonton for free on the condition that the City develop low-income housing with at least 20% of units dedicated to students on the land. Michael Walters and his team indicated that they will reach out to developers and will get back to us. I will keep you posted once I have further updates.

Meeting with Heather McPherson, Member of Parliament
- I met with Heather McPherson to discuss support for those who are impacted by flight PS752 tragedy. Heather McPherosn and I met at the memorial service and I briefly shared a few ideas with her to honour the graduate students we lost in this tragedy as well as support to those who are impacted.

Please do not hesitate to contact me if you have any concerns, ideas, suggestions, or just to grab a coffee and chat.

Warmly,
Fahed Elian, President

Please find below a list of meetings I attended between 16 December 2019 and 20 January 2020. The meetings were accurate at the time of printing. Please note that I was away 16-20 December 2019.

7 January	Meeting with B Milne, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
7 January	GSA Winter Orientation
7 January	Board of Governors (BoG)-General Faculties Council (GFC)-Senate Summit Advisory Group Meeting
8 January	Meeting with S Dew, Provost and Vice-President (Academic)
9 January	Meeting with Senior Administration re Memorial
10 January	Students Not Silent Campaign Team Meeting
10 January	Student Stories Podcast Project Brainstorming Session
13 January	Meeting with Student Financial Support
13 January	Meeting with F Halbert, Assistant Registrar, Student Financial Support
13 January	Briefing with the City of Edmonton re Youth and Post-Secondary Students Panel
14 January	Meeting with W Roger, Deputy Provost
14 January	Meeting with City of Edmonton re Affordable Housing
15 January	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Meeting
15 January	General Faculties Council Academic Planning Committee (GFC APC)
16 January	Meeting with H McPherson, Member of Parliament
17 January	Meeting with A Costopoulos, Vice-Provost and Dean of Students
17 January	Board Learning, Research and Student Experience Committee (BLRSEC)
17 January	Tuition Budget Advisory Committee (TBAC)
20 January	Advisory Search Committee for the President

GSA Board
Report to GSA Council for the 20 January 2020 Meeting

To: GSA Council
From: Courtney Thomas, Executive Director; and Julie Tanguay, Associate Director
Date: 17 January 2020

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 19 (Executive Director's Report to GSA Council) on pages 19.1 – 19.3.

11 December 2019 GSA Board Meeting:
Main Agenda Items:
Actual Expenses for Attendance at the Canadian Association of Graduate Studies Conference, 6-9 November 2019, in Halifax, NS: Business Travel Expenses; Actual Expenses for Attendance at the Field Law Post-Secondary Summit, 28 November, in Calgary, AB: Business Travel Expenses; International Week 2020: Request for an External Grant; Student Advisors' Conference: Request for an External Grant; and meeting reports.

Motions and Agreements: None at this time.

18 December 2019 GSA Board Meeting: Cancelled
Main Agenda Items:
Revised GSA Promotional Videos Prepared by Habit; and meeting reports.

Motions and Agreements:
The GSA Board is asked to **RECEIVE FOR INFORMATION** the attached summary of actual expenses incurred through attendance at the Canadian Association for Graduate Studies (CAGS) Conference, 6-9 November 2019, in Halifax, NS. FE **MOVED.** CL Seconded. **CARRIED.**
The GSA Board is asked to **RECEIVE FOR INFORMATION** the attached summary of actual expenses incurred through attendance at the Field Law Post-Secondary Summit, 28 November 2019, in Calgary, AB. FE **MOVED.** DA Seconded. **CARRIED.**
That the GSA Board **APPROVE** an external grant of $800 for the International Week 2020, as requested in the attached letter from Nancy J. Hannemann (Director Global Education). FE **MOVED.** DA Seconded. **CARRIED.**
That the GSA Board **APPROVE** an external grant of $250 for the 36th Annual University of Alberta Student Advisor's Conference, as requested in the attached letter from Wendy M. Doughty (Assistant Dean of Students, Student Success). FE **MOVED.** DA Seconded. **CARRIED.**
Board Members **AGREED** to move into **CLOSED SESSION.**
Board Members discussed the **Meeting with B Milne, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)**
Board Members **AGREED** to move out of **CLOSED SESSION.**
Board Members **AGREED** to move into **CLOSED SESSION.**
Board Members discussed the **Board Reputation and Public Affairs Committee (BRPAC)**
Board Members **AGREED** to move out of **CLOSED SESSION.**

8 January 2020 GSA Board Meeting:
Main Agenda Items:
GSA Board Strategic Work Plan: Update to GSA Council; and meeting reports.

Motions and Agreements:
Board Members **AGREED** to move into **CLOSED SESSION.**
Board Members discussed the **Board of Governors (BoG).**
Board Members **AGREED** to move out of **CLOSED SESSION.**
Board Members **AGREED** to move into **CLOSED SESSION.**
Board Members discussed the **Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Meeting.**
Board Members **AGREED** to move out of **CLOSED SESSION.**

15 January 2020 GSA Board Meeting:
Main Agenda Items:
Meeting reports.

Motions and Agreements:
Board Members **AGREED** to move into **CLOSED SESSION.**
Board Members discussed the **General Faculties Council Executive Committee.**
Board Members **AGREED** to move out of **CLOSED SESSION.**

GSA Vice-President Academic
Report to GSA Council for the 20 January 2020 Meeting

To: GSA Council
From: Dylan Ashley
Date: 17 January 2020

Hi Fellow Graduate students,

With the holiday season taking up most of the past month, things have been fairly quiet for me in my role as your VP Academic, but here are a few highlights to give you a snapshot of what's been going on:

- I wanted to start by acknowledging that our university has recently suffered a great loss. Everyone should have received emails detailing the supports you have available to help you through this trying time and you can find a list here. I would encourage you to make use of them if you've been affected by this tragedy.

- On a happier note, at the Faculty of Graduate Studies and Research (FGSR) Policy Review Committee, we saw early versions of several new initiatives predicting significant changes to the administration of graduate programs. While there have been rumblings about these before, this meeting allowed FGSR to share their vision for these changes.

    o   The first of these initiatives is that FGSR is exploring the possibility of having a membership structure related to student supervision. This would allow FGSR to more directly regulate supervision. This is still in the early stages but needless to say, a membership structure could go a long way in improving the quality of graduate supervision at the U of A.

    o   They're also looking at easing the ability of graduate students to move to part-time status. This would only be an option for graduate students who have already spent a certain amount of time in their program but could help with some concerns that graduate students may face later in their programs.

    o   The third of these initiatives is requiring any changes to graduate programs to be approved by FGSR directly. Currently, other faculties are permitted to make changes to their graduate programs without consulting FGSR so long as the changes do not violate any minimum requirements set out by FGSR. If implemented, this change would likely standardize and improve the quality of graduate programs at the U of A. It would also ease the GSA's work in trying to encourage quality graduate programming as it would ensure such changes are presented to FGSR Council and FGSR Standing Committees at which the GSA has many representatives.

As always if you have any questions or concerns feel free to email me at gsa.vpacademic@ualberta.ca.

Sincerely,
Dylan Ashley, Vice-President Academic

Please find below a list of meetings I attended between 16 December 2019 and 20 January 2020. The meetings were accurate at the time of printing. Please note that I was away 16-20 December 2019.

7 January	Meeting with B Milne, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
7 January	GSA Winter Orientation
8 January	Faculty of Graduate Studies and Research Policy Review Committee (FGSR PRC)
8 January	Computing Science Mourning Event
8 January	GSA Departmental Orientation: Biomedical Engineering
10 January	Student Stories Podcast Project Brainstorming Session
13 January	General Faculties Council Executive Committee (GFC Exec)
14 January	Undergraduate Research Initiative (URI) Advisory Committee
17 January	Tuition Budget Advisory Committee (TBAC)
20 January	GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus

GSA Vice-President External
Report to GSA Council for 20 January 2020 Meeting

To: GSA Council
From: Marc Waddingham
Date: 17 January 2020

Dear GSA Council Colleagues,

Welcome back! To address matters in order of importance, I wanted to first express my sincere condolences to those affected by the tragedy that befell Ukrainian Airlines Flight PS752, the incident that took some of the brightest souls from our University, municipal, and national community. It is difficult to find words that have not already been said, or those words which have not lost their impact, but I echo those sentiments to those of you affected: you are not alone, your community is here for you, and help is here whenever you may need it. I'm wishing us all strength in these very trying times, and you continue to be in my thoughts.

In other news, work has been slow between my last Council update and now due to the holiday season, but efforts have been restarting on various fronts. By the time you see this report, the Michener Park Transition Advisory Committee will have had its first meeting of 2020, with discussion items including the upcoming programs we are hoping to deliver to residents of Michener Park. Currently, I am envisioning opportunities for residents to connect with social workers, property management vendors, and relevant University organizations to help ease the transition process as much as possible.

On the provincial advocacy front, there are a few initiatives taking place. First, the Alberta Graduate Provincial Advocacy Council (ab-GPAC) is still actively pursuing our advocacy priorities, specifically a better immigration nomination program for graduate students, restoring funding for graduate student internships, and a better predictability framework for tuition. We will continue to meet with the relevant elected representatives and provincial departments to achieve these goals, while simultaneously being mindful of the upcoming 2020-2021 Provincial Budget, which I am sure will be interesting.

Those are the most pressing updates for now; should anything additional come up, I'll add it to my verbal report in Council.

Cheers,
Marc Waddingham, Vice-President External

Please find below a list of meetings I attended between 16 December 2019 and 20 January 2020. The meetings were accurate at the time of printing.

17 December	Alumni Council Holiday Dinner
18 December	Meeting with C Bell, Alberta Graduate Provincial Advocacy Council (ab-GPAC)
20 December	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Meeting
20 December	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Meeting
3 January	UAlberta International Winter Orientation Panel and Lunch
3 January	GSA Departmental Orientation: Biological Sciences
7 January	GSA Winter Orientation
8 January	Meeting with C Bell, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
9 January	Phone Meeting with E Barker, Alberta Students' Executive Council (ASEC) Director of Government Relations and Advocacy
9 January	Residence Advisory Committee (RAC)
10 January	Students Not Silent Campaign Team Meeting
10 January	Student Stories Podcast Project Brainstorming Session
13 January	GSA Departmental Orientation: Earth and Atmospheric Science
14 January	Meeting with C Bell, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
15 January	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Meeting
15 January	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Meeting with Public Interest Alberta
17 January	Students Not Silent Campaign Team Meeting
20 January	Alberta's New Approach to Agencies, Boards, and Commissions
20 January	Michener Park Transition Advisory Committee (MPTAC)

GSA Awards Selection Committee
Report to GSA Council for the 20 January 2020 Meeting

To: GSA Council
From: Marc Waddingham
Date: 17 January 2020

Dear Council Colleagues,

As noted in the December report of the GSA Awards Selection Committee (GSA ASC), the GSA ASC is responsible for selecting the recipients of the different GSA Recognition Awards.

The deadline for the GSA to receive nominations for GSA Recognition Awards was 15 January 2020. The GSA received 125 applications in total, and saw a small decrease in the applications received compared to last year. GSA ASC members will be adjudicating the nominations until early February, after which they will meet to determine the final recipients in each category. The recipients will be reported to GSA Council in February and recipients will be honoured at the annual GSA Awards Night on 20 March 2020.

Best,
Marc Waddingham, VP External and Chair of the GSA ASC

GSA Vice-President Labour
Report to GSA Council for the 20 January 2020 Meeting

To: GSA Council
From: Shanawaz Mohammad
Date: 17 January 2020

Dear Council Colleagues,

I hope everyone is doing well, I would like to summarize the list of meetings I have attended

Collective Agreement and Future Negotiations:
The Graduate Student Assistantship Collective Agreement (CA) covering Academically-Employed Graduate Students (AEGSs) was ratified the by the Board of Governors in December, and is now in effect until 31 August 2020. This information has been circulated to AEGSs, departments, and faculties. For future negotiations, we will shortly start discussions with the University with regards to timelines. As a reminder, we will be hosting town halls to develop bargaining priorities before starting negotiations with the University. I encourage all AEGSs to attend the town halls to provide feedback and to express comments on what you would like to see in the September 2020 and onward CA.

Meeting with Wendy Rodgers, Deputy Provost:
I met with the Deputy Provost to discuss the University's compliance with Occupational Health and Safety regulations and health and safety training for employment supervisors. I also shared with her some concerns I have hear from AEGSs.

As always, I kindly request that GSA Council members ensure that graduate students who are under the CA are aware of this agreement and communicate that I am happy to provide information sessions on the CA to their department. Moreover, if any graduate student comes to you regarding any CA, harassment, or safety and security issues, please have them email me and I will be very happy to meet with them.

If you have any questions or concerns regarding the regarding the CA, please reach me at gsa.vplabour@ualberta.ca.

Best Regards,
Shanawaz Mohammad, GSA VP Labour

Please find below a list of meetings I attended between 16 December 2019 and 20 January 2020. The meetings were accurate at the time of printing.

7 January	GSA Winter Orientation
8 January	Meeting with a Graduate Student
9 January	Meeting with a Graduate Student
9 January	GSA Departmental Orientation: Chemical and Materials Engineering
10 January	Student Stories Podcast Project Brainstorming Session
16 January	GSA Labour 101 Session
17 January	Meeting with A Costopoulos, Vice-Provost and Dean of Students
17 January	Meeting with W Rodgers, Deputy Provost
20 January	GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus

GSA Vice-President Student Services
Report to GSA Council for 20 January 2020 Meeting

To: GSA Council
From: Chantal Labonté
Date: 17 January 2020

Dear GSA Council Colleagues,

I would like to begin by extending my deepest condolences to those affected by the recent airplane crash of Ukraine International Airlines Flight PS752 on 8 January 2020. As so many of us, I have feelings of shock, horror, and deep sadness at the loss of our fellow peers, colleagues, and friends. For those who are grieving our tremendous loss, please do not hesitate to reach out for support as needed. A list of resources available to all members of the campus community can be found here. Should you or anyone you know experience difficulty receiving the support and resources they require, please do not hesitate to reach out directly to me for assistance. I along with the rest of the GSA team will be responding in whatever way we can in the coming weeks to ensure that our graduate student community is supported.

I am pleased to provide you with highlights and updates on some of the areas and initiatives of focused over the past month.

Mental Health and Wellbeing
I am pleased to share with you that the GSA has partnered with the Alumni Association and the UniTea program offered by the Community Social Work Team to provide a Graduate Collective Tea Time series. The goal of this program is to provide social support by offering a monthly meeting space to safely discuss ongoing challenges and realities of graduate school with fellow graduate students in a supportive environment. The first Graduate Collective Tea Time will be held on Friday 24 January 24 at 2pm in Triffo Hall. The topic will be Navigating Healthy Boundaries and Clear Expectations in Grad School, and will be facilitated by one trained graduate students and one trained Alumni Association volunteer. Registration is encouraged but drop ins may be available depending on space availability. Tea will be served. Please share this event with those who may benefit to attend.

Student Financial Support
In December, I met with Tracy Raivio, Faculty of Graduate Studies and Research (FGSR) Associate Dean, to discuss ongoing issues with students' receipt of scholarship and other sources of funding. From situations that have come to both of our attentions, it is clear that departments use a variety of language in their funding letter to graduate students which can result in uncertainty, miscommunication and ambiguity for graduate students. T Raivio and I had a productive discussion on how FGSR may better support departmental graduate coordinators to more effectively communicate with graduate students about funding so that everyone may be successful. We also discussed how FGSR can more actively communicate with graduate students to remove ambiguity that exists around scholarships, awards, and funding more broadly.

Fahed and I met with a team from Student Financial Services for an early consultation regarding planned technical upgrades to their systems. I communicated concerns I received about the duplication of work for graduate students who apply for both a GSA Emergency Bursary and an Emergency Student Loan. These comments were well received, and I am confident that a technical process will be built that more effectively provides financial services to graduate students who are already burdened by the challenges presented by a financial shortfall.

I welcome any questions or concerns regarding this report. Please do not hesitate to share your suggestions and comments regarding any student service-related issue you or anyone from your department may be experiencing.

Thank you,
Chantal Labonté, Vice-President Student Services

Please find below a list of meetings I attended between 16 December 2019 and 20 January 2020. The meetings were accurate at the time of printing. Please note that I am away 16-21 January 2020. I was also away on academic leave on January 6 2020 and January 9 2020.

17 December	Meeting with T Raivio, Faculty of Graduate Studies and Research (FGSR) Associate Dean
18 December	Meeting with J Causgrove Dunn, Faculty of Graduate Studies and Research (FGSR) Associate Dean
19 December	U-Pass Administrative Committee
7 January	GSA Winter Orientation
10 January	Student Stories Podcast Project Brainstorming Session
13 January	Meeting with V Welz, Office of Advancement Volunteer Coordinator
13 January	Meeting with Student Financial Support
14 January	E-Scooters on Campus Meeting
15 January	#UAlberta Cares Video Launch

GSA Nominating Committee
Report to GSA Council for the 20 January 2020 Meeting

To: GSA Council
From: Radim Barta
Date: 17 January 2020

Dear GSA Council Colleagues,

The report from the GSA Nominating Committee (GSA NoC) this month is a summary of discussions/decisions the committee has made since its last report, together with a list of all vacancies filled and those which will be filled shortly.

GSA Policy governing the GSA NoC is located in GSA Bylaw and Policy, Section E: Nominating. As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail.

Sincerely,

Radim Barta, Chair of the GSA NoC

Memorandum to GSA Councillors

As GSA Council members have been informed on several occasions this term, there are a number of vacancies on GSA Standing Committees for GSA Councillors (Departmental Councillors and Councillors-at-Large). These positions play a pivotal role in the GSA's ongoing efforts to keep its processes transparent and itself accountable, since GSA Councillors on these committees help maintain clear and consistent connection between GSA Council and GSA Standing Committees. Long-term vacancies, such as the ones currently existing on the GSA Elections and Referenda Committee (GSA ERC), the GSA Budget and Finance Committee (GSA BFC), and the GSA Governance Committee (GSA GC), adversely impact these efforts.

It is important to note that the time commitment for each of these committees varies greatly. While the GSA ERC meets regularly throughout the year (with a busy period during October and March), the GSA BFC meets only 3-4 times a year. Meanwhile, the GSA GC usually meets electronically on an as needed basis to conduct its work. Furthermore, with no set membership terms, members can serve on these committees as briefly as they must or as long as they wish.

New members are provided with as much training as they require in addition to the ongoing support provided by GSA management and staff to the GSA Standing Committees and their members. These commitments are also a great opportunity to add to your CV/resume.

On behalf of the GSA NoC, GSA NoC Chair Radim Barta strongly encourages GSA Councillors to consider the next round of vacancies, which will be circulated to GSA Council via email on 7 February 2020. Questions can be directed to GSA NoC Chair Radim Barta at radim@ualberta.ca or GSA Elections Coordinator Monica Brzak at gsanomco@ualberta.ca.

GSA Standing Committees

1) GSA Governance Committee (GSA GC) (Two (2) GSA Councillor Positions)
Information regarding the positions for two (2) GSA Councillors was circulated via email to GSA Council on 20 December 2019 and 9 January 2020 with a nomination deadline of 15 January 2020. Two (2) nominations were received. There will be a paper ballot vote. **See Item 8a – Nominee for GSA GC.**

2) GSA Elections and Referenda Committee (GSA ERC) (One (1) GSA Councillor Position)
Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 20 December 2019 and 9 January 2020 with a nomination deadline of 15 January 2020. No nominations were received. This position will be advertised again.

3) GSA Budget and Finance Committee (GSA BFC) (One (1) GSA Councillor Position)
Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 20 December 2019 and 9 January 2020 with a nomination deadline of 15 January 2020. No nominations were received. These positions will be advertised again.

4) GSA Appeals and Complaints Board (GSA ACB) (Two (2) GSA Councillor Positions)
Information regarding the positions for two (2) GSA Councillors was circulated via email to GSA Council on 20 December 2019 and 9 January 2020 with a nomination deadline of 14 January 2020. One (1) nomination was received. The nominee was then interviewed by GSA Vice-Chair Kenzie Gordon and GSA NoC member Damandeep Singh. Both have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. A member of GSA management was also present for the interview. During the interview, the nominee was asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness). There will be a paper ballot vote. **See Item 8 – Nominee for GSA ACB.**

5) GSA Appeals and Complaints Board (GSA ACB) (Four (4) GSA Member Positions)
Information regarding the positions for four (4) GSA members was circulated via the GSA newsletters of 20 December 2019 and 10 January 2020 with a nomination deadline of 14 January 2020. No nominations were received. These positions will be advertised again. One (1) nomination was received. The nominee was then interviewed by GSA Chair Radim Barta who has been trained in procedural fairness by the GSA and has a record of demonstrating impartiality through their work on the GSA NoC. A member of GSA management was also present for the interview. During the interview, the nominee was asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness). There will be a paper ballot vote. **See Item 8 – Nominee for GSA ACB.**

External Committees

1) Community Connections Awards Committee (One (1) Graduate Student Position)
Information regarding the position for one (1) graduate student was circulated via the GSA newsletters of 20 December 2019 and 10 January 2020 with a nomination deadline of 15 January 2020. No nominations were received.

2) Teaching and Learning Enhancement Fund (TLEF) Selection Committee (One (1) Graduate Student Position)
Information regarding the position for one (1) graduate student was circulated via the GSA newsletters of 20 December 2019 and 10 January 2020 with a nomination deadline of 13 January 2020. One (1) nomination was received. **Charlotte Brown (Biological Sciences)** was elected to serve on the TLEF Selection Committee.

Current Vacancies

1) **Images of Research (IOR) Adjudication Panel (One (1) Graduate Student Position)**
Information regarding the position for one (1) member was circulated via the GSA newsletters of 20 December 2019 and 10 January 2020 with a nomination deadline of 20 January 2020.

2) **Faculty of Arts Health and Safety Committee (One (1) Faculty of Arts Graduate Student Position)**
Information regarding the position for one (1) Faculty of Arts graduate student was circulated via email on 15 January 2020 with a nomination deadline of 24 January 2020.

3) **Faculty of Arts Teaching Awards Committee (One (1) Faculty of Arts Graduate Student Position)**
Information regarding the position for one (1) Faculty of Arts graduate student was circulated via email on 15 January 2020 with a nomination deadline of 24 January 2020.

GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the 20 January 2020 Meeting

To: GSA Council
From: Jennifer Bertrand
Date: 17 January 2020

Dear Council Colleagues,

The GSA Elections and Referenda Committee (GSA ERC) met on 9 January to continue planning the 2020 GSA General Election. At this meeting, the GSA ERC discussed the GSA General Election forum and the ballot to be used in voting.

At their next meeting in January, the GSA ERC will discuss "Get Out the Vote" strategies and the All-Candidates Meeting.

Sincerely,
Jennifer Bertrand, Chair of the GSA ERC

GSA Executive Director
Report to GSA Council for the 20 January 2020 Meeting

To: GSA Council
From: Courtney Thomas
Date: 17 January 2020

Dear GSA Council Members,

I hope you all had a relaxing holiday break and are managing with the cold weather we've been experiencing. Below are a few highlights of the GSA office team's work since my last report to you in December:

2020-2021 GSA Budget – as previously noted, the financial team and the GSA BFC are in the process of developing the draft 2020-2021 GSA operating budget and associated three-year budget projections. The budget will be brought forward to GSA Council in February; I am pleased to note that the GSA remains in excellent financial shape and next year's proposed budget reflects this.

GSA Events – our winter orientation event took place on 7 January 2020. This year we tried a new format for the event that we feel was quite successful. While we did see a small reduction in the number of attendees, there were also fewer admissions for the winter term then we have seen in previous years. We are currently preparing for the winter term engagement event and GSA Awards Night, and remain engaged in the continuation of GSA Coffee Breaks.

GSA Recognition Awards – at the close of the nomination period on 15 January 2020, 125 nominations were received. As has been the case in previous years, the office received the majority of applications close to the deadline and that resulted in considerable email and front desk traffic. The adjudication process (done by the GSA Awards Selection Committee) will be wrapped up in early February.

2020 GSA General Election – the office has been providing support to the Chief Returning Officer (CRO) and the GSA Elections and Referenda Committee (GSA ERC) as they prepare for the 2020 GSA General Election. The nomination period will open on 28 January 2020. Please encourage your colleagues to run for positions, attend the GSA General Election Forum, and vote!

In closing, this will be the last GSA Council for the Associate Director, Julie Tanguay as she is relocating to Finland in February to start an exciting new chapter in her life. I am deeply thankful to Julie for all her hard work while with the GSA and hope you will all join me in wishing her good luck in all her future endeavours.

As always, the detailed weekly reports from the management team to the GSA Board are attached for your review and I am happy to answer any questions at the upcoming meeting.

Best,
Courtney Thomas, Executive Director

Management Report to the GSA Board, 11 December 2019

Management has been engaged with the following issues since the last GSA Board meeting on 4 December 2019:

Strategic

- Human resources work.

- Drafting the next Board Strategic Work Plan update to GSA Council.

- Reviewing various sections of GSA Bylaw and Policy to determine if any amendments are needed (standard, on-going review).

- Action arising from a recent meeting of the GSA Elections and Referenda Committee to begin the planning process for the 2020 GSA General Election.

- Drafting GSA reports to various external bodies.

- Reviewing meeting materials associated with various governance bodies.

- Work associated with the Collective Agreement, including supporting negotiations processes (discussion of next steps concerning the next round of collective bargaining and education concerning the terms of the new Collective Agreement following the recent ratification vote (waiting for the Board of Governors to have a ratification vote), etc), assessing the benefits of utilizing a professional negotiator for upcoming collective bargaining processes, and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.

Grants and Office Operations

- Planning for winter orientation, the winter social event, and upcoming GSA coffee breaks (brainstorming ideas about new formats for GSA fall and winter orientation as we outgrow our current space).

- Supporting a recent meeting of the GSA Awards Selection Committee, planning associated training sessions for January, and opening the nominating period for GSA Recognition Awards.

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Governance Committee (2 GSA Councillors), the GSA Elections and Referenda Committee (1 GSA Councillor), the GSA Budget and Finance Committee (1 GSA Councillor), and the GSA Appeals and Complaints Board (2 GSA Councillors and 4 GSA members).

- Facebook = 1407 likes (up 7 from 4 December) and 1,487 followers (up 1 from 4 December); Facebook posts reached 822 users last week and our "post engagement" count was 99. Twitter = 992 followers (down 3 from 4 December); our tweets earned 2,500 "impressions" over the past week.

- GSA Academic Travel Grants = new funding period started 1 October; GSA Child Care Grants = new funding period started 1 October; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 October. New granting periods open 1 January 2020.

Management Report to the GSA Board, 8 January 2020

Management has been engaged with the following issues since the last GSA Board meeting on 11 December 2019:

Strategic

- Human resources work.

- Drafting the next Board Strategic Work Plan update to GSA Council.

- Developing a release/annual promotion schedule for the recently completed GSA marketing videos.

- Action arising from a recent meeting of the GSA Elections and Referenda Committee to begin the planning process for the 2020 GSA General Election.

- Reviewing meeting materials associated with various governance bodies.

- Work associated with the Collective Agreement, including supporting negotiations processes (discussion of next steps concerning the next round of collective bargaining (assessing the benefits of utilizing a professional negotiator) and education concerning the terms of the new Collective Agreement following the recent ratification vote (planning an information session) and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.

Grants and Office Operations

- Preparing for the first mailing of GSA Council meeting material.

- Winter orientation and brainstorming ideas about new formats for GSA fall and winter orientation as we outgrow our current space.

- Planning the winter social event and upcoming GSA coffee breaks.

- Training sessions for GSA Awards Selection Committee members in advance of the adjudication of GSA Recognition Awards and associated receipt of applications.

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Governance Committee (2 GSA Councillors), the GSA Elections and Referenda Committee (1 GSA Councillor), the GSA Budget and Finance Committee (1 GSA Councillor), the GSA Appeals and Complaints Board (2 GSA Councillors and 4 GSA members), the teaching and Learning Enhancement Fund Selection Committee (1 GSA member), Images of Research Adjudication Committee (2 GSA members), and Community Connections Awards Adjudication Committee (1 GSA member).

- Facebook = 1415 likes (up 10 from 8 January) and 1,501 followers (up 13 from 8 January); Facebook posts reached 3,941 users last week and our "post engagement" count was 721. Twitter = 999 followers (up 5 from 8 January); our tweets earned 5,700 "impressions" over the past week.

- GSA Academic Travel Grants = new funding period started 1 January (223 applications funded and $87,457.80 disbursed in the previous period); GSA Child Care Grants = new funding period started 1 January (107 applications funded and $155,000 disbursed in the previous period); GSA Emergency Bursaries = no funding periods for GSA EBs (thus far 19 applications have been funded and $64,692.38 has been disbursed); GSA Graduate Student Group Grants = new funding period started 1 January (5 applications funded and $24,000 disbursed in the previous period. New granting periods open 1 April 2020.

Management Report to the GSA Board, 15 January 2020

Management has been engaged with the following issues since the last GSA Board meeting on 8 January 2020:

Strategic

- Human resources work.

- Discussing the creation of a child care/feeding space within the GSA office.

- Preparing for an upcoming meeting of the GSA Budget and Finance Committee to review the proposed operating budget.

- Support for the GSA Elections and Referenda Committee as they plan the 2020 GSA General Election.

- Discussing available financial supports for graduate students with University Administration.

- Reviewing meeting materials associated with various governance bodies.

- Work associated with the Collective Agreement, including supporting negotiations processes (discussion of next steps concerning the next round of collective bargaining (assessing the benefits of utilizing a professional negotiator) and education concerning the terms of the new Collective Agreement following the recent ratification vote (planning an information session) and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.

Grants and Office Operations

- Preparing for the second mailing of GSA Council meeting material.

- Planning the winter social event and upcoming GSA coffee breaks.

- Receipt of applications for GSA Recognition Awards.

- Applying for the GSA's annual certification from the Office of Sustainability.

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Governance Committee (2 GSA Councillors), the GSA Elections and Referenda Committee (1 GSA Councillor), the GSA Budget and Finance Committee (1 GSA Councillor), the GSA Appeals and Complaints Board (2 GSA Councillors and 4 GSA members), the teaching and Learning Enhancement Fund Selection Committee (1 GSA member), Images of Research Adjudication Committee (2 GSA members), and Community Connections Awards Adjudication Committee (1 GSA member).

- Facebook = 1405 likes (down 2 from 11 December) and 1,488 followers (up 1 from 11 December); Facebook posts reached 426 users last week and our "post engagement" count was 32. Twitter = 994 followers (up 2 from 11 December); our tweets earned 368 "impressions" over the past week.

- GSA Academic Travel Grants = new funding period started 1 January; GSA Child Care Grants = new funding period started 1 January; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 January. New granting periods open 1 April 2020.