SUS Executive Committee

Minutes of July 3, 2014

Attendance

Present: Carmen Wong (President), Mohamed Shaaban (VP External), Nick Hsieh (VP Internal), Jason Yen (VP Communications), Nina Zhang (VP Student Life), Jesse Grist (VP Finance), Madeline St. Ong (VP Academic)

Guests: Joaquin Acevedo (Science Degree Navigator Student Support)

Regrets: Carmen Leung (VP Administration)

Recording Secretary: Madeline St. Onge (VP Academic)

Call to Order

The meeting was called to order at 6:00 pm.

Introductions

1) Science Degree Navigator

- Degree navigator has 12 degrees currently built
- Similar to the Arts degree navigator system, helps check graduation requirements
- Need to evaluate the way in which glitches come up for failing courses, pre-req requirements, and minimum grades etc.
- For integrated science, advisors will have to go online and manually add certain courses (same with for minors and double majors etc).
- Will log on through your SSC under registration
- No effect on registering in courses, just a way for you to check.
- Picking a few programs to have pilots with students to get feedback in September
- Plan is to have feedback and testing for about a year.
- If after a year it’s working 99.9% of the time, then will roll it out to everyone
- For more testing go see Joaquin 8:30 - 4:30 pm in the Science Advising Centre – Pass on this info to science students.

jacve@mail.ubc.ca
2) **Back to School Survey**

- MStO will share spreadsheet with dates needed for giveaway, and questions from last year’s survey
- Everyone please update dates relevant for your portfolio
- Write any changes in a different colour so it's easier to keep track

3) **Alumni Advisory Board**

- Meeting not going to take place end of June/early July, will be August.
- Need to coordinate around dates of who will be away and when
- MS will sent out Doodle to alumni execs, and new execs

4) **Science Career Month: What Was, What Is and What Will Be The Expo**

- Shaaban had a meeting with Kimberley Rawes and Serena
- Meeting again tomorrow
- Science Career Expo was supposed to be a series of events that engage students and have the clubs host a career night, big science career fair at night.
- Expose students to career options outside of concrete science.
- Scrapping ‘Expo’ part of name. No one knows why it was called that, only SCI Fair was actually an Expo
- Science Career Expo not an event. Need a name that encompasses a period of time where science careers are being presented.
- Turned out to be very successful science fair, representative. Life sciences and biology focused.
- Misrepresentative. Did not engage students, missed a lot of aims.
- Make career advisement process more easy
- Going to become Science Careers Month, whole month of March, maybe longer
- Done and advertised to be an umbrella/time period. Try to include all clubs and make it representative of the overall student population.
- Computer Science and Physics won't move because they’ve had successful career fairs for so long and with consistent employers.
- Make the month longer to try and create a time period that clubs can host events in.
- All the employers called by staff last year. KR has gotten staff to commit to calling. SCI fair committee will just focus on planning and logistics.
5) Frosh Update

- Update from NZ about the Frosh Co-Chair meeting with Dr. Harrison
- They presented our purpose and a general idea of Frosh day
- They plan on facilitating the leaders training session. And mentioned that we were aware of the current issue regarding the "inclusive nature"
- So agreed on integrating it with first week committee.
- Internal frosh training by our HR coordinators on two of the Saturdays in August
  - which will focus on problem analysis, critical thinking, problem solving and safety measures - cover all expectations and responsibilities
- "Expected Agreement Form" that all leaders would have to sign
- Dr. Harrison will discuss with Dr. Peacock and the rest of the team on what the potential consequences could be in case of a failure to meet the expectation
- Idea of fundraising event for the leaders with the main purpose of this is to allow the leaders to connect with UBC and the community
- Overall, the meeting went very well. The only concern that Dr. Harrison wanted to resolve was the idea of "inclusiveness".

Next:
- Frosh Co-Chairs and NZ meeting with Dr. Harrison again on July 11th at 1PM
- Copy of an Expectation Agreement will be discussed, and he will also bring an idea of potential consequences from non-academic misconduct
- Solid plan of how we are going to incorporate the idea of "inclusiveness" with First week and outline of fundraising event
- Photos of the venue and its surroundings
- Adopt a Safewalk system facilitated by the Activity Leaders

EXEC Feedback:
6) First Year Committee

- FYC Hiring will be more similar to Orientations and SCI team hiring
- Will use all of Ladha, rooms for group interviews, 2:1 ratio, candidates will go upstairs for 2 sections – activity (scenarios, stacking balloons) and mingling.
- Co-chairs and candidates evaluating and keeping conversation going
- Catering to first years who may not be comfortable only in a group or individual setting.
- Need execs to be there, so after SUS Council retreat
- In order for this to work, need to shift logistics and change time commitment of FYC role.
- Shift so that the FYC can work in the summer for hiring the future years.
- FYC may need to undergo inclusivity training.
- Late September/early October.
- Promotion through Frosh Leaders and Orientation Leaders
- MS: SUS is the only constituency that does not have First Year reps directly over-see the FYC. Engage First Year reps and Science One reps in a different way to involve them in the hiring process.

7) First Week

- JY had meeting with Frosh Co-Chairs, they will advertise First Week + Frosh as “Science Kick-Off”
- Both promoting each other – inclusive 😊
- T-shirts have been ordered. 40 t-shirts and 40 tank tops.
- If popular, have sales re-order or turn into crew necks.
- Stickers have been ordered (should arrive in the next week) and mugs have been ordered
- Week layout: Tuesday- Imagine Day, Wednesday- Bungee Run (try and get mascots to come out and stuff, for those who can’t go to Frosh still a fun sports event), Thursday- Customize your labcoat. held in Ladha. Tie-Dye and fabric paints, in talks with Chem Departments, Friday- FYC sundaes, Game show and prizes, Photo contest
with Labrat, booth on Imagine Day (figure out which execs and AVPs and Committee Chairs can be there).

8) **ALSACC Cleanup**

- Office and building needs to be cleaned!!
- Hard to know what we want to upgrade if we don’t know what we have.
- Tentative date of Sunday, July 12th for whoever is available

9) **Exec Updates**

- Carmen Leung
  - Lily Takuchi= AVP Administration
  - Hansel W, Harset Sidhu = Clubs Commissioners
  - Clubs Orientation to be happening sometime in August. HOPEFULLY. Planning has begun.
- Jason Yen
  - Met with EUS VP Communications to talk about Communication Plan
  - First Year Science Facebook Group, potentially making Execs Admins of the group (talked about that with EU)
  - Webmaster transition meeting tomorrow (July 4th)
- Carmen Wong
  - For our meeting with the Deans next week: discuss our portfolios and introduce ourselves, how our goals align with their goals
  - Everybody read the Faculty of Science Strategic Plan (might take ~30 minutes to read - 6 pages)
  - Apply their strategic plan to ours, and our portfolios.
  - Does SUS want to collaborate on research night? Adam Ziada wants to make it a discussion of what we can contribute/what we can offer to become a partner in this event.
    - Who would be in charge of this event? Carmen may attend the Research Night meeting with presidents of clubs.
    - We come from a different place to approach this event as opposed to clubs. MISA, BPP, Biosoc and URO are going to the meeting.
    - NH: elected reps don’t work well with clubs. Wants to have a meeting with Club Presidents before the Clubs Orientation.
Need to set dates. CL is going to look into the emails.
- Common Calendar -> infrastructure there, just implementing that is the issue.

- Mohamed Shaaban
  - Started new system with Corporate Relations - an archive of what each person does.
  - Finished compiled reports explaining what each person does for Frosh, FirstWeek, Science Week – Total of 6 reports
  - Revamping Frosh and Science Week Sponsorship Package
  - List of potential on campus contacts with advantages, disadvantages, who will contact them etc. Once list is completed will bring to execs for approval.

- Madeline St. Onge
  - Attending a “How to Lobby to the University” session with the VP Academics
  - Working on coordinating prizes for Back to School Survey and compiling information

Next Meeting

The next scheduled meeting is **July 10th at 5:00 pm.**

Adjourn

The meeting was adjourned at 7:29 pm.