I. Attendance
   Kim Vu
   Chris Ng
   Helen
   Julia
   Ronan
   Julia
   harman

II. Call to Order

   The meeting was called to order at 6:01 PM.

III. Amendments to the Agenda

IV. Adoption of the Agenda

   Moved by Ronan, Seconded by Chris.
   “BE IT RESOLVED THAT the agenda be adopted as presented.”

   ...MOTION PASSES.

V. Introductions

   All those present in the Code and Policy Committee engaged in a round of introductions.

VI. Presentations

   Codifying Mentorship Working Group and Conference Working Group - Julia Chai, VP Academic
   
   ● Currently in the third year of this program. SUS has been partnering with GSS to pair up undergraduate students with graduate students to provide insights into grad student life and serve as mentees in undergraduate life.
   ● Meet monthly
   ● Alumni networking event, workshops throughout the year.
   ● Over the past years seen growth in this program.
- Overall 17 successful pairing in first year. Double growth in just a year.
- This year still in the progress of collecting data.
- Really unique program on campus → lots of mentorship program on campus, but none of it are pairing between graduate students and undergraduate science students.
- Valued and successful programs → increased attention and interest in this program both in mentors and mentees.
- The use of academic budget to help support the committee → re-allocate the money to the mentorship program.
- Hoping to propose a budget between 800 to 1000 dollars.
- Herman: We have a huge diverse field, including engineering, education, not just science. There are a lot of graduate students that had a different undergraduate pathways and is pursuing a different field in graduate school → added diversity.
- Ronan: What would the money be primarily used for?
- Julia: supplement workshops and events.
- Julia W: What time does it run from?
- Herman: November to April, will send out survey during final exams.
- Julia C: The timeline is what the committee does, but a lot of mentor and mentees still keep in contact over the summer.
- Chris: Is there a reason why first year is not included in the program?
- Herman: Originally when the program is created, made the pairing easier since second year and above have specialized study.
- Julia C: The graduate students’ fields are really specialized and first years are more about getting used to the transition to university.
- Herman: If they do not have a pair, they can still come to events to talk to other mentors etc.
- Gharbir: How are the turnout for events?
- Herman: It varies from year to year. Attendance is usually decent, but sort of disproportionate → More mentors than mentees. Second year we had a lot of returning pairs.
- Kim: If a student or mentor miss a deadline, can they still contact you to join?
- Herman: Still welcome them to join, not a lot of
- Julia C: sometimes do have to turn people away, but will still include them in events and such.
- Kim: Are GSS contributing any monetary funds to us?
- Herman: They were the primary organizer for an event, so we did not have to contribute much to that. A lot of graduate students want to get involved, some miss the opportunity in undergraduate → an opportunity for them. They can lead the students through a mock interview etc.
- Ronan: How do you get this program out?
- Julia C: Try to get this out through distillation, social media from our end. This year, maybe LinkedIn. GSS uses their own newsletter and facebook page.
- Ronan: In some more niched departments such as physics, they tend to latch on students, so maybe better idea to contact the student society. There is certain something to be gained. Need to tap in the resources from GSS.
Herman: We have a bit of diversity in the graduate students, so they can contact their respective departments. If you talk to the society, they will quite likely talk to you.

Julia C: Expanded a bit from last year. 4 coordinators and administrative assistant.

Ghurbir: Are the coordinators in charge of complaints from mentors or mentees?

Julia C: Yes, we deal with the administrative side of things as well.

Conference group:

- Networking with academia, industry etc.
- Some a lot of different conferences, but not a conference like Ignite that target for science students that help them with developing their professional skills and directions for career after graduation.
- SUS does have careers night and careers month and host speakers series, they are pretty similar to these External events.
- There needs to fill the gap between professional development and what UBC typically has to offer.
- Some of the workshop we had last year are about mental health, have academia and industrial representatives, resume and cover letter writing etc.
- Ignite was a pilot project last year, and was pretty successful.
- Hopefully by codifying the Ignite Conference as a working group or Ad-Hoc, can increase what Ignite can offer to students.
- Kim: To codify this type of working group after one year might be a bit too fast/premature. Might be more beneficial to see how it goes in January then come back to this. In terms of the uniqueness and what it can offer to students, I really do see the value of the conference. we
- Julia C: Our committee chair planned conference last year, so she already know about the grooves of planning the conference. They already know what workshops to do. What we plan to change this year is to have more individuals come to the gala after the conference and have more industry representatives to come. Something that we want to improve on is to have more individuals coming out and have more variety in workshops, have sponsorships. Having students coming to panels that are limited to life sciences but also other sciences as well. I do need to think of a way on how to get the budget.
- Kim: Did you have some sort of survey last year?
- Julia C: I did ask Jennifer, she hasn’t get back to me yet.
- Kim: My concern is about the amount of mental health type of workshops. Did take up a big portion, and some students do not really find it really helpful and skipped since they were looking for more professional development type of workshops.
- Julia C: Ignite focuses on personal development and whoever is leading the workshops to serve as guidance. What the industry and world has to offer in terms of career and more.
- Kim: Just in general, it might be a good idea to talk to Haiger about who she invited to her events, they might be beneficial.
- Julia W: For the workshops, who will be running the workshops?
Julia C: Some of our workshops are panels, have a few of industry professionals or research students, depending on what the workshop is about. We have two streams for students to focus on their study. Also had people from CO-OP to run workshops, but this year we are trying to get people from industry to run the workshops.

Kim: Do you have a set date for this conference this year?

Julia C: January.

Ronan: How much do you know about other students, say, physics and Astronomy has careers night, so how would this relate to this conference? How would you like to work with those departments?

Julia C: The Ignite conference is specifically geared towards professional development, and expand beyond what academia is. Have a balance between academia/research and industry.

Ronan: What are the roles of the people in the committee?

Julia C: Have a committee around 9 people. In order to more efficiently break down the role, we have people specifically for food, workshops etc.

Ronan: Creates contentious discussion between physics and astronomy presidents. Is there a balance being sought regarding the different departments being represented?

Julia C: This would be an issue for finding keynote speakers, but not so much for the workshops. Someone did life sciences research and is in academic, another person is in the industry. We try not to narrow down on one aspect.

Julia C: Would like to get a response as soon as possible so can start using the budget for both.

Kim: If you only have passing them in council, but not codified, can still have budget to spend. If the conference goes really well then can come back to this in January. Can use the success of the conference as a case in point.

Ronan: What the difference between having the working group codified or not?

Kim: Right now the mentorship program is under the discretion of the VP Academic. If the next VP Academic decides not to have this program, then it will not happen. If it is codified then it will be something that needs to happen every year.

VII. Approval of Minutes of Council/Committees

Moved by Julia W, Seconded by Ronan.
“BE IT RESOLVED THAT the following meeting minutes be adopted as presented:
CAPC 2018 11 13”

...MOTION PASSES.

VIII. Members-at-large
“Member-at-large—shall mean a Member who is eligible to serve in an appointed position by virtue of not being a voting member of Council and/or any Committee.”

“Member-at-large—shall mean a Member who is given the responsibility to serve in an appointed position as a non-voting member of Council and/or any Committee.”

- Kim: Our rationale is that Member-at-large is someone who is appointed by the VP, so might be a bit questionable to be able to vote.
- Ghurbir: It makes sense because all of you are part of SUS and are contributing to SUS, so it would not make sense if someone else that are just hired by the VP to be able to vote.

IX. Committee Motions

Moved by Julia W, Seconded by Ronan.
“BE IT RESOLVED THAT the Code and Policy Committee recommend to Council the changes in Article 13, Paragraph 1, Section iii and Article 12, Paragraph 4, section ii, Clause a.”

Note: This motion will replace Administrative Assistant with VP Administration

...MOTION PASSES.

Moved by Ronan, Seconded by Chris.
“BE IT RESOLVED THAT the Code and Policy Committee recommend to Council the changes in Article 7, Paragraph 2, Section a, Clause ii: the six (6) Program Representatives.

BE IT RESOLVED THAT the Code and Policy Committee recommend to Council the changes in Article 7, Paragraph 8, Section a, Clause ii: the four (4) Program Representatives.

BE IT RESOLVED THAT the Code and Policy Committee recommend to Council the changes in Article 7, Paragraph 10, Section a, Clause ii: the six (6) Program Representatives.”

Note: This motion will assign a composition number of program representatives to these committees.

...MOTION PASSES.

Moved by Ronan, Seconded by Chris.

“BE IT RESOLVED THAT the Code and Policy Committee recommend to Council the codification of the Mentorship Working Group.”

...MOTION PASSES.
Moved by Ronan, Seconded by Chris.

“BE IT RESOLVED THAT the Code and Policy Committee recommend to Council the changes in Article 1 for the definition of Members-at-large.”

Note: These members will still be able to motion but not vote on motions.

...MOTION PASSES.

X. Discussion Period

XI. Adjournment

Being no further business the meeting be adjourned at 18:56.