



AGENDA

AS Council Meeting

Tuesday, September 08, 2020, 5:30 PM

Virtual Meeting via Zoom

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1. Opening of the meeting
2. Motion to start the meeting
3. Motion to adopt agenda
4. Approving last meeting's minutes (N/A)
5. Question period
6. Council Updates – introductions and brief description of role on AS
  - AS President – Tony Li
  - Vice-President of External Affairs, Senior – Angela Salomon
  - Vice-President of External Affairs, Junior – TBD
  - Vice-President of Internal Affairs – Joseph Samuel
  - Vice-President of Academic Affairs – Pedram Akbari
    - and for Academic Coordinator - TBD
  - Vice-President of Finance – Kiera Liblik
  - Treasurer – TBD
  - Communication Officer – TBD
  - University Affairs Officer, Senior – William Khoury
  - University Affairs Officer, Junior - TBD
  - Social Affairs Officer - Alison Ross
  - Athletics Officer (2) – Linda Archila and Darwin Jimal
  - Global Health Liaison, Senior – Jessica Ho
  - Global Health Liaison, Junior – TBD
  - Student Initiatives and Research Officer – Zahra Haq
    - and for Student Interest Group Coordinator - TBD
  - Wellness Officer – Avneesh Banghu
  - Equity Officer – Christine Moon
  - First Year President – TBD
  - Second Year President – Jenn Campbell
  - Third Year Co-Presidents – Victoria Lee-Kim and Iku Nwosu
  - Fourth Year Co-Presidents – Josh Gnanasegaram and Rae Woodhouse
  - Past AS President -- Danny Jomaa
  - Speaker of Council/Chief Electoral Officer – Marielle Balanaser
7. Agenda Items:
  - AS President:
    - Policy statement regarding Student Representatives to the Admissions Committee (see attached)

8. Next meeting
9. Varia
10. Motion to end meeting



Meeting Minutes  
AS Council Meeting  
Tuesday, September 08, 2020, 5:30 PM  
Virtual Meeting via Zoom

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**1. Opening of the meeting (5:32 PM)**

○ **Attendance (20 members, 18 voting members)**

- Tony
- Marielle
- Linda
- Avneesh
- Joseph
- Jessica
- Alison
- Pedram
- William
- Victoria
- Kiera
- Angie
- Zahra
- Darwin
- Christine
- Danny
- Jenn
- Josh
- Iku
- Rae

**2. Motion to start the meeting**

- Mover: Tony
- Secunder: Angie

**3. Motion to adopt agenda**

- Mover: Kiera
- Secunder: Will

**4. Question period**

- Request to screen share agenda
- Request to go over Robert's Rules for new members

## 5. Council Updates – introductions and brief description of role on AS

- **AS President – Anthony Li**
  - Things are a bit different this year! We will have to adapt.
  - Discussion of what council updates are, and how to do them
  - Robert's Rules for Meetings
    - Sometimes too strict (we might not adhere to such strict rules)
    - Stay muted when not speaking
    - Be mindful of each other
  - Updates vs. Agenda Items
    - Agenda Items are for voting purposes
  - Speaker's List with 10 person limit
    - Comment in the public chat
    - Be aware of the length of the speakers list (try not to add your name to a list over 10 people)
  - CFMS
  - COVID related issues
- **Vice-President of External Affairs, Senior – Angela Salomon**
  - Representing Queen's on external bodies
    - Work with Ali for GAAC
  - Tony, Ali, Angie hosted intro to CMSA/CFMS for 2024s
  - OMSA -- call for subcommittee applications (due Sept. 18th)
    - Lots of positions available!
    - Currently marking sponsorship applications from Queen's
    - First exec meeting is on Sept. 13th (Talking about how admin has handled student concerns around COVID)
  - CFMS:
    - Fall call for subcommittees is due Oct. 5th
    - AGM on Sept. 19th (Angie, Tony, Pedram, Ali)
      - Can have delegation up to 15 people
    - Some elections
  - **Question:** Angie needs access to the 2024 list serve
- *Vice-President of External Affairs, Junior – TBD*
- **Vice-President of Internal Affairs – Joseph Samuel**
  - Working with UGME to come up with mentorship list (message VP Internal with any ideas on this topic)
  - Idea to get Jackbox subscriptions for every single mentorship group
  - Questions from VP Finance regarding only getting limited number of Jackbox subscriptions, and sharing them (this might be too chaotic)
- **Vice-President of Academic Affairs – Pedram Akbari**
  - *and for Academic Coordinator- TBD*
  - Advocating for students
  - Shifting from Examplify to a more uniform system?
  - Finding representatives for clerkship for second years (check with 4<sup>th</sup> Year Co-Presidents)
    - Looking to start AS position for this
  - Lots of curriculum changes happening with COVID

- Curriculum committees, etc.
  - Send ideas for advocacy to VP Academic
- **Vice-President of Finance – Kiera Liblik**
  - Dean's Fund
    - Have to spend all of this (gift from Faculty each year)
  - AS Operating Budget (student fees, doesn't change much each year)
  - No MedGames this year
  - Budget finalized this Wednesday
  - \$20 000 to reallocate
  - Need to get new plaque (liaise with Internal) for Dreamfund
- *Treasurer – TBD*
- **Communication Officer –TBD**
  - President discussed role of Communication Officer
    - Moderate FB group
    - Take and disseminate minutes (Speaker/CEO is doing this until CO elected)
    - Manage website
- **University Affairs Officer, Senior – William Khoury**
  - AMS fee for Queen's journal, which was removed when we moved to SGPS
  - Working with SGPS leadership along with Sarena and Jess to reimplement fee for every SGPS member moving forward
  - Orientation session for orienting incoming junior executive
- *University Affairs Officer, Junior - TBD*
- **Social Affairs Officer - Alison Ross**
  - Role in promoting QMed spirit through clothing and social events
  - Role in organizing clothing sale, Christmas toy drive, ski trip in February, AS formal at the end of the year
  - Much of this will be affected by COVID
  - Trying to adapt events to make them virtual, etc.
  - Need to decide on events and apply for funding by this week (set up meeting with VP Finance to do this)
- **Athletics Officer (2) – Linda Archila and Darwin Jimal**
  - Facilitating different athletic events for the classes
  - MedGames, MedLaw games
  - MedGames has been cancelled this year due to COVID
  - Focusing on virtual activities (virtual yoga, Strava running club, resources to direct people on ways to stay active)
  - Hoping to have clothing sales (intramural shirts, jerseys, etc.)
- **Global Health Liaison, Senior – Jessica Ho**
  - Role in liaising with CFMS about Global Health Initiatives, as well as Global Health subcommittee (Indigenous health, etc.)
  - Relays all this information back to AS
  - Health and Human Rights Conference (moved back from Nov to Jan)
    - Jan 16th to 17th, likely online (working title is: "Minority Health, Race and Rights")

- Can provide feedback on title
- *Global Health Liaison, Junior – TBD*
- **Student Initiatives and Research Officer – Zahra Haq**
  - *and for Student Interest Group Coordinator - TBD*
  - Motion to add Interest Group policy amendment to agenda
    - Mover: Angie
    - Secunder: Jess
    - Remove min and max hours so that these groups can still be ratified as interest groups
  - In talks with UGME about how the events can look for this year
  - Continue similarly to last year, except instead of 2 events per lunch hour policy, have 1 event per lunch hour, with all bookings through AS Zoom account
  - Ensure consistent programming so students don't need to choose which events to go to
  - Events are popping up on AS calendar
  - Issues with in-person events (not much response from UGME/status for in-person groups)
  - At this time normally, renewal forms and info sessions would already be done for Interest Groups, this year these will be done week of Sept. 21-25th
  - SIRO will send out all this information to interest groups
  - Process for submitting events to calendar → email SIGCO
  - SIRO is lead of research task force committee
- **Wellness Officer – Avneesh Banghu**
  - Working to develop wellness curriculum
  - Wellness committee so far has some second years (physical/nutritional, social/mental wellness)
  - Wellness Week → events related to mental health, social wellness, physical/nutritional, etc.
  - Yoga, cooking, etc. are set up in the evenings right now
  - Will be meeting with Dr. Fitzpatrick to discuss upcoming year and role
  - Creating a wellness document (sporadic info in terms of what is available)
  - Centralize these resources, make available to all students
- **Equity Officer – Christine Moon**
  - Portfolio has a focus on equity, diversity, inclusion (EDI)
  - Resource for students on EDI
  - Working w Ayla/Danny/Tony on EDI
  - Basic training for O-Week leaders this year
  - Training for AS and class council members in October
  - UGME was given list of demands from students regarding admissions policies regarding anti-black and anti-indigenous racism
  - Will wait to hear back with UGME's response
  - Looking at reforming student representative position for AdCom (agenda item)

- Has had lots of interest in opportunities for trainings and learning opportunities
- *First Year President – TBD*
- **Second Year President – Jenn Campbell**
  - Working with 2024s as they haven't elected their council yet
  - Worked with Miriam for O-Week (red/yellow/green zone questions)
  - Will send out weekly email until they elect their own class council
  - Doing weekly email for 2023s, setting up google form for submissions
- **Third Year Co-Presidents – Victoria Lee-Kim and Iku Nwosu**
  - Advocating for their class to UGME (clerkship start dates)
  - Going over COVID regulations with other presidents (interpretations)
  - Class started online, BAMS leaders were chosen
  - Will start BAMS in October
- **Fourth Year Co-Presidents – Rae Woodhouse & Josh Gnanasegaram**
  - Clerkship stopped, but has been back since June (on block 7/9)
  - Reintegrated in hospital quite well
  - CARMS deadlines have been pushed back to February, interviews will be virtual
  - 4th year roundtable (Canada-wide)
  - Pearls of Wisdom (last Friday for the new class) -- recorded on learning event
  - Keep an eye on students who shouldn't be in a clinical setting at Queen's (non-Queen's students), and let fourth year co-presidents know if this occurs
  - Maybe can help with 2<sup>nd</sup> year Clerkship Rep (VP Academic is working on this)
    - VP Academic will reach out to 4<sup>th</sup> year co-presidents about this
- **Past AS President - Danny Jomaa**
  - Advise/support where he can - working with Tony primarily
  - Reach out throughout the year if you need help
- **Speaker of Council/Chief Electoral Officer – Marielle Balanaser**
  - Main roles are chairing meetings and organizing elections.
  - Housekeeping
    - Notify Tony or Marielle if you need to be absent from a meeting
    - Please check the FB group for updates and information
    - Engage and participate in events organized by other council members
    - Be actively engaged [minimize other items on screen]
    - Try to have your camera on
  - Elections are currently ongoing for first year class council and AS council
    - Please be available to support/answer questions if candidates reach out to you
    - Positions with junior execs → look forward to having junior to work with and support

- Application based positions -- reminder that there are two (hopefully soon to be three) application-based positions, and senior officers will have to oversee the appointment process (after fall AS elections)

## 6. Agenda Items

### ○ AS President:

- Policy statement regarding Student Representatives to the Admissions Committee (see attached)
- Separating student admissions roles from voting AS roles and finance portfolios
- AS controls how student representative roles are chosen
- Kiera and Laura sat on admissions committee last year (VP Finance and Treasurer)
- Decouple role of AdCom from Treasurer and VP finance
- Give more opportunities for students not interested in student government to get involved in admissions
- Ensure that people who serve on admissions committee reflect values of AS (equity and diversity)
- Five member selection committee for this role
- This role has a two year term, every year a new member is selected, one remains from year previous (interview and application process)
- Kiera will be senior AdCom rep this year (role is grandfathered in) → she has experience on AdCom, can train the next person
- This idea has been proposed before
- Discussion about separating interview role from sitting on AdCom
  - VP Finance says AdCom isn't that much work until planning part (1 small part of role), makes sense to be same person
- Selection of the students for this role
  - Global Health Senior officer (question about why are they selecting candidates)
    - Due to work with global health committee (advancing equity related initiatives)
    - Equity related portfolio
    - Uni affairs as AS rep across campus, might be useful on selection committee
- Selection Criteria/Process
  - This is progress!
  - Application will be up as other positions
  - Content of Selection Protocol (asking for interest in position, why they are interested in serving on AdCom, share experiences in EDI work, lived experience, application will be assessed by these students followed by an interview)
  - Very important to have racial diversity on that committee (BIPOC)
  - Discussion about adding a BMSA representative to selection committee



- Will be discussed in more detail (general student will also be on selection committee)
- Review of written application is anonymized, but interview will not be (and students can talk about lived experience)
- Involving Queen's BMSA is important (should be put in writing)
- Indigenous rep inclusion as well? → ask 4 Directions, Indigenous health subcommittee for assistance
- There is already an Indigenous student stream (not sure how this would integrate)
- Motion to Amend Policy Statement (friendly from policy makers) → Motion to Table this Policy Statement pending further edits/review
  - Motion: Tony
  - Secunder: Will
- **SIRO:**
  - Interest Group Policy Amendment
  - Motion to suspend section 3.3 for the remainder of this year
  - Mover: Christine
  - Secunder: Kiera
  - Motion has passed
  - Majority blind vote carried out, 18 in favour, 0 opposed

### 7. Next meeting

- Meetings will be on Wednesdays at 5:30 PM for the remainder of the semester
- Our next AS council meeting will take place on Wednesday, Sept. 23<sup>rd</sup>

### 8. Varia

- Reminder from 4<sup>th</sup> year co-president Rae → class presidents should use google forms for class emails, Rae will send it to the chat (will discuss with 2<sup>nd</sup> year president
  - Class emails usually go out on Sunday
- Question about whether or not new AS officers will be at our next meeting
  - They will not be, as they will not be elected yet

### 9. Motion to end meeting (6:49 PM)

- Mover: Pedram
- Secunder: Joe

## **DRAFT POLICY STATEMENT FOR STUDENT REPRESENTATIVES TO THE ADMISSIONS COMMITTEE ROLE**

**Title:** Student Representatives to the Admissions Committee

**Originally Written:** July 2020

**By:** Laura Mantella, Kiera Liblik, Ayla Raabis, Christine Moon, Danny Jomaa, Tony Li **Last**

**Edited Date:** 02-SEP-2020

**Last Edited By:** Tony Li, Christine Moon

### Student Representatives to the Admissions Committee

#### **Background/Purpose**

The School of Medicine Admissions Committee reserves two seats for members of the medical student body, each serving a two-year term. The Terms of Reference for the Admissions Committee can be accessed [here](#).

The Aesculapian Society is responsible for selecting students to serve in these roles. For several years, these roles have been assumed by the Vice-President, Finance and Treasurer. The Treasurer is elected annually in the Fall semester and is typically a first-year student. In the subsequent year, the Treasurer automatically assumes the role of Vice-President, Finance. This structure meets the Admissions Committee's requirement for student members to serve a two-year term and ensures continuity such that the senior Student Representative (previously the Vice-President, Finance) can transition the junior Student Representative (previously the Treasurer) into the role.

Following student feedback and in light of the AS Commitment to Action on Anti-Black Racism, we propose a new structure for selecting Student Representatives that will prioritize principles of equity, diversity, and inclusion. As part of this restructuring, the responsibilities of the Student Representatives will be moved from the Vice-President, Finance and Treasurer roles to two new ex-officio AS positions. These positions will work closely with the Equity Officer to ensure that student input provided to the Admissions Committee emphasizes equitable admissions practices. As ex-officio positions, the Student Representatives will not be voting members of the AS. However, they will be encouraged to attend Council meetings and participate in Council activities.

#### **Description of Role**

This role is a two-year position selected by the President, Equity Officer, Global Health Senior Officer, and senior Student Representative immediately following the fall elections for the non-executive AS council. These individuals will also select a member of the General Body by application on the basis of interest and/or work in admissions or equity to serve on the selection committee. For the 2020-2021 term, the Vice-President Finance will be the senior Student Representative. Thereafter, it will be the second-year Student Representative. Selection will be based on blinded review of a written application, facilitated by the Chief Electoral Officer, and an interview.

Representatives cannot have an actual or perceived conflict of interest, and must declare a conflict of interest to the Admissions Committee should one arise, in which case they would be asked to step down early. Should the selected representative know of a potential conflict of interest that could arise anytime during their two-year term, they shall recuse themselves from the Admissions Committee prior to starting their term so that they may be replaced by another student member, selected through the same process, who will be able to serve the full two years.

The Student Representatives will have the following responsibilities:

1. Act as a representative for the medical student body on the Admissions Committee
2. Hold equity, diversity, and inclusion as key priorities
3. Advocate to the Admissions Committee for admissions practices that prioritize equity, diversity, and inclusion
4. Stay informed of current Admissions practices, changes to Admissions policies, and current social/political issues impacting Admissions
5. Organize the annual interview process, including scheduling student training and interviewer time slots
6. Report regularly to the AS as appropriate to their confidentiality agreements, through the Equity Officer