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AGENDA

AS Council Meeting

Wednesday, September 23, 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
5. Question period
6. Council Updates
  - 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
    - Review of 2020/2021 Dean's Fund
  - 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 – Molly Cows
  - 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)

- Honorary President Selection Plan
8. Next meeting
  9. Varia
  10. Motion to end meeting



Meeting Minutes  
AS Council Meeting  
Wednesday, September 23, 2020, 5:30 PM  
Virtual Meeting via Zoom

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

• **Attendance (21 members, 19 voting members)**

- i. Marielle Balanaser
- ii. Tony Li
- iii. Zahra Haq
- iv. Joseph Samuel
- v. Linda Archila
- vi. Pedram Akbari
- vii. Jessica Ho
- viii. Avneesh Banghu
- ix. Molly Cows
- x. William Khoury
- xi. Christine Moon
- xii. Jenn Campbell
- xiii. Alison Ross
- xiv. Iku Nwosu
- xv. Darwin Kimal
- xvi. Victoria Lee-Kim
- xvii. Danny
- xviii. Rae Woodhouse
- xix. Angie Salomon
- xx. Kiera Liblik
- xxi. Joshua Gnanasegaram

**2. Motion to start the meeting**

- Mover: Angie
- Secunder: Christine

**3. Motion to adopt agenda**

- Mover: Will
- Secunder: Christine

**4. Approving last meeting's minutes**

- Mover: Tony
- Secunder: Joe

## 5. Question period

- No questions.

## 6. Council Updates

- **AS President – Tony Li**
  - Website has been updated (by Shika Patel)
  - Pictures from Elentra have been used
  - Hopefully can take group AS photo soon
  - All year Town Hall coming up (ensure consistency of information)
  - AGM soon -- will allow for constitutional changes
  - New AS members soon!
  - Meeting with new manager of Equity Office (w/ Christine) tomorrow
  - Moving one of the AS meetings a little later
  - Things are going well!
- **Vice-President of External Affairs, Senior – Angela Salomon**
  - **OMA:**
    - Dr. Samantha Hill is doing President's tour and wants to stop in (we have adjusted our AS meeting to accommodate this)
    - She will be in Kingston the week of November 25th
    - 5:00 PM is too late for her to meet
    - She has requested to meet at an earlier time
    - Options for meeting are to start our AS Council meeting at 4:30 PM or to hold an extra lunchtime meeting sometime that day
    - CE Tutor meetings for 2023s until 5:30 on Nov. 25<sup>th</sup>, so having it at lunchtime might be a better option
    - **Motion to move to this discussion to a vote in the Agenda:**
      - Mover: Angie
      - Seconder: Tony
    - OMA ambassador program (Due Sept. 28th)
    - OMSA day of action = Public Health Funding
    - Delegate applications are open (Nov14/15) -- training (16-19 = meetings with MPPs to advocate for specific asks still under development)
    - Clerkship Kits
      - Idea to have pronoun buttons for clerks?
      - Discussion around purchasing buttons and including them in these kits
      - VP Finance -- do proposal paragraph along with the cost to get approval
      - **Speaker's List:**
        1. Christine: Maybe don't get three buttons for everyone, just find out pronouns people use?
        2. Angie: Logistics, wait until January to distribute
        3. Kiera: Level of comfort in asking; also if it's pickup, can allow people to pick whichever buttons they want

4. Iku: 3rd years can pick up during red zone from NMB (this might not work though), maybe put box in way on 132 (also may not work?)
  5. Rae: get lots of buttons, if we have extras that's okay
- **CFMS AGM**
    - Elected Ontario regional directors (they will attend our meeting at one time) -- Mary (Mac), Jessica (Western)
    - Recently released Health Human Resources Platform (specialty planning -- all across the country) -- lots of information for clerkship planning!
  - *Vice-President of External Affairs, Junior – TBD*
  - **Vice-President of Internal Affairs – Joseph Samuel**
    - Mentorship groups are all sorted out, everything should be in order for setting up virtual events
    - Probably won't have big trivia mentorship night -- series of trivia nights throughout the year with prizes
    - Looking into awards
  - **Vice-President of Academic Affairs – Pedram Akbari**
    - *and for Academic Coordinator - TBD*
    - UGME is going ahead with letting clerks write end of rotation exams at times that suit them
    - Looking at how prosecution for 2023s will go ahead -- still not really sure what is happening with this (low priority for UGME)
  - **Vice-President of Finance – Kiera Liblik**
    - Reimbursements are up and running
    - Dean's Fund budget approved -- must use funds as allocated in the first semester, or we will lose second term funding
    - Can send an email to VP Finance with ideas on spending money (interest groups, etc.)
    - **Review of Dean's Fund:**
      - Total budget remained the same
      - Health and human rights conference = the same budget
      - Wellness absorbed \$1000, will go towards COVID related wellness events (care packages, etc.)
      - Athletics absorbed \$5000 from MedGames being cancelled (cross country ski trip this year, subsidized)
      - Global health has increased budget for ASL workshop
      - Social gained \$2000 (maintaining AS Formal line, and MVN, hopefully these events can take place)
      - Mentorship has maintained full funding (\$130 per group), events throughout the year, no fall mentorship barbecue to end of school year event
      - Equity has a budget for the first time this year -- Four Directions Workshop, EDI trainings, conflict resolution training, partial funding for ASL workshop

- Conference/Travel budget has been cut in half
- ASIG is increased (IGs should buy supplies, try special projects)
- Barry Smith Symposium funding cut this year
- Still funding room for special projects!
- *Treasurer – TBD*
- *Communication Officer –TBD*
- **University Affairs Officer, Senior – William Khoury**
  - SGPS council met last week
  - Incoming Jr. will attend their first senate meeting on Tuesday
- *University Affairs Officer, Junior - TBD*
- **Social Affairs Officer - Alison Ross**
  - Clothing sale underway (call for clothing designs) -- submit new designs
  - Lots of suggestions on FB post -- try to expand what we can order
  - Discuss with PrimeTime (Spencer) -- clothing supplier
    - Meeting in two weeks to discuss logistics
  - No in person try-ons (people can estimate size)
  - In contact with 1<sup>st</sup> year Pres and 1st year social reps (2024 class crest process - finalized by Oct. 5th)
  - In contact with preclerk social reps -- will set up meeting to liaise and bounce ideas for social events
  - Worked with VP Finance to rework social events offered in the new year (local cross country ski trip to replace Tremblant ski trip)
  - Add in big all-year event (House Cup) -- virtual event
  - All-year trivia competition in the new year with prizes
  - Hoping to keep AS Formal as is
  - **Speaker's List**
    1. Pedram: Same provider as last year? YES (already has designs on file, etc.)
      - a. Wondering if Spencer has higher quality clothing items available (embroidery instead of plate)?
      - b. Will we be able to have class specific items?
      - c. Ali: Spencer sent list of what we have ordered in the past -- at the meeting Ali will go over this in more detail, he has tons of different items that can be printed or embroidered (can improve quality hopefully), reach out to Ali with specific ideas, etc.
    2. Kiera: reminder about paying via VP Finance and Treasurer (not e-transfer)
    3. Iku:
      - a. Stick with Spencer, he is licensed to print Queen's branding
      - b. Most of the items that could be embroidered are embroidered
      - c. Patagonia sale is better for people who want high quality stuff
      - d. Clothing sale should have affordable items!

- e. Year related items are hard (not enough people ordering individual class items -- price goes up)
- **Athletics Officer (2) – Linda Archila and Darwin Jimal**
  - Intramural shirts -- have arrived, need to figure out pick-ups for shirts
  - Talking with class athletics reps to have people pick up clothes outside
  - For 2022/2021 -- set up times individually
  - Also have confirmation from UGME about intramurals
    - Similar to gym policy
    - Can't dictate what we do during red and green zones, but they strongly discourage it
    - Email has been posted on FB (closest to a formal statement we have)
  - First Yoga session last Sunday
  - Working on payments to get the next 12 weeks out
  - QRS race was a success (lots of runners) -- funding approval for gift cards, future races planned
  - Have a virtual workshop series -- hoping to get speakers (10-15 min interactive talk)
- **Global Health Liaison, Senior – Jessica Ho**
  - Info session for recruitment for Jr execs and standing committees happened recently
  - Working on ASL workshop in the fall (October/November)
  - Still organizing Health and Human Rights Conference (collaboration from Indigenous Health IG, and BMSA)
  - CFMS
- *Global Health Liaison, Junior – TBD*
- **Student Initiatives and Research Officer – Zahra Haq**
  - *and for Student Interest Group Coordinator - TBD*
  - IG Applications (renewal forms were due this week) -- will be reviewed this week
  - Contingent on ASIG meeting (official renewal of IGs)
  - New IG applications are out (posted on FB)
  - Programming will be different -- want to avoid overlap with other groups
  - Funding applications have been released
  - IG presentation on Friday (will move SLP and AEP recruitment to another day)
  - Meeting to discuss SLP and AEP admin and funding
  - Speaker's List:
    1. Jess: AEP's -- be a part of the formal AEP info session (don't organize your own, don't want to confuse people)
    2. Angie: Can only do one AEP (unsure about SLP)
    3. Rae: Only 1 AEP can show up on transcript, but you can do more
- **Wellness Officer – Avneesh Banghu**
  - Wellness week started on Sept. 20th -- 27th
    - Attendance has been strong (especially for QMed Yoga)

- Working with new accessibility subcommittee to make events accessible (Ex. Running workshop -- hosting a walking session at the same time)
- Email to Dr. Fitzpatrick to discuss how wellness works this year (will schedule a meeting with her)
  - Will meet soon
- Wellness Roundtable with wellness officers from different schools across Canada
  - CFMS connect = group on FB to share wellness ideas and initiatives
  - Presidents -- let your class know that this group exists!
- Welcomed first year wellness rep (Christine Cash)
- Applications for first year wellness committee members
- **Equity Officer – Christine Moon**
  - Working on securing mandatory training dates (2 dates -- 1 for class council, 1 for AS)
- **First Year President – Molly Cows**
  - Class council meeting tonight, setting goals
  - Plan for red zone
  - Morale is a bit low :(
  - Help transition class during red zone
- **Second Year President – Jenn Campbell**
  - Liaising with UGME on behalf of 2023
  - Liaising with wellness rep Jenn
  - Clinical skills groups can socialize during red zone (close contact)
  - Collected top questions from QMed Town Hall, given to Tony
  - Worked with 2 professionalism reps - talked to UGME, found solutions, picked the one which did not need red zone testing
  - Wellness meeting w Drs. Sanfilippo/Fitzpatrick Friday
    - Google form for class to fill out anonymously
    - Letting them know where our class is at in terms of Wellness
    - Unsure what meeting will be like as of yet (general wellness discussion relating to our class, field questions from our class)
- **Third Year Co-Presidents – Victoria Lee-Kim and Iku Nwosu**
  - 2nd week of extended C1 (every week is a different theme)
  - Started yellow zone
  - Questions about yellow zone testing (for town halls)
  - Class figuring out clerkship schedule -- starting in January which is delayed
  - New schedule last week, but it didn't allow for block swaps, and the orders were completely different (needed to ask class to rerank/swap/figure out new schedule)
    - This was sorted out today
  - Hopefully schedules and locations coming out in the next few weeks
  - Reach out if you need ideas for fun socials!
  - Welcome back Zoom social last week (stories from summer, multiple choice game)



- **Fourth Year Co-Presidents – Josh Gnanasegaram and Rae Woodhouse**
  - Finishing block 7 currently
  - Had a Town Hall this week
  - Reach out with questions about rotations/streams/locations
  - Collected testimonials about different regional sites (given to Dr. Guerin) -- can give to 3rd years
- **Past AS President -- Danny Jomaa**
  - AS Report to AdCom
  - Expecting to hear more publicized response to changes in the coming months
  - Making slow progress, but it's coming along
- **Speaker of Council/Chief Electoral Officer – Marielle Balanaser**
  - Welcome to our newest AS Council member, First Year Class President, Molly -- congratulations!
  - Voting for fall AS Council elections are currently ongoing, so please vote if you have not already done so, and encourage others to vote
  - For those who have junior positions, be prepared to welcome them this Friday when results are announced
  - Please note that a By-Election is currently ongoing for the role of Communications Officer, nominations will be open until this Friday at 12:30 PM, and voting for AS Council members will open on Monday the 28th -- will post about this in the FB group, so just keep an eye out for that
  - Selection of application based positions should be done ASAP, for those who oversee this selection, please send me your application questions so that I can create a Google form, open up those applications and oversee the blinded stage (where applicable)
  - The AGM has been scheduled for October, 21st at 5:30 PM
  - Governance Committee Members, keep an eye out as I will be sending out a Doodle poll shortly to schedule our pre-AGM Governance Committee Meeting
  - Just a clarification that Agenda Items are primarily meant for when people wish to provide a long update about something, get feedback from council, or to move a motion, and especially anything that requires voting
  - Meeting schedule for the semester has been released
  - We will take breaks in meetings on an as-needed basis going forward

## 7. Agenda Items

- **AS President:**
  - **Policy statement regarding Student Representatives to the Admissions Committee (see attached)**
    - Major changes were made to description of role
    - See attached draft statement for changes
    - Speaker's List:

1. Josh: What is the goal for this position? Seems to be a student voice in general -- there seems to be an increase in expectations surrounding equity advocacy (is this too much of a burden?), maybe offload part of this role to equity officer? Indigenous subcommittee -- does this include indigenous students all the time?
  2. Danny: Role on admissions committee -- spearhead equity related updates to the admissions process hasn't been successful so far
    - a. Changing up students on AdCom has been around for awhile -- need to have a say in advancing equity related policies and practices (encourage AdCom to see importance of these contributions)
    - b. Will be a bit of a work in progress at the beginning
    - c. Potentially forming a committee to advise AdCom on equity related issues (students would be a part of this group, but not solely responsible for it)
  3. Jess: Indigenous health rep might not be Indigenous
  4. Iku: This is a priority due to QUARMS decision that was made this summer without consulting black/indigenous stakeholders
    - a. Admissions is the most important way to change the composition of classes
    - b. Student rep sitting on AdCom should have equity as a priority
  5. Kiera: Important to establish that it is not solely the student reps committee to be in charge of admissions decisions (vote is involved)
    - a. It is a big responsibility, their responsibility to represent student voice, but not to change admissions
  6. Christine: Very important for culture and safety of medicine
    - a. Not an expectation that a student would be reversing racism and colonialism
    - b. Having more emphasis and focus on EDI issues and perspectives of equity
- **Motion to vote on Policy Statement on Student Representatives to Admissions Committee passed**
    - **Vote: 17 in favour, 1 opposed, 1 abstention**
    - **Motion passed**
  - **Honorary President Selection Plan**
    - AS has had an honorary president who is selected every 2 years (Dr. Moffatt previously)
    - New Selection process for new honorary president

- Supposed to happen in Spring election, but is easily missed since it happens every two years
- Attend AS meetings as non-voting member, etc.
- **General Plan:**
  - Lectureship award style selection for new honorary president
  - Take nominations from student body, reach out and ask if they would be willing, ask AS council to vote on this
  - Tony can draft Policy Statement to make sure this is more structured moving forward
  - **Speaker's List:**
    1. Will: Write it up so that we can evaluate more closely? (Tony will do this)
    2. Rae: See merit in letting students be involved, but ultimately it is AS council who has to work closely with this individual (president and speaker), it needs to be someone AS really wants to be involved (decision has to come from AS council)
      - a. Final decision should stay with AS
        - In the past, AS Council gave suggestions, then asked the faculty member, then she was ratified
        - If the person is a past QMed grad, they are already an honorary AS member and don't have to be voted in
      - b. Tony: Decision will stay with AS, will draft something up and work with Will
- **VP External:**
  - Discussion about meeting with OMA President Samantha Hill: lunchtime talk at 12:30 OR moving Nov. 25<sup>th</sup> AS meeting earlier (at 4:30) (if not during council meeting, sometime during the week of Nov. 25<sup>th</sup>) -- Dr. Hill and CEO of OMA
  - **Speaker's List:**
    - Danny: CE Meetings might not be scheduled in the timeslot, more people might be free than expected (30 mins before usual meeting time might be nice to have AS people present!)
  - **Motion to vote to have meeting with Dr. Hill at 4:30 PM on November 25<sup>th</sup> (against = during lunchtime in that week)**
    - Mover: **Angie**
    - Secunder: **Will**
    - **Vote: 17 in favour, 1 opposed, 1 abstention**
    - **Motion passed**

## 8. Next meeting

- Wednesday, Oct. 7<sup>th</sup> at 5:30 PM on Zoom
- 1.

**9. Varia**

- No other business to discuss.

**10. Motion to end meeting (7:01 PM)**

- Mover: Angie
- Secunder: Kiera

**Title:** Student Representatives to the Queen's School of Medicine Admissions Committee

**Originally Written:** July 2020

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

**Last Edited Date:** 22-SEP-2020

**Last Edited By:** Tony Li

### Student Representatives to the Admissions Committee

#### **Background/Purpose**

The Queen's 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 (AS) 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 a panel consisting of the President, Equity Officer, Global Health Liaison Senior, and senior Student Representative immediately following the fall elections for the non-executive AS council. This selection panel may also include two additional members, one from the Queen's Black Medical Student Association (BMSA) and one from the AS Indigenous Health (IH) subcommittee. An invitation will be extended to the BMSA and IH subcommittee to each provide a representative for this selection panel at least one week prior to the fall elections for the non-executive AS council.

For the 2020-2021 year, the Vice-President Finance will act as the senior Student Representative in order to ensure a smooth transition of the junior Student Representative onto the Admissions Committee. Thereafter, it will be the second-year Student Representative. Selection of the junior Student Representative will be based on blinded review of a written application, facilitated by the Chief Electoral Officer, and an interview with the 4-6 person selection panel.

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