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AGENDA

Council Meeting #1

Wednesday, September 26, 2018, 5:30pm

CSC (Sim Lab) 200, New Medical Building, 15 Arch Street, Kingston, ON

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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 – Rae Woodhouse
  - Vice-President of External Affairs, Senior – Craig Rodrigues
  - Vice-President of Internal Affairs – Jonathan Cook
  - Vice-President of Academic Affairs – Avrilynn Ding
    - and for Education Committee Vice Chair
  - Vice-President of Finance – Claire Moura
  - Vice-President of External Affairs, Junior – Charles Paco
  - Communication Officer – Shubham Sharma
  - Treasurer – Laura Mantella
  - University Affairs Officer, Senior – Courtney Leach
  - University Affairs Officer, Junior - *Vacant*
  - Social Affairs Officer - *Vacant*
  - Athletics Officer (2) – Noah Liberman and Emma Spence
  - Global Health Liaison, Senior – Sharon Yeung
  - Global Health Liaison, Junior – Cara Van Der Merwe
  - Student Initiatives and Research Officer – Tania Yavorska
    - and for Student Interest Group Coordinator
  - Wellness Officer – Lori Minassian
  - Equity Officer – Alan Huynh
  - Speaker of Council/Chief Electoral Officer – Lauren Wierenga
7. Agenda Items:
  - AS President:
    - Meeting structure
    - By elections update
    - Library committee nomination
    - Tuition task force

- AGM update
  - CaRMS webinar info
  - Vice-President of Academic Affairs:
    - Technology education in curriculum
  - Vice-President of Finance:
    - Budget 101
8. Next meeting
  9. Varia
  10. Motion to end meeting

## 1. Opening of the meeting

## 2. Motion to start the meeting

- Motion to start meeting [Lauren, 2<sup>nd</sup> by Rae] – 5:35 PM

## 3. Motion to adopt agenda

- Motion to adopt the agenda [Lauren, 2<sup>nd</sup> by Claire]

## 4. Approving last meeting's minutes (N/A)

## 5. Question period

## 6. Council updates – introductions and brief description of role on AS

### - AS President – Rae Woodhouse

- Rae: Main liaison b/w AS and faculty (sits on various faculty councils)
  - Likes Iceland
  - Met 2x with Reznick since September
  - Met with Sanfilippo
  - 1 MD pec meeting – absence policy, quarms, progress and promotions
  - Request sent for everyone to get email addresses – using qmed emails for the timebeing
  - Attended CFMS this past weekend
  - Will work with Lauren to run next elections

### - Vice-President of External Affairs, Senior – Craig Rodrigues

- Craig: Represent different council bodies that help med students across Canada (eg. CFMS, OMSA); liaise with other
  - Eg. Advocate for match crisis, student fees
  - Likes Norway (went in June, feels like Toronto)
  - Because everyone in med school isn't technically OMA member – if everyone who is voting for VP Externals isn't an OMA member
    - Only inviting OMA members to rerun elections
  - CFMS: medical students suicide policies (position paper approved), housing initiative and letter of support (make sure housing is a human right in Canada) – contact Craig for any additional info

### - Vice-President of Internal Affairs – Jonathan Cook

- Jon: Deals with building management, mentorship program, QMed buddies, course awards (now and end of each term)
  - In the middle of mentorship drive – need more mentors
  - Meeting with Dr. Fitzpatrick to talk about it
  - Looking for resident mentors
  - Having nominations out for Term 2B and 3B course awards for last year – will have updates (will give them in AGM in middle of October)

### - Vice-President of Academic Affairs – Avri Lynn Ding

- and for Education Committee Vice Chair

- AvriLynn: Represents all Queen's UG students to all committees (8 in total) – will be assisted by vice-chair (to be elected); represent academic side of students to CFMS (holds round table every month); meet with all the curricular reps to get an idea of issues
  - Likes going back to China
  - Student assessment committee (deals with how we get tested/evaluated)
    - Pros and cons of posting on each course page what assessments are required and how to make up for it (debating the level of detail)
  - Program evaluation committee (clerks complete about pre-clerk curr and residents complete about clerk curr)
    - Talk about how to incorporate the longitudinal surveys
  - Attended CFMS – had discussion on electives cap (will likely affect 2021 and 2022)
    - It has been suggested in the discussion that MSPR (different in every single school – no standardized format)
      - Report that will be passed in end of Oct (about standardizing Dean's Letter so med schools know what to expect)
  - Will be attending curriculum committee meeting tomorrow
    - About clerk assessment, videocaptured recordings

#### - Vice-President of Finance – Claire Moura

- Claire: Deals with budget, money, funding – emailed people who have money in the budget
  - Went to Portugal this summer
  - Will have discussion later about reimbursement process
  - Will be presenting our budget and last year's budget at the AGM

#### - Vice-President of External Affairs, Junior – Charles Paco

- Charles: Welcome!

#### - Communication Officer – Shubham Sharma

- Shubham: Iss me!!
  - Make sure MedTech community and AS external website is up to date
  - Contact me if you need any announcements put up on the page or need to set up a PayPal link for any event

#### - Treasurer – Laura Mantella

- Laura: Welcome!

#### - University Affairs Officer, Senior – Courtney Leach

- Courtney: Attends AMS assembly meetings with the entire UG committee, interprofessional rep (sits on meetings)
  - Still looking for a Jr – a bit different than the Sr position
    - Jr will sit on the senate and will sit on AMS as Sr next year
    - Jr serves as backup for AMS assembly meetings

#### - University Affairs Officer, Junior – Vacant

#### - Social Affairs Officer – Vacant

### - Athletics Officer (2) – Noah Liberman and Emma Spence

- Noah: Plan athletic events (MedGames, MedLaw Games, pre-clerk cup)
- Emma: Already distributed a lot of intramurals T-shirt
  - Will have info about MedGames on start of October
  - Will have pre-clerk cup events before winter break
  - Soccer organized for Oct 17

### - Global Health Liaison, Senior – Sharon Yeung

- Sharon: sits on office of GH with Dr. Walker
  - Restructured so 4 working groups that fall under GH committee
    - Leads and exec members for each committee
  - Have discussions with Dr. Sanfilippo and Dr. Joneja
  - Host events pertaining to GH
  - Almost finished selecting the working members for all the groups
    - Will have meeting in Oct with all the members
  - Another role is to liaise with other GH liaisons at other schools
  - [Avrilynn asked for update on Poverty Challenge]
    - It's being significantly changed – the big reveal at the end will now be a premise of the experience
    - Still a simulation aspect, but significantly different
  - GH carousel is being worked into the curriculum

### - Global Health Liaison, Junior – Cara Van Der Merwe

- Cara: Welcome!

### - Student Initiatives and Research Officer – Tania Yavorska

- and for Student Interest Group Coordinator
- Tania: Student initiatives (interest groups) and research
  - Makes sure everyone (interest groups) is following guidelines (in the constitution) and deals with funding for them
  - Will be hiring another person
  - Research aspect of the role was introduced last year – bring more opportunities to students here
    - Task force created last year with a few students

### - Wellness Officer – Lori Minassian

- Lori: 2 major aspects – help with development of Wellness curriculum (2 workshops – half-day things; talked with Dr. Fitzpatrick to organize/make changes based on feedback); heads the wellness committee (in charge of running wellness events – one big thing is Wellness month which happens in Jan/Feb)
  - Will be meeting with 2 Wellness Reps tomorrow (1<sup>st</sup> and 2<sup>nd</sup> year)
    - 2 physical health leads and 2 social/mental health leads also sit on the Wellness committee
  - Have been meeting with Dr. Fitzpatrick to talk about the Wellness curriculum
    - Seems to be quite a bit of resistance from the faculty with making changes to the Wellness curriculum

- Also working with Dr. Sanfilippo – interested in gauging student wellness (working on something)

#### - Equity Officer – Alan Huynh

- Alan: Totally new role implemented into AS
  - Will be working with Claire on ASIG committee
  - Will be representing AS on diversity panel – will talk to Dr. Joneja
  - Accessible on the topic of equity
  - Play a role in organizing anti-O-week training and equity training for next year's Frosh leaders

#### - First Year President – Andriy Katyukha

- Andriy: brings in concern of 1<sup>st</sup> year class and oversee what class council does
  - Having submissions for class crest
  - Working with VP to put call out for interview video

#### - Second Year President – Josh Gnanasegaram

- Josh: people trying to figure out what to do – waiting for transition docs

#### - Third Year Co-Presidents – Cale Templeton and Julia Mildner

- Julia: co-president for 3<sup>rd</sup> year
  - Started clerkship in Monday

#### - Fourth Year Co-Presidents – Stella Tung and Adam Searle

#### - Speaker of Council/Chief Electoral Officer – Lauren Wierenga

- Lauren: chairs meetings, sending out agenda, booking rooms for meetings and sets up snack schedule
  - Will be sending out call for nominations for by-elections

### 7. Agenda Items:

#### - AS President:

- **Meeting structure**
  - Meeting structure: 5:30-7:30 meeting on Wednesdays
  - Lauren will send out agenda call on Sunday mornings and we will get the agenda on Tuesday
  - Updates are purely factual (clarification allowed during updates) vs. discussion points (moved after updates)
  - Let Lauren and Rae know if anyone will be missing meetings (Lauren will read your updates on your behalf)
  - Explaining motions and seconding motions
  - Explaining voting (yes, no, abstentions)
  - Explaining motion to go on-camera (discussions in-cognito)
  - Question about how to make minutes accessible – present on Medtech community, but figure out how to make it more accessible to people (on facebook/class emails?)
- **By elections update**
  - Education committee coordinator call-out

- Selection committee will be Lauren, Tania and Rae for SigCo and Lauren, Avri Lynn and Rae for EdCom
- Lauren will have nominations info sent out on class email and then on Facebook
- **Library committee nomination**
  - Send rep to library committee – apparently under Jon's portfolio
  - Motion to put Jon on committee [Rae, 2<sup>nd</sup> by Jon]
  - Citations, student art projects, library space planning
  - Jon can ask Jon Tran about it (if he sat on it last year)
- **Tuition task force**
  - At the most recent 3<sup>rd</sup> year town hall with Dr. Sanfilippo
    - Why do we pay same amount in 1<sup>st</sup> and 2<sup>nd</sup> year as in clerkship
    - Discussion about backlogging into latter years
    - Sanfilippo and Reznick support it if we can put forward a well-written proposal – Reznick will move it forward to the Provost
  - QUESTION Cara
    - Could be an issue for students who rely on student loans – yearly cap
    - RAE - this has been brought forward and looking into how to manage it
  - QUESTION Lori
    - Would it be implemented for everyone or opt-in/out?
    - COMMENT Jon
      - Will be something like 20-20-30-30
  - QUESTION Avri Lynn
    - Are any other schools doing something similar?
    - COMMENT Rae
      - Don't think so
    - Surveying students?
      - RAE
        - Committee still in early stages – will put it forward to students later
    - Avri Lynn: Expenditures skyrocket during clerkship anyways (rotations, accommodation, etc)
      - Adding extra tuition during those years will make it go even higher
      - Financial planning will need to be emphasized
  - COMMENT Craig
    - Can put forward something and try to see if other schools have tried it
  - COMMENT Claire
    - SOM should be taking the lead rather than us doing the grunt work, b/c we are just class council and they would have access to/connections with accountants and other financial people
- **AGM update**

- AGM update – on Oct 17 – can't be pushed
- Opportunity for us to pass motions that will change our constitution
  - Lauren will put a call out for Governance committee
  - Let Rae + Lauren know about any changes/flaws you want to discuss
- Cale will be addressing as past AS president
- CLAIRE – we can still change the constitution in Spring AGM
- EMMA – motions just being put forth to change it or voting will happen then too?
  - RAE – will vote then and there too (anyone can vote during that meeting, even general members)
- Policy statements can be changed at any council meetings with 2/3<sup>rd</sup> majority
- SHARON – is the most updated constitution available online?
  - RAE – yes, along with the most updated policy statements (on AS MedTech community)
  - TANIA – most updated one online is from May 2017
  - RAE – will send to SHUBHAM who will upload it online
- **CaRMS webinar info**
  - Electives webinar info tomorrow – very last minute (made available by another school president)

#### - Vice-President of Academic Affairs:

- **Technology education in curriculum**
  - Technology education in curriculum – AVRILYNN
  - Panel with CMA president and Joule (company that CMA started whose goal is to get physicians get involved with entrepreneurship + train medical trainees to get more familiar with technology in healthcare)
  - Lack of technology education in our curriculum being brought up
  - Other schools are trying to incorporate more technology education
  - Topic of discussion: Should she take this on as one of the initiatives this year? As in ask course directors and discuss this in next curriculum meeting
  - Joules is developing an online course teaching us what different types of technologies are used in healthcare
  - TANIA – is Joules non-profit?
    - Not sure
  - Will ask other schools at VP Academic round table what they're doing
  - COURTNEY – other things in our agenda and a lot of changes happening so it'll complicate things; let more recent changes stabilize; maybe wait a few years
  - JOSH – will it be telling us what technology is available or teach us how to use it?
    - A bit of both
  - SHARON – check with clerks if they have had trouble using technology in hospital and try to frame education around that as opposed to introducing it to pre-clerks
  - TANIA – maybe not something that needs to be immediately advocated for (speaking based on judging general interest as Innovation in Medicine interest group exec)
  - RAE – might work best if put in C1 curriculum, right before clerkship



### - Vice-President of Finance:

#### ▪ Budget 101

- Budget 101 – CLAIRE
- We have \$58,000 line as AS for Dean's budget – We don't hold on to that money
- We don't have any money, works on a reimbursement basis (spend money up front and get it back later)
- We have different lines for finance – may be general or specific (eg. ASIST line can only be spent on ASIST training)
- No roll-overs, if we don't spend it – it just goes away
- If it's a Dean's fund line, use the form
  - Need original itemized receipts
  - We submit it to finance office, so if don't have original, it can be difficult/unlikely
- LAURA will take the forms from the box every week
- AMS gives us \$23 for every student – around 10K total
  - We hold on to that money, if not used up
- ANDRIY – what decides the 58K – where does the unused money go?
  - CLAIRE – went on a wild goose chase trying to figure that out but kept getting forwarded in circles, just know that it goes away (maybe comes from some endowment)

### 8. Next meeting

- Next meeting – next Wednesday: starts at 6:15 PM after the lectureship

### 9. Varia

- RAE - MD PEC
  - Rae, Dr. Sanfilippo and other stakeholders for MD program
  - Got data for 1<sup>st</sup> year grads (those who just graduated)
    - Overall satisfaction 4.5/5 with national average of 3.9
    - Tend to have greater satisfaction with long-term integrated care
    - Feel that could get more support in nutrition and something?

### 10. Motion to end meeting

- Motion to end meeting [Lauren, 2<sup>nd</sup> by Claire] – 7 PM

### Attendance:

Rae (AS President), Lauren (Speaker), Craig (VP Ext Sr), Charles (VP Ext Jr), Jon (VP Int), Avri Lynn (VP Acad), Claire (VP Fin), Laura (Treasurer), Shubham (Comm Officer), Courtney (Uni Affairs Officer Sr), Noah and Emma (Athletics Officers), Sharon (GH Liaison Sr), Cara (GH Liaison Jr), Tania (SIRO), Lori (Wellness Officer), Alan (Equity Officer), Andriy (1<sup>st</sup> year Class Pres), Josh (2<sup>nd</sup> year Class Pres), Julia (3<sup>rd</sup> year Class Co-Pres)

**Meeting duration:** 5:35 PM – 7 PM [85 minutes]