Hello Council,

The first signs of spring are upon us! It’s only been two weeks since our last meeting, so this report will be a bit shorter than usual.

**ACNAM**
I attended the Board/Senate Retreat, where we discussed the new draft Student Code of Conduct and system for non-academic misconduct. We have also started a NAM Communications task force, to investigate ways of communicating the new code of conduct to students both new and returning on campus.

**SLC Management Board**
I have received a few updates regarding the construction going on in the JDUC. The JDUC Revitalization project, which is the cause of the large amount of construction on the upper and lower Ceilidh, is currently ahead of schedule, and projected to be completed by the end of May. The JDUC Washroom project, which is the cause of the closures of washrooms in the building, is behind schedule due to the use of old blueprints in the planning process. The good news is that the project came in under budget, and is projected to be complete by the end of May. Finally, the windows project is proceeding well, despite a number of issues arising due to the heritage nature of the building (e.g. much work has had to be done by hand instead of using power tools). The SLC is also planning some focus-group work as they begin to rebrand. One of the big things they will be doing is changing their logo, and I should be able to bring the proposed logos to Council for your early review.

**Sexual Violence Policy**
The Queen’s University Sexual Violence Policy was approved at the March Board of Trustees meeting. You can read the policy here: [http://www.queensu.ca/secretariat/sexual-violence-policy](http://www.queensu.ca/secretariat/sexual-violence-policy). This policy has been the major focus of the Sexual Violence Prevention and Response Implementation Team up to this point. I hope that before the end of my term this group will see some significant progress on the other recommendations of the SAPR Working Group, as the implementation of this policy is just one of many areas where improvements can be made.

As always, if you have any questions or ideas about anything going on in the SGPS, please contact me.

Respectfully submitted,

Chris Cochrane
President, SGPS
[president@sgps.ca](mailto:president@sgps.ca)
Dear Council,

With only two weeks since our last meeting, there is not a great deal to report on. The calm before the storm. Only a handful weeks left in the term!

**Staff Interviews**

Over the past few months, the SGPS executive has been working hard to find a Director of Finance. We received interest from many well qualified candidates and interviews were conducted over the past week. We are very pleased to welcome Mr. Sandy Beaton as the Director of Finance!

**Student Advisor Program**

The Student Advisor Program Use Committee met to review statistics collected from the Student Advisor Program over the past few months. A report of the committee’s findings will be presented at Council. I would like to thank the committee for being so accommodating and being able to work within the quick council turn-around dates.

Currently, the Student Advisor Program has 16 ongoing cases, three of which have come up the past two weeks.

**Committees**

Senate Advisory Research Committee (SARC) met last week and the discussion focused on the annual reports from research centres and institutes that report to the advisory committee. Since the summer I have been a member of the SARC working group tasked with the overview of the SARC terms of reference. There has been a lot of discussion in both the working group and SARC itself about the committee composition and the final revisions to the terms of reference were passed recently. While the SGPS did lose one of their two committee seats, many committee positions reserved for senior administration were eliminated. The result of this is that the SGPS voice has in fact become stronger when it comes to university research-related strategy.

If you have any questions or comments about an issue, please feel free to send me an email at vp.graduate@sgps.ca. If you have a TA positon this term, just image all those wonderful papers and exams you will have the privilege of marking as the term winds down! Or maybe just try not to cry. Keep smiling!

Respectfully submitted,

Mark Kellenberger  
Vice President Graduate  
vp.graduate@sgps.ca
Dear SGPS Council Members,

At last month’s council meeting I discussed the liability and insurance issues we were facing with SGPS club ratification, and the possibility of creating a merged clubs office with the Alma Mater Society. In a straw poll I received extensive support and have thus moved forward with this initiative. The AMS Executive also presented this plan at the AMS Assembly and received strong support from their members and positive feedback about the vision for the new office. As a result I have been working with the AMS to finalize a memorandum of agreement to be signed by both parties outlining the new merged Queen’s Clubs Office (working title). As a show of good faith the incoming AMS Executive invited me to sit on the hiring panel for the new Clubs Manager. Further, the current Clubs Manager reached out to all de-ratified SGPS Clubs as of Friday March 4th with details on how to ratify under the new system and an extended deadline to do so. By the time that we meet for March Council I hope to have a final written agreement ready to be signed, and I ask that Council support the motion I have submitted to empower the Exec to sign the agreement and move forward with this new model.

In addition to the clubs matter, I have two other points of note. First, I will be scheduling a recall of the HR Standing Committee’s various subcommittees before April in order to have these committees submit their final reports and draft policies. It is my hope to bring these documents to April Council so that councilors may be informed about committee findings, and to ensure that any bylaw or policy amendments are submitted before the end of my term. Keep an eye out for these in my next (and final) report!

Finally, the Senate Committee on Non-Academic Discipline (SONAD) will be viewing the preliminary report of the Advisory Committee on Non-Academic Misconduct. In short we will be viewing the early findings and recommendations of the committee formed to review NAD/NAM at Queen’s. Throughout the year this committee has asked for feedback and suggestions from members of the Queen’s community. As I prepare for this meeting I would also appreciate feedback on any insights or particular concerns of our membership, as this meeting will give me the opportunity to ask specific questions and communicate our members’ concerns directly to university administrators.

If you would like to get in touch with feedback, or to ask any questions, please feel free to email me at vp.professional@sgps.ca. I am also more than happy to arrange formal in-person meetings or to just chat over coffee.

Cha Gheill,

Mark Asfar
Vice-President Professional
vp.professional@sgps.ca
Dear Council,

March is here and spring is in the air! We have made some exciting headway over this last month at the SGPS. We have hired a Director of Finance, have a new member on our Finance & Services Committee and we are now accepting debit and credit for purchases at our main office. Further, we have a new VPFS, Stuart Clark! Welcome to the team Stuart.

**Bursaries and Grants**

February has been a slower month for bursaries and grants, however we still have a few members submitting applications. Below, you can see what we spent this month and the amount we have spent on each type of bursary or grant for the year (since September 2015). With 6 months left in this budget year, we are more than able to keep providing for the same level of bursaries and grants until the next budget year.

<table>
<thead>
<tr>
<th></th>
<th>ESA</th>
<th>DBA</th>
<th>ISB</th>
<th>Grants</th>
<th>Totals</th>
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<td><strong>February 2016</strong></td>
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<td>$1,769.60</td>
<td>$650</td>
<td>$646</td>
<td>$4,265.60</td>
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<tr>
<td><strong>Year to Date</strong></td>
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<td>$4,255.68</td>
<td>$6,651</td>
<td>$9,156</td>
<td>$33,477.68</td>
</tr>
</tbody>
</table>

**Point of Sale**

A week ago, we had our first point of sale installed in the office. We will no longer be accepting cash for all purchases over $10. The point of sale accepts MasterCard, Visa and Debit. For those students, who do not have any of these options, we will also accept cheques.

**Health and Dental Plan**

We will be having a midterm review with our service provider, Student VIP on Monday, March 14, 2017 to discuss this years progress. I will be bringing this report to your attention at the next council meeting in April.

We are no longer accepting any opt-ins for our health and dental Plan. Opt-ins and Opt-outs going forward will be restricted to September for those students starting their year in September and January for those students starting their year in January. If you have any questions about this please get in contact with me.

**Accountant**

The audits are complete and now posted on the SGPS website. If you have any questions regarding the audits, please get in contact with me and I can put you in contact with our auditor, KPMG.

We have received some recommendations from KPMG for changes to some of our current financial systems. I will be bringing these recommendations and how we are going to implement them to our next council meeting.

**Finance Director Hiring**
I am very excited to announce that we have a new member joining our staff team: Sandy Beaton. Sandy has worked for Loyalist College for many years and as a result has had a lot of experience working with students. He also has a CPA and a MBA. We are very excited to have him join our team and assist with ensuring our Finances are on track and in compliance with all legal and accounting requirements. He will be occupying our new office in Room 021. Please come by and welcome him!

Fees

I am currently working on our fee slate for the 2016-2017 year with our new VPFS, Stuart Clark. I will be bringing these changes to your attention at the next council meeting in April.

As always, if anyone has any questions, I am more than happy to answer them. Please get in touch via email.

Best Regards,

Christina Huber
Vice President Finance and Services
vp.finance@sgps.ca
Dear Council,

Another month few weeks behind me and only a few more still to go, but there’s still plenty to be done. I’ve had a few meetings with Anastasiya about the direction that she wants to take the portfolio in, and already I’m quite excited about her ideas. In addition to showing her the ropes, the executive have been busy with a lot of internal issues, bringing on a new staff member, and matters around the office to name a few. At any rate, here’s what’s kept me busy.

SGPS Parenting Room (continued)
I’m pleased to report that this room is seeing strong early usage, and solid recognition across the campus. I’ve continued to meet with community partners, students, and support staff, and have even arranged for a continued ad campaign around the SLC and Queen’s Centre. Our friends at the Canadian Federation of Students (CFS) even took note and interviewed me about the space, in hopes of sparking further interest across the country.

I also met with some nursing students highly interested in the room, who referred to it as the “gold standard” for what needs to exist on campus. They wanted to add it to a database in their department of breast-feeding rooms across campus, and interviewed me for a report on child and baby-friendly spaces. Interesting to note is that on nearly every other campus they’ve investigated, staff and faculty push for a room like this, leaving them happily surprised that it was such a “bottom-up” effort on our behalf. I plan to have an executive summary of what went into the room as a “how to” package for others who wish to follow our lead.

Finally, I’ve been collecting items related to newborns, diapers, formula, baby wipes, etc., and delivering them to the AMS/SGPS Food Bank for the benefit of our community.

Out of City Medical Accessibility Bursary (continued)
After many months of work, myself and the wonderful and talented Alex Chung, AMS-SIC settled upon a draft memorandum of understanding between our respective societies. I presented a copy to our VP Finance Christina and she happily signed off on our end of the bargain. This means that all that’s left is for the AMS VP Operations to sign their end of the agreement, and for it to receive senate’s rubber stamp, and our organizations will have a brand new bursary for the benefit of all Queen’s students. Here too I plan to work upon an executive summary so that other executive members may broker deals and agreements between our societies for the benefit of both.

Graduate Research Assistantships
I’ve been meeting and working closely with my investigators. Multiple surveys are nearly ready to go live so be on the lookout for those – I’ll be advertising them as heavily as possible; as per usual with me, there is the reward of a coffee card for participation, if simply helping out the advancement of knowledge isn’t enough for you. 😊 We ran into some research hurdles that some other, better positioned members of the executive can help with, but otherwise all projects should be complete before my time in office is done. I really haven’t said this enough but they’re a talented, and dedicated group and I’m really impressed with what they’re able to accomplish.

Drop & Shop
Spoke with Joan in Student Community Relations and while she’s interested in running this event again, there are logistical issues. There is a chance that my successor Ana will be out of the country during that time, and mid-way through the event I hand over the reigns and revert to a regular community member. Joan did, however, mention...
securing nearly 30 volunteers from an interested church, meaning that we’d need far fewer hands on deck this time around. Discussions continue, but if you are interested in helping out, please let me know your thoughts.

Advisory Committee for the Dean of Arts & Science
Dean Munn is leaving office in the coming months and this committee was struck to locate her successor. As one of two student representatives on this body, I met and discussed some ideas and concerns of interest to the graduate and professional communities. I will also be engaging in phone interviews with the investigative committee to further articulate my ideas, but otherwise, work on this front continues.

Best,
Lorne Beswick
VP Campaigns and Community Affairs
vp.community@sgps.ca
Greetings Council,

Not too much to report from the Office of the Speaker since our last meeting, other than the Bylaw and Policy Revisions Standing Committee met to complete the task given to us at last month’s Council. You can see the results of that meeting in the motion of bylaw and policy changes.

We have a busy few meetings coming up, so I really appreciate all of your work in preparing for council and reviewing all of the motions. We have a bunch of bylaw and policy changes this meeting, more coming to April Council, and all of this culminating in a General Meeting at the end of April (pending approval at this Council).

As always, if you have any questions, please feel free to contact me.

Cheers,

Eric Rapos
Council Speaker
speaker@sgps.ca
Greetings Council,

Since we just met a couple weeks ago, there isn’t much to report on at this time.

The Graduate Studies Executive Council (GSEC) will be meeting on March 17th, so I will report on that in my April Council Report.

Senate met the same day as our last Council Meeting, and I reported verbally on that then, but would like to again highlight the proposal that was presented as a Notice of Motion (to be voted on in April) regarding the Fall Term Break. The proposal can be seen here: https://queensuniversity.civicweb.net/document/77931/FinalSessionalDatedRecommendationSCAPapproved_subm.pdf?handle=7353C11445DE40F4B2C00D398DC8891E

If you have any feedback, comments, concerns, etc. about this proposal, I encourage you to get in touch with me so it can be passed along.

As always, any questions, feel free to contact me.

Cheers,

Eric Rapos
Graduate Student Senator
senator@sgps.ca
Hello Council,

The Capital Assets and Finance Committee, and the Board met on March 4th, 2016. Of relevance to graduate and professional students, the tuition fees for the 2016-2017 academic year were approved.

Domestic students in Master’s or Doctoral streams will experience a 0% increase in tuition fees, keeping in practice with the past several years. International students in a Master’s or Doctoral stream will also experience a 0% increase in tuition fees. Professional or diploma-based course fees vary considerably - pricing for some new students will increase in excess of 5% for programs such as Nursing and Engineering and Applied Science.

A couple of factors are worth noting with regard to the steeper tuition increases for particular programs. Large rate increases are limited to first year classes only, with further rate increases to the program specified from the outset so that students understand the full cost of the degree. Additionally, incoming international students may be able to take advantage of the exchange rate on the Canadian dollar. While some tuition fees seem quite steep at face value, the administration assures the Board that we are priced competitively when compared to our peers. Furthermore, the Board approved a supplemental $700,000 increase to undergraduate and graduate student aid, with $31.6 million in aid available for the 2016-2017 academic year.

Should you have any questions or concerns please don’t hesitate to contact me.

Respectfully submitted,

James MacLeod
Trustee
trustee@sgps.ca
Dear Council,

This past month has been busy with not only running weekly sport hour events, but also in that I have attended a number of meetings with the other commissioners. The purpose behind these meetings was to continue to effectively maintain open communication where we discussed possible areas of improvement in our roles that would reflect a better SGPS student experience as a whole.

Before I discuss the areas of concern that I wanted to briefly address in order to provide a better student experience in terms of recreational sporting opportunities, I wanted to say that the weekly sporting hour events on Wednesday night at 5:30pm continue to be running in progress at the ARC in the upper-west gymnasium. I would encourage anybody who has yet to come out to swing by and check it out!

As mentioned above, the collaborative commissioner meetings that I have been involved with over the past month have served as an effective tool for us to discuss any concerns or ideas that we think could enrich the SGPS student experience. With the help of Pam Asselstine, our wonderful director of logistics, we have taken the initiative of furthering our promotion efforts by taking advantage of the bi-weekly newsletter that is being sent out. We hope that through promoting our events in this manner as well as through our social media sites we can increase the participation rates.

As always, by working and meeting together with all of the other commissioners (and soon to be social commissioner), we hope to build on one another’s progress and provide support whenever possible. The main goal being that we can effectively provide resources and opportunities for our graduate and professional students here. That being said, I cannot stress enough about how open I am in terms of listening to any new ideas or suggestions that some of you may find helpful or want to share. I continue to do my work as commissioner with the goal of creating an inclusive and welcoming environment moving forward.

I look forward to seeing some of your faces at the upcoming events.

Regards,
Dominic Kucharski
Athletics Commissioner
athletics@sgps.ca
Dear SGPS Members,

Happy March. Here are updates from the Equity & Diversity portfolio for the month of March:

**Aboriginal Awareness Week March 10 – 17th 2016**
This week is Aboriginal Awareness Week at Queen’s, hosted by the Queen’s Native Student Association. There are a variety of events happening, including a concert, a movie night, a language luncheon, and a performance. To see all the details and to RSVP for the events, please visit their Facebook event: [http://on.fb.me/1TMdyNz](http://on.fb.me/1TMdyNz)

**Aboriginal Artwork for the SGPS Offices**
Janice Hill, Director of the Four Directions Aboriginal Student Centre, has recommended that the SGPS purchase locally-made Aboriginal art for our offices as a step towards Indigenizing our campus and recognizing the territory we are situated on. I have taken this idea to the Executive and we are exploring options with Janice to put this recommendation into action.

**HR Standing Committee – Sub-Committee for Commission Review**
The Commission Review is still underway and interviews are currently being conducted with past Commissioners. If you have feedback on the Commissions structure, or if you would like to be interviewed, please visit this link: [https://www.surveymonkey.com/r/3LRKSNQ](https://www.surveymonkey.com/r/3LRKSNQ)

**National Coalition of Graduate and Professional Student Leaders in Equity**
A national listserv of graduate and professional students working on equity-related issues has been created. Over the next few months I will facilitating the development of an online network of these student leaders so we can better collaborate and share information between our campuses.

**Congratulations James McNutt on receiving the 2015 Steve Cutway Accessibility Award**
James McNutt was a researcher for the Equity & Diversity Commission last year. Just recently he was awarded the Steve Cutway Accessibility Award for the video he produced on accessibility issues on our campus. You can view the video here: [http://bit.ly/1pgK25S](http://bit.ly/1pgK25S). Congratulations James!

**Built Environment Working Group**
I have recently joined this campus working group that focuses on accessibility issues in Queen’s University buildings. The working group meets once a month and you can find details about their work at: [http://bit.ly/1U3ZCOy](http://bit.ly/1U3ZCOy)

**National Graduate Caucus of the Canada Federation of Students – Annual Meeting 2016**
I attended the 2016 annual meeting of the National Graduate Cacus of the CFS in Saskatoon this past reading week. Issues discussed included the privatization of our campuses and issues regarding tuition. If you would like more information about this meeting, feel free to contact me.

**Queen’s University Task Force to address the Truth and Reconciliation Commission’s Recommendations for Post-Secondary Institutions**
The Provost has called for a Task Force to address the recommendations from the Truth and Reconciliation Commission (TRC) that impact our University and to make recommendations on how Queen’s should respond to recommendations (see: [http://bit.ly/1SAcwTj](http://bit.ly/1SAcwTj)). I have asked the Chair, Dr. Jill Scott, to recommend to the Provost that the SGPS Equity &
Diversity Commissioner be appointed to this task force, as several of the TRC recommendations impact our membership. I am awaiting a response from the Provost.

And finally, I would like to mention my concern regarding the vacancy that the Social Commissioner role has seen this term. I am concerned that September orientation will be impacted, as once the Social Commissioner is hired they still need to hire their team of Coordinators in order to start organizing fall activities, as the task requires multiple hands of support. From working with Ciara Bracken-Roche, a previous Social Commissioner from the last academic year, I know that she would have already begun planning our fall events by this point in time. Therefore, I am concerned that orientation events will either not happen or will not be of the same standard that has been offered before. As SGPS members, I want us to rally around the new Social Commissioner (once they are hired) to support them in planning fall orientation, and for us to continue to consider what we can do to better support the Commissions so that gaps in services as we have experienced this term do not occur again. And moreover, to take action when we see opportunity to improve the sustainability and success of the Commissions in the future.

Sincerely,

Erica Baker
Equity & Diversity Commissioner
equity@sgps.ca
Dear SGPS Council Members,

The main topic I would like to address in this month’s report is the importance of informing international students of the resources offered by SGPS. I’ve noticed that most of the international graduate and professional students I’ve met so far are not aware of the resources and academic support offered by the international student’s affairs commissioner (ISA) through SGPS. I was interviewed by the Journal in an attempt to spread the word on my work scope and I believe that this can be done more effectively through the respective department representatives. I request all the representatives to please include my contact details (international@sgps.ca) in your departmental reports in hopes that more international students can benefit from the available resources.

On a different note, I had a meeting with the new Director at QUIC as planned and discussed the possibility of integrating a all inclusive orientation program specifically designed for international graduate students as I believe that their needs and interests differ from that of students at the undergraduate level. This plan is yet to be confirmed. Moreover, The Graduate Student Life Advisory Group meeting at the School of Graduate Studies was a step forward in my plans for a more effective orientation program.

Lastly, I reiterate my request to the department representatives who I trust will be able to assist me in bridging the gap between myself and the international graduate students across different departments.

Looking forward to seeing you all in Council.

Please feel free to contact me for any suggestions and ideas that would improve our overall performance.

Best Regards
Sara SidAhmed
International Students’ Affairs Commissioner
international@sgps.ca
Position Vacant.
No Report.
Hello Council,

I have little to report this month, other than that it is my intention to ask Council to call a by-election to take place in April (See the notice of motion for more details). The purposed of this by-election will be to elect a Graduate Student Senator and the SGPS representative to the board of trustees. The Graduate student senator position is open only to grad students, but the trustee position is open to all members. Both of these positions are very important, so if you or anyone you know is interested in running please encourage them to do so. My understanding is that Queen’s Senate is the governing body that handles all academic matters (approving new courses, etc.), and the Board of Trustees is the governing body that guides the strategic direction of the university as a whole. If you have any questions about the time commitment and the type of work involved in either position I would recommend contacting the current representative for those positions. Currently our graduate student senator is Eric Rapos and our graduate trustee is James MacLeod.

Respectfully Submitted,
Travis Skippon
SGPS Chief Returning Officer
elections@sgps.ca
Dear President,

First of all, I would like to congratulate the executives and councils for a successful year. I am pleased to report that the Faculty of Law had a very productive year.

One of our students delivered a lecture at a special seminar organized by the Feminist Legal Studies Queens, and three others presented at the recent Feminist Law conference, including a very recently graduated doctoral student. Many of our students participated in the recent graduate law students’ conference, “Choose Your Own Adventure” which was held at York University’s Osgoode Hall Law School. Our students’ research will also be discussed at a number of other conferences and venues including the upcoming McGill Law Graduate Conference titled “Legal Challenges in Cyberspace”, in May 2016. Furthermore, some graduate candidates have also submitted their papers to highly ranked academic journal(s) for publication. One of the students was featured in the (e)AFFECT Research Magazine 2016.

Furthermore, our colleagues have also organized a “work-in-progress” graduate seminar series coordinated by doctoral candidate Michele Leering. In this seminar format, graduate students are encouraged to present their research and collaborate with their graduate colleagues. The first seminar was held over a working lunch on March 7, 2016 at the Faculty of Law – a special thanks to Michele for her efforts. Monthly seminars are now being organized to introduce faculty and undergraduate students in the Faculty of Law to graduate research projects.

I would like to thank the Society of Graduate and Professional Students (SGPS) for services such as awards and financial support which is key to graduate students’ success at Queen’s University.

Thank you very much.

Sincerely,

Maseeh Haseeb (m.haseeb@queensu.ca)
SGPS Council Representative
Faculty of Law – Graduate
Queen’s University
**Purpose**
The objective of the Student Advisor Program Use Committee (SAPUC) is to review and statistics collected from the SGPS Student Advisor Program from April 2015 to December 2015. Based on the reported statistics and feedback from those involved in the program the committee was to evaluate the current program usage and evaluate the affect of program changes that took place in April 2015. The committee was struck by SGPS Council at the February 2016 meeting.

_BIRT a committee be struck to review the usage of the Student Advisor Program based on collected program statistics from May 2015 to January 2016 and to make a recommendation to the Executive on Advisor hiring for April 2016._

_BIFRT the committee be chaired by the VP Graduate_

_BIFRT the committee membership contains the Student Advisor Program Administrator, at least one current Student Advisor, at least one SGPS Councillor, and at least one SGPS member at large with the committee not to exceed eight members._

_BIFRT the committee report to the March 2016 Council meeting_

**Membership**
The Committee was composed of:
- Mark Kellenberger, SGPS Vice-President Graduate (Chair)
- Andria Burke, Student Advisor Program Coordinator
- Jeremy Butler, Student Advisor
- Anastasiya Boika, SGPS Councillor - History
- Stuart Clark, SGPS member

**Scope**
Based on the collected statistics, the committee was tasked by Council to make a recommendation on Advisor hiring for next year. Additionally, the committee chair wished there to be an evaluation of the implementation of the program changes of April 2015.

**Meetings**
The committee met twice to discuss the collected program statistics. The meetings were divided to cover the two main topics aimed to be reported on. Before any statistics collected were presented the committee, a confidentiality agreement was signed by all members. This was put in place because although the collected program statistics did not contain any specific case details or client names, departmental information was available. This could be seen as identifiable if a case came from a small department on campus with only a handful of students.
**Recommendations**

After reviewing the collected statistics and hearing feedback from the Student Advisor Program Coordinator as well as Student Advisor input, the committee came to the conclusion that there was not enough case work to justify the hiring of three Advisors at 10 hours/week for the period of May 2016 to May 2017. Input from the Program Coordinator indicated that the case load was sufficient only for two positions at 10 hours/week during this year, plus occasional support from a third advisor during periods of peak usage. Based on this, the committee is recommending the hiring of two Advisor positions for 10 hours/week plus the addition of a third advisor on a part-time basis to be called on when Program demand is sufficient. In an effort to retain Advisors for multiple years, the committee also recommends a scaling of Advisor remuneration based on experience. Student Advisors in their first year of employment will receive an annual salary of $8000, with Advisors returning for a second year receiving an annual salary of $10,000. The third Advisor position would be hired on a $2000 annual salary with no fixed hours. They would undergo all Advisor training and would be called in only when required by the Program Administrator. If Student Advisor Program use were to increase over the course of the year, this Advisor could be hired on as a 10 hour/week position with the pro-rated salary, less $2000, that their experience would dictate.

**Program Change Evaluation**

The changes the April 2015 motion refer to are the Student Advisor program changes implemented by the SGPS Executive (and subsequently approved by Council). These changes were:

1. A filing system for tracking client cases and aid in compiling Program statistics
2. The implementation of Program Administrator to oversee the day-to-day operation of the Program
3. A formal confidentiality form requiring a signature from clients, indicating how their information will be used

The committee would like to note first and foremost that this evaluation of the Student Advisor Program usage would not even be possible without the implementation of a tracking system for cases. The intake form and note-taking structure that was implemented was found to aid the Advisors because it gave them a starting place with the client. It allows the Advisors to give a small task to the client when they leave to ensure the case is moving forward. This also provides a record of the advice given by an Advisor that can be used when dealing with similar case in the future, as well as empowering the client to self-advocate. The Student Advisors do not think the record keeping has been a hindrance to the clients in any way. It was mentioned that the current procedure for record keeping can be difficult to adhere to when meeting clients outside of the Student Advisor office.

The addition of a Program Administrator (PA) has been seen as wholly positive by the Student Advisors. Many administrative tasks are taken by the PA, leaving more time for the advisors to focus on clients. The PA has also been a valuable resource in terms of institutional knowledge for the Advisors, providing advice on who to talk to and how to get information. Acting as a central hub for the Student Advisor Program, the PA fields all incoming emails and answers short inquiries while also assigning Advisors to more in-depth cases. The Advisors do not believe this is a barrier to the program. As a permanent staff member, the PA can often respond to emails very quickly.

The confidentiality form, which outlines the scope of client confidentiality have been incredibly valuable to the Advisors. The program-wide confidentiality allows them to speak to other Advisors and the PA about how best to handle a case. It was said that it would be a burden to not be able to share information across the program. The sharing of particularly demanding cases was seen to be helpful as the emotional burden and labour was not placed solely on one Advisor. The current peer-to-peer advising insurance coverage that currently protects the program could only be in place because of clear written policies and confidentiality agreements. It was noted by the Advisors that the confidentiality form itself could be a bit clunky in the timing of signing the form at an initial client meeting, but it has not been a barrier to entry.

**Conclusions**

The Student Advisor Program usage statistics indicate that two Advisors should be hired at 10 hours/week next year. A part-time Advisor should participate in training and act in relief when the program experiences a high case load. Program changes introduced in April 2015 have been see as very positive by the Student Advisors.