

The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose lands we gather on today. This land acknowledgement reminds us that rich Indigenous governances still exist, and will go into the future. This should also serve as a reminder that we are benefitting by living on this land that is a traditional territory of indigenous people.

I. Announcements

II. Adoption of the Agenda

- A. Adoption of the Agenda** **MOTION 08/16/22:01**
BIRT SGPS Council adopt the agenda for the August 16th 2022 meeting.

III. Minutes

- A. Approval of the Meeting Minutes** **MOTION 08/16/22:02**
BIRT the SGPS adopt the minutes from the May 17th 2022 meeting.

IV. Executive & Speaker Reports

- A. Executive Reports**
- a. President – Beth Langdon (*report attached*)
 - b. VP Graduate – Devin Fowlie (*report attached*)
 - c. VP Professional – Chloe Stone (*report attached*)
 - d. VP Finance and Services – Sandra Wright (*no report*)
 - e. VP Community – Emilia Ganslandt (*report attached*)
- B. Speaker Report**
- a. Speaker – Aileen Editha (*no report*)
- C. Approval** **MOTION 08/16/22:03**
BIRT SGPS Council approve the Executive and Speaker Reports.

V. Senator, Trustee, Commissioner, Committee & Other Reports

- A. Senator Report** – Graduate Student Senator – Emils Matiss (*no report*)
- B. Trustee Report** – Graduate Student Trustee – *position vacant; election to be held in Fall 2022*
- C. Commissioner Reports**
- a. Athletics & Wellness Commissioner – Clare Gaherty (*report attached*)
 - b. Equity & Diversity Commissioner – Jane Mao (*report attached*)
 - c. Indigenous Graduate Liason – Noah Favel (*report attached*)
 - d. International Students’ Affairs Commissioner – Sabrina Masud (*report attached*)
 - e. Social Commissioner – Madeleine Cleland (*report attached*)
- D. Committee Reports**
- E. Department Reports**

F. Other Reports

- a. University Rector – Owen Crawford-Lem (no report)

G. Approval

MOTION 08/16/22:04

BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & other reports.

VI. Question Period and Departmental Issues

VII. Business Arising from the Minutes

VIII. Main Motions & Discussion

A. Approval to Modify BP B.1. Peer Academic Advisor Program

MOTION 08/16/22:05

BIRT SGPS Council approve the proposed modifications to Bylaw and Policies B.1. Peer Academic Advisor Program.

See proposed changes below – deletions in strikethrough; insertions are highlighted in yellow

B.1 ~~Peer Academic~~ **Student** ~~Advisor~~ Program

B.1.1 Definitions

- a. **“Memorandum of Agreement”**: a contractual agreement between Queen’s University School of Graduate Studies and the SGPS.
- b. **“Client”**: an SGPS Member seeking confidential support on issues related to academic and university life.
- c. **“Inquiry”**: a question from a client that can be answered with minimal communication between the client and the Program Administrator.
- d. **“Case”**: a client issue that requires in depth investigation and planning by a Peer Academic ~~Academic~~ **Student** Advisor as assigned by the Program Administrator.

B.1.2 Personnel

- a. ~~Peer Academic~~ **Student** Advisors are individuals hired by the SGPS that are responsible for:
 - (1) taking on Client Cases as assigned by the Program Administrator;
 - (2) promoting student self-advocacy;
 - (3) providing confidential support to Clients by informing them of pertinent rules, regulations or guidelines;
 - (4) working with Program Administrator to maintain Client records and files in a secured, confidential fashion;
 - (5) make recommendations to the VP Graduates on potential University wide

- policy changes to benefit SGPS members;
 - (6) compiling term reports with the help of the Peer Academic Student Advisor Program Coordinator for review;
 - (7) consulting more qualified persons if the Case is beyond the scope of the Peer Academic Student Advisor's ability; and
 - (8) other tasks as assigned by the Program Administrator or VP Graduate.
- b. Program Administrator is responsible for the day-to-operations of the program including:
- (1) scheduling of Peer Academic Student Advisors;
 - (2) ensuring proper completion and filling of confidentiality forms and Case notes;
 - (3) monitoring the general Peer Academic Student Advisor Program email account;
 - (4) answering short inquiries to the program;
 - (5) assisting the VP graduate in Peer Academic Student Advisor Program advertisement;
 - (6) scheduling and recording Peer Academic Student Advisor training;
 - (7) balancing Peer Academic Student Advisor workload by assigning Client Cases;
 - (8) acting as the institutional memory of the Peer Academic Student Advisor Program; and
 - (9) other tasks as assigned by the VP Graduate.
- c. The VP Graduate is an individual elected by the membership of the SGPS to manage the Student Program including:
- (1) acting as Chair of the Peer Academic Student Advisor Hiring Committee;
 - (2) following the guidelines in the Memorandum of Agreement;
 - (3) consulting with the Program Administrator and Peer Academic Student Advisors in the daily functioning of the Program;
 - (4) advertising the Peer Academic Student Advisor Program to SGPS member and the Queen's community;
 - (5) acting as the final oversight of the Peer Academic Student Advisor Program; and
 - (6) reviewing program statistics to advocate for Queen's University level policy changes to benefit SGPS members.

B.1.3 Mandate

- a. The Peer Academic Student Advisor Program provides members of the SGPS with general information, advice, advocacy and support services with regards to aspects of academic and university life.
- b. The advocacy role of the Peer Academic Student Advisors consists of: facilitating dialogue; attempting to find resolutions to concerns; referring to other services available to resolve issues; and assisting in accessing formal routes of resolution.
- c. Peer Academic Student Advisors are encouraged to promote self-advocacy of the Client whenever possible as well as assist in answering questions and resolving Client concerns as they arise. No actions should be taken without the Clients' expressed and informed consent.
- d. Peer Academic Student Advisors shall follow due process and seek resolution/mediation of a Client's Case at the appropriate level of the organization (lowest to highest).
- e. All communications between a Client and the Peer Academic Student Advisor Program will be kept confidential, unless authorized explicitly by the Client or where required by

law.

- f. The Peer Academic Student Advisor Program may refuse to investigate a complaint that appears to be an abuse of the Peer Academic Student Advisor Program’s function. The Peer Academic Student Advisor Program will provide a letter (in hard copy or electronic copy) of explanation to a refused client at the client’s request.

B.1.4 Hiring Process

- a. The Peer Academic Student Advisor Hiring Committee members shall consist of:
 - (1) the VP Graduate who shall chair the committee;
 - (2) a current SGPS Peer Academic Student Advisor;
 - (3) at least one of:
 - i. the SGPS Indigenous Student Liaison;
 - ii. the SGPS Equity and Diversity Commissioner;
 - iii. the SGPS International Student Commissioner; and
 - (4) the Peer Academic Student Advisor Program Administrator.
- b. The Peer Academic Student Advisor Hiring Committee shall also consist of the following optional members as advisors to the Peer Academic Student Advisor Hiring Committee. Such members may provide input at each stage of the hiring process but shall not be required to convene the Hiring Committee:
 - (1) the President (or their delegate)
 - (2) the University Ombudsperson (or their delegate)
 - (3) a representative from the Queen’s Human Rights Office or the Queen’s Equity Office (or their delegate)
- c. The VP Graduate in consultation with the Peer Academic Student Advisor Program Administrator shall develop an appropriate job description and help carry out an advertising campaign to recruit potential Peer Academic Student Advisors.
- d. The SGPS shall advertise the available position as widely as possible (website, mailing lists, and newsletter, where possible). The call for applications shall last a minimum of 14 days.
- e. The Peer Academic Student Advisor Hiring Committee shall review all applications, with input from the advisory members describe in b. as appropriate, short list qualified applicants, and conduct interviews.
- f. The members of the Peer Academic Student Advisor Hiring Committee shall declare any conflicts of interest at the beginning of the hiring period. If a member of the Peer Academic Student Advisor Hiring Committee is found to be in a conflict of interest, the member shall not participate in the Peer Academic Student Advisor Hiring Committee.
- g. The Peer Academic Student Advisor Hiring Committee shall make decisions by Simple Majority. In the case of a tie, the Chair shall be entitled to break the tie.
- h. Should a member of the Peer Academic Student Advisor Hiring Committee not be able to attend all candidate interviews, that member may advise on the selection of candidates but shall not be allowed a formal vote as counting towards the Simple Majority in g., until the hiring process has concluded.
- i. The VP Graduate shall report to Council, on behalf of the Peer Academic Student Advisor Hiring Committee, on the outcome of the hiring process.

B.24.4.1 Emergency Hiring

In the event that one or more ~~Peer Academic~~ **Student** Advisor is unable to perform their duties, the VP Graduate and the Program Administrator may appoint a replacement ~~Peer Academic~~ **Student** Advisor.

B.1.5 ~~Peer Academic~~ **Student** Advisor Program Review

- a. Program review will assist the VP Graduate in exercising his or her responsibility over the ~~Peer Academic~~ **Student** Advisor Program. The review shall be conducted by the ~~Peer Academic~~ **Student** Advisor Program Administrator in consultation with the VP Graduate. The review shall consist of:
 - (1) an overview of collected ~~Peer Academic~~ **Student** Advisor Program statistics from the previous twelve months;
 - (2) interviews with ~~Peer Academic~~ **Student** Advisors;
 - (3) interviews with on-campus **student** assistance services including but not limited to the School of Graduate Studies, the University Ombudsperson, **Student** Wellness Services, Queen’s University International Centre, and the Human Rights Office;
 - (4) review of client feedback surveys.
- b. The ~~Peer Academic~~ **Student** Advisor Review shall be conducted during the summer and a report shall be presented to the August Council Meeting.

B.1.6 ~~Peer Academic~~ **Student** Advisor Evaluation

- a. The ~~Peer Academic~~ **Student** Advisor evaluation will be conducted annually to assess the performance of ~~Peer Academic~~ **Student** Advisors during the term of their contract. The review shall be conducted by the VP Graduate and consist of:
 - (1) an interview with the ~~Peer Academic~~ **Student** Advisor;
 - (2) an interview with the ~~Peer Academic~~ **Student** Advisor Program Administrator;
 - (3) evaluation of the ~~Peer Academic~~ **Student** Advisor’s clients’ surveys; and
 - (4) interviews with on-campus **student** assistance services that the ~~Peer Academic~~ **Student** Advisor interacted with.
- b. These evaluations will be discussed internally with the SGPS Executive and the ~~Peer Academic~~ **Student** Advisor Hiring Committee if the ~~Peer Academic~~ **Student** Advisor applies for re-hire.

B.1.7 ~~Peer Academic~~ **Student** Advisor Contract

Each ~~Peer Academic~~ **Student** Advisor shall have an employment contract with the SGPS outlining their term and remuneration, responsibilities, work hours, confidentiality, code of conduct, respect for the client’s right to direct and self advocate, responsibilities of the SGPS, complaints against employees, discipline and termination and other.

B.1.8 Training

- a. Each ~~Peer Academic~~ **Student** Advisor shall receive training that will include:
 - (1) familiarization with on-campus services including but not limited to to the School of Graduate Studies, the University Ombudsperson, **Student** Wellness Services,

Queen’s University International Centre, Campus Security, and the Human Rights Office;

- (2) Peer Academic Student Advisor Program client intake, record keeping, and confidentiality procedures;
 - (3) mental health assessment;
 - (4) conflict resolution/mediation;
 - (5) intercultural competency; and
 - (6) other training as identified by Peer Academic Student Advisor Program Personnel;
- b. Training is to begin within 2 weeks of start of the Peer Academic Student Advisor contract.
 - c. The majority of training must be completed before a Peer Academic Student Advisor can begin taking on Client Cases, recognizing that potential scheduling issues may hinder complete training.
 - d. Peer Academic Student Advisors re-hired to the Peer Academic Student Advisor Program are not required to repeat training already received.

IX. Other Business

X. Notices of Motion & Announcements

XI. Adjournment

A. Adjournment

BIRT this meeting of SGPS Council be adjourned.

MOTION 08/16/22:06