

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 09/27/22:01**
BIRT SGPS Council adopt the Agenda for the September 27th 2022 meeting

III. Minutes

- A. Approval of the Meeting Minutes** **MOTION 09/27/22:02**
BIRT the SGPS adopt the minutes from the August 16th 2022 Council 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 09/27/22:03**
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 – Tony Hu (no report)
- 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 – *position vacant*
- D. Committee Reports**

E. Department Reports

F. Other Reports

- a. University Rector – Owen Crawford-Lem (report attached)

G. Approval

MOTION 09/27/22:05

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 of 2022-23 budget

MOTION 09/27/22:06

BIRT SGPS Council approve the first reading of the proposed 2022-23 SGPS Council budget.

B. Ratification of by-election results

MOTION 09/27/22:07

BIRT SGPS Council ratify the results of the September 2022 SGPS Trustee By-Election.

C. Second reading of proposed changes to SGPS BP

MOTION 09/27/22:08

BIRT SGPS Council approve the second reading of the proposed changes to SGPS Bylaw and Policies B.1. Peer Academic Advisor Program.

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 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 [Peer Academic Advisor 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) ~~the President (or his or her delegate)~~ a current SGPS Student Advisor;
 - (3) at least one of:
 - i. ~~the SGPS Indigenous Student Liaison representative from the Queen's University International Centre (or his or her delegate);~~
 - ii. the SGPS Equity and Diversity Commissioner;
 - ~~iii. the SGPS International Student Commissioner; and~~
 - ~~(3) the University Ombudsperson (or his or her delegate);~~
 - ~~(4) a representative from the Queen's Human Rights Office or the Queen's Equity Office (or his or her delegate); and~~
 - (4) the ~~Peer Academic Student~~ Advisor Program Administrator.
- b. The Student Advisor Hiring Committee shall also consist of the following optional members as advisors to the 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)
 - ~~(5)~~(3) a representative from the Queen's Human Rights Office or the Queen's Equity Office (or their delegate)
- ~~b.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.
- ~~e.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.
- ~~d.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.
- ~~e.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 AcademicStudent Advisor Hiring Committee is found to be in a conflict of interest, the member shall not participate in the Peer AcademicStudent Advisor Hiring Committee.

f.g. The Peer AcademicStudent Advisor Hiring Committee shall make decisions by Simple Majority. In the case of a tie, the Chair shall be entitled to break the tie.

g.h. Should a member of the Peer AcademicStudent Advisor Hiring Committee not be able to attend all candidate interviews, that member may advise on the selection of candidates but will no longer shall not be allowed a formal vote as counting towards the Simple Majority in g., until the hiring process has concluded. ~~able to participate in the Peer Academic Advisor Hiring Committee.~~

h.i. The VP Graduate shall report to Council, on behalf of the Peer AcademicStudent Advisor Hiring Committee, on the outcome of the hiring process.

B.24.4.1 Emergency Hiring

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

B.1.5 Peer AcademicStudent Advisor Program Review

a. Program review will assist the VP Graduate in exercising his or her responsibility over the Peer AcademicStudent Advisor Program. The review shall be conducted by the Peer AcademicStudent Advisor Program Administrator in consultation with the VP Graduate.

The review shall consist of:

- (1) an overview of collected Peer AcademicStudent Advisor Program statistics from the previous twelve months;
- (2) interviews with Peer AcademicStudent 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 AcademicStudent Advisor Review shall be conducted during the summer and a report shall be presented to the August Council Meeting.

B.1.6 Peer AcademicStudent Advisor Evaluation

a. The Peer AcademicStudent Advisor evaluation will be conducted annually to assess the performance of Peer AcademicStudent 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 AcademicStudent Advisor;
- (2) an interview with the Peer AcademicStudent Advisor Program Administrator;
- (3) evaluation of the Peer AcademicStudent Advisor’s clients’ surveys; and
- (4) interviews with on-campus student assistance services that the Peer AcademicStudent Advisor interacted with.

b. These evaluations will be discussed internally with the SGPS Executive and the Peer AcademicStudent Advisor Hiring Committee if the Peer AcademicStudent 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.

B.1.9 ~~Peer Academic Student~~ Advisor Reports

- a. ~~Peer Academic Student~~ Advisors shall submit a report to the ~~Peer Academic Student~~ Advisor Program Coordinator at the end each academic term as follows:
 - i. Summer term report due September 15th;
 - ii. Fall term report due January 15th; and
 - iii. Winter term report due May 15th.
- b. Reports shall include:
 - i. statistics on number of Cases and types of Cases;
 - ii. referrals made;
 - iii. resources accessed;
 - iv. barriers encountered in pursuit of a resolution of each Client Case; and
 - v. other information as directed by the ~~Peer Academic Student~~ Advisor Program Coordinator or VP Graduate.
- c. ~~Peer Academic Student~~ Advisor Program Personnel will meet to discuss reports at the time they

are due.

- d. Peer Academic Student Advisor reports will be scrubbed of any client-identifying information by the Peer Academic Student Advisor Program Coordinator before being released publicly.
- e. The VP Graduate will present public reports to Council and the Dean of the School of Graduate Studies.

B.1.10 Confidentiality and Record Keeping

- a. All Clients are required to sign a confidentiality agreement that clearly states how any personal information will be handled by the Peer Academic Student Advisor Program prior to the Case being heard.
- b. Peer Academic Student Advisors are required to fill out an intake form during, or immediately after, the first meeting with a Client.
- c. All paper Case notes, including confidentiality agreement and intake form, will be digitally recreated, and stored on a secure server. Paper copies will be destroyed.
- d. All Case records will be kept for a period of two years following Case completion, after which they shall be destroyed.

B.1.11 Funding

- a. The Peer Academic Student Advisor Program shall be funded by:
 - i. the Membership through a mandatory student fee; and
 - ii. the School of Graduate Studies through the Memorandum of Agreement.
- b. The VP Graduate shall evaluate funding sources annually and seek additional sources if required.

IX. Other Business

X. Notices of Motion & Announcements

XI. Adjournment

Adjournment

BIRT this meeting of SGPS Council be adjourned.

MOTION 09/27/22:09