

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.

Beth Langdon moves, Adriana D’Arpino seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

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.

Emilia Ganslandt moves, Emily Steele seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

IV. Executive & Speaker Reports

A. Executive Reports

a. President – Beth Langdon (*report attached*)

- i. Beth introduces herself and provides contact information (president@sgps.ca)
- ii. Discusses the attached report and highlights the potential for change as students needs change
- iii. Updates on plan:
 1. Housing Advocacy – executive meeting regarding this and there are early plans looking at An Clachan sight and further development on that land. Continued conversations are going to be held to provide transparency around graduate housing. Another meeting set for October surrounding further thoughts- rector is going to create a group for all students at Queens. Looking to gather research in the Fall through surveying in person and online to better inform specific goals for the project.
 2. Mental Health Resources – new service available, student care is partner on this project. Beth is meeting with them tomorrow and

will provide update in September once more information is fleshed out.

b. VP Graduate – Devin Fowlie (*report attached*)

- i. Devin introduces himself
- ii. Highlights key report features:
 1. Solus Upgrades – fully rolled out now.
 2. Revisions to professional development programming and how it's accessed on SGSPA website (formally SGS). Should have better workflow on time and date specifics for program of interest and level of study.
 3. Hiring Student Advisors – December of last year GCSC closed and SGPS decided to change Peer Academic Advisor name back to Student Advisor title- rebranding back to original brand name for simplicity. Could be helpful to bring back to departments to assist students with anything a student is unsure how to advocate for themselves (ie. policies, supervisor conflicts, discrimination); the student advisors provide a guiding path to the most appropriate resources. Looking to hire 2 student advisors for the coming academic term- hopefully interviewing next week.
 4. Financial Stability Point – conversations around daycare access. Goal is to know what's available, what current barriers are, and advocate for them moving forward. Devin is seeking information surrounding this or even financial stability in general (contact vp.graduate@sgps.ca if you have any points to discuss).
 5. Want to meet with everyone on council as informally or formally as needed. Clarify individual roles at council- better help council members understand their positions and ability to contribute to meetings.

c. VP Professional – Chloe Stone (*report attached*)

d. VP Finance and Services – Sandra Wright (*no report*)

- i. Report was provided and will be attached with the other reports before posted to SGPS website.
- ii. Sandra's report highlights:
 1. Finalizing budget for the school year and will be supplied at September council meeting
 2. Financial assistance program opened in July. Looking to reply to all current requests by end of August.
 3. Want to revamp the grant program- see if it can be revived for the 2022-23 year.

e. VP Community – Emilia Ganslandt (*report attached*)

- i. Emilia welcomes Noah (new student Indigenous Liaison) who was hired in August

- ii. Discussing summer work:
 - 1. Having conversations with services on campus to better support and connect graduate students to them.
 - 2. Working with community partners to target housing and food security to continue to foster Queen's-Kingston community relationships.

B. Speaker Report

- a. Speaker – Aileen Editha (*no report*)
 - i. Highlights the appointment of Katie Zutautas to the Deputy Speaker role.
 - ii. Utilize sharepoint and OneDrive to streamline processes and coordinate attendance and check in on council members.
 - iii. Adjusted the format of the agenda to increase accessibility within the document- a main goal for her this year across SGPS documents.

C. Approval

MOTION 08/16/22:03

BIRT SGPS Council approve the Executive and Speaker Reports.

Emily Steele moves, Devin Fowlie seconds. See point of discussion below. No dissenting votes; the motion passes unanimously.

Point of Discussion:

Beth Langdon highlights the encouragement of question asking during council- want to ensure that members feel they can discuss the reports others are bringing to council and if members are uncomfortable doing so during the meeting they are encouraged to follow up by email.

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*)
 - i. Promoting SGPS Welcome Month this September.
 - 1. Highlights Instagram challenges and collaborations with Social Commissioner Madeleine.
 - 2. Emphasis that events are for everyone!
- b. Equity & Diversity Commissioner – Jane Mao (*report attached*)
 - i. No addition to attached report.
- c. Indigenous Graduate Liaison – Noah Favel (*report attached*)
 - i. Noah introduces himself.
 - ii. Expresses his interest in coordinating reconciliation events with students and university members (ie. Annual Traditional Harvest and planning a maple syrup cultural event).
 - iii. If there are any questions, contact indigenous@sgps.ca

- d. International Students' Affairs Commissioner – Sabrina Masud (*report attached*)
- e. Social Commissioner – Madeleine Cleland (*report attached*)
 - i. Emilia speaks on Madeleine and Sabrina's behalf
 - 1. Madeleine's points are listed in her report but echoing Claire around supporting the SGPS Welcome Month events- check Madeleine's report and SGPS social media throughout the end of August and into September to stay aware of the various events taking place.
 - 2. If there are questions for either Madeleine or Sabrina follow up with them accordingly; social@sgps.ca, international@sgps.ca

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.

Andrea Hill moves, Beth Langdon seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

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.

Devin speaking to changes:

- changing the naming within the policy back to Student Advisor
- some changes aren't highlighted but should be (B.1.4a and b) – surrounding the stipulations of the Hiring Process for Student Advisors
 - a) subpoint 1 stays the same; previously the president was in charge but is no longer a required member of the hiring committee
 - used to be 3 additional points under a)
 - been removed and added to b) (B1.4 b)

-section B1.4 a)3 now has at least one of 3 positions (commissioners-indigenous, equity/diversity, international commissioner) to sit or advise on hiring committee and the student advisor program administrator

-the change to B1.4 a)3 is to provide additional involvement in opinions on diversity and experience

-the reason the president, Queen’s Human Rights and Equity office, and Ombudsperson were moved to b) is because it slows the hiring process having them required (offices don’t feel like they can contribute so typically delay timing). The offices are fine providing an advisement role-optional member. Reach out to them that this hiring process is occurring, provide a short list of candidates and ask if they want to ask specific questions-allow them to weigh in on process but does not rely on them solely. This adjustment allows for diversifying the hiring panel while still maintaining the administrative contributions.

See proposed changes below

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 AcademicStudent 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 AcademicStudent Advisors;
 - (2) ensuring proper completion and filling of confidentiality forms and Case notes;
 - (3) monitoring the general Peer AcademicStudent Advisor Program email account;
 - (4) answering short inquiries to the program;
 - (5) assisting the VP graduate in Peer AcademicStudent Advisor Program advertisement;
 - (6) scheduling and recording Peer AcademicStudent Advisor training;
 - (7) balancing Peer AcademicStudent Advisor workload by assigning Client Cases;
 - (8) acting as the institutional memory of the Peer AcademicStudent 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 AdvisorStudent Program including:
 - (1) acting as Chair of the Peer AcademicStudent Advisor Hiring Committee;
 - (2) following the guidelines in the Memorandum of Agreement;
 - (3) consulting with the Program Administrator and Peer AcademicStudent Advisors in the daily functioning of the Program;
 - (4) advertising the Peer AcademicStudent Advisor Program to SGPS member and the Queen's community;
 - (5) acting as the final oversight of the Peer AcademicStudent 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 AcademicStudent 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 AcademicStudent 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 AcademicStudent 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 AcademicStudent 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 AcademicStudent Advisor Program will be kept confidential, unless authorized explicitly by the Client or where required by law.
- f. The Peer AcademicStudent Advisor Program may refuse to investigate a complaint that appears to be an abuse of the Peer AcademicStudent Advisor Program's function. The Peer

AcademicStudent 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 AcademicStudent 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~~ a 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 AcademicStudent 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 AcademicStudent Advisor Program Administrator shall develop an appropriate job description and help carry out an advertising campaign to recruit potential Peer AcademicStudent Advisors.
- ~~c.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 AcademicStudent 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 AcademicStudent 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 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.

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.

Beth Langdon moves, Emily Steele seconds. See points of discussion on this motion below. No dissenting votes; the motion passes unanimously.

Points of Discussion:

- Aileen acknowledges the emphasis that will be placed on the [B1.4a and b](#) changes.
- Devin comments that as this is just the first reading of this document, we can expect small adjustments to be made. If any questions or changes come up, we will have a second reading before ratifying this in the by-law.

IX. Other Business

A. Motion to move September 20th Council Meeting to September 27th.

Tuesday September 20th Council Meeting is scheduled at the same time as a Welcome Month event for the executive; want to ensure maximum attendance at both orientation events and council meeting. Motion to move the scheduled council meeting to September 27th- same time and day of the week, but one week later.

Beth Langdon moves, Emilia Ganslandt seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

X. Notices of Motion & Announcements

XI. Adjournment

A. Adjournment

MOTION 08/16/22:06

BIRT this meeting of SGPS Council be adjourned.

Beth Langdon moves, Devin Fowlie seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.