

STUDENTS' COUNCIL LATE ADDITIONS

Tuesday May 11, 2010
Council Chambers 2-1 University Hall

LATE ADDITIONS (SC 2010-02)

- 2010-02/1 SPEAKER'S BUSINESS
- 2010-02/2 PRESENTATIONS
- 2010-02/3 EXECUTIVE COMMITTEE REPORT
- 2010-02/3a Executive Committee Report
Please see document LA 10-02.01
- 2010-02/4 BOARD AND COMMITTEE REPORTS
- 2010-02/5 QUESTION PERIOD
- 2010-02/6 BOARD AND COMMITTEE BUSINESS
- 2010-02/7 GENERAL ORDERS
- 2010-02/8 INFORMATION ITEMS
- 2010-02/8b ISSS Conditions of Probation
Please see document LA 10-02.02
- 2010-02/8c James Eastham, VP Academic
Please see document LA 10-02.03
- 2010-02/8d Nick Dehod, President- Report
Please see document LA 10-02.04
- 2010-02/8e Zach Fentiman, VP Operations and Finance- Report
Please see document LA 10-02.05
- 2010-02/8f CAC- Report
Please see document LA 10-02.06

2010-02/8g

BoG- Report

Please see document LA 10-02.07

Executive Committee Report to Students' Council May 11, 2010

1. The following motion was passed on the May 5 meeting

- A. FENTIMAN/EASTHAM MOVED TO approve a budgeted expense not to exceed \$4,950.00 for the General Manager, Manager of Student Services, and Manager of Programming & Venues to attend the AMICCUS-C 2010 National Professional Conference in Niagara Falls, Ontario from May 31 - June 4, 2010.

VOTE ON MOTION

5/0/0 CARRIED

- B. FENTIMAN/DEHOD MOVED TO approve an expenditure not to exceed \$2,250.00 from the 2009/2010 Projects Allocation for the purpose of the centenary ice rink for quad.

VOTE ON MOTION

5/0/0 CARRIED

- C. FENTIMAN/DEHOD MOVED TO approve an expenditure not to exceed \$5,000.00 from the 2009/2010 Projects Allocation for the purpose of centenary week daytime events.

VOTE ON MOTION

5/0/0 CARRIED

- D. FENTIMAN/DEHOD MOVED TO approve an expenditure not to exceed \$2,750.00 from the 2009/2010 Projects Allocation for the purpose of centenary week evening events.

VOTE ON MOTION

5/0/0 CARRIED

- E. FENITIMAN/DEHOD MOVED TO approve an expenditure not to exceed \$5,000.00 from the 2009/2010 Projects Allocation for the purpose of the centenary alumni dinner.

VOTE ON MOTION

5/0/0 CARRIED

- F. FENITIMAN/DEHOD MOVED TO accrue the remaining balance of the 2009/2010 Projects Allocation to the 2010/2011 Projects Allocation.

VOTE ON MOTION

5/0/0 CARRIED

The Conditions of Probation for The Interdepartmental Science Students' Society (ISSS)

Between the University of Alberta Students' Union via the Vice President (Academic)

And

The Interdepartmental Science Student Society

10 May 2010

Introduction

These Conditions of Probation serve as the guiding document for the establishment of the Interdepartmental Science Student Society as the new Faculty Association for the Faculty of Science. The power to set these conditions was derived from University of Alberta Students' Union Bylaw 8100 – A Bylaw Respecting Faculty Associations.

After three months, and before one calendar year, the Vice President Academic will either recognize the ISSS or extend their probationary period. This action will be taken after consulting with Student Group Services, the Office of the Dean of Science and the Office of the Dean of Students.

If, however, during the probationary period multiple significant areas of concern arise and these conditions of probation are not adhered to, the Vice President Academic may derecognize the ISSS leaving an unrepresented constituency. This may only be done in consultation with the Office of the Dean of Science, Office of the Dean of Students and Student Group Services.

Three other features of these conditions are critical. First, that they were heavily influenced by the *What went wrong?* report created by the interim governor of the Science Faculty Association, Douglas Cheung. This report is an appendix to these conditions. Second, these conditions are not limits for the new science faculty association, but rather a starting point. The Students' Union recognizes that ultimate test of a faculty association is that they actively endeavor to address the needs of science students, and this pursuit cannot fully be encapsulated in the conditions of probation. Third, the primary purpose of these conditions is to support the success and sustainability of student governance in the faculty of science. If these conditions are not thought to be moving student governance in the faculty of science towards this goal then it is necessary they be re-examined.



Purpose of the Conditions

The Purpose of these Conditions is to provide the ISSS with guidance, support and oversight.

1. Guidance

- In identifying areas for the ISSS to prioritize, or alternatively remove, from their immediate scope or permanent mandate;
- In identifying opportunities for growth in the future of the organization;
- In achieving the roles expected of all faculty and campus associations.

2. Support

- To ensure all members of the new association are enjoying safe, empowering and productive experiences during their time with the ISSS;
- To make available all of the services and support of the Students' Union in achieving the goals of the ISSS.

3. Oversight

- To create a set of mechanisms whereby problems are identified early;

- To create a system of proper structures and processes within the ISSS such that it is equipped to serve as the permanent Faculty Association for Science Students.

These conditions apply guidance, support and oversight over four areas of the Development of the ISSS:

1. Financial Practices
2. Internal Governance
3. Representation
4. Outreach

Guided by these goals, the conditions of probation are as follows:

Financial Practices

- By September 1, 2010, a budget must be created, and supplied to the Student Governance Advisor, which includes all assets, expected income and expenses;
- By September 1, 2010, the ISSS must present their Faculty Association financial reporting forms to Students' Union Audit Committee.¹
- As per section 10.2 of the Constitution of the ISSS, an external review of the ISSS finances will be completed at the end of the fiscal year;

¹ The Student Governance Advisor is available to provide support for the tasks expected of all Faculty Associations, such as Financial Reporting Forms.



- The ISSS must notify the Student Governance Advisor by e-mail of all purchases over \$200.²
- The ISSS must seek the approval of the Student Governance Advisor for purchases over \$750.

- The following will be thought to be violations of the Financial Practices conditions of Probation:
 1. The use of petty cash to reimburse executives for expenses;
 2. Reimbursement for unauthorized expenses;
 3. Reimbursement without proper documentation and receipts.

Internal Governance

- The Students' Union's Student Governance Advisor will be invited to attend at least one council meeting of the ISSS per month, including the summer months;
- The ISSS will provide monthly written probationary reports to the Student Governance Advisor and Vice President (Academic) identifying:
 1. The Activities of the ISSS (including a financial summary);

² If a response not received within 10 business hours, the ISSS may assume that the expenditure has been tacitly received, in the case of \$200, or approved, in the case of \$750.

⁴ The ISSS can expect written confirmation, directed to the entire executive, that these reports were received, with feedback on identified successes and challenges, within 10 business days of the report being received by the Office of the Students' Union

2. Identifying Successes and achievements;
 3. Recognizing Challenges and steps taken to address those challenges;
 4. Provide a collated collection of these reports to the Students' Union when applying for full recognition as a faculty association.⁴
- The ISSS must maintain Student Group Status From 1 August 2010 -28 April 2011;
 - The Student Governance Advisor must be notified of all constitution and policy and procedure changes, and all text forwarded for final approval;
 - All meeting minutes of the ISSS executive and council must be provided to the Student Governance Advisor.

Representation

- The ISSS must demonstrate that they honestly seek to be the Faculty Association for the Faculty of Science;
- The ISSS must maintain a professional working relationship with:
 - i. The Faculty of Science;
 - ii. The Students' Union;
 - iii. Student Group Services; and
 - iv. The Department and Program Associations in the Faculty of Science



- The ISSS must provide a full suite of representatives to Science Faculty Council and other committees where providing representation is the responsibility of the faculty association;
- The ISSS must provide the Science Faculty Council membership list and meeting agendas to the Student Governance Advisor;
- The ISSS must ensure proper representation at monthly COFA meetings, or send regrets to the Student Governance Advisor at least 24 hours in advance of the meeting.
- In concert with the Students' Union Chief Returning Officer (CRO), The ISSS must hold a set of elections deemed by the (CRO) to be free, fair and with every effort made to ensure maximum voter turnout.

Outreach

- Provide the posted schedule of ISSS Office hours to the Student Governance Advisor on a monthly basis;
- Endeavor to engage science students at large in the activities of the ISSS;
- Endeavor to establish and maintain a functioning website .

Final Recommendations

While not necessary for recognition, the Science Students Advisory Panel, the Office of the Dean of Science, the Office of the Dean of Students, and the Students' Union all strongly suggest that the ISSS take the following recommendations into consideration during their probationary year.

- Be cogniscent of the limits of time and resources, and ensure that core goals are prioritized;
- Endeavor to expand participation in the Faculty of Science, and do not feel responsibilities are limited ISSS council members and executives;
- View the constitution, as well as the policy and procedure manuals, as dynamic documents, and seek the support of the Student Governance Advisor, the Vice President Academic and Student Group Services in the interpretation and revision of these documents. In particular, conversation about the balance of responsibilities across the executive committee should be periodically examined.
- Building the trust of science students, and other stakeholders (such as the Faculty, Students' Union and Departmental Associations) should be the number one priority of the probationary year.



Conclusion

It is expected that after three months, and within one calendar year of the signing date of these conditions, the ISSS will apply for recognition. In order for this application to be successful, the ISSS must:

- Present to both the Council of Faculty Associations and Students' Council. These presentations should:
 - i. Demonstrate that the conditions of probation have been met;
 - ii. Demonstrate that the recommendations of the Science Students' Advisory Panel, Dean of Science and Dean of Students were considered seriously;
 - iii. Answer the following questions:
 - *How is the ISSS able to sustainably represent science students, even in the face of adversity and challenges?*
 - *As outlined as being key to the success of a new Faculty Association in the What went wrong? report How has the ISSS made progress in making itself an essential part of the life of science students?*
 - *Were the ISSS to be recognized as the Faculty Association for Science Students, what is your strategic plan moving forward and how will you transition and implement it?*

These conditions were mutually agreed to and signed on 28 April 2010. They may be adjusted with the mutual consent of the ISSS and the Students' Union, pending that the changes are acceptable to the Office of the Dean of Science and the Office of the Dean of Students.

James Eastham
Students' Union
Vice President (Academic)

Dustin Chelen
ISSS
President

Andy Cheema
ISSS
Vice President (Academic)



Cian Hackett

ISSS

Vice President (Administration and Finance)

Kevin Wehlage

ISSS

Vice President (Community)

Justina Mak

ISSS

Vice President (Programming)

Matthew Li

ISSS

Vice President (Services)

Science Faculty Association Report 2009



Douglas Cheung
Interim Governor
Science Faculty Association



Comments from the Governor:

This report summarizes the major issues that I feel were the stumbling blocks of the previous Science Faculty Associations, with a greater emphasis on the immediate predecessor, the Science Students' Association (SSA). Furthermore, while this report cites numerous sources, many individuals declined the opportunity to comment on the Faculty Association. None of the comments in this report should be taken as negative but rather as opportunities for improvement. From an internal standpoint, as I compiled this report, it offered an introspective window to inspect the Faculty Association and changes are already being made to correct the issues outlined in this report.

- Douglas Cheung, Interim Governor

Background

History

In order to get an idea of why the previous Faculty Associations were unable to achieve success, it is prudent to first define what the role of the Sciences Faculty Association was. The mandate of the Faculty Association was to act as the students' connection to the faculty. Analogous to the Students' Union, the directive of an Association is to act on behalf of and for its constituency -- Science students. This includes but is not limited to:

- a. Acting as the official representative of its membership;
- b. Acting as an advocate on issues relating to its constituency;
- c. Providing services which are beneficial to its membership; and
- d. Fostering student engagement and a sense of community within its constituency.

Furthermore, the Faculty Association will conduct itself in a manner that is transparent, open, democratic, credible, accountable, and fiscally prudent.

However, on September 4th, the University of Alberta Students' Union (SU), acting in accordance with the bylaws of their organization, formally derecognized the Science Students' Association (SSA) as the Faculty Association representing Science students at the University of Alberta, thus, leaving an unrepresented constituency. This was a result of numerous breaches in probation¹ including failures of accountability and representation:

Failures in Accountability	Failures in Representation
Section II (3): The Office of the SU VP Academic received no more than two of the compulsory biweekly reports from the SSA between December 19th 2008 and September 4 2009.	Section III (1)(d): An SSA Annual General Meeting was not held during the 2008-09 academic year.

¹ Appendix G

Section III (2)(c)(i): Expenditures between \$200 and \$750 were made by the SSA, but were not brought to the attention of the SU VP Academic.	Section III (4)(a): SSA executives failed to maintain regular office hours throughout their term.
Section III (2)(c)(ii): Expenditures over \$750 were made by the SSA, but were not authorized by the SU VP Academic.	

Because of these combined failures in accountability and representation, it was deemed that the SSA was no longer able to fulfill its mandate to act as an accountable, transparent, and democratic representative for Science students.

After speaking with numerous stakeholders, these issues in accountability and representation only represent the most visible of the problems underlying the previous the Science Faculty Associations and a number of conditions ultimately led to the dysfunctional ability of the SSA and UASUS.

Problems

Conditions of Probation

While there certainly were issues from the FA’s standpoint, the conditions of probation and timing were also to blame for some of the problems. The conditions of probation were strictly focused on the transparency of the Faculty Association (which is certainly important in its own right); however, this detracted from the greater goal of growth and success of the Faculty Association and the executive. As articulated by a former SSA executive, the conditions of probation were very restrictive and it should be about “what you can do” instead of “what not to do”². Critically, in a Faculty such as Science, where Departmental Associations are extremely self-sufficient, the focus should be directed towards empowerment of the Faculty Association to complete its mandate and achieve its goals. By stifling the Faculty Association’s power and breadth, it is likely that the failure of the SSA was in part a result of the limitations it was confined to.

² Appendix F

Transition

As in all student groups, transition is a difficult time within any organization. Without a proper transition, information and experience are not passed on to the incoming executive, leading to a recipe for disaster. In the Science Faculty Association, this ultimately proved fatal. In a letter signed by the Vice Presidents Internal and Communications, the SSA executive “received no training for [their] positions”³. For example, it took nearly four months before they reached familiarity with something as simple as all the acronyms and contacts for the various different organizations they were elected to work with. In such a situation, it is not hard to imagine how the executive were fighting an uphill battle as they were prematurely thrust into their roles. Echoed in statements from the Faculty: the Dean spoke that an improved transition would be an absolute necessity for success a new Science Faculty Association⁴ and Shannon Goodwin, the Student Life and IIP Advisor, offered her comments that a “go-to person” (e.g. former executive) would serve as an invaluable resource, if offered, to incoming executives of a Faculty Association⁵.

Lack of Involvement from Science Students

Upon holding office hours in the Central Academic Building (CAB), it became rapidly apparent that Science students as a whole had very little, if any, knowledge about the Science Faculty Association, indicating a severe detachment between the Science Faculty Association and their constituents⁶. As such, it seems hard to discern how a Faculty Association could attempt to represent Science students when the very same students were never consulted or informed. The blame for the lack of involvement on behalf of Science students is a shared responsibility.

On one hand, the Science Faculty Association office is located in the Biological Sciences Building, M-230. As any Science student knows, the Biological Sciences Building poses a labyrinth of mazes and disconnected hallways and wings, making it difficult to locate the office in the first place, especially for a first year student who, arguably, is in the most need for a strong Faculty Association. Combined with sparse and sporadic office hours, contact with the executive was unlikely at best. Fortunately, in light of a new Science Faculty Association in the coming year, the new Centennial Centre for Interdisciplinary

³ Appendix F

⁴ Appendix C

⁵ Appendix B

⁶ Appendix D

Science offers a new, much more visible office location for the Faculty Association as a literal and metaphorical crossroads between Departments. As well, with an active bulletin board, this will provide a visual standpoint for the Faculty Association to communicate their announcements and events to Science students.

Additionally, with apathy at an all-time high, in order to improve interaction with Science students, it is up to the executive to motivate their constituents with opportunities. For example, the Faculty of Science serves as an entry point into many professional faculties and correspondingly, receives the majority of its students entering from high school⁷. As such, this serves as an exclusive opportunity to access students as they begin to adapt to university life. However, barring Orientation, the previous Faculty Associations were unable to span this gap and outreach to Science students through social, intramural, and academic groupings^{8,9}. Affirmed through my office hours and personal meetings with students, the Faculty suggested that solutions to this problem in the form of student services such as tutoring and help sessions for lab and/or lecture (Faculty Association Mandate: c) Providing services which are beneficial to its membership) or through inter-faculty competition (working together with Engineering, Arts, Faculty Associations or otherwise) would put students together on a “common, faculty-wide goal”^{10,11}, one of the four pillars of Faculty Association mandate: d) Fostering student engagement and a sense of community within its constituency.

Departmental Associations

The Faculty of Science is in a unique position with Departmental Associations that are self-sustained and strongly represented. As such, any new Faculty Association must be able to acknowledge and unite the diversity of these organizations and ultimately, motivate these Departmental Associations to play an active role (via the Council of Departmental Associations, CoDA) in order to succeed. However, when speaking with Departmental Associations, the Departmental Associations cited a lack of communication and transparency with the previous Faculty Association¹². The DAs felt that they were rarely being consulted or “kept in the loop” even through email¹³. As

⁷ Appendix C

⁸ Appendix B

⁹ Appendix F

¹⁰ Appendix B

¹¹ Appendix D

¹² Appendix A

¹³ Appendix A

such, when the CoDA meeting was held, unsurprisingly, no Departmental Associations made an appearance, whether that be due to a lack of communication of time and place or a lack of motivation on behalf of the Faculty Association. In the future, a structure to ensure the participation of Departmental Associations should be included into the constitution. However, the degree of Departmental Association influence is still a controversial issue. If given too much power, this essentially handcuffs the Faculty Association as the Departmental Associations are traditionally very self contained, and thus, unmotivated to attend meetings and without quorum, nothing can be done^{14,15}. Thus, while a clause to ensure the involvement of Departmental Associations should be the keystone of any new Faculty Association, care must be taken to empower the Faculty Association (in the first few years) to allow its executives to carry out their mandate and establish the Faculty Association in the face of adversity and/or apathy¹⁶.

Communication

Within the Executive

Internal communication within a group provides a consolidated standpoint for the group and allows for members to effectively work together even when under external pressure. When a breakdown of this internal communication occurs, especially in the executive, the functionality of the group is significantly hindered. Thus, when the SSA executive only met twice in a period of four months, the failures in communication quickly led to the collapse of the Faculty Association a few days later¹⁷. While the responsibility to motivate the executive and encourage intra-executive communication is largely the duty of the President, it is advised that a clause to encourage the communication of the executive on a regular basis during the school year as well as during the summer months be included into the constitution of a future Faculty Association.

Departmental Associations

Similar to above, strong Departmental Associations can only be valuable assets if they are well informed and thus, able to inform their members (Science students). Without communication with the Departmental Associations, this mutualistic relationship is

¹⁴ Appendix B

¹⁵ Appendix F

¹⁶ Appendix E

¹⁷ Appendix F

hindered. In speaking with the Biological Sciences and Psychology Departmental Associations, their non-involvement was clear as they had heard only the bare basics through the Gateway and other media sources and were rarely contacted in the previous Faculty Associations¹⁸. In a future Science Faculty Association, initial meetings to break the ice and “get to know each other” would facilitate communications in addition to an internal forum for the Council of Departmental Associations to discuss issues pertaining to all Science students conveniently if meetings are not possible.

External (Science Students)

Communication with Science students is tantamount to the success of a new Science Faculty Association. As (elected) representatives and to properly fulfill its mandate as a) Acting as an official representative of its membership and b) Acting as an advocate on issues relating to its constituency, Science Faculty Association executives must strive to be helpful, passionate, outgoing, receptive to criticism, and empathic¹⁹. Due to the nature of student politics, the ability to empathize with the opinions of others (science students) and to encourage these viewpoints, which may or may not match the executive’s, is perhaps the most crucial for success. However, given their detachment, physical or otherwise, previous Faculty Associations were unable to maintain this bond with the Science students, making it impossible to appropriately represent their constituents.

Closing Remarks

It is with a heavy heart that I write this report after the derecognition of the Science Faculty Association; however, I believe that this internal review presents an unparalleled opportunity to revise and improve the Faculty Association structure on a macro level and institute these changes in the incoming Faculty Association with success.

¹⁸ Appendix A

¹⁹ Appendix F

Appendix A:

Departmental Associations

Outlined Necessities and Areas of Improvement

Biological Sciences Departmental Association Meeting

1. More transparency
2. Would want to be more involved as the largest department
3. Council of Departmental Associations is an absolute necessity

Psychology Department Association Meeting

1. Communication
 - a. Private forum for Council of Departmental Associations
 - i. Ease of efficiency
 - b. Initial meetings with all departments to break ice and get to know each other – more comfortable
 - c. Outreach to students
2. Encourage students to join Faculty Association and Departmental Associations
3. Faculty wide events
4. Awareness promotion
5. Granting funds for socials/get-to-know-your-faculty/department

Appendix B:

Science Faculty

Outlined Necessities and Areas of Improvement

Shannon Goodwin, Student Life and IIP Advisor – Meeting

1. Support for pre-professional studies
2. Need more opportunities
 1. Get Involved and feeling part of something such as a team
 2. Meet people with similar interests
 - i. Academic – Faculty level
 - ii. Social – Intramural and other
 - iii. Volunteer
 3. Majority of students WANT to make a difference
3. Contact person each year for how things work – “go-to person” – transition
 - a. Come to one meeting/month in the new year
 - b. Used as a resource/advisory role
4. Inter Faculty Competition
 - a. Puts students together on a common, faculty-wide goal
 - b. Work with Engineering, Arts
5. Include Computing Science
 - a. Have their own collective and is somewhat isolated from the rest of Science currently
6. Student services – science tutor/help sessions

Appendix C:
Dean of Science

Outlined Necessities and Areas of Improvement

Gregory Taylor, Dean of Science – Meeting

1. Communication
2. Take advantage of transition
 - i. Information
 - ii. High school
 - iii. Pre-professional studies
3. Peer Support
4. Source of contact, a place for the faculty to go to, something to move forward with, people to count on to help them or identify people, representatives of the student body (go-to place)
5. Bring science students together
6. Improved Transition

Appendix D:

Science Students

Outlined Necessities and Areas of Improvement

Office Hours – Students at Large

What Science Students Know About Their FA

1. Thought that they had an FA (insufficient awareness/knowledge)
2. Unaware of FA – would like to see ANYTHING
 - a. Office Hours
 - b. Student Representation
 - c. Faculty Association sponsored events

What Science Students Would Like to See

1. More quiet study space
2. Laboratory help sessions

Appendix E:
Council of Faculty Associations

Outlined Necessities and Areas of Improvement

Council of Faculty Associations Presentation

- 1) We must provide an “absolutely necessary” service. For example, right now there is no Science Faculty Association but this does not have a significant effect on the “average science student”
 - a. Law Students’ Association – Provide class notes, pay for intramural fees
- 2) Accountability and Working with the strong Departmental Associations
 - a. Engineering Students’ Society – Board of Directors including the Presidents (or delegates) of the Departments. Acts like a system of checks and balances on each other
 - b. Faculty Association is not ABOVE Departmental Associations -- on par
- 3) Be prepared for largely negative or neutral feedback – do not get demoralized, make it constructive!
- 4) General Ideas:
 - a. Ask the students what they want
 - b. Have an update board – a visual for students
 - c. Make sure the Faculty Association makes the effort to outreach students, don’t expect them to come to the Faculty Association
 - d. Better office location – new CCIS building

Appendix F:
Former Science Students' Association Executive

Outlined Necessities and Areas of Improvement

Former SSA Executive

1. Crucial Elements
 - a. Clear communication within Executive
 - i. Clause in Constitution for the executive to communicate on a regular basis during school as well as during the summer
 - b. Clear communication with Students
 - i. Faculty Association needs an executive that is helpful, passionate, outgoing, receptive to criticism, and empathic
 - ii. Encourage other viewpoints – listen!
 - c. Departmental Associations
 - i. Empowerment later (three years) rather than earlier – right now, departmental associations are not motivated (won't show up or vote -> lose quorum and then nothing can be done)
 - d. Capitalizing on Opportunities
 - i. Pre-Med – offer chances to get involved, win-win situation for opportunities
2. Problems
 - a. Conditions of Probation
 - i. Too focused on transparency (still important) but central idea should be growth of the Science executive (support role, not enforcement)
 - b. Too dependent on what you know and who you know
 - c. Empower the FA rather than restrict – “What you CAN do”, not “don't do this”
3. Science Students Advisory Panel
 - a. Focus on Constitution
 - b. Critically analyze policy manual
 - c. Critically analyze what an FA has to do
 - i. Some questions to be asked: How can an FA succeed rather than survive?
 - d. Ensure proposals also include Executive Biographies
 - i. Letter of Intent
 - ii. Character Sketch/Bio

September 1, 2009

To:

The President & Vice-President Academic of the Students' Union

We, The Vice-President (Internal) and Vice-President (Communications) of the Science Students' Association (SSA) no longer feel that the SSA is meeting its obligations under the terms and conditions of probation as set forth by the Students' Union. Therefore, we feel that the SSA should be derecognized as the Faculty Association for Science.

It is our opinion that the SSA has become dysfunctional, and that there is no longer an environment within the organization conducive to being a productive governing entity. Since our election to the SSA, we have received no training for our positions, have only held two executive meetings in four months, produced only one biweekly report to the Vice President Academic, have had numerous failures in communication between executives, and encountered a general lack of order and positive atmosphere in the SSA. We feel many of these issues are a result of poor leadership on the part of the SSA president who has been largely absent from involvement in the SSA since the start of our term at the beginning of May.

We offer our sincerest apologies to all the members of the Students' Union who have tried to help us succeed as a Faculty Association. Furthermore, we would like to apologize to students in the Faculty of Science for clearly failing them. We feel, however, that it would be in the best interest of Science undergraduates if a stronger organization took the position of Faculty Association for the Faculty of Science.

Sincerely,



Dustin Chelen
VP Internal
Science Students' Association



Misha Miazga-Rodriguez
VP Communications
Science Students' Association

Appendix G:
SU Vice President Academic Derecognition Article

Specific Failures of the Terms of Probation

“Between that time and September 4th, the SSA has failed to meet the articles of the Conditions of Probation in the following manner:

Section II (3): The Office of the SU VP Academic received no more than two of the compulsory biweekly reports from the SSA between December 19th 2008 and September 4 2009.

Section III (1)(d): An SSA Annual General Meeting was not held during the 2008-09 academic year.

Section III (2)(c)(i): Expenditures between \$200 and \$750 were made by the SSA, but were not brought to the attention of the SU VP Academic.

Section III (2)(c)(ii): Expenditures over \$750 were made by the SSA, but were not authorized by the SU VP Academic.

Section III (4)(a): SSA executives failed to maintain regular office hours throughout their term.”

Bylaw 8100

A Bylaw Respecting Faculty Associations and Campus Associations

Short Title

1. This Bylaw may be referred to as the “Faculty Association and Campus Association Bylaw”.

Definitions

2. For the purposes of this Bylaw:
 - a. “faculty” shall refer to any entity defined by the University of Alberta General Faculties Council as a faculty and in which undergraduate students are registered;
 - b. “campus” shall refer to Augustana Campus and/or Campus Saint-Jean, as the context requires;
 - c. “constituency” shall refer to “faculty” and/or “campus” as the context requires;
 - d. “Faculty Association” shall be any student group, based upon enrollment in a “faculty”, that is recognized as such under this bylaw;
 - e. “Campus Association” shall be any student group, based on enrolment on a “campus”, that is recognized as such under this bylaw;
 - f. “Association” shall refer to “Faculty Association” and/or “Campus Association” as the context requires;
 - g. “Council of Faculty Associations”, shall refer to the council outlined as such under this bylaw;
 - h. “Departmental Association” shall be any student group, based upon enrollment in a department, that is recognized as such under this bylaw and the appropriate legislation of an “Association”;
 - i. “Program Association” shall be any student group, based on enrollment in a program, that is recognized as such under this bylaw and the appropriate legislation of an “Association”; and
 - j. “Affiliated Association” shall be any student group, not based upon enrollment, that is recognized as such under this bylaw and the appropriate legislation of an “Association”.

Roles and Mandate

3. The mandate of an Association is to act on behalf of and for its constituency analogously to the manner in which the Students’ Union acts on behalf of and for the undergraduate students of the University of Alberta. The Association is to conduct itself in a manner that is transparent, open, democratic, credible, accountable, and fiscally prudent. The roles of an Association are to:
 - a. Act as the official representative of its membership;
 - b. Act as an advocate on issues relating to its constituency;
 - c. Provide services which are beneficial to its membership; and
 - d. Foster student engagement and a sense of community within its constituency.
4. The mandate of the Council of Faculty Associations shall be to foster communication and collaboration among the Associations and between the Associations and the Students’ Union. The voting composition of the Council of Faculty Associations shall be one representative from each of the Associations and the Students’ Union. The nonvoting composition of the Council of Faculty Associations shall determined by the Council of Faculty Associations. The Vice President (Academic) shall be the Chair of the Council of Faculty Associations.

Membership

5. The base membership of a Faculty Association shall be defined as all undergraduate students enrolled in the faculty represented by the Faculty Association. The base membership of a Campus Association shall be defined as all undergraduate students enrolled in a faculty located on the campus represented by the Campus Association.
6. The membership of an Association may be defined by criteria agreed upon by the Association and Students' Council. Where no such agreement is in place the membership of an Association shall be equal to the base membership of the Association.
 - a. Tout étudiant inscrit à au moins un cours de la Faculté Saint-Jean est considéré member de l'A.U.F.S.J. (All students enrolled in at least on course at the Faculté Saint-Jean are considered members of the AUFSJ.).
7. An Association may create membership categories based on reasonable criteria such as program of study, year of study or level of fees paid.
8. The members of an Association have the following rights:
 - a. To resign one's membership by notifying the Association;
 - b. To reinstate one's membership by notifying the Association;
 - c. For one to be afforded the same voting power as any other member of the Association at a General Meeting, in a referendum or plebiscite, and in an election for its officers;
 - d. For one to be afforded the same voting power as any other member of a membership category of the Association in an election for a representative of that membership category; and
 - e. For one to be afforded the same access to services and events as any other member in the same membership category of the Association.

Delegation

9. All determinations by the Students' Union required by this bylaw shall be made by the Vice President (Academic) in consultation with the Director of Student Group Services and the following:
 - a. The Chief Returning Officer on all matters pertaining to Association elections, plebiscites and referenda;
 - b. The Chair of Audit Committee on all matters pertaining to Association finances; and
 - c. The Dean of Students and the Dean of all affected faculties on all matters pertaining to Association recognition, probation or derecognition.
10. The Students' Union Vice President (Academic) shall maintain a schedule of Campus Associations and Faculty Associations.
11. An Association shall be responsible for the oversight of all Departmental Associations, Program Associations, and Affiliated Associations within its constituency. The Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students' Union and the Associations. Specifically:
 - a. The Association shall have the authority to recognize, derecognize or place on probation the aforementioned groups;
 - b. The Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively; and
 - c. The Association's decisions pertaining to the aforementioned groups may be appealed to the Students' Union.

- d. The Students' Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.
- 12. An Association shall maintain a schedule of its Departmental Associations, Program Associations and Affiliated Associations, if such exist, which shall be provided to its membership and/or the Students' Union upon request.

Recognition

- 13. The Students' Union shall annually determine which student groups are recognized as Campus Associations and Faculty Associations under this bylaw, on the basis of the following principles:
 - a. A Campus Association shall represent exactly one campus, and a campus shall be represented by one Campus Association;
 - b. A Faculty Association shall represent exactly one faculty, and a faculty shall be represented by one Faculty Association;
 - c. An Association shall not be registered as a student group under the Bylaw Respecting Student Groups until the following conditions, additional to the conditions required to register as a Student Group, are satisfied:
 - I. A document confirming the legitimate selection of the Association's officers and providing their contact information is submitted to the Students' Union;
 - II. A document confirming the Association is in compliance with General Faculties Council Policies regarding Faculty Councils, Departmental Councils, Dean Selection & Review Committees, and Chair Selection & Review Committees is submitted to the Students' Union; and
 - III. The financial reporting requirements outlined in the Bylaw Regarding Faculty Association Finances are met.
 - d. A previously recognized Association shall be presumed to continue being an Association.

Derecognition

- 14. The Students' Union shall derecognize an Association, thus leaving an unrepresented constituency, upon the Association's no longer being a student group.
- 15. The Students' Union may derecognize an Association, thus leaving an unrepresented constituency if:
 - a. The Association applies for derecognition; or
 - b. A majority of the students which the Association represents petition for derecognition.
- 16. During the period of an unrepresented constituency the Students' Union shall assume responsibility of the affairs of the constituency. After two calendar weeks and before two calendar months of the existence of an unrepresented constituency the Students' Union shall recognize a new Association.
- 17. The Students' Union may derecognize an Association if another student group applies for recognition as the Association representing the constituency, if and only if that student group is then recognized as the Association, having probationary status, representing the constituency.

Probation

- 18. The Students' Union may recognize an Association as having probationary status if:
 - a. Multiple significant issues arise out of the annual recognition process, notwithstanding Section 13.d of this bylaw;
 - b. The Association applies for probation; or

- c. In a constituency of at least one thousand (1000) base members, fifteen percent or more of the members which the Association represents petition for probation.
- 19. The Students' Union and the Association, having probationary status, shall agree to and sign Conditions of Probation, which shall govern the Association while it retains its probationary status.
- 20. After three calendar months and before one calendar year of an Association being recognized as having probationary status, the Students' Union shall either:
 - a. Recognize the Association as no longer having probationary status; or
 - b. Derecognize the Association, thus leaving an unrepresented constituency.

Legislation

- 21. An Association shall have legislation, consistent with the requirements of Students' Union bylaws, specifying, at minimum:
 - a. The official name of the Association;
 - b. The mandate of the Association;
 - c. The membership, membership categories, and rights of members of the Association;
 - d. The procedure for adoption, amendment, and rescission of its legislation;
 - e. The procedure for adoption, amendment, and rescission of its policies and/or procedures;
 - f. The mechanism for calling a General Meeting;
 - g. The powers and responsibilities of each of its officers;
 - h. The powers and responsibilities of each of its boards, committees and/or councils;
 - i. The rights, privileges and responsibilities, individually and collectively, of its Departmental Associations, Program Associations, and Affiliated Associations;
 - j. The manner of selection of its officers and the manner of removal of its officers;
 - k. The manner in which elections, if applicable, are to be conducted; and
 - l. The manner in which finances and property are managed including the budgeting and auditing processes.

Procedure Manual

- 22. An Association shall have procedures, consistent with the requirements of Students' Union bylaws and the Associations' legislation, which shall serve to operationalize the their legislation. The Association shall have procedures outlining the annual transition of its executive and board officers.

Governance Structure

- 23. An Association shall adopt a governance structure which satisfies the following:
 - a. Legislation is adopted, amended, or rescinded by:
 - I. A General Meeting which meets at least once per Fall Term and Winter Term; or
 - II. A Council which meets at least twice per Fall Term and Winter Term where a General Meeting may overturn the adoption, amendment, or rescission.
 - b. Policy and Procedure is adopted, amended, or rescinded by:
 - I. A Council which meets at least twice per Fall Term and Winter Term; or
 - II. An Executive Committee or Board which meets at least once per month during each Fall Term and Winter Term where a Council may overturn the adoption, amendment, or rescission.
 - c. The executive and board officers, as applicable, of the Association are held accountable to and removable by:

- I. A General Meeting which meets at least once per Fall Term and Winter Term;
 - II. A Council which meets at least twice per Fall Term and Winter Term; or
 - III. Another mechanism agreed to by the Students' Union.
- d. Elections, plebiscites and referenda, if applicable, are conducted by an Association Deputy Returning Officer who acts at arms length from the other bodies of the Association.
- I. An Association shall have the right to use the Students' Union Councillor Election polling stations for members, and the electronic ballot for base members, to vote for the purpose of the election of such positions and voting on such plebiscites and/or referenda as may be required by that Association.
 1. The Faculty Association for Augustana Faculty shall have the right to use the Students' Union Executive Committee and Undergraduate Board of Governors Election in place of the Councillor Election.

Good Evening Council!

Even though I have only been in the office a few days, things are already starting to get busy. This year in my reports I will endeavour to keep Council informed about my activities, and the progress I am making towards my goals.

I would also like to help open up the issues the portfolio deals with. Too often the Academic portfolio is looked on as committee heavy and detached. In reality it deals with many important issues like the quality of instruction, the cost of academic materials, and other issues that impact the student experience. I urge you to consider running for the position next year.

NEW Science Faculty Association

It is with great pleasure that I announce the Interdepartmental Science Students' Society has signed their terms of probation and are now representing science students. I look forward to working with them this year in their efforts to improve student life in the faculty of science. Their conditions of probation have been attached to the agenda as an information item

I would like to extend my heartfelt thanks to the Science Student Advisory Panel for their work that has helped see the ISSS come to fruition. As well, Doug Cheung deserves a great deal of appreciation for fulfilling the role of interim governor and author of the "What Went Wrong" report that has informed the selection process from the beginning.

Student Governance Advisor

I am pleased to announce the Amanda Henry will be joining the Students' Union as the new Student Governance Advisor. This position will lend assistance to groups that represent students in University governance (ie COFA, departmental associations, etc) She will start work with us on May 27th

Vacation

I will be away from the office May 12 – 17 as I will be on vacation. I may have access to my e-mail so you can still send me any questions you may have.

Goals

I will try to provide updates on the goals I ran on periodically so that Council is able to track my progress. This week I met with Dr. Heather Kanuka, the academic director for the Centre for Teaching and Learning to discuss new professor orientation, and a textbook consultation service for instructors.

I have also set up a meeting with Dr. Connie Varnhagen to discuss the potential for an undergraduate research conference sometime this year.

May 11, 2010

To: Students' Council

Re: Report to Students' Council

Greeting's Council,

I'd like to start by reiterating that I'm really looking forward to seeing what we accomplish in the next year. We have only been in the SUB 2-900 for three days, but there is already much to report. I can already tell that it will be a busy summer as the organization prepares for another academic year.

A couple of notes: I am still currently getting myself organized in the office. I hope to begin meeting with staff and University officials to begin mapping out how we will accomplish some of our goals for the year.

Board of Governors (BOG)

At my first meeting as a Governor of the University of Alberta, I introduced and moved to approve our SU Fees with their CPI increases as well as saw the approval of the new U-Pass fees. The Board also received an information item on the City of Edmonton's bid for Expo 2017, and how the project could lead to faster development of South Campus.

Council of Alberta University Students (CAUS) Transition Retreat

The Incoming/Outgoing Vice President Externals and Presidents of University of Lethbridge, University of Calgary, and University of Alberta, met in Canmore over the weekend to transition and select a Chair and Vice-Chair for the coming year. I pleased to announce that Hardave Birk, Vice President External from U of C has been selected CAUS Chair and Keith McLaughlin, Vice President Academic from U of L will be CAUS Vice Chair for the coming year. Several priorities were outlined on the final day of transition. One of the main priorities will be the submission of suggested wording for a regulation around Non-Instructional Fees to the Government. This something we hope to have accomplished before the end of the summer.

Canadian Alliance of Student Associations (CASA) Transition Retreat

This weekend I will be in Calgary with Vice President Murphy and former Vice President Bev Eastham, to participate in the CASA Transition Retreat. I'll have an update for Council at our next meeting.

Counseling Services

The Vice President Fentiman and I have had a preliminary meeting with the Dean of Students and staff from the University Health Centre. There are strong indicators that we could have an increase in the number of student counselors for the fall however there is a lot of work that still needs to be done. If

you would like more info on this I would suggest following-up with myself or Vice President Fentiman during question period.

Henry Marshal Tory Inaugural Dinner

Last Thursday I was asked to be a speaker at the 1st Annual Henry Marshal Tory Dinner. The event introduced the University of Alberta's new slogan, "Uplifting of the Whole People", and highlighted some of the initiatives highlighted in the University's 2010, Report to the Community.

SUB 2-900 Office Revitalization

A large priority for the Vice President (Operations & Finance) and myself is improving the work environment of our employees and the efficiency of the organization. There are numerous projects that we will be undertaking over the summer to put the office and staff in a more productive atmosphere for the fall. The organization's tech-department has been hard at work rebuilding our server and iCal to improve their efficiency and reliability. It has meant some disruption of work however this is probably the best time of year to undertake these upgrades. We are also in the process of reorganizing office space in order to address some of changes in staffing and reporting structures that were made at the end of last year. We are also looking at repainting, reorganizing, and getting new furniture for many of the offices and space in 2-900. We expect much of this office renewal to continue throughout the summer.

Sustainability Audit Coordinator

I'm pleased to announce that 09/10 ECOS Director, Louise Veillard, will be the Sustainability Auditor Coordinator. The position itself reports to the Vice President (Operations & Finance) and Louise will be working all summer on the planning, implementation, and communication of the audit. For more details please follow-up with Vice President Fentiman.

Vacation Time

Due to the various transitions, retreats, and lobby meetings I will be a part of in the next two months, I will be working Saturday and Sunday for 5 out of 7 weekends in a row. Because I am keen on getting some projects going before the end of May, I likely will not be taking any time off during the week this month but continue to work straight through. With that in mind I do hope to take a week off in either late June or July. I'll keep Council posted on when that will happen.

If you have any further questions, suggestions, or concerns, please do not hesitate to follow-up with me, either in person at SUB 2-900, by phone at 780-492-4236, or by email at president@su.ualberta.ca.

"To hell with circumstances, I create opportunities" – Bruce Lee

May 11, 2010

To: Students' Council

Re: Report to Council

Council of Alberta University Students Changeover Retreat

As I was outgoing President, I was responsible for participating in the annual CAUS Changeover retreat in Canmore—and it was a great time! I had prepared a presentation with Jeremy Girard (outgoing UofL SU President) regarding the annual lobby conference that CAUS conducts. I am very excited for the new group (Aden & Nick included) and their goals for the coming year.

Sustainability Audit Coordinator

This summer, we have hired Louise Veillard to coordinate and conduct an organizational sustainability audit. Coming back from CAUS retreat, I've met with Louise to help her get this project started. We expect the project phases to look something like this:

- I. *Research & Develop*
 - Investigation of audit tools and development of indicator-tracking list and thresholds.
 - May 1 – May 31
- II. *Involve & Conduct*
 - Work with staff and volunteers to collect data and information.
 - June 1 – August 15
- III. *Report & Communicate*
 - Produce a written report with recommendations for the Executive Committee and Students' Council and communicate the audit to stakeholders.
 - August 15 – August 31 (and ongoing)

Please let me know if you have any questions about the progress of this throughout the summer.

WUSC DFU Board

As all of you (should) know, the Students' Union collects a Dedicated Fee Unit on behalf of the World University Service of Canada's Refugee Student Program. Over the past several years however, the administrative body for the dispersal of the fee (analogous to other DFUs) has “died out” with the fee dispersal process working on an ad-hoc basis. The Vice-president Student Life and myself have been working on this with WUSC (Cr. Rao, in particular), and will have a board proposal for council's consideration on May 25.

Upcoming Dates of Significance

Wednesday, May 12, 2010 @ 10:00a – PAW Business Planning Meeting

Monday, May 17, 2010 @ TBD – Gateway Student Journalism Society BoD Meeting

Tuesday, May 18, 2010 @ 5:30p – Grant Allocation Committee

Yours,
Zach

Tuesday, May 4, 2010

Hello Council,

CAC had a great turnout (11 members of Council) to discuss the upcoming Council Retreat. We have worked out most of the key logistics for the trip (transportation, arrival/departure times, food, etc.). Next Tuesday (May 11) we will be setting the schedule as well as selecting presentation sessions.

CAC also discussed possible future amendments needed to Students' Council Standing Orders and/or CAC Standing Orders, as well as the CRO/DRO/Speaker wage review currently underway. We will discuss the wage review further once survey results from past CROs/DROs/Speakers are available. The last topic discussed was committee chair selection processes. The consensus from CAC was that the selection process should mirror that of the process used for Executive Elections, electing a Speaker, and selecting Council Scholarship winners (the latter two selections are also based on the Executive Election process). Look for a motion coming from CAC on this topic coming to a future Council meeting.

The following motions were carried at the meeting:

1. KUSMU/KAAI MOVE THAT CAC recommend to Students' Council that Students' Council Committee Chairs be elected in the style of the Students' Union Executive Elections. CARRIED 11/0/0.

I look forward to seeing you all at the next CAC meeting!

Cheers,
Craig

Hello Council,

The first Board of Governors meeting of my term was held the morning of Friday, May 7, 2010. It provided me a chance to meet many of the other Board members and really get a chance to see what both open and closed Board sessions were like. I look forward to working with Board members as well as the general community throughout the next year.

Highlights from the meeting include:

- Vice President (Facilities and Operations) Don Hickey presented to the Board on the City of Edmonton's EXPO 2017 bid and its impacts on the University of Alberta
- Students' Union, GSA and U-Pass fees were approved for the 2010-2011 year
- I was appointed to the Board Learning and Discovery Committee, the Board Safety, Health and Environment Committee, and the Board Government Relations Subcommittee. President Dehod was also appointed to a number of Board committees.
- Dr. Debra Pozega Osburn was appointed as Vice President (External Relations) for a five-year term beginning July 1, 2010
- Dr. Frank Robinson was appointed as Vice Provost and Dean of Students for a five-year term beginning July 1, 2010

I would be happy to discuss at length any of the aforementioned topics, or any other topics relating to the Board, with anyone interested. Feel free to contact me at any point.

Cheers,
Craig