



APSA Executive Council Meeting
November 21st, 2022 @5:00pm, hybrid delivery

1. **Call to order (5:06pm)**
2. **Roll call (2 min): Alyna, Bojana, Jazzi, Tamara, Mankirat, Justine, Julia, Prerna, Talia**
 - a. **Regrets:**
3. **Additions to the agenda (1 min)**

Motion: To approve the agenda
First: Tamara Second: Jazzi
4. **Minutes of the last meeting (1 min)**

Motion: To approve the previous meeting minutes
First: Mankirat Second: Jazzi

New Business:

5. **Dean Selections Committee - Alyna (10 mins)**
 - **Alyna:** Okay, so in regards to the Dean's Selection Committee, the deadline to apply was today at 5pm, however, we have not received any applications for it yet. I did class announcements today and I also asked for an extension until Wednesday at noon and the university agreed, so I am hoping that more people apply between now and Wednesday, but I don't know how else we can advertise or get the word out there. I was also talking to Terri and Jill and they do prefer it to be a second year student if possible, however, if no one applies, the university will select someone and I am assuming they will choose someone on APSA prior to the general student body. I don't know if anyone has any ideas on how to get people to apply or has any questions or concerns but I am all ears because this deadline is stressing me out.
 - **Talia:** So, I have considered it further, has Trent replied to you?
 - **Alyna:** Unfortunately he has not, but he did add me to an email thread with Dr. Brocks and Dr. Hall and I am assuming that I won't get a reply until tomorrow now.
 - **Talia:** Okay. As for my schedule, when you look at it as a whole it looks like it's going to be a lot. However, when you break it down, there are 2 meetings in January, 2 in February and they are clustered close together and then the rest are in the beginning of March. I was looking at my midterm schedule to see how it coincides and I wouldn't miss any classes until February. The only question I have is how it would work around my exam schedule and I am not sure how assignments are going to play out.

- **Bojana:** Wait, how do you already know your midterm schedule?
- **Alyna:** Brenda sent it out.
- **Bojana:** Oh, okay, good to know I haven't had a chance to cross reference.
- **Talia:** Looking at the spacing and looking at it as a whole it looks a lot more intense than it is. However, if you break it down month by month it's not that bad. I know it's a big commitment but also it's a question of will anyone else apply and what are the ramifications if no one else steps up. I mean it is certainly not ideal. I don't want to sugar coat it but I am just thinking of the needs of the many outweigh the needs of myself. If this in the long term is highly beneficial for students then maybe it is worth my temporary pain.
- **Alyna:** I really appreciate that Talia, I am just scared of burn out and you sacrificing your mental health for this. At the end of the day it is ultimately your decision, but I don't want this to be something that you're doing because you feel like you have to, because you don't. I also think that once Trent emails me back, we will have a much clearer idea of the expectations and the flexibility surrounding labs and seminars and can have a better understanding of the role.
- **Talia:** As long as I can get excused from the few seminars and the one lab that I miss, I am okay with that. As long as there are accommodations in place and I don't have to submit the missed assignment worksheet, I think I feel comfortable volunteering.
- **Bojana:** No matter what student goes for it, they're going to miss lectures, labs, and seminars in some capacity so I don't see how they wouldn't accommodate it. I just don't know if I am comfortable with a second year executive councilor volunteering for it.
- **Talia:** I understand and appreciate your concern. If you read the email they said that APSA can select a student by whatever means. If the association is unable to, they then require the Students Union to get involved as we are an undergraduate association. What happens if it gets passed along to the SU?
- **Bojana:** It would probably be me as president of APSA.
- **Alyna:** Do we want to wait until Trent replies so we can get a better understanding and then go from there? In the meantime, if you all want to help advertise and spread the word that would be greatly appreciated. I think the best case scenario would be that someone outside of APSA volunteers as we all have a lot on our plates right now. I personally don't think we're in any position to make any decision right now.
- **Bojana:** Alyna, do you know what support there would be for the student?
- **Alyna:** I am not sure to be honest. In my email with Trent I mostly asked about the academic flexibility but when they reply I can ensure that I address that. Does anyone else have any other questions they want me to ensure that I ask Trent, Dr. Hall, and Dr. Brocks?
- **Bojana:** I can't think of anything else right now. I think it's good to move forward because I agree with you that we're not in a position to make any decisions right now until we get further clarification.

6. Pharm 420 Update - Bojana (10 mins)

- **Bojana:** So I talked to Lindsay and she made a comment on how APSA should make practice skill labs interactions and talked to her about how this was something that caught all of us off guard and how it appeared to the class. She did address me when I said that it seemed like it was an expectation from students that APSA will do this, which is unfair. I also told her that it was a heavy ask and I felt that we did

not have enough time to get it ready. She apologized and clarified that it wasn't an expectation and her intentions were that it was more so planting a seed. I explained to her that I thought it was a good idea, however, I cannot make any promises because I don't know what the workload would look like. I also told her that it would take a long time to make up practice cases. She suggested that students could potentially make the cases and then we could forward them to her or Rene to review them which I thought was a good loophole to those issues. It's not that I am against doing it, I just don't think that we as a team have the capacity to do it, right now. Especially if I get chosen to sit on the Dean's Selection Committee, I know I cannot commit to this.

- **Tamara:** I have a question and this should be discussed with the individual who would be taking this on. I am not sure what is planned for this portfolio this year but I do remember Ivy as Community Education Director last year making a contest for students to make pocket cards for various therapeutic topics. The students who made pocket cards were judged then judged by folks in the Faculty and on RxA, if I remember correctly. This could be something we advertise to students, kind of like if you want to make a case on some therapeutic content to your class that is relevant and then the skills team can judge them and review them for a case bank.
- **Alyna:** That's actually a really good idea.
- **Tamara:** That way the people who want to do it will engage. The pocket cards last year were also really cool but I feel like it was a lot of work and this might be easier. However, I don't know if this is feasible or what her portfolio looks like.
- **Bojana:** I'll set up a meeting with her. Did you want to be part of that or just me?
- **Tamara:** Maybe we can talk to her after a general council meeting?
- **Bojana:** Yeah, that's easier. Can you make note of that, Alyna and we can reach out and ask her.
- **Alyna:** Sure, you could also just text her too? I just feel like it's super busy in the semester right now so that might be easier and she can have some time to think about it before replying.
- **Bojana:** I prefer to do it in person so I can read body language and I feel like things can very easily get lost in translation online.
- **Alyna:** Makes sense, I'll make a note of it. Thanks for talking to Lindsay for us.
- **Bojana:** No worries. I remember there being a club similar to this last year, does anyone know anything about that?
- **Mankirat:** Yeah, the Pharmacotherapy project
- **Alyna:** I emailed them because they were an APSA affiliated club last year, but I didn't get a response back.
- **Mankirat:** Yeah, the student who started it graduated and no one wanted to take it over and then the girl who was going to run it dropped out and I didn't have the time to do it alone so as of right now it's unfortunately an abandoned project. Last year it was just me, another student in our class, and the 4th year who graduated.
- **Bojana:** Oh okay, thanks for clarifying that, Mankirat.

7. Update & Moving Forward From White Shirt Bar Night - Bojana (15 mins)

- **Bojana:** So this will be the last update from the white shirt bar night situation as Tamara and I had our last meeting on Friday with student B and Julia and I had a meeting with SGS a couple of weeks ago. Moving forward from this, there are 2 actionable items that I want us to follow through on. The biggest thing was the tips and tricks and FAQ on Bearsden and EOT so we can have sustainable means when it comes to Bearsden submissions and a resource that students can use when it comes to this. Alyna and I have personally had many conversations about this and on potentially having a specific officer to do all the submissions however, this is not very sustainable and I think it would be more productive and beneficial to just encourage and teach the council how to work Bearsden more efficiently. If there are specific executives that are highly trained in Bearsden such as the social people such as the VP Social and social reps, they can be a resource. I know each portfolio is busy so I don't want to make a huge commitment on these positions however, I think they could be useful guides until everyone gets the hang of it. Our council is super lucky to have someone like Justin but it's not fair to put something on just one student. I think that having and implementing a day in the summer where everyone does their EOT on the same day and submit their certification would be very helpful. Whoever is our next president can oversee and overlook this, but it has to be done at the end of semester before everyone leaves for summer vacation. something to implement quickly. I know that's what MSA does and it works well for them. We have already changed the formatting of council meetings and everyone I talked to said they enjoyed the snacks and games. I think next semester will just continue to do that. It helps with engagement and getting the message across. I have a second thing to talk about and want to see if anyone else has anything to implement. If not, the second thing was being more explicit when it comes to our tickets. They suggested saying if it's refundable or not, what it provides you, the time frames, etc. If there are tickets, ensure that there is communication via VP Finance and ensure that everyone understands that there is only one pool of money, one e-transfer account, etc. Whoever is hosting the event or helping facilitate can also help to ensure that students understand. There has been a lot of miscommunication and this will help mitigate this. Lastly, we received feedback from student B as well and they thought that for whoever the social reps are, we should give them access to a resources sheet and outlining major university policies as well. This was specifically feedback that we got from them. I will now pass it onto Julia to see if anything else they want to add.
- **Julia:** I know we talked about adding on a VP Events and if that is not something that you want to do, I think we should at least have an event officer that takes care of the training and the ongoing support for councilors. I know that Justine, Jazzi, and others that have more knowledge on the events and often get reached out to. It is a lot to be a support for everyone, myself included. I worked with a lot of councilors over the summer. I always have people reaching out to me all the time on how to submit an event. I just think that having a VP Events will put less of a workload on their plates. Maybe we can have a team with VP Social and all the social reps and an event manager or something like that.
- **Bojana:** As long as one individual isn't doing all of the submissions, I think that's okay. I just really think that it's important to not rely on one person to do everything. We have a lot of events and if we have one person that is highly equipped and trained in EOT and Bearsden, they would be a great resource but another part of me also fears that someone will just go to that one person, send it to them, and get them to do it all. I think that having the one day EOT in-person training, creating the FAQ and then having a team of people that are very knowledgeable in it will help mitigate this. They also said that we can reach out to anyone in SGS when needed, anytime. They specifically said to just call them which is another thing. Call and have a meeting with them and we can include this in the sheet that this is what SGS prefers.
- **Justine:** What I'm doing for sustainability moving forward is just saving everything that Justin and I submit to Bearsden so the next person can reference them and use them as templates.
- **Julia:** That's what I'm doing too, everything is saved and I am keeping their stuff for the next set of people so they can adjust it and reference it. Bearsden is a huge huge thing. I think having an FAQ pertaining to

the university policies ex: cannot sell non-university group tickets on campus is a good idea, however, those things are all explained in EOT and it's on that person to uphold this information or knowledge. With your EOT certificate, it's an expectation that you've read through the modules and understood it. Even if we make a new role, how can we ensure that they didn't skip through the module?

- **Bojana:** I think that's why we would have in-person EOT training before the summer. Because people are also guaranteed to go straight to the officer or the VP Social rather than read all the stuff you kept on file. Maybe for next year's council they can see what works and adjust accordingly. Things are very easily lost in translation in portfolios and it's a lot of responsibility to entrust one person.
- **Perna:** If we do a day where all the executives and councilors get together with the new team and we all do training on the same day, watch that everyone submits their training and go through it with them is a much better solution in my mind because then the ownership and responsibility is on everyone. Maybe we can do it the morning of the summer retreat?
- **Bojana:** No, we'd need to do it at the end of second semester. Whoever is next they're not going to know anything so we'd need to be there with the people taking our positions.
- **Perna:** So the end of April and right after exams?
- **Bojana:** Right before exams.
- **Alyna:** Wait, not right before exams, everyone will be too overwhelmed and they won't be able to focus on the content on hand and I don't think that's fair to ask of them depending on how long the training session is. I think that this in-person training is a great idea, just a question for clarification though, what is our role in this?
- **Bojana:** We would facilitate the training. The new council wouldn't do anything other than show up because the training is for them. All the executives have to be there because our next in lines will be learning from us at this point. The executives, class reps, social reps.
- **Alyna:** I don't think the class reps need EOT, I didn't submit any events as class rep that's more so on the social reps.
- **Mankirat:** Everyone that has to submit an event should be there.
- **Bojana:** Honestly, I would do the entire council. General council at this point won't know if they'll need to submit an event in the future. This can be a good opportunity for them to bond, get to know each other, meet the previous council and then there are zero excuses for not having EOT training or knowing Bearsdens policies, irrespective of who they are. We can go through training and the tip sheet and then we can show where in the Google Drive they can access all of this information. Alyna can show them around the Drive. I know it was overwhelming for her to reorganize it in the summer so giving them a little tutorial can help them transition into their roles.
- **Alyna:** Yeah, that sounds like a good idea. I actually agree that the whole council should attend, as long as it's after exams or not during a super busy time period, I think it's a very reasonable ask. Also, just for logistics, do I just need to find a date and book a computer lab for us?
- **Bojana:** Yes.
- **Alyna:** Okay, once we have access to the schedules next semester I can start looking at dates and once I have the ability to book rooms next semester as well. I unfortunately cannot do anything until after the add/drop deadline which is really frustrating.

- **Bojana:** Okay, no worries. We can touch base next semester on dates and locations then.
- **Alyna:** Perfect, I'll make a note of it.
- **Bojana:** The two other things from this that I wanted to talk about was how next semester we need to prioritize finding a new social rep for the second year. Some of the feedback that I have been hearing from the 2nd years is that without their rep they didn't hear a lot of our Rx Factor ads and I am afraid moving forward with other events that a large portion of the second years will be missing. Also the second year class rep is a huge asset to the social committee with relaying information and we don't want to take that away from second years. So we will need to have a new application process for that and figure out how to navigate the situation.
- **Alyna:** I remember there not being too much guidance in the constitution when it comes to situations like this which we should definitely add during the constitution and policy revision meeting. Have you spoken to Maha about this at all?
- **Bojana:** No, not yet. but we are planning to. My next question is more so directed to Justine and Julia but I also did want to get everyone else's opinions. So what happened to us was a hectic experience and I know it was very draining and tolling on people and it is mid-November and we finished dealing with it. I wanted to extend what I said earlier. I do want to talk to all of you if you want to proceed with any disciplinary action for one and or more students. I don't know how much more involvement we should have with the professionalism committee and I don't want there to be any bias because we are not the judge or the jury. Justine and Julia, how do you feel about this and taking disciplinary action?
- **Alyna:** Wait, if we are going to reveal identities in this conversation, we should protect student A and B and move into camera.

Motion: To move into camera:

First: Prerna Second: Jazzi

Motion: To move out of camera:

First: Prerna Second: Jazzi

- **Tamara:** Just to end the meeting, it's kind of off-topic but I have spoken to Julia and I know we said that this would be something to revisit following Rx Factor so we could assess if we have any extra funding towards awards. However, the timeline is super tight and I need to send out the applications ASAP. As of right now, it doesn't seem like there is a surplus at the moment allocated to awards so I am proposing that we proceed with awards the way that they are. I have made quite a few significant changes if anyone is interested in taking a look. For example, the monetary amount or prize associated with the class award has changed from \$250 to a \$50 gift card. I need applications to be out by the beginning of December and the way we stand right now is going to have to be the way we have it. They have all decreased from last year and I am afraid that people might be mad, however, it is too much pressure to come up with a proposal in the time frame that we need. That is just an update on awards on my end.
- **Bojana:** We can always change them in January, can we not?
- **Tamara:** No we cannot. I need to reference the award description and price amount in the applications. I don't think that it's fair if they had a preconceived notion of the amount and then I just changed it.
- **Bojana:** But if we were to increase them it wouldn't be an issue, I don't think it's fair to decrease it but I don't see an issue in raising them.

- **Tamara:** Hm that is true actually. Sorry I didn't have time to ask this meeting. However, I do want feedback or if anyone has advice or ideas they can talk to me later on how the class award can be voted on. The feedback I have received thus far is that the class award has been quite unfair and is a popularity content. I am open to ideas on that front or anything regarding awards.

8. Additions to the Agenda:

9. Adjournment (6:05pm)

Motion: To adjourn

First: Jazzie Second: Tamara