



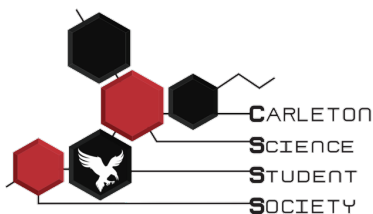
CSSS Meeting: Wednesday, September 30<sup>th</sup>, 2020

**Meeting commences:** 7:19 PM on Wednesday, September 30<sup>th</sup>, 2020

**Chair:** Millie Close

**Attendance:**

- Abhi Kurusetty
- Alexander Pardo (departed meeting at 9:30 PM)
- Alexandra Schroeder
- Anjali Patel
- Apira Chandrakumar
- Carol Al Hurira
- Emilia Perez
- Emily Pope
- Emma Khazzam
- Greg Dance
- Hayeon Lee
- Holly Brown
- Irbaz Rehman
- Jahnessa Velasquez
- Jeremie Lepage-Bourbonnais
- Jessica Rackal
- Lauren Butterfield
- Lexi Webb
- Mackenzie Huckvale
- Malak Al Daraawi
- Mandi Highfield
- Melody Li
- Millie Close
- Morgan Campbell
- Morgan Joly
- Natalie Hyatt
- Raven Miller
- Riley Screaton
- Sarah Ivanco
- Sarita Cuadros Sanchez
- Sujitha Manivannan (departed meeting at 9:10 PM)
- Tiffany Lau



- Yolanda Yip
- Yumna Khan

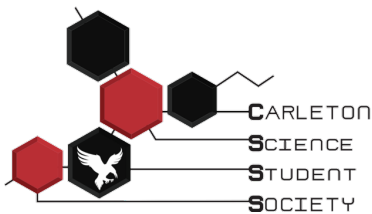
## Item 1. Announcements and Correspondence

### Discussion Period on Online Learning

- Pros:
  - o The ability to change the speed on pre-recorded lectures
  - o Asynchronous lectures make scheduling flexible
  - o No commute to and from campus
- Cons:
  - o Hard to stay on schedule when lectures are pre-recorded
  - o Sometimes pre-recorded lectures are longer than scheduled class time
  - o Virtual labs are a challenge

### Welcome to the CSSS.

- 10<sup>th</sup> anniversary upcoming
- This is the biggest council yet, with 55 positions. We currently have eight vacant positions.
- We represent all the undergraduate students in the Faculty of Science and support them by listening their concerns and bringing them to the faculty. Additionally, we provide services such as lab coat rental, etc.
- We offer developmental opportunities for students – personal and professional.
- Recently acquired a student levy which is a big deal for the CSSS. This money comes back to students in scholarships.
  - o The levy is \$5.50/semester for full time students. The levy for part-time students is pro-rated.
  - o The levy allowed CSSS to separate from CUSA.
- We are part of Ontario Science Students Association (OSSA)
- If you cannot attend a council meeting, you need to find a proxy. A proxy is someone who can fill in for your position. For example: If you are the health sciences departmental rep, then your proxy must be in health science.
- Any regular member of the society may present a motion.
- Any regular member who attends the meeting may have speaking rights after passing a simple majority vote.
- Council quorum is 4 core execs and at least 10 councillors
- Slack is our primary means of communication
  - o Please react to messages with emojis within 48 hours!
  - o The app is convenient – check in-app settings for notifications



- Update your slack username “Name – Position”
- All councillors should be in #announcements and #council channels
- The CSSS offers opportunities for skill development such as presenting, speaking, project management, design, marketing, event planning, etc.
- Executive elections take place in March! Talk to Millie and VPs for information.

#### Comments and Questions:

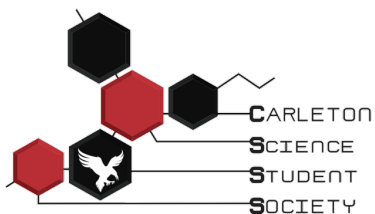
- When are we able to ask questions in the chat?
- Millie Close: For now, if you have a question you can pop it in the chat but during the debates and motion sections you should wait for the questions/comments period.

#### Item 2. Approval of the Agenda

- Moved by: Mackenzie Huckvale
- Seconded: Emma Khazzam
- Motion passes.

#### Item 3. Introduction and Robert’s Rules Presentation

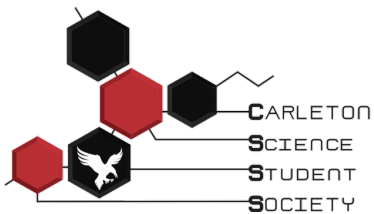
- Basic elements:
  - Motions
  - Amendments
  - Table
  - Adjourn
- Every motion is open to debate.
- This is a safe environment for discussion and debate. Debate is not personal; it is directed at the motion not a person.
- Unless stated otherwise, each person can only speak once during a debate.
- Debate can be closed prematurely with 2/3 majority vote.
- Four speaking points:
  1. Point of inquiry; questions about council rules
  2. Point of order; objection to procedural or personal affront
  3. Point of information; requesting information
  4. Point of privilege; request for personal accommodation
    - Example, if you cannot hear something or if you’re having trouble with your internet connection, you can say “Point of Privilege”.
- Use the chat feature to submit one of the four speaking points
- Motions can be submitted by anyone 72 hours in advance. If it is not 72 hours in advance, council must vote to waive the motion.



- Basics:
  - Indicate in the chat/raise hand to be added onto the speakers list.
  - The chair must acknowledge you before speaking. You need permission to speak so everyone gets a chance to speak.
  - To move or second a motion you may turn your microphone on or indicate in the chat
  - Please leave microphones off

#### **Item 4. President Report**

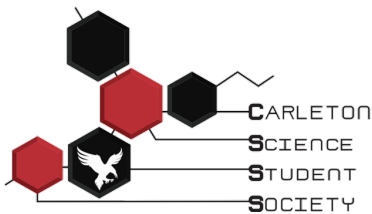
- Accomplishments:
  - During the summer term, we developed an Academic Integrity Campaign
  - Discussed the move to online learning
  - Advocated for the continuation of compassionate grading processing to keep in mind student's well-being
  - Designed and implemented the structure of peripheral executives
  - Coordinated with Student Experience Office to be included in communication with student groups
  - Worked to coordinate a social responsibility program with advocacy coordinator Sara
  - Academic Orientation Day was the primary outreach day for the CSSS. There was a CUlearn page for Academic Orientation Day and we also have a tab on the Science Student Success Centre's online resources page.
  - Worked with Emily and communications team to update logo and overall appearance
  - Revamped the detailed constitutional review
  - Won our bid for 2021 OSSA Summer Business Meeting
- September:
  - Finished templates so executives can perform much larger and better transition report. This is important for the next executives who take over the position. It is important that they have a good understanding of what they're coming into.
  - Began work on One-Sheet which will work towards transparency: what are the executive roles?
  - Assisted with the First-Year Representative hiring process
  - Met with Dean Team to discuss proposed constitutional changes
- Current projects:
  - Advocacy letter to administration for asynchronous learning
  - Cosignatory on a letter to administration on asynchronous courses



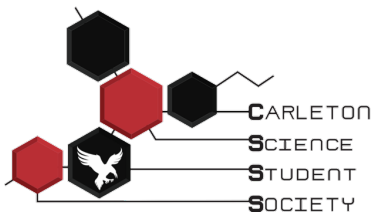
- Open letter for half credit SAT designation
- Midterm report to be prepared for November semi-annual general meeting
- Aiming to publish One-Sheets that detail executive positions
- Writing and creating content for website
- Learning how to use Discord for a virtual science lounge - link on our website
- Meeting with Associate Dean of Recruitment to discuss online learning. You can send feedback and thoughts to Holly (VP External); this will be anonymous.
- Working with the Science Student Success Centre and ODS to ensure the CSSS is set up for long lasting success in the following years. We want our success to be sustainable.
- Brainstorming ways to host an office hour for everyone on council.
- Meet monthly with the presidents of all the science societies in Ontario
- Comments and Questions: None.

#### **Item 5. Vice President Reports**

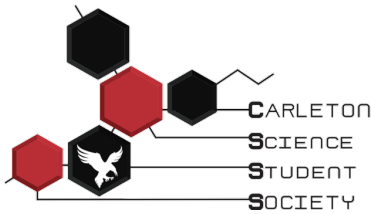
- a. Vice President Internal – Sarah Ivanco
  - VP Internal’s role is to manage the council and work with internal affairs regarding policy management, equity, diversity, inclusion and sustainability.
  - If you cannot attend a meeting, DM Sarah with information about a proxy.
  - Send Sarah a DM on Slack with any questions regarding council.
  - Accomplishments:
    - Hired: Equity & Sustainability Officer, Policy & Bylaws Officer, Secretary, Elections Officer
    - Edited our constitution – this has received good feedback.
  - September:
    - Held our departmental representative elections – this went smoothly
    - Hired three members for the First Year Representative Hiring Committee.
  - Comments and Questions: None.
  
- b. Vice President External – Holly Brown
  - Working as part of the planning team with regards to science society events
  - Responsible for making sure every program, society has a representative on council
  - Holly represents the science society on the OSSA
  - The External team helps facilitate different community connections and sponsorships
  - Accomplishments:



- The two Outreach & SciSoc Blog Coordinators have started the first science society blog which looks beautiful. There will be a blog post sent out every month
- Current projects:
  - Current goal is to communicate with departmental societies and make sure we have accessible social events for all.
  - Set up sci soc society discord lounge for our virtual community
  - Set up monthly science society presidents meeting
    - Second meeting is on October 7<sup>th</sup>
  - For the first time, we are hosting the Summer Business Meeting (OSSA). This is a great opportunity for all of the Science Societies from different universities in Ontario to get together, exchange ideas and make connections.
- Comments and Questions: None.
- c. Vice President Programming – Emma Khazzam
  - This summer:
    - Hired four peripheral execs
    - Started planning for the year
  - Accomplishments:
    - Wellness week July 22<sup>nd</sup> – August 1<sup>st</sup> – This was a week-long event to encourage students to prioritize wellness.
    - I Love Science Week – beginning of what we hope will get us a science Frosh. This brought together different departmental societies and getting them in tune with the CSSS. I Love Science Week was hosted through Instagram Lives.
  - Current projects:
    - Wellness Wednesdays – twice a month on Instagram. These days are facilitated by Wellness Directors by Instagram Takeovers and Giveaways.
    - October is Latin American Heritage Month. This month we are working on sharing information about the heritage and culture.
      - If you identify as Latin American and would like to contribute, send Emma a DM.
    - Trivia Night. The next Trivia Night is Thursday, October 8<sup>th</sup> at 7:30pm. The topic is Friends. There will be fun questions on Instagram Live.
    - Games Night – October 13<sup>th</sup>.
    - Movie Night -- October 23<sup>rd</sup>. Movie has not yet been determined. Movie Night will be facilitated through Netflix Party.



- Halloween Treat – to occur over reading week. It will be a fun cooking event for entertainment purposes only. Prizes may be available (gift cards?)
  - Wellness Part 2 – other types of events focussed on wellness in October/November, around midterm season.
  - Pride in STEM movie night – November 18<sup>th</sup>
  - Study Break Snacks – Dec 13-19. There will be small interactive games on social media where you will have a chance to win a gift card (probably for uber eats to buy a snack). Previously we gave out study snacks in the tunnels on campus.
  - Comments and Questions: None.
- d. Vice President Academic – Abhi Kurusetty
- Responsible for various resources: financial, educational, advocacy based
  - Developed the Academic Integrity Campaign in response to the huge spike in academic integrity violations as a result of online learning.
    - Created videos, FAQ and a flow chart. The flow chart details the progression of an Academic Integrity Violation case.
  - We have been given \$12,000 to give out to the student body in scholarships
    - The Carleton Mission is looking for specific traits in their students. Some of the scholarships have been named after the Carleton Mission.
    - Currently need 8-10 awards committee members to go through scholarship applications and decide who gets the scholarships. See *Item 6. Committee Summaries*.
  - Advocacy campaigns to raise awareness.
    - Last month's topic: Fast Fashion
    - This month's topic: Autism Awareness
  - CASG – Carleton Academic Student Government
    - If you are a Departmental Representative but are not in the CASG Slack channel, please message Abhi to be added.
    - The first meeting is October 15<sup>th</sup> at 6:00 PM
  - Comments and Questions: None.
- e. Vice President Communications – Emily Pope
- Any event that is run on social media goes through the communication team
  - Accomplishments:
    - Built a website
    - Pride week on social media; It is important that our society is a safe space and inclusive of everyone



- Ran executive takeovers this summer so everyone can meet our executive team
  - Supported wellness week
  - Supported I love science week
  - Coordinated all of the hiring events and elections
  - Increased social media engagement
  - Worked on the logo for a good rebrand; we want to look more approachable
  - Current projects:
    - Virtual science lounge post coming up soon. Please tell your friends.
    - STEM days
    - Trivia night coming up
  - Comments and Questions: None.
- f. Vice President Operations – Sarita Cuadros-Sanchez
- Manage all the financials
  - Team of three: Ali, Ryan, Sarita
  - Accomplishments:
    - Completed proposed budget
    - Reimbursement forms – currently in use for VPs
    - Science community fund form
    - Set up Scotiabank account last Monday
    - Working on setting up online accounts such as Paypal because we want to work on merch
  - Summer 2020 expenses
    - We have spent \$221.08 CAD
    - 91% has gone to memberships for online platforms like CANVAS and ZOOM
    - Rest is expenses for OSSA conference
  - Proposed budget
    - VP Academic 47.7%
      - Scholarship program
    - VP Operations 22.4%
      - Fund for departmental societies and merch
    - VP Programming 23.4%
    - VP Communications 4.2%
    - VP Internal
    - VP External
  - Comments and Questions: None.





## Item 6. Committee Summaries

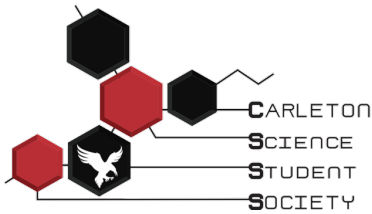
- a. 10<sup>th</sup> Anniversary Committee
  - Contact: Emma Khazzam (VP Programming)
  - This committee is to help with the Science Formal
  - Need 5-10 people on this committee
  - Voting postponed to next meeting
  
- b. CSSS Merch Committee
  - Contact: Holly Brown (VP External)
  - Looking to get SciSoc merch distributed to everybody
  - Need 2-3 people
  - May have the opportunity to help out other science societies
  - If you're interested in the merch committee, DM Holly
  - Voting postponed to next meeting
  
- c. Awards Committee
  - Contact: Abhi Kurusetty (VP Academic)
  - 13x \$850 scholarships
  - Need 8-10 people; very casual and a lot of fun
  - Has to operate in camera; in confidentiality – cannot be discussed elsewhere
  - Voting postponed to next meeting.

Comments and Questions: None.

## Item 7. Senate Update

- Millie is on the senate as the Undergraduate Science Representative
- Update: continuation of the compassionate grading measures. Last term, all students were able to change their grades to SAT (<50%) or UNSAT (>50%) if they wished. Senate does not intend to continue this for this term. Millie and other student groups would like there to be the option of having a half (0.5) credit from each semester be designated as SAT/UNSAT. They may reach out to council to sign letters and petitions.
- The senate seat goes for election in March of each year. They will be looking for someone to take over this role for next year.
- If you have questions, message Millie

Comments and Questions: None.



## Item 8. OSSA Update

- Contact: Holly Brown (VP External)
- OSSA represents all the undergraduate science students across Ontario
- Conferences provide an opportunity to support an Ontario-wide network
- Summer Business Meeting (2021) will be run by Carleton. It could be virtual. The Summer Business Meeting is an offshoot of the full OSSA leadership conference. This is an opportunity for executives to get together and learn from each other. We will be hiring a committee and doing all planning, preparations and sponsorship.
- The OSSA usually hosts the Ontario Science Hames (OSG) and Ontario Science Case Competitions

Comments and Questions: None.

## Item 9. Motions

- Point of privilege motion to change the voting method from polls to the “Thumbs Up / Thumbs Down” function on Zoom.
  - o Moved by: Millie Close
  - o Seconded: Sarah Ivanco
  - o Motion passes.
- Motion to Approve the Appointment of the First Year Representatives of the Carleton Science Student Society

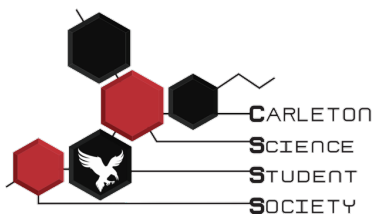
Presentation Summary:

Whereas according to Section 2, Article 3.3 of the CSSS Constitution First Year Representatives will be selected by the VP Internal & President at the earliest convenience of the Society at the beginning of the Fall Term year, for a term ending at 23:59 of April 30th

Information Transfer:

Be it resolved that the following faculty members fill the corresponding seats based on the results of the election: First Year Representatives

- o Moved by: Millie Close
- o Seconded: Emily Pope



- Motion passes.

c. Motion to Approve the Appointment of the Society Representatives of the Carleton Science Student Society

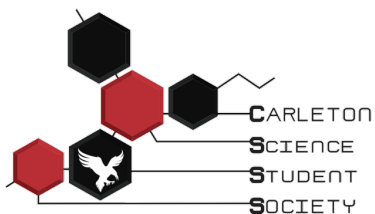
Presentation Summary:

Whereas according to Section 2, Article 3.2 of the CSSS Constitution Society Representatives shall be appointed by the society they represent before the first council meeting of the academic year for a term ending at 23:59 of April 30th.

Information Transfer:

Be it resolved that the following faculty members fill the corresponding seats based on the results of the election:

- Carleton Computer Science Society Representative: Tiffany Lau
- Carleton Chemistry and Biochemistry Society Representative: Irbaz Rehman
- Carleton University Biology Society Representative: Riley Screaton
  
- Emma Khazzam proposes a Friendly Amendment to add a representative, Melody Li as the Carleton Food Science Society Representative. Additionally, Emma proposes another Friendly Amendment to have the title changed from “Carleton Food Science and Nutrition Student Society Representative” to “Carleton Food Science Society Representative”.
  - Both seconded by Jeremie Lepage-Bourbonnais
  
- Morgan Joly proposes a Friendly Amendment to add Morgan Joly as the Carleton Neuroscience Society Representative.
  - Seconded: yes
  
- Jeremie proposes a Friendly Amendment to add Anna Buck as the Carleton University Physics Society Representative.
  - Seconded by Millie Close.
  
- Motion to approve the appointment of the society representatives was moved by Sarah Ivanco
- Seconded: Greg Dance
- Motion passes.



d. Motion to Ratify the 2020/21 Departmental Representatives Election Results

Presentation Summary

Whereas according to Section 2, Article 3 of the CSSS Constitution all those elected shall assume office immediately after final election results are submitted to the Council until the end of the academic year on April 30th 23:59.

Information Transfer

Be it resolved that the following faculty members fill the corresponding seats based on the results of the election:

Computer Science Representatives: Apira Chandrakumar and Anjali Patel  
Chemistry and Biochemistry Representatives: Carol Al Hurira, Hayeon Lee, and Raven Miller  
Health Science Representatives: Amanda Highfield and Morgan Campbell  
Interdisciplinary Science and Practice Representative: Mackenzie Huckvale  
Neuroscience Representatives: Gregory Dance and Emily Perez  
Physics Representative: Lexi Webb  
Biology Representatives: Jessica Rackal and Alexander Pardo

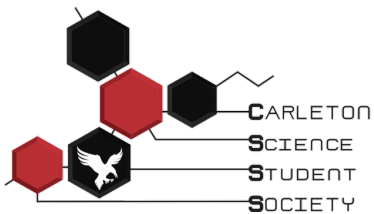
- Mandi Highfield proposes a Friendly Amendment to change her first name on the document from Amanda to Mandi.
  - Seconded by Millie Close
- Motion to ratify the departmental election results was moved by Sarah Ivanco
- Seconded: Mackenzie Huckvale
- Motion passes.

e. Motion to Appoint all Unfilled Department Representative Seats

Presentation Summary

Whereas every department in the Faculty of Science should be proportionally represented on the CSSS Council as outlined in Section 2, Article 1 of the CSSS Constitution. Some of these seats were not filled during the general election.

Information Transfer



Be it resolved that the President and VP Internal will appoint members to these vacant departmental representative seats based on a first-come-first-served form made freely available to any interested students via the Science Society's website.

- Moved by Lexi Webb
- Seconded: Jeremie Lepage-Bourbonnais
- Motion passes.

f. Motion to Ratify the 2020-21 Operating Budget of the Carleton Science Student Society

Presentation Summary

Whereas the CSSS requires an operating budget for the 2020-2021 year. Under Section 6, Article 5 CSSS Constitution and Bylaws the budget must be ratified at the first council meeting by a simple majority vote.

Information Transfer

Be it resolved the CSSS council vote on the following operating budget provided by the VP Operations.

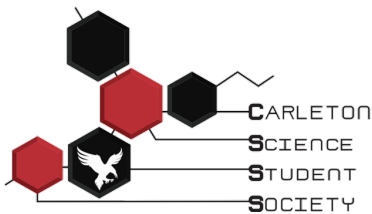
- Moved by: Raven Miller
- Seconded: Apira Chandrakumar
- Motion passes unanimously.

g. Motion to Ratify the Constitution and Bylaws of the Carleton Science Student Society

Presentation Summary

Whereas To ensure the CSSS will promote and foster a collective community for the purposes of personal, social, and intellectual growth within the Faculty of Science at Carleton University and throughout the University campus in an equitable, fair, and transparent manner, the CSSS Constitution has been updated.

Information Transfer

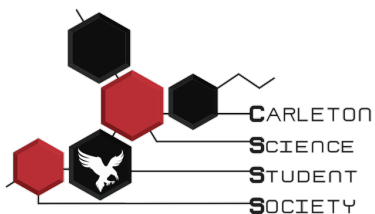


Be it resolved that the updated version of the Constitution provided by the VP Internal and as presented at the first council meeting is ratified.

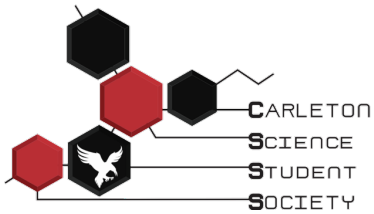
- Moved by: Millie Close
  - Seconded: Lexi Webb
  - Motion passes unanimously.
- h. Motion to extend the September 30<sup>th</sup>, 2020 Council Meeting beyond the 7:00 - 9:00 PM time frame
- Moved by Millie Close
  - Seconded: Sarah Ivanco
  - Motion passes.

#### **Item 10. Question Period**

- Motion to Send an Official Letter of Recommendation to CUSA regarding a new FundQi Referendum.
  - Motion presented by Greg.
  - Seconded: Jeremie Lepage-Bourbonnais
- Comments and Questions
  - Mackenzie:
    - Agrees with many points but would like to look explore the value of recruiting other student groups to send a group message.
    - Feels there is value in reaching out to other groups to form a collective
  - Greg:
    - Feels there is a sense of urgency as the second semester fee is approaching
    - Agrees that we should gather support from other student groups
  - Millie:
    - A private organization should not be soliciting the support of professors to promote their product.
    - FundQi was not a well promoted service over the summer
    - Worries that this service was snuck into our fees with little benefit to the students who are paying for it.
    - Believes that this motion would need to be public and with more student support.
    - Agrees with Mackenzie that the plan needs to be well thought out
    - Agrees with Greg that the opt-out period should have been advertised
  - Greg:



- States that those who did opt-out of FundQi have not received their money as it is arriving by cheque
- States that international students cannot receive a refund because they only mail the cheque to Canadian addresses
- Emilia:
  - States that, as a student who is well-informed regarding fees, had no idea that there was a FundQi service to access nor that there was an opt-out period
- Greg:
  - States that the FundQi team received a budget to campaign last year that was reimbursed by CUSA
- Jeremie:
  - States that a Physics Faculty member mentioned that all the staff had been “cold-called” about FundQi
  - States that an email was released today (September 30) mentioning that FundQi does not expect to be sending out reimbursements until November because they need to check their records and receive the money before they send it back
  - States the possibility of retribution as a society should we speak up about the FunQi Referendum without additional societal support
- Greg:
  - Agrees that we should tread lightly
  - Believes that as a society, it is important to speak out but be careful
  - Recognizes that it may not be possible to eliminate the automatic FundQi fee this year but hopes to have eliminated it by next year.
- Millie:
  - Acknowledges Jeremie’s point on potential retribution
  - States that she would be happy to talk about it at a later time
- Riley
  - Would like to take time to go back to the biology society to talk about their stance on the issue
- Millie:
  - Suggests postponing this discussion until we are in contact with other departmental societies
- Raven:
  - Feels that, before speaking out on the topic, we should communicate with and involve other societies
- Millie:



- States it would be beneficial to bring up this topic at the December CUSA meeting. Specifically, asking CUSA if they are planning on creating outreach to let people know they can opt-out of FundQi.
- Millie proposes a Friendly Amendment to amend the motion and create a motion that is in support of commencing a working group with the aim to produce a public and open letter to CUSA regarding their actions and commitments regarding the FundQi Referendum
  - Moved by Millie Close
  - Seconded by Apira Chandrakumar
  - Motion passes unanimously.

#### **Item 11. Adjournment**

- Moved by Millie
- Seconded by Sarah Ivanco
- Motion passes unanimously.

**Meeting adjourns:** 9:45 PM on Wednesday, September 30<sup>th</sup>, 2020