



Agenda

MEETING OF THE CONCURRENT EDUCATION STUDENTS' ASSOCIATION COUNCIL

February 8, 2015

6 PM, DUNNING 27

1. Adoption of the Agenda
2. Approval of the Minutes
3. Speaker's Business
4. Executive Administrator's Business
5. President's Report
6. Vice Presidents' Report
 - a. Vice President (Internal)
 - b. Vice President (External)
7. Treasurer's Report
8. Senator's Report
9. AMS Representatives' Report
10. Events Director's Report
11. Marketing and Design Director's Report
12. Academic Affairs Commissioner's Report
13. Equity Affairs Commissioners' Report
14. Year Representatives' Report
 - a. First Year Representatives
 - b. Second Year Representatives
 - c. Third Year Representatives
 - d. Fourth Year Representatives
15. QCE Chair's Report
16. Head Teach's Report
17. Statements by Members
 - a. First round of CESA Council Hiring – David Wiercigroch
18. Question Period
19. Old Business
20. New Business

a. Proxy

Moved by: Ashleigh Calvert

Seconded by: Gladys Kong

That CESA Council amend Article 5.06.06 and 5.06.07 of the Constitution as outlined in Appendix: Proxy

b. Resignation Policy

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard

That CESA Council amend Section 5.05 in the Constitution, as outlined in Appendix: Resignation Policy

21. Discussion Period

22. Adjournment

23. Guest Speakers

a. AMS Executive - ReUnion St Festival

b. AMS Marketing & Communications Office - AMS full-time recruitment



President's Report

Dear Council and Extended Council,

You've almost made it to reading week! Thank you for keeping productive and in good spirits as things get busy nearing mid-term. Welcome back to those Council members that were on leaves of absence, and congratulations to everyone who ran in an election! I am so proud of our faculty for having so many contested elected positions. Everyone ran respectful and informative campaigns, and it showed in the high voter turnout Con-Ed had! (Almost 60%!!)

Now for some updates:

| Faculty of Education Review: Open Forum |

Dr. Steven Elliott, our Faculty of Education Dean, will complete his term June 30, 2015. As such, the Provost organized a formal review of the state of the faculty, and had Dr. John O'Meara, Dean of the Faculty of Education at Lakehead University, conduct this review. Dr. O'Meara hosted an open meeting with Concurrent Education students and teacher candidates to garner feedback on student experience, and fun fact, I was the only one who showed up! I brought up benefits of our practicum experience as well as concerns about increased enrolment and over-burdened practicum office. I also summarized some content of our PROF classes, and overall he seemed quite impressed with Queen's Con-Ed program!

| Strategic Planning Committee |

Last week, David and I both attended the strategic planning committee meeting with the Faculty of Education. In light of the new B.Ed program, and the decreasing admissions across various Faculties of Education, the committee has recommended that we strike an admissions committee focused specifically on analyzing admissions information. We hope this will help Queen's keep Faculty of Education admissions competitive, and I will report back on the progress of this potential committee next meeting.

| The Forum |

This weekend, Erin, Kate McNally and I will be attending the first student-faculty relations conference called *The Forum*. I am looking forward to learning about pertinent academic issues that other faculties have, collaborating and uniting in our advocacy, and developing a productive relationship with attending faculty members. I will give more information during my verbal report!

On another note... if you have made it this far reading my report, please email me before the meeting Sunday and I will bring you a small prize next week!

Much Con-Ed love,

Abbey



Vice-President Internal's Report

February, the month of [Con-Ed] Love! Congratulations to everyone who ran in any election, and good luck to the incoming executive as they take on two rounds of hiring! I have a lot to report this week, so let's get right into it!

ASUS

Whew! Where to begin? This past Thursday, we struck the ASUS Formal Bursary Committee, we approved a new ASUS camps structure. Finally, we have two fruitful discussions about the future of the ReUnion Street Festival and what ASUS's stance should be on the issues that have arisen surrounding HLTH 102 (or whether we should even have one). We ultimately did not come to a decision on this last point, but we will be returning to the issue at our next meeting after reading week. If you have any questions, please let me know!

Umbrella

The internal umbrella is certainly not slowing down anytime soon! We have a lot of plans in the works for the upcoming weeks!

Year Reps

We are meeting this week to collaborate on a B.Edder4U campaign that will be taking place March 9th-13th. Stay tuned for more details – we will likely need all of your help to advertise this new initiative.

Marketing

We are also planning a Marketing Initiative, primarily to encourage pre-order sales for yearbooks, called 'March Madness'. We are planning this initiative for March 16th-20th, hopefully ending with us repainting our crest before Cover your Crest happens!

Intern

Marisa will be organizing the weekly e-mail blurbs again this week, so please send any blurbs for the reading week weekly e-mail to her at internalintern@cesa.queensu.ca

I will let my umbrella fill you in on the other events/initiatives we are planning. ☺

Windbreaker Sales

Windbreaker sales went swimmingly! Thank you, everyone, for helping out with orders and answering questions. When I checked on Thursday, we had 55 orders, which is great! I will be sending orders in on Friday night and I believe they will be in two or three weeks after reading week. Sarah and I met with ASUS jackets this Thursday and have started to discuss moving windbreaker orders to their purview for the 2015-2016 academic year.

Transitioning

Sarah and I had our preliminary transition meeting this past week, and we will continue to meet up throughout the remainder of the term.

That's all from me! Don't hesitate to get in touch if you have any questions!

Cheers,

Elisabeth

vpinternal@cesa.queensu.ca



Vice President External's Report

Hello Council & Extended Council,

Hope that all has been well as well approach Week 6. Things have been quiet under my umbrella and look out for advertisements for upcoming events under the Event Director's umbrella.

Faculty Board

Information about the fifth year (B.Ed year) will be confirmed over the next month as Dr. Peter Chin and other members of a PAAC subcommittee present their report to PAAC. Keep your eyes peeled for more information! B.Ed and graduate program applicants will be informed soon of acceptances. At Senate there may be re-arrangements of number of seats the Faculty of Education holds at Senate as there has been no reflection of student senators to the ratio of students that are part of the faculty.

TEAC

Due to the lack of availability of those who sit on the advisory committee the meeting was cancelled.

TELC

There will be a meeting on Monday February 9, 2015

Cheers,

Gladys



Treasurer's Report

Hey everyone,
It's great to be back! I expect to be caught up shortly so please bear with me for any reimbursements over the next week.

| Reimbursement Deadline |

In order to keep things moving, I'd ask that all reimbursement requests for any expenses leading up to and including Con-Ed week be submitted **before Reading Week**. You need to fill out the Reimbursement form on the CESA Website and email/ submit the receipt to my mailbox in order to be reimbursed.

Umbrella Heads: please pass this information along to your Umbrella as I have been getting a lot of questions about reimbursements!

| Floats |

Please continue to submit float requests in advance. I really appreciate you giving me some notice!

| Budget Updates |

As your term comes to an end (not yet, but we're getting there), please make sure you are staying within your budget. If you ever need an update, let me know and I can get one for you.

Please remember to keep counting money at the end of your office hour and feel free to send me an email if you have any money troubles in the office.

Have a great week! David



Senator's Report

January Senate

Queen's Internationalization Planning

Kathy O'Brien who I mentioned at the last meeting also came to Senate to speak about a Comprehensive International Planning Framework. She mentioned that Queen's is planning to increase their international enrolment by 10% in the next few years and they are specifically targeting students in China, the UK, the North Eastern United States, and Latin America.

Academics

The session dates for the 2015-2016 academic years are out, there was a little bit of discussion on making sure terminology used across faculty calendars was the same.

The Senate passed the motion to have a new department of Geography and Planning effective July 1, 2015. Queen's is also initiating the closing of the theology program and admission to graduate programs in French studies both due to low enrolment rates.

SEEC Referral on Female Faculty Research Recognition

The Senate Educational Equity Committee (SEEC) was tasked with investigating reasons for why female faculty researchers at Queen's have received less recognition than that of male faculty members. The numbers showed that the split between faculty staff is relatively even in terms of gender however, males hold a large majority of the higher status positions while most females hold fellow or adjunct positions. There was a suggestion of exploring how staff were being hired and taking a look at the procedure for appointing positions such as tenures of for awards. The full report can be found here:

<https://queensuniversity.civicweb.net/document/52149/SEEC%20Referral%20Female%20Faculty%20Research%20Recognition.pdf?handle=264EC566901B4BB699943609C69A9165>

Senate Interesting Fact of the Month!

- Over half of this year's Tricolour Award recipients are Senators!

Best,

Danyi Wu



AMS Representatives Report

Hey CESA Council!

Dante and Adrian here reporting about our AMS Assembly on January 29th! This was surprisingly a very short meeting considering how long the agenda was. But... there is not a lot to report. Just a couple things to highlight:

- We discussed the 2014 SOARB Report with regards to how orientation week went and the issues that arose.
- We also found out that Queen's University has decided to move from Moodle to D2L across all faculties, but as a rebranded name of "BrightSpace"
 - o Us representatives are still finding out when this transition will take place

That's all there is to report! Have a great week/2 weeks/reading week (not reading)!

Dante, Adrian, (Ellise is Missing)

CESA Representatives to the AMS



Events Director's Report

Social Affairs Coordinators

The second formal committee meeting was held on Saturday to get the ball rolling for decorations and themes. The formal theme will be revealed at the Coffeehouse, which is this Tuesday, February 10 at 7 pm at CoGro

Workshop Coordinators

The workshop coordinators had a workshop last Tuesday, January 28 and it was a huge success!!! Next up for them is ESS

Athletic Sticks

We'll be meeting to discuss some changes to the structure of con-ed intramurals.

Community Affairs

Tea and Cookies in Prof Class begins next week and is being carried out by CommComm. CommComm members will be at all Prof classes next week selling tea and cookies before and after class. All proceeds will go towards Relay for Life, which is March 13-14.

Liz



Marketing and Design Director's Report

B.Ed Spread:

- The February issue will be coming out soon – and it will be great as usual! We are working on getting the B.Ed Spread Facebook page up and running (make sure to like it on Facebook if you haven't already). The B.Ed Spread Committee is hoping to increase reader involvement and interaction (and you can help encourage this – talk up the B.Ed Spread in class and with friends)! As always, if you have any ideas or would like to write an article, contact Breanne and Amelia at bedspread@cesa.queensu.ca.

Yearbook:

- Please follow @conedyearbook to see sneak peeks! Yearbook pre-orders are set to begin really soon (Monday) – and we want to sell LOTS this year! We will be offering special deals if you pre-order your yearbook. Please make sure to encourage your Con-Ed friends to purchase a yearbook – you won't want to miss out!
- To make sure that the Yearbook committee will be there to cover your event, please send a list of your upcoming events and details to yearbook@cesa.queensu.ca if you haven't already.

Web Admin:

- Levi will be meeting with CSS to finalize the QCE and frosh week websites in the near future.
- Attended an IT Student Advisory Committee on Monday. One highlight: the Faculty of Arts and Science is pleased with how the “test run” of wait lists went this year, and plans to implement wait lists for most one-semester courses next year.
- Reminder: please send Levi material to put on the website (including dates for the calendar, news posts, and photos for the front panel!)

Other/Upcoming:

- #LetsTalkTuesday Initiative: doing REALLY well on the CESA Facebook Page, and it's so great to see other students getting involved by commenting and sharing their opinions as well. Thank you Oshaen and Jon for starting such a great initiative!
- Jacket Bar Sales ran the past two weeks – not as much student interest as the first time around, but we will be making a few orders! Went smoothly – thank you for your help and for following the office procedures & using the iPad 😊
- I'm looking forward to working with Elisabeth and Marissa with the week-long marketing sale in March!

You all rock. 😊 Have a great reading week!

Kerri Lee



Academic Affairs Commissioner's Report

Hi everyone! It's nice to have everyone back for this meeting ☺

Congratulations to Kate McNally who will be the new Academic Affairs Commissioner for the upcoming year.

Not much to report here, as everything seems to be happening this weekend! I will be attending our first Caucus meeting on Friday, the Forum at the Donald Gordon Conference Centre on Saturday (Abbey and Kate will be attending as well – yay !) and Con – Ed Study Days are starting again on Sunday from 12-5.

PAAC has created a document/policy called “Fitness to Teach” which outlines what “abilities” a teacher candidate during PRAC should have. I discussed it with Abbey and we both agreed it was very controversial and could be taken as exclusive. I sent in our feedback with no answer but it will be discussed at the next PAAC meeting. If you would like to read the document or know what I have said about it, please feel free to email me or talk to me after the meeting.

I will keep this brief as I'm thinking my oral report will be long at the meeting (apologies).

Keep warm!!

Erin



Equity Affairs Commissioners' Report

Hi everybody!

Keep up the hard work for one more week! You'll be rewarded with a Reading Week!

The Mask You Live In Screening

Good news! The Gender Studies faculty has asked Queen's to order *The Mask You Live In* with an educational license for the library, and it'll arrive in early March. We're collaborating with the White Ribbon Campaign, who are going to be helping us organize a panel. Other logistics are still being worked out, but the date is hopefully set to be March 12!

February Edition of B.ed Spread

Jonathon and I both wrote an article for B.ed Spread for the February edition! Look out for what we think about "How, if at all, does Valentine's Day fit into your classroom?" Thanks to Breanne and Amelia for contacting us!

Bursary Committee

We had a meeting on Wednesday to review and distribute a couple of bursaries. All BEWIC and QCE bursaries have been permanently revoked.

Con-Ed Office Bulletin Board

We're slowly but surely adding apples to our Resource tree outside of the Con-Ed office! Check it out and tell your friends!

#LetsTalkTuesday

This past week was our third week of #LetsTalkTuesday! Thus far we've had first year, second year and third year representatives so keep your eyes peeled for a fourth year rep this Tuesday. We encourage you to continue discussion in the comment box and to share the photos!

All the love in the world,

Oshaen and Jonathon



First Year Representatives' Report

No Report Submitted



Second Year Representatives' Report

It's great to be back! Our fundraising event "How Sweet it is to be Friends with You" went really well! (We will state full numbers at the meeting) Thank you to Elizabeth and Kerri for assisting us with the event and taking over while we were on our leave of absence.

Also, we're working on our event proposal form for skating, meeting with the 3rd year reps to discuss house crawl, and planning to have one last year event around the end of the semester.



Third Year Representatives' Report

Hi Assembly,

As many of you know we were on a leave of absence for 2 weeks, so in that time we were focused on our platform and campaigning. However, now that we have resumed our position we are in the process of planning the annual “House Crawl” with the 2nd year reps, Jacob and Carma. We met on Thursday to begin brainstorming on ways this event can be expanded. Shannon and I are also planning a skating Year Event on March 1st.

Thank you ☺

Jenna Inglese & Shannon Gamoff
3rd Year Representatives



Fourth Year Representatives' Report

No Report Submitted



QCE Chair's Report

We have finally received all of the information that we need regarding photo release forms, and pictures from Conference Weekend will be released shortly.

Hiring is quickly approaching. We have been discussing potential dates with Team WRC, and hiring is tentatively scheduled to take place the weekend of February 28. We are aware that ESS is taking place the same weekend, and we are going to schedule accordingly so that the two events do not conflict. QCE Exec applications will be released prior to Reading Week and we are in the process of scheduling an information session.

We have a QCE Exec meeting on Sunday February 8th prior to the CESA meeting so I will have updated information to present in my oral report.

Sincerely,

Morgan



Head Teach's Report

Good evening, everyone!

Last Sunday we hired 55 incredible Teaches. They are *so tall, so smart, and so good-looking*. We could not be more excited to share this journey with them! We will have our first Teach meeting this upcoming week.

In the meantime, Teach Exec will continue reviewing the current schedule for Orientation Week and deciding which events we would like to keep, alter, or discontinue. We have been conversing with the Orientation Executives from other faculties, which has given us a lot of ideas!

That's all for now. Let me know if you have any questions for me. Have a wonderful week!

Morgan McCrimmon

APPENDIX: PROXY

5.06 Meetings of the Council and Quorum

5.06.01 The Council shall meet on a bi-weekly basis during regular semester classes.

(a) No meeting shall surpass two (2) hours in length without the consent of the majority of members of the Council.

5.06.02 The Speaker shall Chair all meetings of the Council.

(a) In the event that the Speaker cannot occupy the Chair, the Executive Administrator shall occupy the Chair.

5.06.03 The Clerk(s) of the Council shall be responsible for keeping minutes of all regular meetings of the Council.

5.06.04 The meetings of the Council shall be open to the public, but there shall be recourse to closed sessions if so decided by a majority of members present.

(a) Should a motion to enter into closed session carry, all persons not described in sections 5.02.01, or 5.02.02 shall leave the room as long as the session remains closed.

(b) No member shall enter or leave the meeting room as long as the session remains closed.

(c) All communications in a closed session are confidential.

i) Breaches of confidentiality are just cause for removal from the Council and may warrant a complaint to the AMS Judicial Committee.

5.06.05 Quorum shall be one half (1/2) of all voting members plus one. If half of all voting members is not a whole number, then the next highest whole number shall constitute quorum. Proxy votes shall not count towards quorum. If quorum is not maintained, the meeting shall adjourn, and the time and names of all members present shall be recorded in the minutes.

5.06.06 Association members may vote at meetings by proxy.

(a) Before every meeting at which a proxy votes the Speaker shall be provided with notification, in writing, including by email, by the relevant Council member.

(b) A proxy shall stand in the stead of the Council member in accordance with the terms of the written appointment.

(c) Attendance by proxy, nonetheless, shall be treated as an absence by the Council member.

5.06.07 Unless otherwise required in other sections of this Constitution, motions of the meetings of the Council shall be decided by a majority of votes. In the case of an equality of votes, the Speaker shall cast the deciding vote in the

negative. All votes at such meetings shall be taken by ballot if so demanded by any Council member present, but if no demand is made, the vote shall be taken in the usual way by a show of hands.

Appendix: Resignation Policy

5.05 Job Performance and Behavior Discipline

5.05.01 When Council and Extended Council discipline is being considered as a course of action, the ultimate authority shall rest with the Executive.

5.05.02 The measures listed below shall be followed in order regarding incidents including, but not limited to weak job performance and/or behavior misconduct.

(i) Verbal Warning #1: If a behavioral infraction occurs or a Council/Extended Council member's performance is not meeting expectations, then this individual must be made aware of said misconduct and/or areas of concern. The Umbrella Head shall review expectations with the Council/Extended Council member and offer suggestions for improvement.

(ii) Verbal Warning #2: If another infraction occurs or performance does not improve following the first verbal warning, a second verbal warning will be issued. The Umbrella Head shall review expectations with the Council/Extended Council member and offer further suggestions for improvement.

(iii) Written Warning: If a third infraction occurs or performance does not improve following a second verbal warning, a warning in the form of a letter shall be given, informing the Council/Extended Council Member where their performance does not meet expectations. The Umbrella Head shall schedule a meeting with the Council/Extended Council member to address areas of concern and state expectations for improvement. A written warning constitutes a final warning.

(iv) Any further breach of expectations and/or behavioural infraction shall be considered grounds for dismissal and the procedures outlined in Subsection 5.05.05 will be followed.

5.05.03 All verbal and written warnings will be documented and remain in the hands of the Executive Administrator until the end of the Council/Extended Council member's term at which point the files will be destroyed.

5.05.04 The measures outlined in 5.05.02 will be followed unless the circumstances warrant an advance in the measures outlined in 5.05.02 due to the severity of the situation; subject to the discretion of the Executive. This includes, but is not limited to:

- (a) Ineligibility to be a member,
- (b) Theft, fraud, or embezzlement of funds,
- (c) Just Cause.

i) Which includes, but is not limited to action that breaches the Mission Statement of the Association, as outlined at the beginning of this document.

5.05.05 In cases where grounds for dismissal are warranted, the Executive and the Executive Administrator shall be responsible for meeting within forty-eight (48) hours from the time the infraction was brought to their attention to decide whether the grounds for dismissal are justified.

5.05.06 Dismissal of a member of Council/Extended Council can only be acted upon if the Executive decides this unanimously.

5.05.07 Should there not be unanimous consent by the Executive for the dismissal of a member of Council/Extended Council, the Umbrella Head shall schedule a meeting with the member and the Executive to issue a written warning, as described in 5.05.02 (iii).

5.05.08 Should there be unanimous consent by the Executive for the dismissal of a member of Council/Extended Council, the following steps must be taken:

(i) The Vice President (Internal) is charged with formally notifying the Council/Extended Council member in question that they must attend a meeting with the Executive and Executive Administrator immediately. At the discretion of the Executive, the meeting may be scheduled within a maximum of twenty four (24) hours following the notification, barring extenuating circumstances.

(ii) Upon meeting, the Vice President (Internal) is responsible for outlining the Executive's decision to dismiss the individual from their position on Council/Extended Council. At which point, the Council/Extended Council member's termination will be effective immediately.

5.05.09 Should the meeting not take place immediately, or within twenty four (24) hours, the Council/Extended Council member will be notified via telephone and/or e-mail the Executive's decision to dismiss the individual from their position.

5.05.10 Upon termination, the Council/Extended Council member must cease any work involving their former job responsibilities.

5.05.11 The Executive Umbrella Head is responsible for notifying the Umbrella Head, if applicable, of the decision. The Executive Umbrella Head, and the Umbrella Head, if applicable, are responsible for notifying the terminated Council/Extended Council member's partner, if applicable. A meeting between the Executive Umbrella Head, Umbrella Head, and partner, if applicable, must be arranged, within forty eight (48) hours to discuss the termination.

5.05.12 The Executive Administrator is responsible for notifying the Council of the member's dismissal.

(i) This is to be done only after the member's Umbrella Head and partner, if applicable, have been notified.

5.05.13 The Vice President (Internal) is responsible for presenting the dismissal and its justification, barring confidentiality constraints, at the next Council meeting.

5.05.14 Upon termination, the member's job responsibilities become the

responsibility of the Umbrella Head.

5.05.15 At the discretion of the Executive, the vacant position will become open for hiring and follow the procedures outlined in the Hiring Policy Manual.

5.05.16 Any member who wishes to terminate their membership on the Council or Extended Council shall inform the Executive Administrator in writing. The position shall be filled in accordance with the Hiring Policy Manual.

(i) Should the Executive Administrator, Speaker/CEO, or any member of the Executive terminate their membership on the Council, they shall not be permitted to participate as a candidate in a CESA election from the time they are elected through the following Fall and Winter terms.

5.05.17 Any member of the Council or Extended Council may take a two-week leave of absence from their position for an extended illness or extenuating circumstance.

(a) The member shall notify the Executive Administrator in writing.

(i) The member shall notify the Executive Administrator at the end of their leave of absence. The member will detail their intentions moving forward (e.g. further two-week extension, return to their position).

(ii) If a second subsequent extension is required, a meeting will be scheduled within the next 24 hours with the Executive and the Executive Administrator to discuss next steps (e.g. extended leave of absence, resignation, etc.).

(b) The member shall provide the Executive Administrator with a list of job responsibilities and tasks to be completed by the appropriate Council/Extended Council member(s) during the leave of absence.

5.05.18 With the exception of Subsection 5.05.17, Section 5.05 does not apply to the members of the Executive, whose removal is governed by Section 2.05.