

Minutes
Student Administrative Council (SAC)
February 8th, 2021
Via Zoom

Present: Kaivalya Dahale, Board Chair

Cole Ayerst, Director
Naznin Akter, Director
Suman Moira D'Sa, Director
Vishal Harikrishnan, Director
Kavya Kozhiparambil Pradeep Kumar, Director
Katyayini Thakur, FSU President
Stacyann Stanley, Director

Thomas Hutchison-Hounsell, Board of Governors Student Representative
Paul Masse, General Manager

Bonnie Williams (Recording Secretary)

This meeting was called to order at 2:02 p.m.

Approval of the Agenda

12.1 It was:

MOVED by Stacyann Stanley, SECONDED by Vishal Harikrishnan and
CARRIED to approve the agenda.

Approval of Minutes

12.2 It was:

MOVED by Naznin Akter, SECONDED by Stacyann Stanley and CARRIED to
approve the Minutes from Meeting #11.

Action Item Review

The 'Class Representative Questions' was added as a New Business Item for Board Meeting #12.

Kavya Kozhiparambil Pradeep Kumar will attend the College Council Meetings for the Winter Semester alongside Suman D'Sa.

Chair's Report – Kaivalya Dahale

Kaivalya noted a concern regarding professors not recording lectures for students. It was explained that recording lectures is up to the discretion of the professors and is not mandatory unless the student has a valid reason and/or need for the lectures to be recorded. It was explained that the students would use the lectures to review course content and it is the whole class that is interested in the review. It was encouraged for the student to reach out to the professor directly and/or the program coordinator to ask about posting lectures for review purposes.

President's Report - Katyayini Thakur

Katyayini participated in a pre-2021 budget consultation with the Ministry of Finance to make student-centric recommendations to the Provincial Government around OSAP, a fee freeze for domestic students, an introduction of a regulated tuition fee structure for International students and additional COVID-19 Financial Aid for students in need.

Katyayini noted the FSU Election Nominations are now open with campaigning being conducted in a virtual manner only, in accordance with the Provincial Government restrictions and Fanshawe College' health and safety regulations, although candidates will be able to print a certain number of posters for the FSU to put up around Campus. Voting is scheduled for March 15th at 9:00 a.m. – March 17th, 2021 at 2:00 p.m. on Fanshaweonline. Katyayini noted the Student Governance Edition and Executive Team Edition of Koffee with Katy have been filmed and released on FSU Social Media. Katyayini thanked Cole and Stacyann for participating in the Student Governance Video. Katyayini noted the Coordinator hiring will be conducted at the same time as the elections.

Katyayini noted Clubs Day was held on January 25th, 2021 and gave students an opportunity to get acquainted with and join the various Clubs on Campus. The Class Rep Meet and Greet is scheduled on February 8th and February 9th, 2021. Katyayini encouraged the Directors to attend the event, if schedules allow. The FSU participated in Bell Lets Talk Day on January 28th, 2021 to promote and raise awareness for Mental Health and Wellness.

Katyayini noted a question of the week research survey is currently being developed in conjunction with the College to gain insight from students (eg. bus pass). Katyayini noted the Online Learning Experience Focus Groups were successfully conducted and the information is currently being processed. Katyayini noted the research will be presented with recommendations at the Student Experience Committee.

Katyayini provided an update regarding food services and stated all FSU Food Services are now open for business with adjusted hours of operation.

Katyayini noted a new student-friendly scheduling system is currently being developed for students to book appointments with the Ombuds. In the interim, the FSU will assist in booking student appointments with the Ombuds.

Katyayini provides an update regarding the International Fee Increase Letter that was sent to the College. It was noted that the letter received a positive response from the College regarding freezing both domestic and international fees for the 2021-2022 academic year, in consideration of the COVID-19 Pandemic. However, it was noted that the fees are subject to approval by the Board of Governors and confirmation will be determined by the end of February.

Katyayini noted the College Student Alliance (CSA) reached out to the FSU and the request was respectfully declined at this time, based on previous feedback from the Board.

Board of Governors Report - Thomas Hutchison-Hounsell

The Board of Governors Meeting was held on Thursday, January 28th, 2021 which began with a presentation on Growing Research Capacity from the Faculty of Creative Industries. Thomas noted a presentation on the Future of Higher Education by KPMG, as arranged by the Audit Committee, was well received by the Committee. Thomas noted the President provided an

update on targets and four monitoring reports were approved; Commitment to Quality, Financial Planning, Health and Safety and Priority Needed. Additionally, the Welding and Fabrication Technician Program was approved as well as task force reports from the Board Process Committee, Audit, Risk Management and Student Success.

Director Reports

Cole Ayerst – Cole held a Class Representative Meeting on Wednesday, January 27th, 2021. Cole noted some of the Class Representatives created a WhatsApp Group to keep in touch with each other throughout the semester. No concerns were brought forward at the meeting.

Naznin Akter – Naznin inquired about the bursary that was issued to international students. It was explained that there are specific eligibility criteria to receive the bursary and it was encouraged for the student to reach out to the FSU Finance Coordinator and/or Financial Aid to follow-up on the individual inquiry regarding the bursary.

Suman Moira D'Sa – Suman held a Class Representative Meeting on February 5th, 2021. Suman explained for a formal introduction of assigned Class Representatives via email to students within the specific programs. It was explained that Class Representatives are encouraged to provide the initial introduction themselves to classmates, however, within this situation, it was encouraged for the student to reach out to the Program Coordinator to make the introduction via email.

Suman noted a concern regarding students who have overpaid for the bus pass within their ancillary fees which have not been refunded and not wanting to pay the bus pass fee as an annual amount but rather a per semester amount. It was explained that there are no pro-rated bus passes available for students due to the agreement with the LTC. Additionally, it was noted that if a student is eligible for a reimbursement, they will be emailed directly from the FSU.

Suman noted a concern regarding the email response time from professors regarding assignments, professors not responding to students specifically in lab help sessions, and the lack of expectations and instructions given for assignments despite repeated emails from students to professors.

Suman explained students want a standard platform to interact with students and discuss group assignments on Fanshaweonline. It was suggested that a new discussion forum course in Fanshaweonline be added with chat capacity to encourage student interaction.

Vishal Harikrishnan – Vishal held a Class Representative Meeting on February 3rd, 2021. Vishal noted that students would like to have drop-in sessions established with professors on a weekly and/or bi-weekly basis. It was encouraged for the student(s) to reach out to the professor and ask if these drop-in sessions could be accommodated. If the student does not hear back from the professor, it was encouraged for the student to reach out to the FSU to investigate solutions for these sessions.

Vishal noted students would like to see an increase in the number of volunteer positions related to academics and/or extra-curricular activities.

Kavya Kozhiparambil Pradeep Kumar – Kavya held a Class Representative Meeting on January 22nd, 2021. Kavya shared FSU events, including the Class Rep Meet and Greet, and reminded the Class Representatives about CCR and to reach out to the Advocacy and Communications Coordinator for an update for current hours obtained for CCR.

Kavya noted students that attend in-person classes wanted to know specifics in regards to the COVID-19 protocols at the College which included the indication of how often classrooms are sanitized. It was explained that classrooms are sanitized after every class and several videos have been created by the College to outline the procedures that the College is following to keep students safe on Campus.

Kavya inquired about how monies are received if a student receives a refund. It was explained that refund monies are applied to the student's account on Webadvisor unless otherwise noted in correspondence (ie. cheque).

Stacyann Stanley – Stacyann held a Class Representative Meeting on January 26th, 2021. Stacyann welcomed the new Class Representatives and outlined FSU events including the upcoming elections. No concerns were brought forward at the meeting and was noted that students seem to be integrating better to online learning program delivery this semester.

New Business:

- a. Class Representative Questions – It was explained that this was a suggestion proposed by the Board, in conjunction with a recommendation from the Governance Review, for core questions to be created for Class Representatives. Each Director presented the individual questions to the Board. It was noted that these questions would provide structure, encourage discussion from Class Representatives and provide valuable insight into the Membership. A discussion was held and it was decided that five core questions will be developed by the Board and presented at the next Board Meeting.

Action Item: Add 'Class Representative Questions' as a New Business Item for the next Board Meeting.

It was noted that these core questions will be a valuable resource for current and incoming Directors. It was suggested that template for the initial Class Representative Meeting be developed, in conjunction with the five core questions, as an additional resource for Directors.

Action Item: Add 'Class Representative Questions – Initial Meeting' as a New Business Item for the next Board Meeting.

Action Item: Send Class Representative Document to Board.

A discussion was held regarding the training and resources provided to incoming Directors. It was suggested that these resources be vetted by the Board to allow the opportunity to provide feedback as well as providing opportunity for incoming Directors to interact and learn from the current Directors.

Next Meeting – Friday, February 26th, 2021 at 2:00 p.m. via Zoom.

Adjournment

12.3 It was:

MOVED by Cole Ayerst, SECONDED by Stacyann Stanley and CARRIED to adjourn the meeting at 3:21 p.m.