

# ARTS AND SCIENCE UNDERGRADUATE SOCIETY ASSEMBLY

DUC MENTEM AD LIBERTATEM

THE FIFTH MEETING OF 2021-2022 ASSEMBLY OF THE ARTS AND SCIENCE UNDERGRADUATE SOCIETY OF QUEEN'S UNIVERSITY

## AGENDA

---

1. **Motion #1** – Approval of the Agenda
2. **Motion #2** – Approval of the Minutes
3. Speaker's Business
  - i. **Land Acknowledgement**
  - ii. **Breakout Rooms**
4. Discussion Period
  - i. **Burnout and Student Wellbeing**
  - ii. **Virtual Classes and the Winter Semester**
  - iii. **COVID Case Reporting Among Students**
  - iv. **Media Outreach of Student Achievements**
5. Executive Reports
6. Society Reports
  - i. **Business of ASUS Council**
  - ii. **Business of the Sibling Societies**
7. Other Reports
  - i. **Business of the Senate**
  - i. **Business of Other Members (Academic Representatives, ASUS Reps. to the AMS)**
8. Statements by Members
9. Question Period
10. Old Business
11. New Business
  - i. **See attached motion sheet, motions 3-7.**
12. Speaker's Last Word
13. Adjournment of the ASUS Assembly

# MOTION SHEET

---

**1. That ASUS Assembly formally approve this agenda and the consent agenda.**

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

**2. That ASUS Assembly formally approve the minutes from the last Assembly held on November 30th, as seen on the ASUS website.**

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

**3. That ASUS Assembly formally approve the changes to the Academics Policy Manual Part 1 as seen in *Appendix A: Academics Policy Manual Changes - ASUS Review*.**

- MOVED BY: TIFFANY YUNG
- SECONDED BY: ALICIA PARKER

Est Time: 2 mins

**4. That ASUS Assembly formally approve the changes to the Academics Policy Manual Part 2 as seen in *Appendix B: Academics Policy Manual Changes - ASUS Peer Tutoring*.**

- MOVED BY: TIFFANY YUNG
- SECONDED BY: ALICIA PARKER

Est Time: 2 mins

**5. That ASUS Assembly formally approve the changes to the Gifts and Awards Policy Manual as seen in *Appendix C: Gifts and Awards Policy Manual Changes*.**

- MOVED BY: TIFFANY YUNG
- SECONDED BY: ALICIA PARKER

Est Time: 2 mins

**6. That ASUS Assembly formally approve the changes to the Advisory Board Policy Manual as seen in *Appendix D: Advisory Board Policy Manual Changes***

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: CAITLIN HAYES

Est Time: 2 mins

DATE: JANUARY 18TH, 2022

**7. That ASUS Assembly formally approve the Department Student Council (DSC) Election Timeline as seen in *Appendix E: DSC Election Timeline***

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: TIFFANY YUNG

Est Time: 2 mins

DATE: JANUARY 18TH, 2022

FROM THE OFFICE OF THE  
**PRESIDENT**  
ARTS & SCIENCE UNDERGRADUATE SOCIETY



Dear Members of Assembly,

I hope you are all doing well and that the beginning of the year brought about a restful and relaxing break! With February just around the corner, it seems that the year has already flown by. I cannot begin to express just how proud I have been of this team and everything that they have accomplished in the first half of the year. With four months remaining in our term, I am so excited to see what else is in store.

### **The Virtual Year**

The announcement of the virtual year has certainly posed a variety of challenges for student wellness and academics. Throughout the break, I had the privilege of meeting with a variety of students to hear and address their concerns surrounding the upcoming semester. We have been advocating these concerns to the faculty in meetings with the Associate Deans to ensure that they continue to be addressed. We have worked alongside the faculty in preparation for the Town Hall event taking place this Tuesday January 18<sup>th</sup>. Sam Buttemer, Dean Crow and other faculty members will be present to answer questions.

That being said, we are thrilled to hear that the intended plan for the upcoming semester remains to return to in-person classes on February 28<sup>th</sup>. We have been advocating the faculty for the opening of other campus supports and the opportunity to have more extracurricular engagement during this period as well. As a follow-up to last year's thought exchange, we have again partnered with Wendy Craig to release a follow-up thought exchange to the research conducted last fall. The aim will be to see if there has been progress on the academic experience, wellness and the enhancement of these unique circumstances. We look forward to providing assembly with these findings. In order to ensure the future of academics is equally as engaging, we have been working with experiential learning to continue gaining findings on what students are hoping to obtain.

### **Orientation**

Orientation is finalizing their hiring for Orientation Coordinators. Following this, they will officially move into Gael hiring as well! With their hiring almost completed we will begin discussions surrounding the upcoming year, planning and the operations for the summer!

## **Sexual Violence Prevention and Response**

As our turn quickly comes to a close, we are committed to establishing a strong ground work for Sexual Violence Prevention and Response (SVPR) with ASUS. These changes begin internally. This past month, we have met with Barbara Lotan to discuss our own existing Harassment and Discrimination policies and how to ensure they will equip ASUS teams to properly deal with these complex instances. We have also been exploring added training surrounding disclosures and academic spaces.

Additionally, I have had the pleasure of collaborating with Commissioner Yung and Hussein in the formation of an SVPR task force. Composed of a variety of DSCs, we are currently working on a variety of ongoing projects. We have formed a sub-committee that will aim to revise existing SVPR policies at the university to find areas of improvement and also simplify them for students. The aim is to increase transparency of the existing systems. This will translate to a social media campaign on student rights and resources. Additionally, we will also be attempting to amplify the stories of survivors to empower the community at Queen's. We are currently exploring different avenues such as working with campus publications on a potential special issue.

Finally, we will be aiming to continue our work of SVPR with both the community and the academic realm. We will be spearheading some collaboration with the Dandelion Initiative to see how we can better support community initiatives surrounding SVPR. Additionally, we will also be working with the Centre of Teaching to get more information on how they support professors in giving proper and meaningful content warnings within academic spaces.

## **Direct Reports**

Each member of the executive portfolio team has been hard at work kicking off the semester! The Director of Student Affairs Research, Rory, has been doing on going consultations surrounding the SVPR resources at Queen's. She work with the office to create the questions and will be putting together a survey during the remainder of the semester. She has also officially closed her survey on Queen's Perception. Both of these findings will be made public to Arts and Science students. The Wellness team has been working hard in communicating with SWS on the current resources available to students. In addition to working on a team restructure, they will be collaborating with SWS and the ARC on a Speaker Series for the end of the month.

Equity Director Yvonne has now completed her overview of all ASUS policies! We look forward to passing changes and amendments in the coming months. She will now be turning her attention towards Orientation and how to make a students first experience with ASUS a positive one. Finally, the Professional Development team has been working with advancement on the spring Life After Artsci. Due to the virtual nature of the semester, these next two months will see an influx of social media resources and one-pagers created to support students in gain professional development skills. We will also be collaborating with the Queen's Student Alumni Association to host a variety of workshops at the end of the month. Each of these teams are doing a incredible job and I look forward to the culmination of their projects this semester.

DATE: JANUARY 18TH, 2022

## **Elections, Transition and New teams**

By the beginning of February and by the next assembly, we will officially have our executive for 2022-2023 elected. In preparation for their arrival, we have been discussing the future direction of the three executive structure. Over the next few months, we will be providing students an opportunity to engage with the ASUS team and promote the opportunities we have available. We have now begun preparing our transition manuals for the upcoming team. We are also in the middle of hiring our camps directors! Please stay tuned for the launch of counselor hiring in the near future as well.

All of the initiatives, projects and successes listed above would not have been possible without the amazing team and volunteers that are the driving force at ASUS. If you ever have any questions, an idea or anyway that I can be of support, please feel free to let me know! Looking forward to the rest of the semester!

All the best,

A handwritten signature in black ink, appearing to read 'Alyth', is centered within a light gray rectangular box.

Alyth Roos (she/her)  
President  
[president@asus.queensu.ca](mailto:president@asus.queensu.ca)

DATE: JANUARY 18TH, 2022



Dear Members of Assembly,

Happy new year and happy holidays to all! I sincerely hope that you all enjoyed the break and had a chance to take some well deserved rest. We find ourselves again in a situation we did not expect to be in. With the return to in-person classes delayed until after the reading break, I know that many challenges have and continue to arise - academically, physically, and mentally. With that being said, I also know that we are fortunate to have an Assembly and Society filled with resilient and impressive individuals, whom I am honoured to work with again this semester. I am excited to get started with this semester, continuing projects and making the final push to the end of the year. I appreciate you all for attending this Assembly and hope your first week of classes went well!

### **COVID-19 Operations Update**

In light of provincial and University public health restrictions, the ASUS Office will remain closed to the public. Many ASUS services and events will begin their operation this semester in a virtual format. We will be offering curbside pickup from the office for any products, awards, and jackets that need to be collected. Good Times Diner has also been cleared to continue its operations under strict safety measures. Alyth and I are inquiring with the AMS surrounding event sanctioning to ensure we are able to provide the highest degree of certainty possible to our ASUS event planners. If any ASUS volunteer has any questions or concerns about in-person event planning, please do not hesitate to reach out.

### **ASUS Camps**

Postings for our ASUS Camps Director and Assistant Director roles went live over the break, and closed last week! Olivia and Alyth have been doing a fantastic job in coordinating the hiring of our new leadership team, and I will be excited to make the announcement on the new directors at next Assembly. Sean and I have applied for Canada Summer Jobs funding for the upcoming summer, and are hopeful to receive status in April.

### **Accounting Director**

Danielle has worked very hard over the last weeks of last term and first weeks of this term in completing the disbursement of volunteer honoraria. As we begin the new semester, Danielle and I continue to work to maintain accurate and transparent financial records.

### **Online Store**

Isobel has been extremely helpful in decommissioning the store over the break, but is looking ahead to open the product request form for the upcoming months. We will continue to work with our front desk team to ensure that pickup of products can be accomplished safely and efficiently.

DATE: JANUARY 18TH, 2022

### **Sustainability**

Helen and her team have begun the assessment of the essay contest submissions, and will be aiming to provide winners notice before end of week. Other plans are in the works to host some sustainability education-centered events throughout this semester.

### **Sponsorship**

Katelin and I are working to make all sponsorship resources available to ASUS volunteers through the website at [www.queensasus.com/sponsorship](http://www.queensasus.com/sponsorship). I encourage you all to stay tuned for this and other exciting updates on sponsorship and development!

### **Information Technology**

Sean continues to be of great assistance in the data 'cleanup' that will be ongoing throughout the end of the year with regards to the IT migration. I continue to seek methods to make the systems used at ASUS more streamlined, and will be working with our Commissioners and Officers to explore secure access methods for ASUS emails.

Another huge thank you to the incredible individuals at ASUS for their impressive work on all of the above initiatives. A special thank you to Alyth, Council, and the VP office members for their direct involvement.

To Assembly, thank you for your continued engagement! It is beneficial for the Society and for all students at Queen's. This year continues to pose challenges that make your dedication to serving students all the more honourable.

I wish you all the best as you continue into your classes!

Respectfully submitted,



Brandon Aldworth (he/him)

ASUS Vice President

[vp@asus.queensu.ca](mailto:vp@asus.queensu.ca)



# ACADEMICS COMMISSIONER'S REPORT

---

PRESENTED BY **TIFFANY YUNG**, ACADEMICS COMMISSIONER

Dear Assembly,

Welcome back! I hope all of you had a wonderful and restful break. The Academics Commission has been hard at work preparing for the upcoming semester and adjusting to all the new news that has come about. We are incredibly optimistic about all the amazing projects that we will be taking on and I am very happy to discuss them.

## **Department Student Councils**

With the sudden shift to online learning, many of the DSCs have chosen to reevaluate their plans for the rest of the semester. We are actively scaling back the size of our events for the latter half of the semester to ensure that they will be able to run or are realistic when adhering to public health guidelines. While this is very disappointing news to many, we hope that these plans will assist in making all the wonderfully planned events a reality. Some DSCs have also made the decision to host some online events throughout the months of January and February to ensure that they are able to still connect with their students. In other avenues, some DSCs have also opted to begin selling merchandise as a project that does not require any in-person components. I am also excited to announce that the January DSC of the month goes to the English DSC, who has been continuously working on collaborating with other groups on campus to host events and creative activities.

At the time of this Assembly, we would have had our UGxDSC event. Similar to last semester's UGxDSC event, this is a platform for all of our DSCs to meet with their respective Undergraduate Chairs to talk about the upcoming remote/in-person semester, discuss any events that they would like departmental assistance in, any ongoing projects that they are finishing up, and general discussion about teaching practices that should be encouraged within the Faculty. We received an overwhelmingly positive slew of feedback from the previous event and highly anticipate the same for this one as well.

During the first week back, some of our DSC members also attended the monthly SVPR Task Force meeting. We were able to accomplish quite a bit, outlining subcommittee groups dedicated to reviewing Queen's University's policy on sexual assault, work on social media campaigns, and brainstorm other creative ways to promote our initiatives. In the upcoming months, we will be involving Professors and faculty support to seek out additional avenues to promote events such as SVPR training.

In the realm of policy, we are hoping to pass two pieces of policy at the next DSC Assembly and into the DSC Charter. The first one pertains to the Miller Club and Physics DSC financial situation, this piece speaks to the unique nature of these two DSCs being wedged between ASUS and EngSoc. Moving forward, they will be able to bank with EngSoc while ASUS can still oversee their respective accounts and determine the funding assigned to them. The other financial policy speaks to the carryover limit for each DSC. This is a very exciting step to take as financial transparency has been a very difficult topic to tackle within the commission for quite some time.

## **Special Projects**

Following the amazing success of the ASUS Review sessions during the last exam period, I am very pleased to announce that over 500 sessions were sold to Arts and Science students. This marks an amazing milestone for the peer program and truly speaks to the importance of continuing this service. Additionally, this Assembly will also hear about the passing of ASUS Review Director's new Co-Director structure, where we will have one position dedicated to the internal operations of the program and one position for the external outreach required to grow the program. This upcoming semester will heavily focus on outreach to professors of other large courses and formulate new relationships with departments to assist next year's ASUS Review Team and Academics Commissioner in its expansion.

ASUS Peer tutoring has also been active in their work to expand their program. The team is currently planning and brainstorming potential ways to expand their services to assist other local post-secondary institutions and high schools. Especially on the high school front, we will be reaching out to Con-Ed students as the main target because they have already obtained their VSC. We are hopeful that this program can gain an even greater audience in the upcoming weeks.

The journals have been making great headway to ensure that they will be able to publish a new volume of their journal this year. Politicus is currently in the midst of finalizing and publishing the hard copy of their Special Edition, which they dedicated most of their fall term to completing. This is certainly a congratulatory period for them and I look forward to their plans of a launch party very soon. QSURJ is also starting to put together their supplementary publication that will be released virtually. All journals currently do have their submissions open for their regular volume open, so I highly encourage everyone to submit some pieces that they already have laying around pertaining to fine arts, science, politics, and ethnic and racial studies!

My Deputy of Special Projects is also looking forward to releasing the second round of teaching award submissions next week or early Week 3, so be sure to stay tuned for those forms!

## **Personal Projects**

The project that has consumed most of my time the past couple of weeks is Majors Night. As some of you may know, this is an event that is hosted in February where every DSC and department within the Faculty will attend to assist first year students in deciding their major. My Deputy of DSC Support and I have been meeting with the Faculty on a monthly basis to ensure the success of this event and provide a line of communication to the DSCs. This year, the event will happen on February 10<sup>th</sup> on Brazen, an online platform. In an effort to also connect sibling societies and also provide first year students additional support, we have invited representatives from DSUS, CESA, COMPSA, and PHEKSA to also attend in addition to our regular DSCs. It is also with great excitement that I am happy to report that there will be representatives for the Black Studies and Employment Relations program as this will surely encourage even more students to take on these minors/majors.

Thank you very much for taking the time to read my report and please never hesitate to reach out with any academic related concerns! I am always an email or zoom call away.

Best,

DATE: JANUARY 18TH, 2022

A handwritten signature in black ink, appearing to read 'Tiffany Yung', written in a cursive style.

Tiffany Yung

Academics Commissioner

[academics@asus.queensu.ca](mailto:academics@asus.queensu.ca)

DATE: JANUARY 18TH, 2022

# COMMUNITY OUTREACH COMMISSIONER'S REPORT

---

PRESENTED BY **EMILY ARMSTRONG**, COMMUNITY OUTREACH COMMISSIONER

Dear Assembly,

Happy New Year and start of the Winter semester! I hope you all had the time to relax and enjoy your break and that the semester is off to a great start!

With the current restrictions in Ontario and classes being online until the end of February, the start of this semester has involved a lot of restructuring of the events planned for the term. I have been meeting with all the co-chairs and deputies in order to help guide them in moving events to an online setting. We are looking forward to continuing to run many events that will help to fundraise and raise awareness for the organizations and causes that we support. We are also looking to finalize a date for the Silent Auction later in the semester and are hopeful that we will be able to continue to run Supper Series once restrictions lessen. Additionally, I am continuing to explore more ways that we can spread the word about the positive influence that many Queen's students have on the community and to set up projects in such a way that they will be able to be carried forward and expanded next year.

I will keep my report short and sweet for this month and am excited to be able to provide more details on the events and initiatives we have planned for this semester at our next assembly!

If you have any questions, suggestions, or comments please do not hesitate to reach out!

Respectfully submitted,



Emily Armstrong (she/her)

Community Outreach Commissioner  
[community@asus.queensu.ca](mailto:community@asus.queensu.ca)

DATE: JANUARY 18TH, 2022

# EQUITY COMMISSIONER'S REPORT

PRESENTED BY **YARA HUSSEIN**, EQUITY COMMISSIONER

Dear Assembly,

Happy New Year's!! I hope you all had restful winter breaks with your loved ones and are starting your academic year on a strong and confident note! I am very excited for this new semester with you all, though not the way we imagined it, I hope you are still taking care of yourselves during these times and finding ways to stay motivated. The Equity Commission is going into full force this semester with all the wonderful projects the committees have worked on, regardless of their deliveries as the teams have planned for all possible outcomes of delivery!

## Committees

The co-chairs have been doing a phenomenal job of staying on top of their strategic plans and respective timelines. Research and Recommendation will be releasing their survey in the coming weeks and last year's report will be submitted for publication in QSURJ! The Equity Conference is working on finalizing speakers for the conference taking place on March 19th. Down There has finalized auditions of their Cast Members and are planning a teaser event before their production takes place in early March (Date is TBD). The Disability and Neurodiversity Alliance have been working on establishing their online presence and utilizing social media as an educational tool. We are also currently looking into collaborative avenues between Queer Space and other Faculty Society's queer advocacy groups (i.e., Q+ under commerce).

## Commissioner

The Special Projects Deputy, Aliya Kermali, will be launching the Equity and Disability grants on January 17th, keep an eye out for those! I highly encourage all who are eligible to apply!

We have had our second SVPR Taskforce meeting with a few DSC students last week ago and have come up with 2 main projects that will be tackled by the subcommittees of the task force. This is phenomenal given the recent establishment of this task force! A special thank you to Tiffany Yung, Emma Farrel, and Alyth Roos for their support and coordination of this task force.

I have assigned Jolin, the Equity Intern, the responsibility of the Equity Library and increasing engagement through our new 'Blind Date' campaigns which will take place for the second time in early February!

Thank you all for taking the time to read this report. I hope it has shed light on some of the things the commission has been working on these past few weeks, and the things we hope to accomplish before the end of the semester. If you have any questions about my goals, these current projects, the work of the committees, advocacy, or ASUS Equity in general please do not hesitate to reach out to me, I am always happy to chat!

Respectfully Submitted,

DATE: JANUARY 18TH, 2022

Yara Hussein

Yara Hussein (she/her)

Equity Commissioner

[equity@asus.queensu.ca](mailto:equity@asus.queensu.ca)

DATE: JANUARY 18TH, 2022

# MARKETING AND COMMUNICATIONS OFFICER'S REPORT

---

PRESENTED BY **KATIE HUNT**, MARKETING AND COMMUNICATIONS OFFICER

Dear Assembly,

Happy new year! Hope you all had a restful break and are transitioning back to zoom university smoothly! The Marketing and Communications Office has already been in several meetings talking strategy, election, website updates and more!

## Elections

With ASUS now being in full elections mode, we have had an awesome time collaborating with the Elections team and Governance office on some exciting ideas that may be included in the election materials. Keep your eyes peeled to both of our socials for the most up to date info on all things elections!

## Website

Our Website Directors have done an amazing job so far on making the necessary updates to the website. With that being said, we still have many more areas we want to improve upon before transition. We have many meetings planned with members of ASUS who have brought forward many amazing revisions that can be made, including accessibility, information, layout, and resources. We are looking forward to the updates and can't wait to see the amazing work they will do!

## Market Research

Our Market Research team is working hard on ways to reach students who may not be super involved or knowledgeable of ASUS as a whole and how we can target those individuals. They will spend the next few weeks working on a detailed plan to hopefully go live at the beginning of February.

## Wellness

Our Communications Deputy has been doing an amazing job building out a wellness plan for us to start promoting in the coming weeks. We know that the move to remote has been discouraging to us all, and we really want to let our students know that we are here and want to provide tips and our personal ways of working on our wellness.

Thank you for taking the time to read the Marketing and Communications Report. Feel free to message me with any questions or comments at [marketing@asus.queensu.ca](mailto:marketing@asus.queensu.ca)

Best wishes,



Katie Hunt (she/her)  
Marketing and Communications Officer  
[marketing@asus.queensu.ca](mailto:marketing@asus.queensu.ca)

# SERVICES COMMISSIONER'S REPORT

PRESENTED BY **TINA HU**, SERVICES COMMISSIONER

Dear Assembly,

Happy new year! I hope you all had a great holiday and time with family and friends. The commission is back and ready to rumble into 2022 operations!

## Jackets

The jackets team is opening our second ordering period of the school year. Fittings will be completed remotely given the current announcements from the Ontario government and the university. This jacket season, we will be offering three jacket styles for ArtSci students to choose from: classic maroon leather, maroon vegan, and black vegan. The black vegan jacket is a fleece lined jacket that will be outfitted with the same embroidery found on the current jacket. All orders for new jackets close January 23<sup>rd</sup>. The jacket team has also launched the ASUS Vintage Jacket Collection. Vintage jackets are available for purchase at fraction of the cost of new jackets this ordering season. Patches and additional embellishments for jackets are available at the ASUS store for purchase at any time. Jackets ordered during the Fall 2021 season will be available for pick up at the ASUS House later this month. #iloveASUSJackets

## Formal

ArtSci Formal hosted by ASUS is planned to be on March 19<sup>th</sup> in Ban Righ Hall to celebrate the accomplishments for our graduating class. Discussion regarding formal logistics are underway right now.

## Good Times Diner

Good Times Diner hopes to continue service operations this semester with two services per week. Operations will continue with reduced capacity in the kitchen to 5 students in the kitchen as per Chalmer's guidelines. The service will continue to provide nutritious meals to students to target food insecurity on Queen's campus through these changing times.

## Textbook Service

The ASUS Textbook Service is launching its first textbook collection period during Week 2. Students are welcome to bring old textbooks to the house to be sold to other students. The service is meant to be accessible, affordable, sustainable, and easy to use. ASUS takes a 5% 'ASUS Tax' from each transition to cover backend service fees (Quickbooks, Shopify, other) and provides students with their earnings either via e-transfer or cheque.

## AMP & Exchange Buddies

Both programs are pivoting to an online approach this semester and assessing what events to run once restrictions lift and it is safe to do so.

Thank you for taking the time to read the Services Commission Report. Please let me know if you have any questions by contacting me at [services@asus.queensu.ca](mailto:services@asus.queensu.ca).



DATE: JANUARY 18TH, 2022

All my best,

A handwritten signature in black ink that reads "Tina Hu". The signature is written in a cursive, flowing style.

Tina Hu (she/her)

Services Commissioner

[services@asus.queensu.ca](mailto:services@asus.queensu.ca)

DATE: JANUARY 18TH, 2022

# GOVERNANCE OFFICER'S REPORT

PRESENTED BY **KRISTEN SUTHERLAND**, GOVERNANCE OFFICER

Members of Assembly,

Welcome back! I hope each of you are feeling refreshed after what I hope was a relaxing and enjoyable winter break! I know for the Governance Office, our team is feeling ready and excited to take on another semester, and both continue with and begin new projects that will work to better the office and experience of Arts and Science students!

Elections

The primary focus for our Office this month is on the very exciting Winter Election that is currently underway! Our team worked diligently prior to the break to do as much preparation as possible leading up to this new semester. Our Nomination Period opened at 12:00 am on January 10th, and is currently open until 11:59 pm on January 19th! Positions open for election during this period are ASUS Executive, ASUS Senators, ASUS Representatives to the AMS, Class of 2023, 2024, and 2025 Year-Representatives, and an International Representative. More information can be found on the ASUS Website by clicking "Learn More" on our graphic on the front page of the ASUS Website! I also encourage everyone who is not currently doing so to follow us on Instagram and Facebook both @asusgovernance as we will be keeping students updated there! Given the recent restrictions both on a Provincial and University level, all aspects of the election period, including campaigning and the debate, will be happening virtually. Our Elections Team is feeling confident that this will not negatively impact the election season, as our numbers from a virtual election last year were in line with years prior. Virtual campaigning also is more accessible to our students who are not able to be on campus or in Kingston. Our voting days will be occurring on February 1st and 2nd, and you can vote using the link sent to you Queen's email! If you have any questions, please feel free to contact myself, at [governance@asus.queensu.ca](mailto:governance@asus.queensu.ca), our our Elections Team CRO Kaiya Jarvis at [cro@asus.queensu.ca](mailto:cro@asus.queensu.ca)! We are so excited to have another election underway!

Policy

A primary project that our office will continue to be working on this semester is a policy overhaul. There are several areas of policy that overlap, and our Deputy Governance Officer Caitlin Hayes worked diligently last semester to begin combing through our policies and identifying areas that should be amalgamated into another existing manual. The goal of this is to make policy as accessible and digestible as possible, and prevent any confusing regarding where to look for a certain piece of information. In addition, Equity Director Yvonne Tan undertook a review on ASUS policy manuals and made extremely needed notes and edits that make our policies more equitable. Members of Council, and myself included, are reviewing these changes and will be aiming to have them passed at our next meeting together! A huge thank you to Yvonne for undertaking this important project!

Looking Onwards

Looking onwards to this new semester, I am excited to continue to work with my incredible team and welcome a new Executive and Members of Assembly to ASUS! As always, if you have any questions, comments, or concerns, please do not hesitate to contact me. It has been a pleasure to serve Arts and Science students as Governance Officer this past semester, and I am excited to be able to continue to do so in this new one! Please remember to take time for yourselves in this virtual environment, and to reach out if there is ever anything I can do to support you.

Yours in Governance,

DATE: JANUARY 18TH, 2022

A handwritten signature in black ink, appearing to be 'KS' with a flourish.

Kristen Sutherland (she/her)  
Governance Officer  
[governance@asus.queensu.ca](mailto:governance@asus.queensu.ca)

DATE: JANUARY 18TH, 2022

# ADVISORY BOARD REPORT

---

PRESENTED BY *VANESSA BATTEN*, CHAIR OF THE ADVISORY BOARD

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

# YEAR REPRESENTATIVE REPORTS

---

## 2022 YEAR REPRESENTATIVES

*POSITION VACANT*

## 2023 YEAR REPRESENTATIVES

*POSITION VACANT*

## 2024 YEAR REPRESENTATIVES

*ALICIA PARKER AND CELLINA LOVISOTTO*

Dear Members of Assembly,

We hope everyone enjoyed a safe and rest-full holiday. Despite this period of virtual learning we are excited for new initiatives and conversations in 2022!

### **Town Hall**

Last Semester we had the opportunity to speak with the Second Year Intern Group about the second year experience. We were blown away by their engagement and excitement to share their experiences. However, a number of the students shared their struggle with the adjustment to University after an online first year—especially for those who were at home last year. This semester we are hoping to create the opportunity for more students to share their feedback and experiences in a constructive way. We are still deliberating on the form of this event, but are exploring the possibility of a Second Year Townhall.

### **Newsletter**

Creating a newsletter specifically designed for second year students was one of our goals that we hope to implement into second semester. We intend to provide the Class of 2024 with key opportunities including events and volunteer positions while relaying important information occurring within the Queen's Community. We believe this will be an effective way to reach our class from a virtual standpoint and assist in sharing greater opportunities available.

DATE: JANUARY 18TH, 2022

### **Elections**

As the nomination period has officially begun, we are excited that a new Class of 2024 team may be just around the corner! We are exploring ways to promote the election to others in our class through promoting in our classes and on social media. We look forward to seeing what the next team will accomplish!

### **Orientation**

In terms of orientation, we feel that this continues to remain a piece of our undergraduate career that we hope to experience. We intend to facilitate further conversations surrounding this idea to hopefully have an in-person event so that the Class of 2024 can experience the long lasting traditions surrounding orientation.

Thank you for taking the time to read our report, and we look forward to seeing you all at Assembly!

All the best,

Alicia and Celina  
Class of 2024 Representatives

**2025 YEAR REPRESENTATIVES**  
*POSITION VACANT*

# Concurrent Education Student Association Queen's University, Kingston



PRESENTED BY **LEXIE INGOLDSBY**, **VICE-PRESIDENT INTERNAL**

Hello everyone!

My name is Lexie Ingoldsby and I am the Vice President Internal for CESA. Although this semester is looking a little different than we hoped, our team has been working really hard to come up with a variety of online initiatives/events to keep the Con-Ed community engaged!

## **January Events**

This past week our VP External (Paris Tomazic) successfully ran our Con-Ed spirit week online! We had an amazing turnout with over 60 students at our final coffeehouse event which was so nice to see all the Con-Ed students supporting and cheering on one another. Our spirit week also consisted of a games night and a fitness class. Due to the high levels of attendance and success of these online events, we are hopeful in planning some more online events that we will have students come out and join!

We will also begin our election season soon for our Winter Elections. Our information session is January 15th at 7pm with the nomination period to follow. The campaigning dates are January 24th-30th with elections occurring on February 1-2. We look forward to welcoming the new executive team and elected positions during this election. If you know anyone in Con-Ed please encourage them to run for positions if they are interested and to use their vote!

Best of luck to everyone as we begin this semester and as always, if you have any questions about CESA or about my report please let me know!

Lots of Con-Ed Love,

Lexie Ingoldsby  
CESA VP Internal  
[vpinternal@cesa.queensu.ca](mailto:vpinternal@cesa.queensu.ca)

DATE: JANUARY 18TH, 2022



# **COMPUTING STUDENTS' ASSOCIATION**

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.



DATE: JANUARY 18TH, 2022

# **PHEKSA REPORT**

## **Physical and Health Education and Kinesiology Students Association**



PRESENTED BY **STUART MLADEN**,  
**VICE-PRESIDENT OPERATIONS**

Hi Everyone! Happy New Year! Here are PHEKSA's first updates of 2022.

### **Orientation Hiring**

Applications are currently being collected for Orientation Leaders for students entering 2<sup>nd</sup> and 4<sup>th</sup> Year ('Coaches' and 'Vets'). Interviews will be scheduled for sometime around the end of January.

### **Online Event Brainstorming**

We have dedicated several discussions to outlining potential online events that PHEKSA can run during January and February. These include a Baking Competition, Day in the Life of Students and Profs, Candygrams for Valentines Day, and a Virtual Paint Night. We are also having conversations with the administration of our School of Kinesiology and Health Studies to evaluate how to increase student engagement. With the prevalence of 'Zoom Fatigue' and overall decreasing trend of engagement across recent years, we would love to hear of successful events that have run across ArtsSci!

That's all from us!

Cheers,

**Stuart Mladen**

Vice President of Operations

---

Physical and Health Education and Kinesiology Students Association

Queen's University

E: [vpops@pheksa.queensu.ca](mailto:vpops@pheksa.queensu.ca)

C: 647-468-0422

*PHEKSA recognizes that Queen's University sits on the traditional territory of the Haudenosaunee & Anishinabe peoples.*

# DSUS REPORT

## Dan School Undergraduate Society

PRESENTED BY **HAMISH HUTCHISON-POYNTZ -VP OPERATIONS**

Hi all! Happy new year, and welcome to the new term! Updates from DSUS are:

### Internal Administrative updates:

- The student affairs team is fully up and running, with a few new members added. They'll be planning and executing some events in the coming weeks – online for the time-being, though hopefully in-person later in the term (health protocols permitting).
- We've elected Tim Burgin as next year's Society Administrator – a non-voting executive role whose job is to assist the executive in bureaucratic matters such as referring to and interpreting relevant sections of the constitution and policy, carrying out general executive and student affairs elections, and ensuring policy records are kept up to date.

### Member Organization updates:

- QUSMEA is shifting all activity online – they're rebooting their podcast, and looking to run a virtual coffeehouse, as well as some potential virtual workshops.
- The Student Artist Series is looking to set up an in-person concert late in the term (health regulations permitting), and is hoping to find students looking for the opportunity to perform in this over the coming weeks.
- The Dan Exposition Series is moving ahead with their production for the end of term – they've hired a production team, directors and cast, with a meet and greet coming up and online rehearsals beginning this week. They're hiring musicians for this production in the coming weeks.
- The Dan Studio Series is hoping to continue with an in-person show in mid- to late-March. Creator and director hiring is now complete, and auditions are taking place this week. Rehearsals will begin soon, with production team hiring in the next couple weeks.

### Society Initiative updates:

- DSUS is attempting to find ways to provide practice spaces for DAN school students. The university has so far been unwilling to provide building access to any of the department's practice spaces, which prevents major issues for students practicing the necessary work for their classes. This is particularly true for those in the music department, many of whom currently do not have access to their instruments or adequate spaces to practice them in. We're working with the DAN school faculty to address this through the school and local community institutions, but would appreciate any assistance other student organizations might be able to provide.

DATE: JANUARY 18<sup>TH</sup>, 2022

- We're setting up virtual office hours through our discord server in the coming weeks. Students will be able to drop in to these and chat with DSUS members to find out about initiatives in the department, ask questions about DSUS' work and how to get involved, and vent about the messiness of online school.
- We're still pursuing merch, though due to the online shift and some internal delays with the faculty, we've pushed back distribution till post-reading week.

That's all for now. Looking forward to working with you all this term!

Sincerely,

Hamish Hutchison-Poyntz (he/him)  
DSUS Vice-President Operations, 2021/22  
[dsusvpo@queensu.ca](mailto:dsusvpo@queensu.ca)

# BUSINESS OF ACADEMIC REPRESENTATIVES

---

## SOCIAL SCIENCES

*PRESENTED BY CLARA CIVIERO.*

Hello all,

I hope you all are having a great start to the winter semester. Right now as DSC's shift their year schedules from in person to online again, there is not much activity to report on my end. I will expect more updates to share once we have our first DSC Assembly scheduled for next week and after touching base with my cluster representatives. Thank you and stay well.

Best,

Clara Civiero  
Social Sciences Academic Representative

## NATURAL AND PHYSICAL SCIENCES

*PRESENTED BY MATHIE SMITH.*

Hi everyone,

As the semester begins the DSCs are transitioning back to online events. Since almost all DSCs have experience hosting online events, the transition has been seamless. They are still looking forward to the possibility of smaller in-person activities when classes return to campus in March. Through study sessions, online socials, and drinks with profs (always well received among students and professors alike), the sciences DSCs are looking forward to continuing to foster a sense of community virtually across campus.

The cluster event will be taking place later February and is currently planned as a trivia event.

That's all from us,

Mathie Smith  
Natural and Physical Sciences Academic Representative

DATE: JANUARY 18TH, 2022

## **HUMANITIES**

*PRESENTED BY STEVEN FENN.*

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

## **ARTS AND LANGUAGES**

*PRESENTED BY FLYNN EVES-WELCH.*

Dear Members of Assembly,

### **Fine Arts DSC Updates**

#### Now Complete Events:

- The second Guest Speaker Event has been completed.
- The apparel pre-order for crewneck sweaters has been completed.
- The DSC Handover Manual has been completed.
- Updates to the Fine Arts DSC budget have been made. Some projects are being nixed, or our DSC will discuss removing, because of pending Covid-19 restrictions for in person events, and potentially beyond mid-February.

#### Feedback from our Department Student Body:

The Artist Spotlights project has been incredibly well-received, and the self-volunteering form option has been a fantastic addition.

The students have enjoyed our feedback options for students to mention concerns, etc. to the DSC.

They suggested incentives to increase turnout at our events.

They also suggested that our Mentorship Initiative (inherited from previous years' DSC's) is not something that the students really feel is necessary, and that is why most do not participate. To elaborate, our department is ~120 students, and most feel like they have enough alternative avenues to reach out to upper-year students and faculty that they do not really need the extra help.

#### Upcoming Events:

Third Guest Speaker Event is fully planned, the EPPs are being approved.

We will have had our first DSC meeting of this semester (January 14<sup>th</sup> ~6:30pm). At this meeting, or in another meeting, we will be discussing divergences from our budget and our plans for changes/accommodations to our budget given the Covid-19 restrictions.

DATE: JANUARY 18<sup>TH</sup>, 2022

The fourth Guest Speaker Event is being planned; we already have a potential group of Fine Arts Alumni who want to conduct a presentation for students (aiming for early March).

## **Arts & Languages Cluster Updates**

### Completed:

-Reaching out to the individual DSC Co-Presidents for the cluster to get a line of communication for the Cluster Event going.

### Upcoming Plans:

-Brainstorm with the cluster about what event they want to see that will work well remotely. I had originally thought of doing a Silkscreen class of sorts where people could come in at a scheduled time and either silkscreen a single-layer print on paper or on a fabric item. I thought a custom design for Arts & Languages would be cool, so that we would have our own sort of ‘merch’ without needing to buy new textiles. I really want to see if that is something that people are interested in. It can be done from home with sticker paper and sponge brushes with the correct inks of course, but if people have an idea that fits better for their student demographics, given the remote setting, it might be better to rely on them to make that decision.

-Whatever plan is the most popular, I will find options for how to make it work and then proceed to talk to Tiffany and Emma about the best ways to execute those plans.

Flynn Eves-Welch

Fine Arts Department

DATE: JANUARY 18TH, 2022



## **BUSINESS OF THE ALMA MATER SOCIETY**

---

### ***FIRST-YEAR ASUS REPRESENTATIVE TO THE AMS***

***EMELIA PATTERSON***

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

### ***ASUS REPRESENTATIVE TO THE AMS***

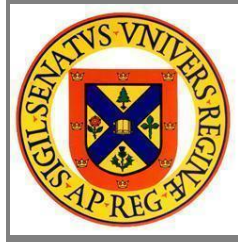
***DANTE CALOIA***

Dear Members of Assembly,

I'm looking forward to being back for a new semester of Assemblies. I really enjoyed being a part of the selection committee for the teaching awards last semester, being able to vote and do interviews. I'm hoping that we'll be able to do more of that this semester. Otherwise, I'm looking forward to see everyone at the meeting next week.

Dante Caloia

ASUS Representative to the AMS



## BUSINESS OF THE SENATE

---

PRESENTED BY **SAHIBA GULATI, KALLISTA JONES, NOAH MAWJI, AND ROBERT HUGHES.**

Dear Members of Assembly,

The full week Fall Term Break has formally been approved by Senate. After discussion with the task force and inputs from the survey, the fall term break will take place after Thanksgiving weekend where classes will not be running.

The Senate before the break had a large discussion surrounding in-person exams, accommodations being in place for students, and rapid testing for students. During Senate, the Provost expressed that online exams would be facilitated through accommodations but professors themselves have the choice in whether they wanted to facilitate their exam as in person or online. The Student Senators came out of this meeting not feeling very good on the subject of in-person exams.

We had a meeting with Associate Dean Jill Atkinson after the Senate meeting where we further discussed our concerns for in-person exams, which did not come across in front of the senate. During this meeting, the Dean listened to our inputs on accommodations and in-person exams and what the next steps would be in terms of restrictions. Later, as we all know, the Arts and Science faculty announced that all exams after the first week of exams will be online, with exams being placed on Monday or Tuesday being deferred to January.

Update from SORC (Senate Orientation Review Committee):

As of January 1st, 2022, SOARB (Senate Orientation Activities Review Board) has now been transitioned to a new committee known as SORC (Senate Orientation Review Committee). The first meeting was on January 11th, where we discussed what directions this new committee will lead into. This new committee will move away from overseeing the operational side of orientation into leaning more toward overseeing the governance side of orientation. The committee will report annually on Senate procedures and policies to align orientation events with Senate-approved goals.

Sahiba Gulati, Kallista Jones, Noah Mawji, and Robert Hughes



## Appendices

# Appendix A: Academics Policy Manual Changes Part 1- ASUS Review

## SECTION 11 | ASUS REVIEW

### 1.11.01

ASUS Review seeks to provide undergraduate students with an ~~accessible, affordable, and moral one-on-one tutoring, group tutoring, and~~ course review program that emphasizes smart and healthy studying. The program will strive to maintain academic integrity by conducting review sessions for courses with the approval of the course coordinators. As the program is run exclusively by students, it will also offer a chance for students to prepare and conduct professional-level teaching sessions for their peers.

### 1.11.02

Membership of ASUS Review shall include:

- i) ~~One (1) Director~~ Two (2) Directors
- ii) Two (2) Facilitators ~~Developers~~ per course

### 1.11.03

Directors will be hired before the end of each academic year by the Incoming Academic Commissioner and Incoming Deputy Academics Commissioner (Special Projects), and be done with sufficient time to allow for the timely hiring of the ASUS Review Facilitators ~~Developers~~;

### 1.11.04

~~Developers will be hired immediately at the beginning of each academic year by the ASUS Review Director, the Deputy Academics Commissioner (Special Projects), and (if applicable) the Academics Commissioner, based on the following criteria:~~

- ~~i) The Application and Interview Process~~

ASUS Review Facilitators will be hired before the end of each academic year by the Incoming Academics Commissioner and Incoming Deputy Academics Commissioner (Special Projects).

In the case that a Developer Team will be required to create an entirely new Review session, such as a new professor completely changing the course or the successful partnership with a professor to add a new course to the Review session list, the ASUS Review Director (Internal) may submit a proposal to the Academics Commissioner, Human Resources Officer, and Vice-President Operations for a distribution of the Tier 4 level Honoraria to each member of the Developer Team.

### 1.11.05

DATE: JANUARY 18TH, 2022

~~ASUS Review Director responsibilities shall include, but are not limited to:~~

- ~~i) To attend meetings on a bi-weekly basis with the Deputy of Special Projects;~~
- ~~ii) To help hire and train Incoming Developers;~~
- ~~iii) To set-up and hold bi-weekly meetings with each Developer Team;~~
- ~~iv) To act as the main liaison between the developers and the course instructors;~~
- ~~v) To ensure that the developers remain on time and well organized;~~
- ~~vi) To coordinate logistics of exam review sessions;~~
- ~~vii) To prepare a transition manual for the Incoming Director prior to April 1st of their academic year;~~
- ~~viii) To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.~~

The ASUS Review Director (Internal) responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of Special Projects;
- ii. To help hire and train Incoming Developers;
- iii. To set-up and hold bi-weekly meetings with each Developer Team;
- iv. To ensure that the developers remain on time and well organized;
- v. To collect all of the Developer Team's materials required for the Review session
- vi. To prepare a transition manual for the Incoming Director (Internal) prior to April 1st of their academic year;
- vii. Act as a support system for the ASUS Review Director (External)
- viii. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

The ASUS Review Director (External) responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of Special Projects;
- ii. To act as the main liaison between the developers and the course instructors;
- iii. To promote ASUS Review to respective on-campus groups
- iv. To submit the Event Planning Package for each Review session that takes place
- v. To submit all necessary materials and forms to the ASUS Store within a reasonable time period prior to the Review sessions
- vi. To actively recruit and reach out to professors with regard to starting new ASUS Review Sessions for their courses
- vii. To prepare a transition manual for the Incoming Director (External) prior to April 1st of their academic year;
- viii. Act as a support system for ASUS Review Director (Internal)
- ix. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

## Appendix B: Academics Policy Manual Changes Part 2 - ASUS Peer Tutoring

### SECTION 12 | ASUS PEER TUTORING

The ASUS Peer Tutoring Director's responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of Special Projects;
- ii. Coordinating marketing efforts with the Marketing Office in order to increase the number of tutors and tutees;
- iii. Promoting the bursary program;
- iv. Ensuring a well-functioning website;
- v. Assisting with the planning and operation of group study sessions;
- vi. To inform the surrounding high schools of the availability of tutoring;
  - a. High school students are not eligible for the bursary program;
- vii. ~~To inform the students if a tutor is unavailable for them through ASUS Peer Tutoring and to suggest an alternative route for finding academic assistance;~~ **Upon request, suggest alternative routes for academic assistance if no tutor is unavailable for a student;**
- viii. To prepare a transition manual for the Incoming Director prior to April 1 st of their academic year;
- ix. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

Peer Tutoring shall operate under these rules:

- i. Tutors are paid \$15 an hour by the student at each session;
- ii. It is the tutee's responsibility to contact their tutor and arrange meeting times. Meetings should be held in public venues **or on an online platform**, in accordance with suggestions listed in the Tutor Training Manual;
- iii. It is the individual's responsibility to report any dissatisfaction with either the tutee or the tutor to the Director, through individual contact;
- iv. Vulnerable Sector Checks are required for high school tutors.
- v. The applicant's average in the desired course, with a minimum of A- on their transcript (with the exception of CISC courses, which require a minimum of B+);

## Appendix C: Gifts and Awards Policy Manual Change

### SECTION 2 | W.J. BARNES TEACHING EXCELLENCE AWARD

#### 1.02.01

The W.J. Barnes Teaching Excellence Award of the Arts and Science Undergraduate Society shall be considered the highest tribute the Society can pay to an individual for teaching excellence. The award shall be presented to deserving members of the Faculty of Arts and Science who have made a significant contribution to teaching. Each recipient of an award shall be presented with a plaque at the Volunteer Appreciation Gala, and every effort should be made to widely recognize the achievements of the winners and all nominees.

#### 1.02.02

The award shall be selected according to Section H-2, Part V of this Policy Manual by a Selection Committee will be composed of the following:

- i. Two (2) Chairs:
  - a. The Deputy Academics Commissioner (Special Projects)
  - b. The Academics Commissioner
- ii. Three (3) Committee Members:
  - a. The Academics Commission First-Year Intern
  - b. One (1) Academic Representative from ASUS Assembly
  - c. One (1) voting member of ASUS Assembly

Members of the Selection Committee may not submit a nomination during the academic year that they hold their role.

#### 1.02.03

The Academic Representative and the voting member of Assembly will be selected by ASUS Assembly by Week 6 or the second meeting of ASUS Assembly, whichever comes first.

#### 1.02.04

The duties of the Chair of the Committee shall be, but are not limited to:

- i. To inform campus at large early each term, through the ASUS Marketing Office Commission, that any student member of the Queen's community may nominate any instructor of the Arts and Science Faculty for the award.
- ii. To convene and chair all meetings of the Selection Committee.
- iii. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.

DATE: JANUARY 18TH, 2022

- iv. To notify the campus through The Journal or other publication of the decision of the Selection Committee.

#### 1.02.05

The Selection procedure for this committee shall be as follows:

- i. Nominations will be accepted in both terms. All nominations should be received by the Co-Chairs by the ninth week of classes in each term.
- ii. Any member of Faculty acting as the central instructor of the course may be nominated. This includes, but is not limited to: Assistant, Associate, and Adjunct Professors. Teaching Assistants are not eligible for this award.
- iii. At their first meeting, the Selection Committee shall examine the nominations received ~~and members may make additional nominations.~~
- iv. Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee, following the first meeting of the committee.
- v. ~~In reaching a decision, the nominee, class DSC reps, students from the class and previous DSC evaluations should be consulted. The evaluation procedure shall be standard across nominees.~~ In reaching a decision, the committee member should consult with the nominator. The evaluation procedure shall be standard across nominees.
- vi. The number of awards given in a year shall be decided by the Selection Committee, but the number shall be limited so as not to jeopardize the distinction of the award. Nominations from both terms will be considered in a single round in the winter term.
- vii. The Committee shall reach its final decision before the third week of March.

#### 1.02.06

The presentation of the awards is to be made at the ASUS Volunteer Appreciation Gala. The names of the recipients shall be inscribed in a plaque ~~to be hung in the ASUS Red Room.~~

#### 1.02.07

The cost of the awards shall be allocated from the budget of the Academics Commission

### SECTION 3 | TEACHING ASSISTANT EXCELLENCE AWARD

#### 1.03.01

The Teaching Assistant Excellence Award of the Arts and Science Undergraduate Society shall be considered the highest tribute the Society can pay to an individual in their undergrad, masters or PhD for their excellence in their role as a teaching assistant. The award shall be presented to deserving Teaching Assistant in the Arts and Sciences who have made a significant contribution to teaching. Each recipient of an award shall be presented with a plaque at the Special Awards Gala, and every effort should be made to widely recognize the achievements of the winners and all nominees.

#### 1.03.02

DATE: JANUARY 18<sup>TH</sup>, 2022

The award shall be selected according to Section H-2, Part V of this Policy Manual by a Selection Committee will be composed of the following:

- i. Two (2) Chairs
  - a. The Deputy Academics Commissioner
  - b. The Academics Commissioner
- ii. Three (3) Committee Members
  - a. The Academics Commission First-Year Intern
  - b. One (1) Academic Representative from ASUS Assembly
  - c. One (1) voting member of ASUS Assembly

Members of the Selection Committee may not submit a nomination while in their role.

#### 1.03.03

The Academic Representative and the voting member of Assembly will be selected by ASUS Assembly by Week 6 or the second meeting of ASUS Assembly, whichever comes first.

#### 1.03.04

The Deputy ACS Commissioner's responsibilities in regard to the TA Excellence Award shall be, but are not limited to:

- i. To inform campus at large early each term, through the ASUS Marketing Commission, that any member of the Queen's community may nominate any Teaching Assistant of the Arts and Science for the award.
- ii. To convene and chair all meetings of the Selection Committee.
- iii. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.
- iv. To notify the campus through The Journal or other publication of the decision of the Selection Committee.

#### 1.03.05

The Selection procedure for this committee shall be as follows:

- i. Nominations will be accepted in both terms. All nominations should be received by the Co-Chairs by the ninth week of classes in each term.
- ii. At their first meeting, the Selection Committee shall examine the nominations received ~~and members may make additional nominations.~~
- iii. Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee, following the first meeting of the committee.
- iv. ~~In reaching a decision, the nominee, class DSC reps, students from the class and previous DSC evaluations should be consulted.~~ In reaching a decision, the committee member should consult with the nominator. The evaluation procedure shall be standard across nominees.
- v. The number of awards given in a year shall be decided by the Selection Committee, but the number shall be limited so as not to jeopardize the distinction of the award. Nominations from both terms will be considered in a single round in the winter term.

DATE: JANUARY 18<sup>TH</sup>, 2022

vi. The Committee shall reach its final decision before the third week of March.

1.03.06

The presentation of the awards is to be made at the ASUS Volunteer Appreciation Gala. The names of the recipients shall be inscribed in a plaque ~~to be hung in the ASUS Red Room.~~

1.03.07

The cost of the awards shall be allocated from the budget of the Academics Commission.

## Appendix D: Advisory Board Policy Manual Changes

### SECTION 15.01 | GENERAL

#### 15.01.03

The composition of the Board can only be changed by a change in ASUS Policy, passed through the normal policy process. Membership of the ASUS Advisory Board shall be as follows:

- i) There shall be eleven (13) voting Advisory Board members, including:
  - a) the ASUS President;
  - b) the ASUS Vice-President;
  - c) three (3) two-year student members;
  - d) six (6) one-year student members;
  - e) one (1) one-year alumni member;
  - f) one (1) two-year alumni member.

ii) The one-year alumni member shall be a recent ASUS alumni, and the two-year alumni member shall be a long-standing ASUS alumni. Ideal ASUS alumni candidates will have held a position within ASUS, including but not limited to Student Senator, Year-Representative, Executive, or member of Council.

iii) The two-year alumni member shall be hired during the 2021/2022 academic year, while the one-year alumni member shall be hired during the 2022/2023 academic year. The purpose of this is to ensure a staggered hiring period, in an effort to mitigate the negative effect of frequent turnover. Thus, there will always be an alumni member to enter into the following academic year to inform the incoming Advisory Board members of the work of the previous Board, and ensure a continuation of work from the year prior.



DATE: JANUARY 18<sup>TH</sup>, 2022

## **Appendix E: DSC Election Timeline**

**Nomination Period:** February 14th at 12:00 am - 24th at 8:00 pm

**Verification Period:** February 25th

**Campaign Period:** February 26th at 12:00 am - March 2nd at 8:00 pm

**All-Candidates Meeting:** February 28th (time to be determined)

**Voting Days:** March 3rd - 4th (voting closes at 8:00 pm)