

President's Monthly Report

(June Month)

First of all, it's my pleasure to be a part of this wonderful team for year 2017-2018. As the president, I am so optimistic and looking forward to increase our achievements as a team for the betterment of our fellow graduate students.

This report should be issued on a monthly basis to keep you updated on what's happening with each individual executive and achievements. I would like also to draw your kind attention that the intention of this report isn't describing the entire day-to-day schedule/activities, which can take lots of pages to summarize. But, will brief what happened on each day to get overall idea. As the President, I'll be overseeing each vice president's duties and working along with them.

Teamwork is the keyword for success. Thus, my achievements will be always perquisite on the success of my team members to efficiently and effectively meet their targets. Here are some of the initiatives that were taken to maintain the team spirit and increase the productivity:

❖ Scheduling program among all the team for better coordination

Enforce all the staff and executive team to assign their weekly planned hours and share it altogether.

❖ Days and timings for the weekly executive meetings and bi-weekly staff meetings

Fixing days and timings for the weekly executive meetings and bi-weekly staff meetings.

❖ Working in GSA house

All the executives decided to work in GSA house during working hours (specific dedicated hours), so that any of staff, directors or graduate student can meet executives to share their views, ideas and concerns.

Here is the day-to-day meetings and discussions that took place throughout this month:

- June 1st, 2017 – Meeting available staff and organizing the office
- June 2nd, 2017 – Organizing the office and reading the previous files and documents
- June 5th, 2017 – Initiated call for meeting with staff and executives meeting for further planning of activities and IFTAR event
- June 6th, 2017 – Discussion regarding directors and executives training
- June 7th, 2017 – Meeting with ECSGA council team to discuss regarding IFTAR event
- June 8th, 2017 – Arrangements for the meeting with directors.
- June 8th, 2017 – Directors and executives training by meeting facilitator
- June 9th, 2017 – Executive staff meeting
- June 9th, 2017 – Discussion with executives regarding council meeting and necessary office arrangements
- June 12th, 2017 – Follow up with the GSA advocacy centre
- June 12th, 2017 – Executive team meeting (President and VPs ONLY)
- June 13th, 2017 – GSA 2017-2018 first Council meeting
- June 14th, 2017 – Meeting previous executives for VP external position
- June 15th, 2017 – Meeting with ASEQ regarding Health Insurance (Studentcare Stakeholder conference, Montreal)
- June 16th, 2017 – Bi-weekly Staff meeting (Executive team and all staff)
- June 19th, 2017 – Meeting previous executives for VP external position
- June 19th, 2017 – Finalizing the menu for IFTAR event
- June 20th, 2017 – Cleaning the storage place and freezer with other executives
- June 21st, 2017 – Executive meeting with the ECSGA council and volunteers to discuss and plan IFTAR event. Discussion on roles and work distribution for the event.
- June 22nd, 2017 – IFTAR event (Preparations and arrangements)
- June 23rd, 2017 – Budget committee meeting with Finance manager
- June 26th, 2017 – Discussion with funding manager on conference subsidies and department allocation of funds from GSA

- June 26th, 2017 – Policy committee meeting
- June 27th, 2017 – Executive team meeting (President and VPs ONLY)
- June 27th, 2017 – Follow up on French classes: Meeting and discussion with teachers.
- June 27th, 2017 – Meeting with ECSGA department representatives for a collective project addressing the academic and job scenario of graduate students
- June 28th, 2017 – Meeting with Dean of students to discuss regarding fall orientation
- June 28th, 2017 – Hiring committee meeting
- June 29th, 2017 – Meeting with Dean of students along with VP internal and services manager for fall orientation discussion
- June 29th, 2017 – Meeting with Concordia Student Union (CSU)
- June 30th, 2017 – Funding committee and budget committee meetings

Upcoming activities

- ❖ Interfaculty collaboration program from GSA
- ❖ French classes
- ❖ Detailed fall orientation program and GSA hand book
- ❖ Tentative schedule of all the events and activities for next term

Finally, as council of directors, I request you to be involved with the on-going activities of executive team and come up with any great ideas or plan to discuss with executives, which enhances the life of our fellow graduate students.

Thank you,

Srinivas Bathini

Monthly report, June 2017

Vice President – Academic & Advocacy

The mandate of the new GSA team for 2017-18 started from June 1st. As the new Vice president elect of Academic & Advocacy for GSA I had started working with the previous executive team in the month of May for a smooth and effective transition and to understand the roles and responsibilities of the GSA as a whole. Once after completing my training and interactions with the previous executive team I started working on my mandate from the first day of assuming office on June 1st. As the Vice President in-charge of the academic & advocacy related activities of the GSA, there are greater responsibilities to be shouldered as I have to be in constant touch with the Graduate Students.

I have consolidated my work for the month of June 2017 under different categories as follows,

1. Academic Activities:

- ✓ Requested all Deans & chairs for possible academic collaboration.
- ✓ Meeting with new Graduate students to give counselling on course selection.
- ✓ Discussion with 5 International ENCS students over social media to guide them regarding course registration and fee payment methods.
- ✓ Several meetings with the ECSGA representatives to discuss on the academic related possible collaborations.
- ✓ Requested 'Gradproskills' for possible collaboration and fixed a meeting on July 5th for a discussion.
- ✓ Guided a new international MBA student regarding courses during summer, fall and winter terms.
- ✓ Notified all graduate students regarding workshops on acting for non-actors organized by the Faculty of Fine Arts
- ✓ Meeting with SAGSA conference Co-chair.
- ✓ Discussion with the previous president of GSA regarding the tie up with TedEx

2. French Classes:

- ✓ Discussion with previous executive regarding the French classes organized in the year 2016-2017.
- ✓ Discussion with office managers to get feedback on French teachers hired from Jade College.
- ✓ Got feedback from students regarding the GSA internal French teacher & Jade college French teacher
- ✓ Collected information on the various levels of French courses which needs to be taught as per the DELF & DALF standard
- ✓ Meeting with Mr. Mehdi for organizing French courses in GSA
- ✓ Meeting with Ms. Samandis for organizing French courses in GSA
- ✓ Meeting with Ms. Nancy from Jade College for possible continuation of French class using Jade college French teachers.
- ✓ Discussion with the GSA's French teacher to finalize the GSA French classes course curriculum

- ✓ Carried out a survey among the Graduate students to determine the level of French classes required for the students.
- ✓ Discussion with the finance manager regarding the pay scale for the GSA's internal French teachers.

*Note: The survey regarding the French class is mentioned in the appendix of this report

3. Advocacy & Legal Activities:

- ✓ Meeting with two students who had issues related to their grades and guided them appropriately to file their grievance.
- ✓ Meeting with CSU representative regarding "Bring Bissan Home Campaign"
- ✓ Represented GSA in the demonstration organized by CSU to support "Bring Bissan Home" campaign
- ✓ Followed up with a graduate student who had issues related to her GSA student health care.
- ✓ Represented GSA in the conference organized by ASEC student health care.
- ✓ Requested gender advocacy center for any possible collaboration and workshops.

4. Jobs & career related Activities:

- ✓ Requested CAPS & CMS for discussion on campus hiring for graduate students.
- ✓ Discussion with the CMS Interim director over phone regarding campus hiring and possible usage of CMS facilities & services for other faculty students.
- ✓ Discussion with alumni regarding current job scenario and market condition.
- ✓ Collected basic information on potential consultants who may be able to help graduate students to secure jobs.
- ✓ Identified potential workshops which can be organized for job search & resume building to help graduate students

5. Committees, Meetings & Events:

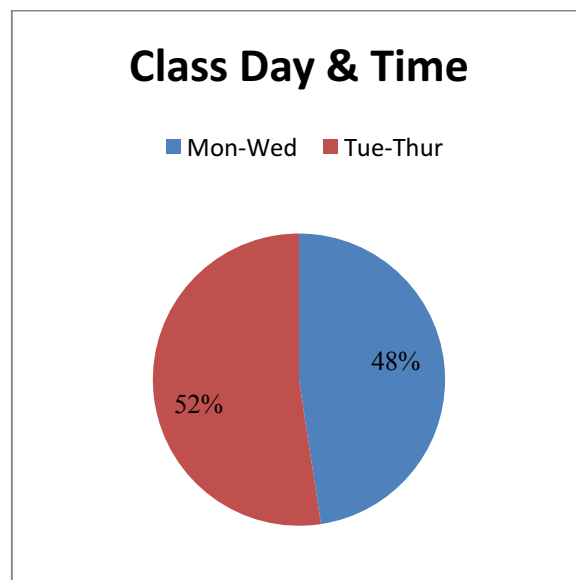
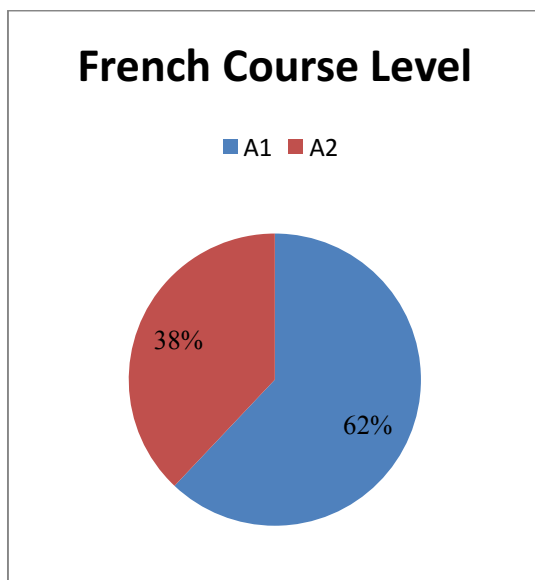
- ✓ Successfully organized Iftar event along with the other executives.
- ✓ Sent out Call for application to appoint graduate students representing GSA in the Fine Arts Faculty & steering committee
- ✓ Sent out Call for application to appoint graduate students representing GSA in the Arts & Science Faculty & steering committee
- ✓ Sent out Call for application to appoint graduate students representing GSA in the Quebec Minister of Higher education committee
- ✓ Sent out Call for application to appoint graduate students representing GSA in the Operations & Environmental sub committee
- ✓ Attended director training meeting.
- ✓ Attended first Council meeting on 13th June.
- ✓ Attended staff executive meeting
- ✓ Attended policy Committee meeting
- ✓ Attended hiring committee meeting for the hiring of Chair
- ✓ Organized a meeting with the ECSGA department representatives

- ✓ Discussion with office manager regarding French classes
- ✓ Discussion with funding manager regarding funding policies of GSA
- ✓ Discussion with finance manager on budget details
- ✓ Discussion with service manager on fall orientation
- ✓ Discussion with the VP external regarding external funding possibilities for GSA
- ✓ Scheduled meeting CSU regarding legal clinic services of CSU which can be used by graduate students

Appendix:

The survey for French classes were conducted and the following are the results,

1. There were 166 responses for the survey in total.
2. 103 students (62%) have shown their interest to attend A1 level of French course.
3. 63 students (38%) have shown their interest to attend A2 level of French course.
4. 87 students (52.4%) have shown their interest for classes to be conducted on Tue & Thu from 10am to 1pm.
5. 79 students (47.6%) have shown their interest for classes to be conducted on Mon & Wed from 10am to 1pm.
6. There were around 12 responders who had given suggestions to have classes in the evening too.
7. Based on the survey both A1 and A2 level can be provided for the students.
8. Classes can also be organized in the evenings based on the availability of the teachers.
9. Starting from fall term French classes can also be organized on the weekends if required and based on the availability of the teachers.



Tentative Future Plan:

In continuation to my work as the VP for Academic & Advocacy I have tentatively planned the following activities for the forthcoming month

1. Attending funding committee meeting.
2. Attending budget committee meeting.
3. Arrange for placement test to check the French level of students before registering them in the French courses.
4. Start registration for French classes.
5. Schedule and organize French classes for graduate students for summer term.
6. Meet Deans and Chairs for personal meeting regarding future academic activities.
7. Follow up with the Dean of ENCS regarding C & F grading rule.
8. Try to arrange for a meeting with the President of Concordia Dr. Alan Shepherd.
9. Meeting with CAPS & CMS for campus hiring.
10. Plan to organize resume building workshop and job search workshops.
11. Meet with other department graduate associations for possible collaborations.
12. Meet with possible companies and consultants regarding networking events.
13. Meet with alumni to discuss on job prospects and networking events.
14. Plan for organizing workshops and/or guest lectures.
15. Meet with Co-op & internships department.



Vice President External's Monthly Report, June 2017

As the newly elected vice president external of GSA, I had done the following task right after my mandates has been started including other tasks which I have done before the official mandate. Since I took a vacation, me and my team had to plan and organize the events before my absence. We had multiple meetings and brainstorms and decision makings and made sure we know how to handle our first months of mandate. I will categorize my tasks as the following:

- **Tutorials**
 - Got familiar with GSA bylaws
 - Took part in Concordia associations meeting on May 10th
 - Got in touch with Terry and Alex from student's dean office
 - Had several meetings with Nassir – the previous VP External
 - Had meeting with previous executive board of GSA
 - Took tips and heads ups from Soliman – the previous President

- **Board meetings**
 - Helped the team for organizing the Iftar event.
 - Planned for the upcoming events happening in July-August
 - Had several remote meetings and unofficial conversations with other executives regarding the ongoing situations
 - Read council meeting minutes.
 - Took part in policy committee meeting remotely.

- **VP External Roles**
 - Planned and determined the necessitates of July event.
 - Contacted multiple tour companies for GSA student tours.
 - Had conversation with ECSGA executives regarding collaborative events.
 - Had conversation with CSU's VP External regarding possible collaborative events.
 - Applied to organizations for GSA external funding including:
 - BMO – Bank of Montreal
 - RBC – Royal Bank of Canada
 - McDonalds
 - A&W
 - Fido
 - Bell
 - ASEQ
 - Got respond for potential funding opportunities from BMO, RBC and ASEQ



- Managed the upcoming meetings with the above organizations with the help of VP Academic and Advocacy and VP Mobilization handling my absence and representing GSA to them.
- Helped out the team for deciding 2017-18 agenda handbook.

- **Future Works**
 - Organizing GSA's new team's first student trip
 - Organizing our massive and first time ever special event happening in August
 - Get official contracts with organizations for external funding before printing agenda handbook and including them as our sponsors.
 - Get to know the temporarily-to-be-hired VP External and decide the tasks which he has to done during my absence.
 - Always inform the council what will be happening – Once again, my apologies for not officially informing my absence.

Sincerely,

Amir Sadra Khorramizadeh

Vice President - External



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Stay hungry, stay foolish. - Steve Jobs

Vice President Mobilization Report

Status report for the month of June 2017

The key agendas I have and I am working on in GSA as the Vice President Mobilization for the month of June

- Successful takeover of roles and responsibility of Vice President – Mobilization
- Building and sending newsletter to graduates (sometimes along with VP academic when am not available)
- IFTAR event
 - Planning for the event along with other execs with ECSGA team
 - Registrations for the event
 - Volunteers for the event
 - Handling incoming guests for the event
 - Coupon distribution
- Bring Bissan home campaign (phone-in/twitter storm event)
 - Sent a newsletter regarding the event for support from graduates
 - Sent a mail to all the civil department professors for support
 - Sent a mail to Execs of Calgary, Saskatchewan and McGill to spread the event with their graduates (Got response of successfully sharing the event in their fb page)
- Handling assessments and suggestions for the Summer French courses along with VP Academic
- Coordinate with the outreach coordinator to share all the events happening within the university on Facebook
- In talks with AVEQ for the support for upcoming campaigns.
- In talks with CSU for the support for upcoming campaigns by having possible collaborations.
- In talks with ISO to setup a meeting to discuss possible collaborations regarding incoming international students.

Meetings that I was and will be part of for the current month (June 17)

June 1st, 2017 – Executive team meeting – To know the team and initial setup

June 5th, 2017 – Executive team meeting – IFTAR night - Planning

June 7th, 2017 – Execs meeting with ECSGA team – IFTAR night - Planning

June 8th, 2017 – GSA team training

June 9th, 2017 – Executive team and staff meeting

June 13th, 2017 – GSA first council meeting

June 15th, 2017 – Meeting with student care along with other execs

June 16th, 2017 – Meeting with AVEQ on possible campaign collaborations

June 21st, 2017 – Execs meeting with ECSGA team along with directors (volunteers) – IFTAR night – Logistics

June 26th, 2017 – Policy committee meeting

June 27th, 2017 – Executive team meeting – Committee chairs and execs in them.

June 28th, 2017 – Hiring committee meeting

June 29th, 2017 – CSU legal clinic meeting

June 30th, 2017 – Funding committee meeting

June 30th, 2017 – Budget committee meeting