

Agenda – Class Council Meeting #2

Date: October 20th, 2017

Time: 3:30pm - 4:30pm

Location: UPS Meeting Room

Minute Taker: Gigi Lai

Attendees: Tom F., Yifan Z., Gigi L., Sera L., Peter Z., Helen L., Elaine N., Julian W., Deuk K., Catherine Z., Shreeya T., Jacob P., Steven S.

Absent: None

Council Updates

- President

- i. 2T1 Dean's Meeting (Oct. 25th)
 - a. Date, Attendance
 - The meeting will be attended by Dean Heather Boon, the 2T1 President, the 2T1 Vice-President, and the 2T1 Faculty Reps. At the meeting, council members will bring up the responses from the survey as well as other student concerns including study spaces, broken equipment, and faculty-related matters.
 - b. Agenda
 - Survey Results
 - ◇ Using the survey results as a basis, we will bring up not only classroom matters but also concerns about transition problems and workload as well.
 - Academic concerns
 - ◇ The faculty reps have recently talked to Dr. John Farrell to discuss academic concerns and it has been suggested that they could bring up their topics to the acting director of the PharmD program, Jamie Kellar, as well.
 - ◇ One of the main concerns from students was that most of the workload from classes are concentrated in a 6-week period (midterms season). A possible solution that was brought up was to give more assignment-based evaluations rather than midterms. The idea of having more assignments came from the fact that completing assignments actually demonstrates your knowledge more since exams are mainly memorization and regurgitation. However, these types of

evaluations are very student-specific as some students are better at writing exams while others are better at writing assignments.

- ◇ The rationale behind the current exam-based evaluations is that this method uses a standardized marking scheme to ensure fair marking. Assignments would be more evaluator-based since many assignment topics do not have a “right or wrong” as student opinions differ.

Comments/Suggestions:

- Faculty reps should continue to advocate to change the scheme of things but should also explain the rationale to students so they can understand where faculty decisions are coming from
- ◇ Another idea that was brought up was to have one midterm for each in class instead of two. The pros for this idea is that students would have more time to prepare for the midterm. On the other hand, the con is that this exam would be weighted more heavily.
- ◇ A big problem we have recently learned is that faculty members do not collaborate on planning exam and assignment schedules. They see which days the Exam Centre rooms are free and book them according to availability. Perhaps this can be changed for next semester to ensure better exam spacing but it is too late to change it for the current semester.
- Lack of Office Resources for Students
 - ◇ We are thinking to perhaps provide more accessible office supplies (ex. Staplers, paper clips, printers) to pharmacy students. This idea would be fairly easy to implement and we could put all these resources in a pharmacy students only-accessible area so other U of T undergrad students cannot use them.
 - ◇ This is not a 2T1-specific issue so we will bring it up at the Dean’s Meeting as well as UPS meetings and future council meetings too to indicate that this is something we are passionate about.
- Fall Reading Week
 - ◇ The CAPSI reps also talked to faculty members and found that many of them were actually in favour of implementing a fall reading week. The reason why we do not have one is because unlike U of T’s Faculty of Arts and Science who have a 13-week calendar, we only have 12 weeks. This would require professors to pack more material into fewer lectures.
We will also let students know the reasoning behind the lack of a fall reading week.

ii. Apparel Sale

a. Timeline

- We have contacted the company who usually handles our apparel but we have not received a reply yet. Tom will update the council when they have replied.
- The survey we sent out to the 2T1 class included a section to vote for apparel and the survey will also be closed next Wednesday (Oct. 25)

- ◇ The backpack is currently the 3rd most voted apparel option right now. Tom and Steven will look into sponsorships for the backpack from OPA or Rexall so all students can receive one for free rather than purchasing it.
 - Next Friday (Oct. 27th), we will open up a competition for students to submit designs. We will most likely choose the top two designs. The prize for the competition will be that the winning designers will receive a free piece of class apparel for themselves.
 - How much can we mark-up the price of the apparel items?
 - ◇ In the past, classes have chosen to sell the items for \$5 more than the market price. Some items were kept at the same price but it varies because of custom personalization options.
 - ◇ The most popular answers from the 2T1 survey regarding ideal price range are: "\$20-\$50" and "It doesn't matter as long as it is quality"
 - iii. Bank Account Set-up
 - a. The bank account was opened at Scotiabank on Thursday, Oct. 19th. All cheques and payments must be co-signed by Gigi and Tom to ensure accountability. We will be getting our start-up cheque for \$250 soon and another cheque for \$5000 later on.
 - iv. Survey/Census of 2T1s
 - a. We have had a good response rate so far (about 140 responses). We will publish the stats and interesting tidbits for students to see and to get to know more about their fellow classmates. The draw for the Starbucks gift card prize will be done by Wednesday (Oct. 25th).
- **Secretary**
 - i. 2T1 Logo
 - a. We need to design a logo/emblem for our class council for use on letters, marketing, and other official purposes. We could possibly contact Mina, who designed the logo currently used for the 2T1 Council Facebook page but we can open it up to the rest of the 2T1 class as well. Gigi, Tom, and Peter will speak more on this separately.
 - ii. Purchase receipts
 - a. If any council member would like to be reimbursed for purchases related to council events, please send a scan, photo, or screenshot of the receipt to Gigi for documentation purposes.
 - iii. Advertising non-pharmacy events
 - a. We have been receiving many emails from external groups about advertising their events to the first year pharmacy students. Since most of these events do not pertain pharmacy, we have decided not to advertise these events in class and via email in order to avoid email fatigue and keep announcements pharmacy related. Instead, we will let students know about these opportunities via the class website.
- **Social Rep**
 - i. IPE Event
 - a. The date of the big IPE event mentioned in the previous meeting has been pushed to November to accommodate the busy schedules of the medical school students.

- ii. Halloween Event (Oct. 31st)
 - a. Deuk is currently working with Wendy from the 2T0 council to coordinate this event and they have currently decided to rent out the second-floor study room to use for a movie screening with snacks provided. The estimated number of students attending is around 50.
 - o We are still currently awaiting approval to rent the study room.
 - b. For resources, Deuk will be using his photoshoot backdrop to be used a projector background for the movie. However, we are still looking for a projector to use so we will ask around to borrow one and we will ask the front desk if they could lend us one as well. Around \$50 will be spent on food and refreshments, and chairs will be provided for attendees to sit in.

We are unable to use the lecture rooms for the event because of high costs. In order to hold an event at night in the lecture rooms, we will need to hire a security guard, which will cost us approximately \$850.

- o We are also looking into buying a projector to share between councils and clubs so we can use them at events.

Comments/Suggestions:

- We could also set up the room to have blankets in the front for people to sit on, then chairs in the middle, and tables in the back.

- c. Will there be a party after?
 - o Available venues are currently being looked into to see whether we could hold an “after-party”. Most event/party rooms at condos are booked on Halloween and future booking of such rooms will have to be done 1-1.5 months in advance to ensure availability.

There is also a big pub event happening on Church street that night so this may be a possibility.

- d. UPS points will be given out for this event.

- iii. Improving Advertising of Events

- a. We will be working on promoting events earlier so that more students are aware of them and can plan for them. The 2T1 survey indicates that students tend to prefer events held right after class so they do not need to plan two separate commutes.

- **CAPSI Reps**

- i. Meet and Greet

- a. The CAPSI reps are currently planning an “Ask Me Anything” booth to promote awareness of what CAPSI is and their goals. We will aim to have this event within the next two weeks but definitely before December. Snacks will be provided as an incentive for students to participate.

- ii. T-shirt Competition

- a. Submissions for PDW T-shirt designs are due this Wednesday (Oct. 25th). The student with the winning design will receive a \$25 gift card to a place of their choice. There has been very low submission rates from 2T1 students (1 entry for T-shirt competition).

- **Faculty Reps**

- i. Office Hours

- a. Office hours for faculty reps are currently on Tuesday at 1pm. Students are encouraged to give feedback for classes during this so there is more material to present during meetings with faculty members.

- Comments/Suggestions:*

- Office hours could be held during weeks of meetings with faculty instead of every week so that there would be more student feedback each time and it could be more tailored to specific topics.
 - We could offer incentives (ex. Timbits) to increase student participation as well.

- ii. Google Calendar for Academic Events

- a. Should other events (ex. Athletic events, social events, etc.) be included on the calendar as well?

- Comments/Suggestions:*

- We could create two separate calendars: one for academic events only and another for council events. These two calendars could also be layered on top of each other if students would like to see all events at once.
 - Gigi & Peter could work on the calendar for council events and also create one for student council planning uses.

- iii. Academic Facebook Page

- a. Faculty reps have decided to post only on the academic class Facebook page from now on because their content is more academically-tailored.

- iv. Faculty Reps Email Account

- a. A Gmail account has been made for faculty reps to communicate with students and faculty members. An email has been sent out to faculty to notify them in case they would like to get in touch with the faculty reps.

- v. Recordings

- a. Posting of recordings have been decided against due to liability reasons.

- vi. Collaborative Study Notes

- a. Collaborative study notes made for the PHM142 midterm was well-received and was very useful to many students. Faculty reps will continue this method in the future.

- **Athletic Rep**

- i. Rock Climbing (Nov. 7th)

- a. A \$200 deposit has been put in for the event. We currently allow space for 20 students and the maximum amount of participants at the venue is 35.

- We will begin advertisements for the event after the PHM144 midterm (Oct. 23rd).

- We will also have to ask the venue if they allow photography so that we can have pictures for Pharmakon.

- ii. SoulCycle Spin Class (Nov. 21st)

- a. The maximum number of participants per class is 15. This is also a free event.

- iii. Raptors vs. Celtics Basketball Game (Feb. 6th)
 - a. We have currently bought 30 tickets at \$64 each and we will sell them at market price. Tickets will initially be sold to first year students only. If there are tickets remaining, we will sell the remaining tickets to other years as well.
Advertising for the event will be early/mid-January 2018 after the midterm schedule has come out so students can plan around it.
 - b. Deuk will be holding a bar event to watch the game on the same night for students who didn't get a ticket.
- iv. Run Crew
 - a. The Run Crew is doing well and has received lots of positive feedback. Many have suggested to increase the runs to twice a week so students have more options. Although Run Crew is a 2T1-led event, it is not exclusive to 2T1's only.
- **Pharmakon**
 - i. Timing
 - a. Please let Sera know 2 weeks in advance or 4 days at least from the event so she can schedule and get appropriate equipment.
 - ii. LinkedIn Photoshoot (Nov. 13th)
 - a. The event will be running throughout the day. Sign-ups will open next week and students can sign up for 15 minute time slots on a first come-first serve basis to have professional headshots taken.
The event will cost \$7 per person and the money will be going towards Pharmakon equipment.
 - iii. 2T1 Council Profile Photoshoot
 - a. Headshots taking has been rescheduled to Thursday, Oct. 26th, right after the PHM142 lecture. We will be meeting in the PB atrium.
 - b. It is not that urgent right now but we should do this soon so our website can be published with pictures of us.
 - iv. Will Pharmakon be hosting photography contests?
 - a. Monograph currently has a photograph contest already.
 - b. Pharmakon is looking more into holding Instagram contests to increase awareness.
- **Monograph**
 - i. Printing
 - a. The first print issue came out last week and it received lots of positive responses. The non-pharmacy components (ex. Movie reviews) were well-liked.
 - ii. Advice Column
 - a. The Monograph already has a "Dear Druggist" column where students can have their pharmacy-related questions answered by a pharmacist.
 - b. Should we still have a "Dear Julian" column?
 - There is the risk that it may seem redundant to "Dear Druggist".

Comments/Suggestions:

 - The "Dear Druggist" column is more pharmacy-related & professional, whereas the "Dear Julian" would be more pharmacy class-related (ex. All the study spaces are

taken, where should I go to study?). This allows students to voice their non-professional questions.

iii. Environmental Friendliness

Comments/Suggestions:

- Many students read the print copy and throw it out when they are done. Maybe we could print less copies & promote the online edition more to reduce waste.

● **Webmaster**

i. 2T1 Class Website Progress

- a. The website now has the academic Google calendar embedded.
- b. Peter is currently working to incorporate Google Forms on it too as we can use it for feedback input as well as for other future purposes (ex. Online purchases for apparel).
- c. Deadline for putting up website is Nov. 1st

ii. Class Council Contact Info

- a. We need to send in what emails and other contact information we would like to have on the website for students to reach us.
Since many positions do not have an “official council email”, members can choose to either use their personal email or put down the 2T1 class email and have their emails directed to their personal emails separately.

iii. Class Council Blurbs

- a. We also need to send in a short blurb about us for the Class Council intro section.

Comments/Suggestions:

- Please send a format or list of what information is needed to council members

● **Vice-President**

i. Charity Week (Nov. 6th – 10th)

a. General Information

o Annual Professor Auction

- ◇ Individuals or groups of students can bid on faculty members via a live bid. The bidding period will end on Friday, Nov. 10th at 11:59:59pm.
- ◇ Students usually bid in the last few seconds in order to win. However, this is unfair to other students so council members have come up with a new idea to extend the time limit by 10 seconds after each bid.
- ◇ Previous stats: 26 staff & faculty members participated and raised \$4800.
 - This year’s expectation: \$5500
- ◇ Which professors should we choose?
 - We will need to reach out to faculty members to see who is interested in participating and have them write a blurb about what “services” they can provide and how many students they can take on.

o Events Done in the Previous Year

- ◇ 1T7s – Samosa sale
- ◇ 1T8s – Hot food & council auction
- ◇ 1T9s – Food, polaroid photos & spin-to-win

- ◇ 2T0s – Minigame night
 - Charities in the Previous Year
 - ◇ Pharmacists Without Borders, Starlight, Red Cross, Make-A-Wish Foundation, Multiple Sclerosis Society, CAMH
- b. Charity Organization for 2T1
 - The new charity organization ideas we are thinking of will be posted on the 2T1 Facebook group along with an infographic detailing what each charity’s mission is and how they use the donations.
A few days before advertising for the event starts, we will put up a poll so students can choose which one they’d like to donate to.
- c. Class Council Auction
 - Most of council members are interested in participating.
Interested members will need to provide a picture of themselves, and a blurb indicating what they can “offer” (ex. Go to the movies, karaoke, do a photoshoot, go bowling, etc). The duration of how long students can “use” a council member is up to the member’s discretion.
 - Money collected will be on the day of our event but we can promote earlier.
- d. Events on the Day of (Thursday, Nov. 9th)
 - What event?
 - ◇ We are currently thinking of providing lunch/snack boxes (ex. Roast chicken). Since we are planning of handing out food, we need to consider dietary restrictions (allergies, vegan, halal, gluten-free & vegetarian options). We also need to decide on what container we will the put the food in. Ideally, the container should be environmentally friendly (not styrofoam) and simple. The food boxes should be max. \$10.
Comments/Suggestions:
 - We could provide two options: one normal option, and one that compasses all the dietary restrictions
 - We also need to ask upper years how much food they made so we have a good estimate for ourselves
 - Who will participate/volunteer/contribute?
 - ◇ We will need volunteers to cook food the night before. Those who are cooking and buying ingredients will be reimbursed.
A sign-up will be posted on the Facebook group for members to sign up for roles. Since there are 12 of us, we most likely will not need help from the class but if it turns out we need extra help, we will reach out to them.
 - Timing
 - ◇ There may be a Lunch and Learn session that day since it is a Thursday. However, there is a limit to how many students can attend so it will not affect our event too much.

A good time to host the event would be between 12-2pm. 1T9 students and 2T0 students have class until 12pm and resume at 2pm.

Other Tasks

- Scheduling next meeting
 - i. The next meeting is currently set for 3 – 4:30pm on Nov. 1st.
We will be going over general council updates and also wrapping up Charity Week planning.
- Other business
 - i. Hiring a media/marketing representative
 - a. The webmaster’s job to build and maintain the website is a big workload. We are looking into recruiting someone from the class to help class council design posters to promote council events. This will maintain consistency between poster designs and also take workload off other members since not all members are proficient at graphic design.
 - b. We will be reaching out to the 2T1 class after the PHM144 midterm to see if anyone is interested in filling this position. They will be recognized for their help by means of gift cards, etc. The official responsibilities of their position will also need to be decided (ex. Will they sit on council meetings? Will they be an official member of council?).
 - ii. Coffee machine in the Lunch Room
 - a. The coffee machine is currently broken and it was generously donated by the Class of 1T7. We will contact the front desk and see if they can help fix it since it is technically not school property.
If they cannot fix it, perhaps the 2T1 class council could use some of the funds to buy a new one to replace it. The current coffee machine costs around \$100. There is also a Hamilton Beach brand machine that costs about \$40 that still fits Keurig cups and generally has the same functions.