



architecture & visual studies students union

Event: AVSSU and Daniels Registrars Meeting

Date: September 13, 2021

Location: Microsoft Teams

Attendees: Aastha Saihgal, Andrea McGee, Athina Alight, Carla Baptista, Haseena Doost, Marla Sanchez Aguilar, Omar Ismail, Umi Kobayashi, Vicdan Okman, Zikra Hotee Beekun

3:07pm - Failed delivery message sending mass emails

- Not everyone has set up their utoronto email account
- Registrars were BCCed/CCed and email did not go through
- Contact IT

3:09pm - Awards/UTEA

- Application for awards can be restructured so that international students can apply
- Noted by the registrars

3:10pm - Update on Tours for Second Year

- Finalizing work study hiring this week to run tours
- Updates to come

3:11pm - Professor Kehmet

- Issue with grading:
- Grading from previous sessions were resolved, conversations were had for the upcoming year
- Registrars to check in with the new Program Director about the concern
- Dean has also had conversations with all teaching staff
- Having student representatives in the classes proactively and clear up concerns regarding syllabi right now

3:16pm - ABR consultants

- Has compensation gone through to participants?
- Andrea will inquire about who is responsible for delivering compensation, and who participated

- Mailing addresses can be changed

3:19pm - Equity Event

- GALDSU is interested in working on the event as well
- Looking to set up meetings to work on it
- Timing TBD, most likely later in October/November
- Registrar needs preliminary ideas/thoughts before she can speak to the proper people, and better explain to them how they would fit in/their role in the event

3:21pm- Registrar Preliminary events

- Events to be online and recorded so they can be watched later
- Priority in fall: third and fourth year students applying for graduate studies
- Priority for winter: job and other professional opportunity applications, opens up to all students
- Fall reading week: Daniels Graduate Open House
 - Faculty members speak on what applying for graduate school looks like
- Events: How to Ask for a Reference Letter, Writing a Statement of Intent/Interest and Cover Letter, Awards and Grant Writing, Financial Aid: How to Apply and How to Budget, CGS Master Info Session, Daniels Graduate Open House, Portfolio Review Session, Getting you Resume/CV ready
- Best days are Tuesdays and Thursdays
- Carla to finalize dates and times with speakers
- Promote existing events that are university wide, especially helpful for first to third year students
- Winter events to come soon

3:31pm - Land Acknowledgement

- Saying a land acknowledgement every class is not mandatory
- Would be under the Equity Director
- Andrea to reach out to Associate Dean Academic and Program Directors

3:37pm - FOB Keys

- Appointments for graduate students are open
- Appointments for undergraduate students open September 15, first appointments take place on September 20
- Best way to pay for a fob is online through the Daniels Account in advance, or in person
- T-card offices are increasing times and spaces for students to pick up T-cards

3:41pm - COVID Protocol

- Repercussions for students not following protocols
- Just reminders to wear masks, not much else
- Best way: offer student a mask to wear, be cognizant that someone may have an exemption
- Proof of exemption must be shown
- Proof of vaccination is through University Health and Safety
- Events can require in person participants to show their green ucheck screen

3:48pm - Meeting Ended