



*MUNSS Meeting Minutes
6:30pm, October 17, 2016
McMaster HSC 2J13*

Call of the Role

Present

Anmolpreet Kaur (President), Lois Chui (VP-McMaster), Leighanne Swance (VP-Conestoga), Jessica Hill-Porter (Executive Assistant), Shannon Forbes (Education-Conestoga), Shivani Patel (Communications), Heather Buchanan (CNSA OD-Conestoga), Hannah Cross (CNSA OD-McMaster), Thomas O’Handley (CNSA OD-Mohawk), Kayla Bradley (Level 1-McMaster), Sara Rajiwate (Level 1-McMaster), Lou Ginne Avancena (Level 1-Mohawk), Grace Sinke (Level 1-Mohawk), Andrea Rideout (Level 1-Conestoga), Adriana Tugg (Level 2-Mohawk), Laura Chapman (Level 2-McMaster), Shirwa Geele (Level 2-McMaster), Jessica DeBackere (Level 2-Conesotga), Aidan Nitz (Level 2-Conestoga), Sophie Lapierre-Green (Level 3-Mohawk), Mackenzie Mawson (Level 3-Mohawk), Rachel Rowney (Level 3-McMaster), Alison Langendon (Level 3-McMaster), Brianne Flowers (Level 3-Conestoga), Zoe Waller (Level 4-Mohawk), Dallas Miller (Level 4-Conestoga), Hilary Sudar (RPN-BScN-Conestoga), Christina Pastore (RPN-BScN-Conestoga), Bailey Rogers (RPN-BScN-Mohawk), Cara Peters (RPN-BScN-Mohawk), Josh Enzlin (Accelerated), Melina Lin (Accelerated), Alexandra Dandy (CNSA AD-Mohawk), Vigne Sridharan (CNSA AD-Conestoga), Sharon Nwamadi (RNAO-Hamilton), Lawson Sherwood (RNAO-Kitchener-Waterloo), Joseph Fan (Social Co-Chair-McMaster), Sarosh Karma (Social Co-Chair-McMaster), Megan Pople (Social Co-Chair-Conestoga), Kelly Long (SRA), Allisa Regnanan (SRA), Maryam Salik

Faculty

Cynthia Hammond (Mohawk), Dr. Carolyn Bryne (McMaster Associate Dean)

Absent

Ola Lunyk-Child (McMaster), Dianne DalBello (Conestoga), Amanda Todd (VP-Mohawk), Joyce Ng (Finance), Mira Sayah (Education-McMaster), Kristin Greig (Level 1-Conestoga), Caitlin Devries (Level 3-Conestoga), Ashlyn Baer (Level 4-Conestoga), Katie Labron (Level 4-McMaster), Nikki Berza (Level 4-McMaster), Mary Attalla (Awards and Scholarships), Rebecca Crawford (CNSA AD-McMaster), Alyson Bierling (GUNI - Mohawk/McMaster), Lisa VanderWees (GUNI – Mohawk/McMaster), Selena Braund (GUNI – Conestoga), and Caitlin

Start of the Meeting

Motion	To start the meeting at 6:45pm
Motioned By	Brianne Flowers (Level 2 Rep)
Seconded By	Aidan Nitz (Level 2 Rep)
Motion Conclusion	Passed by general consensus

Dr. Carolyn Bryne – Guest Speaker

- Associate Dean of Nursing at McMaster University for the past two and half years.
- Issues with CNSA conference attendance:
 - Clinical tutors are not granting students any clinical hours to attend conference. Conferences are very beneficial to student learning, they enhance and foster self-directed learning, which is what McMaster pushes. Knowledge gained from attending conference can be also connected to a learning goal. However, it is evident clinical tutors are imitated by the lack of policy surrounding granting hours due to conference attendance. It seems that clinical tutors do not feel comfortable giving clinical hours to the students because no language or policy from the university exists to support the tutors if students attempt to appeal, which can be problematic. Clinical tutors are also finding that the handbook is outdated, however it was mentioned the handbook is updated yearly. Proving confusion between the school and the clinical tutors.
 - CNSA is asking for a minimum 8 to a maximum 12 hours (less than the 24 hours the has existed in the past) to attend not only conference, but other activities that will benefit professional development and clinical skills. This time request is equivalent to one clinical shift.
 - It is clear conference is a professional resource to learn, network and connect. The conferences are so diverse that any aspect of the conference can be relevant to any student’s clinical setting.
 - The regional conference has passed, it was on September 30th- October 1st and students are now seeking hours for that. The next conference, is the National conference in Winnipeg on January 25-29, 2017. Students are still inquiring how they can negotiate with their clinical tutors in order to attend the conference. The MUNSS CNSA team is inquiring to see if some form of policy existed allowing students to attend conference without having to “make-up” the hours missed, which will explicitly state how many hours can be granted if the student is in good academic standing for the course and meeting learning aims.
 - Especially since in previous years’ students were allowed a maximum number of hours for professional development, now fourth year students only receive additional hours from simulation labs and hospital orientation.
 - It was mentioned some fourth year clinical tutors are given up to 12

hours for professional development, while others are not. It is believed that this is due to the lack of clarity in policy.

- Dr. Byrne will review this issue and contact the President, Anmol, with updates, which will then be communicated to the rest of the society.
- Important factors to consider are ensuring students are connecting relevant knowledge from conference to their individual clinical setting and that attending the conference will not hinder the students clinical practice (by assessing the student's attendance and ensuring they are meeting the objectives of the course).
- SRA meeting and Ombuds:
 - Ombuds office is run by McMaster University and McMaster Students Union to handle any university related complaints or concerns (unfair treatment) academically or non-academically. Ombuds attended the previous SRA meeting to discuss the issues related to exam review policies.
 - A lot of nursing students have been told by teachers and chairs that they are not allowed to review their own individual exam.
 - Nursing students would like to know how to address this issue without having to go through the Ombuds office and file a complaint.
 - Instead of having teachers and students to go under investigation, it would be much easier if students could contact their corresponding chair.
 - Students have been told by chairs and teachers that they simple just do not do that. Whereas in the past students were given the opportunity to review clinical exams. It seems that this opportunity has ceased in recent years.
 - Students feel that they should be able to review clinical exams, like they are to do in science courses. Reviewing exams are beneficial for preparing for the NCLEX.
 - Dr. Byrne has told SRA that she is going look into this matter.
- MUNSS bulletin boards:
 - Recently, Anmol has developed a bulletin board for MUNSS at Conestoga College. Now the President would like to know of available areas at McMaster that can be designated for MUNSS as well.
 - Dr. Byrne has mentioned the bulletin board outside the hole in the wall are available.
 - Members were unsure if the board was for MUNSS use because it had other information posted on it. Dr. Byrne mentioned that the board outside HITW is for MUNSS use as far as she knows, but she would confirm.
 - Faculty member brought up that in the past the up keep of the bulletin boards was very ineffective and that if MUNSS wanted to use the space that there needs to be specific individuals responsible for keeping the board current and up to date.
 - Anmol would like two representatives at each site to be responsible for the bulletin boards. It was suggested the communications with a VP

- become responsible for the McMaster site board.
 - Faculty suggested that this type of responsibility needs to be built within the constitution to ensure the duty is being followed through.
- Collaboration and Student Experience Projects:
 - Mohawk, Conestoga and McMaster are looking at how the sites work together and how they can improve collaboration to enhance the student experience.
 - Currently the sites have a memorandum of understanding to explore what exactly a McMaster degree entitles. Each site wants to do something different and unique, but upholding the unity of a McMaster degree.
 - For future work, the sites want to shift the focus on the student experience. It is important to explore the student experience within a collaborative program from the application process to graduation. Right now the sites are forming a committee to study and conduct this project, but students will be needed.
 - It is evident that students applying to the collaborative program tend to have confusion. Those that want to attend the McMaster university site have to go through the university application process and those that want to attend Mohawk or Conestoga go through the college process.
 - When explaining this process to students or parents, it manifests the idea that the degree between the sites is different and begs the question as to what site offers the “best” degree. When in reality there is no difference.
 - The application process is something that needs to be changed.
 - This proves the necessity in forming this committee to explore this concept and improve on the existing issues in order to make the program have the best student experience possible.
 - The goal is to have equality and cohesion between the sites. To avoid students feeling like second class citizens or inferior to other sites.
- 70th Anniversary of McMaster School of Nursing:
 - Friday, October 21st is the anniversary dinner at the David Braley Health Sciences Center.
 - There will be many distinguished guests in attendance, including past deans, faculty and one of the attendees is a nursing graduate class of 1954.
 - Dr. Byrne would like to extend an invite to have a group of 6-8 MUNSS representatives to be present at the dinner celebration.
 - Those that are interested should email Anmol at president@munss.ca if they are interested in attending, and Anmol will give the first 6-7 individuals who email registration for the celebration dinner.
- College Disassociation:
 - Earlier this year in the last academic year, Dr. Byrne attended a MUNSS meeting and shared that there are some colleges who are seeking separation from the universities they are affiliated with, and looking to run their own stand-alone BScN degrees
 - Dr. Byrne confirmed that this did not go through and the colleges will remain affiliated with their university partners
- Electives:

- Faculty was asking for clarity on electives for students
 - Students are no longer required to take three “collab” electives and three “mac” electives if they are a Mohawk or Conestoga student
 - Student are eligible to take all six electives that are equivalent (online, collab, or university).
- Course evaluations:
 - The university has online standard evaluations (evals.mcmaster.ca) for students to complete about their corresponding courses.
 - However, nursing students complete their evaluations on avenue2learn. This is sending negative signals to the nursing student body. When nursing student’s login on the evals website, it notifies them that they are not eligible to complete their evaluations on that particular website.
 - SRA would like nursing students to be incorporated into the website. It will not only will it benefit the nursing students, but the professors as well to track and review the evaluations.
 - Dr. Byrne mentioned that changes to this system will take time. Dr. Byrne highlighted the seriousness of student evaluations because they shape careers and direct promotions. This issue will be addressed, but will require time.

Election VOC - Education

- Maryam Salik (Education - Mohawk) → PASSED

Wikithon and Education Committee – Education

- Education Committee
 - Education would like 2 representatives per site. Any of those interested in joining the education committee are to email the Education team at education@munss.ca.
- Wikithon
 - MSU is launching a resource for students referred to as “Course Wiki”. It will be a database of course reviews for student use. In order to obtain these reviews, MSU is hosting a wikithon where students review their courses that they have previously completed within their program.
 - Essentially each faculty will devise a team (example: nursing) and review as many courses on Course Wiki as possible on the day of the event. Only 8 members can be physically present at McMaster 1280, but other members of the faculty can participate elsewhere by logging into the system and completing their reviews. Note: students can only review courses they have taken.
 - The original date to rsvp has been extended so currently there is no date to sign up by as of right now
 - The goal is to review as many courses within one day, the faculty with the most reviews completed by the end of the day will win!
 - If you have any questions regarding this event, please don’t hesitate to contact the Education team at education@munss.ca

Faculty Collaboration Project

- Anmol attended a president’s council meeting 2 weeks ago. At the meeting it was

discussed that all the presidents want to devise a project that demonstrates positivity and cohesion between the different faculties at McMaster.

- Last year, the faculties planned an inter-faculty social event. However there was very low attendance. It was a Chicopee snow tubing event, but MUNSS hosted a similar event, so this decreased the interest within the nursing body. So at the meeting it was agreed that the project cannot be something that the societies can host independently.
 - Current proposed idea is a faculty love video where each member explains what it means to be a student apart of their faculty.
- What are other projects that can be brought back to the president's council group by Anmol for faculty collaboration
 - Host an interprofessional event where all the faculties work together to resolve case scenario's. It would be beneficial to understand each faculty would approach certain situation and resolve conflict.
 - Each group would comprise of members of different faculties, and there could be a case scenario to resolve from each of the different faculties
 - A pay it forward event. A member from each faculty can work together as volunteers at the Ronald McDonald house by cooking together for the families. It was also suggested to volunteer within the hospital, but there would issues of the members being separated removing the collaborative aspect of the project.
 - As a solution to this, faculty suggested that the members do a collaborative activity for the children at the hospital on a holiday together (to avoid separation) and focus it around Halloween (parade) or Christmas (decorating a tree with a representation from your faculty as decor).

Meet Your Executive Proposal

- Anmol would like to propose a new MUNSS Executive social media project. Essentially each member would post a picture of themselves with their MUNSS position and explain why they joined, what nursing means to them, etc. It puts a face to the position. Members will post the information within the MUNSS Facebook group and can post in other nursing social media if they would like to. Then as the year progresses members can post a transition form explaining what they would say to the new members filling their positions at the end of the year.
- Members suggested that the posts are within the groups (examples: Level 1 Reps, CNSA) because of time restraints. Then designate one particular day of the week to correspond for each site (example: Monday Mohawk Level 1 Reps, Wednesday Conestoga Level 1 Reps, and Friday McMaster Level 1 Reps).
- Anmol will develop a google doc sign up sheet for this week and begin posting positions and members next week.

Motion	Meet your executive initiation on a weekly basis
Motioned By	Anmolpreet Kaur (President)
Seconded By	Sophie Lapierre-Green (Level 3 Rep)
Motion Conclusion	13 yes 0 against 0 abstained → PASSED

Updates

- Education:
 - Planning a nursing rounds events for National Nursing Student Week. Planning to have a keynote speaker for 1 hour and nursing speciality rounds occurring afterwards for 45 minutes on November 16th. Currently have a flight nurse, a nurse associated with trillium gift of life, and a new graduate within the mental health booked for the nursing rounds. Plan to have a nurse involved in wound care and a student and/or new graduate Nurse Practitioner.
- RPN-BScN
 - Exam times have been posted for Mohawk, but not Conestoga- they will be looking into setting up an exam review
- Level 3 Representatives
 - Have an event for October 28th for students to attend Fear farm in Kitchener for a reduced price of \$12.00 and all available spots have been filled.
- VP-Conestoga
 - Check for emails about quarterly reports. These reports must be completed and submitted to your corresponding VP on October 31st (Check introduction powerpoint to find which VP is assigned to your position).
 - Will be sending out an email regarding Nursing Students of Ontario. NSO is currently looking for student participation on a panel for best practice guidelines for safe injections and addictions. Students participating must be a level 2 or level 3 student and a RNAO member. For further information contact Leighanne at vp.conestoga@munns.ca
- Social
 - October 18th hosting a coffee house at the Bridges Café. October 21st hosting a dodge ball event in the Smith Gym (at McMaster University)
 - Worked in collaboration with health sciences and kinesiology to plan hike and bonfire event on November 7th.
 - Social has also developed a MUNSS social Facebook page. Please like and share. Attendance within the program is fairly low for events, encourage members to share and attend to enhance the overall event experience.
 - Planning a MUNSS executive team social event for the future.
 - Created sub committees to focus on academic events, formal events, and recreational events.
 - Suggested that level representatives contact social of event dates to ensure there is no conflict between social and level events.
- Level 4 Representatives
 - Been in touch with the individuals responsible for the graduation photos. McMaster

- and has been booked and currently booking time for Conestoga possibly for the first or second week of February.
- Sending out letters for career fair agencies. Still need to work out the specifics of the event. Waiting to hear from the level four lead for the date of orientation to coordinate career fair on this date and time.
 - Graduation sweaters are in; they just need to be picked up. Will be having people try on the sweaters for November. Will plan specific dates.
 - Currently waiting to hear back for the pinning and graduation rooms, but they have been having some issues with room booking.
 - U world has contacted level 4 reps to have a bulk discount for NCLEX prep. Waiting to hear back on specific details.
 - In the process of touring venues for graduation formal. Have options to have a low quality venue with more space or a high quality venue with less space. Can book two rooms if needed (dependent on ticket sales). Last year there was an issues on the lack of space for the venue. Exec members suggested to have a larger venue to avoid individuals missing the opportunity of attending formal and forfeit the quality if need be
- Accelerated
 - Still working out the details for the mock OSCE's at the end of the semester. Currently gaining opinions from tutors and arrange for volunteers from the senior level to help. Once this have been worked out will plan dates accordingly.
 - Faculty mentioned Mohawk is running a code blue session for level four students for November. Currently this event is only open to Mohawk students.
 - Level 2 Representatives
 - McMaster and Mohawk has a level two event coming up on November 10. President requires EOHSS form.
 - Conestoga will be having a movie night on October 25th at 7pm after the last midterm as a de-stressor. Those attending will have to bring in a non-perishable food item. On October 31st level 2 reps will be a hosting "trick of treat for hunger" and will collecting non-perishable food items within the nursing classrooms. All donations will be donated to their charitable organization.
 - Executive Assistant
 - Currently working on a project with student life in designing a bulletin board at Conestoga College for November. Seeking for information in relation National Nursing Students Week.
 - Please ensure members are notifying Jessica at executive.assistant@munns.ca of any absences. All absences need to have a valid reason and are being tracked.
 - CNSA
 - Regional conference was excellent- there was a large variety of speakers there, lots of learning and there was a high percentage of attendance from McMaster-Mohawk-Conestoga
 - CNSA OD – Mohawk is currently developing the sponsorship application for national conference. Once reviewed by committee will be submitted (hopefully by next meeting) to those who attended regional conference.

- Booking F-Wing for National Nursing Student Week and and planning out details for NNSW at McMaster and Mohawk in IAHS.

Motion	To extend meeting by 10 minutes
Motioned By	Leighanne Swance (VP-Conestoga)
Seconded By	Adriana Tugg (Level 2 Rep)
Motion Conclusion	8 yes 0 against 3 abstained → PASSED

- RNAO
 - RNAO recruitment day at Conestoga will be on October 19th. Currently planning recruitment day at McMaster for November.
- Level 1 Representatives
 - Anatomy review for McMaster and Mohawk on October 20th at 9:30 am. Conestoga anatomy review will be October 21st at 2pm.
 - Hosting a Halloween night walk on October 28th through cootes paradise
 - Planning on a yoga de-stressor in November at Conestoga
- President
 - Next meeting is October 31st and will be a potluck. Will be developing a google doc to determine what everyone is bringing and to highlight any allergies.
 - Deadlines for forms or reports need to be taken seriously. When a due date is set for you to submit a report, it is a date that the representative is expecting you to adhere to.
 - It is understandable that sometimes things come up and you may not be able to submit something by the deadline. If that is the case, please make sure you contact the individual who is expecting that report/form from you if it will be late. These reports/forms are things that are part of someone else's role and therefore it hinders their task completion.
 - Budgets were due two weeks ago and there are many that have not been submitted to Joyce yet. If you have not sent your budget in yet, please do so as soon as possible. They are to be sent to the Finance Chair, Joyce at finance@munss.ca.
 - Events:
 - November 5th IPE event at 7am-1pm at Michelangelo banquet hall, looking for 9 or more student volunteers. Students will be fed and receive a token of appreciation.
 - Trick or treat for Mac Breadbin on October 31st from 4:45pm-9:30pm. Asking if nursing would like to develop a team to go around asking for non-perishable food items for food banks. Nurses can wear nursing swag, yellow suits or a costume.
 - Level 2 representatives at Mohawk and McMaster will be taking this event on. Anmol will be contacting the reps for further information.

End the Meeting

Motion	To end the meeting at 8:32pm
Motioned By	Dallas Miller (Level 4 Rep)
Seconded By	Lawson Sherwood (RNAO- Kitchener)
Motion Conclusion	Passed by general consensus

Meeting Adjourned