



Human Rights Task Force

Meeting #13 - January 19, 2017

1:00 - 3:00 PM

13th Floor Board Room - Schmon Tower

Agenda

#	Item	By	Start Time	Length	Action
1.	Call to order	BC	1:00	1	
2.	Approval of Agenda	BC	1:01	1	Approval
3.	<u>Approval of Minutes</u>	BC	1:02	1	Approval
4.	Business Arising from the Minutes	BC	1:03	2	Approval
5.	<u>Approval of Revised Timeline</u>	NY	1:05	5	Approval
6.	Approval of Interim Report	NY	1:10	15	Approval
7.	<u>Development of Consultation Plan</u> <ul style="list-style-type: none">• Who to Consult• How to Consult• What to Consult On• When - Timing	NY	1:25	50	Discussion
8.	Approval of Consultation Plan	BC	2:15	5	Approval
9.	Development of Communications Plan	BC	2:20	30	Discussion
10.	Approval of Communications Plan	BC	2:50	5	Approval
11.	Other Business / Takeaways	BC	2:55	5	Discussion
12.	Adjournment	BC	3:00		

Agenda Legend

BC - Bradley Clarke

NY - Naheed Yaqubian

MINUTES OF MEETING #12

HUMAN RIGHTS TASK FORCE

THURSDAY, JANUARY 12, 2016, 10:00 AM

SANKEY CHAMBER

MEMBERS

PRESENT: Brad Clarke (Chair), Dolana Mogadime (Vice-Chair), Andrew Bassingthwaighte, Margot Francis, Anna Lathrop, Samantha MacAndrew, Julie Rorison, Sandra Wong, Aniqah Zowmi

ALSO

PRESENT: *Union Observers:* Cari Drolet (GSA Observer), Ron Thomson (BUFA Observer),

Meeting Guests: Tom Traves (Interim President and Vice-Chancellor) and Thomas Dunk (Interim Provost and Vice-President, Academic) for Item 7

Resource Personnel:

Grant Armstrong (Associate Vice-President, Human Resources)
Allison Cadwallader (Sexual Violence Response Coordinator)
Alana Sharpe (Office of Human Rights and Equity Services)
Naheed Yaqubian (Legal Advisor to the Human Rights Task Force)
Chabriol Colebatch (University Secretary), Angela Magro (Assistant Secretary)

REGRETS: Tony Blaschuk (IATSE Observer), LeeAnn Cayer, Patrick Foster (BUSU Observer), Phoebe Kang-Papple (CUPE 4207), Christopher Lytle (AODA Coordinator), Donna Moody (Director, Campus Security Services), Elisabeth Zimmermann (Board of Trustees Liaison)

1. Call to Order

Chair Brad Clarke welcomed all those present and called the meeting to order.

2. Approval of Agenda

The Chair provided an overview of the Agenda for today's meeting and requested a motion to approve the Agenda.

MOVED (Zowmi/Rorison)

THAT the Agenda be approved.

CARRIED

3. Approval of Minutes

The Chair requested a motion to approve the Minutes from Meeting #11 held on December 15, 2016.

MOVED (Bassingthwaighte/Wong)

THAT the Minutes of Meeting 11 of the Human Rights Task Force held, on December 15, 2016 be approved.

CARRIED

4. Business Arising from the Minutes

Decisions from December 15, 2016

The Chair confirmed with the Task Force that there was no desire to rescind the approval of the Minutes from Meeting 9 and Meeting 10, approved at the previous meeting of the Task Force, in accordance with section 8.2 of the Human Rights Task Force Procedures.

Timeline

The Chair referenced the proposed revisions to the Human Rights Task Force Timeline discussed at the previous meeting. Ms. Yaqubian noted that the revised Timeline was provided to the *Timeline Working Group* for review and will be presented for approval at the next meeting of the Task Force.

5. Update on the Development of Interim Report

Ms. Yaqubian provided an update on the process undertaken to date in the development of the draft interim report and indicated that today's discussion will be the final opportunity to discuss any substantive amendments to the document. It is anticipated that the final version of the Interim Report will be presented for approval at the next meeting of the Task Force.

6. Review of Draft Interim Report (Version 4)

The Task Force undertook a page-by-page review of sections 8 to 10 of the draft interim report and provided feedback to Ms. Yaqubian on specific content, suggested changes and the order of sections in the report. The Task Force was also provided an opportunity to comment further on sections 1 to 7, which had been discussed extensively at its meeting of December 15, 2016. Following discussion, it was suggested that any other non-substantive changes be sent directly to Ms. Yaqubian following today's meeting. The Chair thanked all for their contributions in reviewing and developing the draft interim report.

7. Other Business – Open Letter Discussion

The Chair welcomed Dr. Tom Traves, Interim President and Vice-Chancellor, and Dr. Thomas Dunk, Interim Provost and Vice-President, Academic to the meeting.

The Chair facilitated a comprehensive discussion on the possibility of drafting an open letter to the Brock community from the Task Force with regards to recent developments on human rights matters and the progress made by the University on human rights initiatives.

During discussion, the Task Force heard perspectives from the Interim President, Interim Provost, individual members and resource staff on the mandate of the Task Force, the underlying objectives behind the open letter and the potential communication strategies. The Chair confirmed that there was general support for a public communications to accompany the release of the Task Force’s interim report to highlight the developments made regarding human rights and the Task Force’s oversight, but that any such communications would not make reference to specific cases. The Chair committed to continuing discussions on the appropriate communication plan at the next meeting of the Task Force.

8. Adjournment

The Chair thanked all those present for attending today’s meeting and the discussions held. The meeting adjourned at 11:07 a.m.

Human Rights Task Force Timeline

Revised January 7, 2017

Meeting	Date	Agenda Topics	Goals
STAGE 1 – DEVELOPING AN UNDERSTANDING OF HUMAN RIGHTS AT BROCK & REFINING THE PLAN AND PROCESS OF THE HUMAN RIGHTS TASK FORCE			
#1	July 7, 2016	a. Introductions b. Procedures c. Timeline d. Introduction to Human Rights Presentation & Discussion	a. Procedures - Agreement on procedures b. Process – Discussion of process/timeline c. Concepts - Shared understanding of human rights and how they apply within the University setting
#2	Aug. 29 – 31, 2016	a. Revised timeline b. Communications plan c. HRTF resources d. Human rights context (society, university sector, Brock) e. Human rights landscape at Brock	a. Process – Agreement on revised process/timeline b. Communications – discussion of communications plan c. Resources – clarity regarding resources available to HRTF d. Context - understanding of societal context within which the HRTF operates e. Introduction to human rights at Brock – knowledge of the human rights landscape at Brock
#3	Sept. 12 – 16, 2016	a. In-Depth “Human Rights 101” presentation & discussion b. Human Rights at Brock presentation (review of policies, processes, services, supports)	a. Legal requirements - Understanding of Brock’s legal obligations regarding human rights b. Brock practices – understanding of Brock’s policies, processes, services & supports
STAGE 2 – INFORMATION GATHERING			
#4	Sept. 26 – 30, 2016	a. Concerns from administrative units – submissions from: <ul style="list-style-type: none"> • OHRES • HR • Campus Security • Students at Risk team 	a. Concerns – understanding of concerns from an operational perspective
#5	Oct. 3 – 7, 2016 (Oct 11-14: Fall Break)	a. Best practices at other universities – presentations from human rights staff from other universities on the structure and function of human rights offices b. Learnings from the literature / research – presentations from Brock researchers on human rights, diversity and inclusion.	a. Benchmarking & leading practices – appreciation of how policies, processes, services & supports interact at other universities, ideas for improvement b. Evidence-based decision making – awareness of insights from research

#6	Oct. 20, 2016	a. Further concerns from administrative units – continuation of the panel discussion from Meeting #4 <ul style="list-style-type: none"> • OHRES • HR • Campus Security • Students at Risk Team 	a. Concerns – understanding of concerns from an operational perspective
#7	Oct. 24, 2016	a. Thematic meeting: Sexual Violence at Brock University b. Presentations from the Sexual Violence Prevention Committee, A Safer Brock and from Brock researchers c. Presentations and input from the Brock community on the topic of sexual violence	a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for sexual violence, ideas for improvement b. Evidence-based decision making – awareness of insights from research
#8	November 7, 2016	a. Thematic meeting: Racial Climate at Brock University b. Presentations from the Racial Climate Task Force, Aboriginal Student Services c. Presentations and input from the Brock community on the topic of racial climate at Brock	a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for racial injustice, ideas for improvement b. Evidence-based decision making – awareness of insights from research
#9	November 24, 2016	a. Thematic meeting: Ableism at Brock University (Mental Health and Physical Disabilities) b. Presentations from the AODA Coordinator, Services for Students with Disabilities c. Presentations and input from the Brock community on the topic of ableism at Brock	a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for students with disabilities, ideas for improvement b. Evidence-based decision making – awareness of insights from research
STAGE 3 – INTERIM REPORT			
#10	Nov. 29, 2016	a. Debrief on internal consultations Agreement on principles for interim summary report of recommendations to circulate to the Task Force	a. Synthesize learnings from consultation – identify key issues, shared concerns etc. b. Informed recommendations – develop understanding of issues, gaps, needs
#11	Dec. 15, 2016	a. Discuss and vote on preliminary recommendations (if any) b. Agree on framework for interim report to Brock community	a. Identify issues – agreement on common themes and concerns with current policies, processes, services & supports b. Determine immediate concerns & interim report – develop plan for interim report & preliminary recommendations, if any c. Agree on specific recommendations – draft wording for recommendations

#12	Jan. 12, 2017 (Winter term begins Jan. 9)	<p>a. Discussion regarding interim recommendations</p> <p>b. Review of draft interim report</p>	a. Review of draft interim report
STAGE 4 – CONSULTATION			
#13	Jan. 19, 2017	<p>a. Approval of draft interim report</p> <p>b. Consultation plan:</p> <p>a. Who to consult</p> <p>b. How to consult (focus groups, town halls, drop in sessions, online, individual meetings etc.)</p> <p>c. What to consult on (approach / questions to ask)</p> <p>d. When - timing</p>	a. Consultation plan – agreement on consultation plan (who, what, where, when, how etc.)
	Jan 20 – Feb 20, 2017 (Reading Week: Feb 20 – 24)	<p>a. Consult with stakeholders on interim report – e.g.</p> <ul style="list-style-type: none"> • Students • Student unions • Student clubs • Employee unions • Senate <p>Brock Community</p>	<p>a. Input / engagement – provide opportunity for Brock community to share concerns and suggestions</p> <p>b. Informed recommendations – develop understanding of issues, gaps, needs</p>
#14	Jan 30 – Feb 3, 2017	<p>a. Consult with union equity officers on draft interim report, as well as experiences with policies, processes, services and supports, including:</p> <ul style="list-style-type: none"> • BUFA • BUSU • CUPE 4207 • GSA • IATSE • OSSTF <p>b. Presentation on Equity Audit by Equity Audit Working Group</p>	<p>a. Input / engagement – provide opportunity for Brock community to share concerns and suggestions</p> <p>b. Informed recommendations – develop understanding of issues, gaps, needs</p> <p>c. Decision-making – decision re: equity audit</p>
#15	Feb 13 – 17, 2017 (Reading Week: Feb 20 – 24)	a. Debrief on external consultations	<p>a. Synthesize learnings from consultation – identify key issues, shared concerns etc.</p> <p>b. Informed recommendations – develop understanding of issues, gaps, needs</p>
STAGE 5 – FINAL RECOMMENDATIONS & REPORT			
#16	Feb 27 – March 3, 2017	a. Discuss and narrow down final recommendations	a. Agreement on specific recommendations – draft wording for recommendations
#17	March 13 - 17, 2017	<p>a. Vote on recommendations</p> <p>b. Agree on framework for report</p>	<p>a. Approval of recommendations</p> <p>b. Agreement on outline of draft</p>

		to President & Brock community	report
#18	March 27 – 31, 2017	a. Vote on final report to President & Brock community b. Communication plan c. Next steps	a. Approval of final report to President & Brock community
	April 3, 2017	Distribute final report to President & Brock community	

**Brock University Human Rights Task Force
Draft Consultation Plan – HRTF Interim Report**

Consultation should be divided into peer groups as peer groups are more likely to attend. However, we can divide up the peer groups into what seems most appropriate. Naheed Yaqubian will strive to attend all of them and take notes. Faculty will lead the faculty consultations, staff will lead the staff consultations, and students will lead the student consultations.

Group	Task Force Liaison	Consultation Date	Consultation Plan
FACULTY GROUPS			
Faculty 1	Margot Francis, Dolana Mogadime		
Faculty 2	Margot Francis, Dolana Mogadime		
STAFF GROUPS			
Senior Administration	Anna Lathrop	SAC Meeting – February 6 th , 2017	Consultation time will be set aside at the SAC meeting. A cover letter for SAC was prepared by Naheed Yaqubian.
Staff 1	Andrew Bassingthwaigthe, Bradley Clarke, Sandra Wong		
Staff 2	Andrew Bassingthwaigthe, Bradley Clarke, Sandra Wong		
STUDENT GROUPS			
Graduate Students	LeeAnn Cayer Samantha MacAndrew	GSA Meeting – February 16, 2017	
Undergraduate Students	Aniqah Zowmi	BUSAC Meeting - ?	
Student 1 – Clubs Consultation	LeeAnn Cayer Samantha MacAndrew Aniqah Zowmi		Email to specific clubs to attend.
Student 2 - General	LeeAnn Cayer Samantha MacAndrew Aniqah Zowmi		

Online Consultation Form

Welcome to the online consultation form of the Brock University Human Rights Task Force. Consultation with the Brock Community is instrumental to our process. Please reflect on our interim report and provide us with your thoughts – whether they be lived experiences of oppression, suggestions for human rights policies, processes, services and supports at Brock University, personal observations and essays on human rights, or reflections on the context in which the Brock Community lives, works and learns. We want to hear from you.

Please note that the form below is available in an accessible format, that documents may be uploaded, and that submissions may be made anonymously. It will be open from January 20, 2017 to February 20, 2017. Please also note that feedback may be provided in-person – please check the Human Rights Task Force Consultation website for dates, times and locations.

1. Tell us about your experiences of human rights at Brock. [open text box] (*mandatory*)
2. Do you have any suggestions to improve human rights at Brock? [open text box] (*mandatory*)
3. Do you have any comments on the following areas of improvement listed in the Interim Report? [open text boxes] (*not mandatory*)
 - a. What can Brock do to improve its human rights policies?
 - b. What can Brock do to harmonize its procedures and protocols with the above policies?
 - c. What can Brock do to provide accountability regarding human rights?
 - d. What can Brock do to prioritize human rights within senior leadership at the University?
 - e. What can Brock do regarding education and mentorship on human rights at the University?
 - f. What resources does Brock need to enhance the culture of human rights at the University?
4. Do you have any other comments for us? [open text boxes] (*not mandatory*)
5. Are you a: [drop down box] (*mandatory*)
 - a. Student
 - b. Graduate Student
 - c. Staff Member
 - d. Faculty Member
 - e. Senior Administration
 - f. Niagara Community Member