1. **WELCOME TO OUR LOCUMS:**
   - Alicia Skelding will be back in Anesthesia January 2 - 7.
   - Peter Trevor will be working in Small Animal Surgery January 22 – February 11.
   - Shannon Holmes, Colleen Mitchell, Shawn Mackenzie and Sheila Etue will be in Diagnostic Imaging January - February, 2018.

2. **WELCOME, Ana Avellaneda.** Ana will be working as a sessional to cover some teaching labs in Small Animal Internal Medicine (SAIM) for W18, effective January 8, 2018.

3. **W18 TIMETABLE ROOM SCHEDULING** There were several room changes for W18 to accommodate enrolments as well as changes to accommodate accessibility. **Instructors are reminded that they need to view WebAdvisor to find the location of their classes.** Corrections, additions or changes must now be submitted through the department’s TT Rep, Linda Wing. Any room changes made between now and **January 12th, 2018** will be for enrolment purposes only and will be communicated to the department.

4. **S18 DRAFT TIMETABLE** Course offerings for S18 are in the final stages. Confirm course offerings for S18 with Linda Wing on or before **January 5, 2018**.

5. **GRADUATE STUDENT FINANCIAL NEED ASSESSMENTS** The deadline to submit your Needs Assessment Form (NAF) is **January 5, 2018**. Any student applying for an award that states "financial need" or "access" as one of the selection criteria must submit an NAF. **Financial Need Assessment Form** (see section for 'Graduate Student NAFs')
   - You **must** write 'OVC Awards' at the top of the NAF
   - You **must** submit completed NAF to **ovcsas@uoguelph.ca**. Please indicate your department in the subject line. Your departmental manager will complete the funding section, sign and forward to Student Financial Services on your behalf.

6. **URA POSITIONS for 2018**
   It is that time of the year for URA applications!! Our department has been allocated 4 URA positions for Summer 2018.
   In summary, the URA pays the salary for a student to work on a research project for 16 weeks during the summer. The student must be Canadian citizen or permanent resident of Canada and registered full time at the U of G and have demonstrated financial need. These may be allocated to non-NSERC holders.
The department of Clinical Studies can submit 4 proposed research projects. This year, the proposal (form attached) is due to Linda by January 5th, 2018. The Department GSRC will ranking the applications and submit the 4 top proposals to the University by January 12th. The criteria the GSRC will rank the proposal by include:

1. Clarity of proposed work (20)
2. Feasibility of project methodology (20)
3. Probability of successful completion of proposed research project (40)
4. Tenure Track supervisor (20)

7. **RABIES TITRE REMINDERS** Reminders are being sent to all employees identified on the rabies titre roster but did not attend a clinic in 2017. Employees requiring a Rabies Titre should contact Nicole Reuss, Occupational Health and Wellness @ nreuss@uoguelph.ca or x56811 to set up an appointment.

8. **INCOMPLETE ROTATIONS IN PHASE 4** Faculty are reminded to complete the Phase 4 Rubric and assign an INCOMPLETE when students need to make up days or reschedule.

9. **SEARCH COMMITTEES UPDATES - Ongoing Searches**
   - Ophthalmology Assistant/Associate Professor – in progress
   - Small Animal Internal Medicine 2 yr CL Assistant Professor – in progress
   - Small Animal Surgery 3 yr CL Assistant Professor – in progress
   - Diagnostic Imaging Tenure Track Assistant or Associate Professor (New Position) – open for applications
   - Emergency & Critical Care 1 yr CL Assistant Professor – open for applications
   - Nutrition 1 yr CL Assistant Professor – Announcing the Search Committee: Dr Luis Gaitero, Dr Adronie Verbrugghe, Dr Shane Bateman, Dr Caitlin Grant (DVSc Student) – open for applications

10. **FACULTY SEARCH COMMITTEE ORIENTATION – JANUARY 2018**
    The following dates have been confirmed for faculty search committee orientation in the month of January:

    January 12     1:00 - 2:30 pm
    January 24     9:30 - 11 am

    Where: EHS Training Room 168 (Main Floor, Alexander Hall)

    **All Faculty are expected to attend.** Please include your preferred date in an email to dhrinfo@uoguelph.ca to schedule your orientation session.

11. **KITCHEN RENOVATIONS in Room 2139** Upgrades to the kitchen/photocopier room will be starting in the next few weeks. There may be increased noise during the renovations.
UPCOMING DEADLINES, EVENTS & SEMINARS

12. **Funding Opportunities, Scholarships & Awards** [https://ovc.uoguelph.ca/clinical-studies/scholarship-award-funding-opportunities](https://ovc.uoguelph.ca/clinical-studies/scholarship-award-funding-opportunities) Check the CS website often as the website is updated frequently. Current opportunities include MITACS & United Way, 2018 Graduate Student Support Program (GSSP), Ontario Graduate Scholarships, Bull Fellowship, Arthur Willis Visiting Professorship in Oncology, 2018 Brock Doctoral Scholarship and more.

13. **Upcoming Community of Teachers Presentation: Disabilities, Academic Accommodations & Human Rights** Attendance is recommended for all faculty.

   Presenter: Barry Praamsma-Townshend, Manager of Student Accessorily Services

   This one hour session will explore recent developments with the Ontario Human Rights Commission, and the University's response with regards to supporting students who experience disabilities. There will be opportunities throughout to ask questions and discuss situations faculty members have encountered in their own teaching experiences. Barry Praamsma-Townshend, who is the Manager of Student Accessibility Services, will also explore the parameters relating to when we have a duty to accommodate, how the process is supposed to work, and when it is okay to push back.

   **When:** January 9, 2018 - 12:30 to 13:30
   **Where:** Room 1715

14. **Teaching Instructor Evaluations for W18** Phase 1-3 Teaching Instructor Evaluations will be set up in the CEVAL system. A full list of all courses (not just Clin Studies) where you are instructing students during the W18 semester should be forwarded to Linda Wing by January 12, 2018.

   Phase 4 instructor evaluation forms are available from the Phase 4 website, the 3 drop boxes (Rooms 1502, 1220 & mailbox area on 2nd floor), or upon request from Linda Wing, until April 2018.

   Faculty are encouraged to remind students to complete their instructor evaluations.

   Process questions should be forwarded to Linda Wing at ovcsas.clin@uoguelph.ca.

15. **Call for Nominations – University Awards 2018** The senate Honours and Awards Committee invites nominations for University awards and honours, to be awarded at convocation ceremonies in 2018. Nominations must be received by the University Secretariat by January 15, 2018. For questions related to the nomination process, please contact univsec@uoguelph.ca.

16. **Invigilation Policy Update** The OVC Examination and Invigilation Guidelines have been updated and will be distributed to invigilators prior to each exam.