

EGSS Meeting Minutes

Date: October 14th 2014

Time: 1:00pm

Location: Grad Lounge

Present: Lorraine, Ian, Glenda, Jessica Chan, Ulemu, Aisa, Cheng

Regrets: Yongfei, Andrea, Vita-Marie, Jim, CJ, Karen, Chad

Guests:

1. Approval of Minutes from last meeting (September 2014)

- Approved after a minor amendment on the section of Nomination, and the section of New official welcome video for incoming students.
- Approved by Ulemu, seconded by Jessica C

2. Approval of Agenda

- Approved by Ulemu, seconded by Glenda

3. Executive Reports

President (Lorraine)

- Need to hold By-Election
- Two successful events held
- Funding application for Curriculum event approved \$200 awarded

Nominating (Glenda)

- Bi-election (decide date and procedure)

Faculty Board (Yongfei & Jessica R)

- The applying structure is going to be changed. More details will be revealed at the meeting next month.

Grad Studies & Research (Vita-Marie & Jim)

- Formal feedbacks for Med colloquium

Renewal, Tenure, & Promotion (Jessica C)

- None

Appointments (CJ)

- None

Good and Welfare (Emily)

- Emily has resigned from her position due to being hired by DSB.

Strategic Planning (Ian)

- Report of survey analysis will be sent by email.

Website and Communications (Cheng)

- None

Academic Events (Ulemu)

- Scholar Share application received, waiting for the confirmation and grant.

Social Events (Andrea & Asia)

- Andrea: I've gathered some information about the upcoming social events. I would

appreciate if you would please pass on the following information to the committee members.”

- o Christmas event

a. Reception for November 18th convocation:

- o Andrea: I contacted Rebecca Luce-Kapler a few weeks ago. She informed me that EGSS organizes the reception and that we work with the admin assistant to submit receipts. (Lorraine: Would this be Celina?) The faculty does provide a bit of funding. Rebecca will check to see how much funding they can provide.

- o Andrea: Here are my suggestions to prepare for the reception:

1) We should send out an invitation to faculty and students. Guests should RSVP so we know how much food to buy.

2) Helpers to purchase the food and helpers for setup and clean up would be appreciated.

b. For the October Apple picking social:

- o Andrea: At last month's meeting, the committee decided to host the event on Saturday, October 25th in the early afternoon.

There are two farms in Kingston. One farm is closed after Thanksgiving. The second farm is called Fruition Berry farm. They are open 10 am to 4pm. On rainy days, the farm closes early. There is no apple picking in October, but the farm offers the following activities:

- i. hay ride
- ii. corn maze
- iii. pumpkin picking (25 cents per lb)
- iv. small playground for children
- v. picnic area

The farm offers an admission fee of \$3 per person (for a group size of 10 or more)

Please let me know what the committee decides to do for these events.

International Student (Bing)

- o Bing has resigned from his position as he is now living full-time in Toronto.

Treasurer (Karen)

- o Financial Statement

Part-Time Student Rep (Chad)

- o None

5. Discussion Items

1) Financial statement

- o Glenda: Why does the expense of last year's year end social be included in this year?
- o Lorraine: I guess the calculation of year end social was after the previous period.
- o Jessica C: Because our event is in April, and it took some time for the faculty to process our cheque and we cannot deduct the money from our account until it has been approved.
- o Lorraine: Hopefully Karen will be able to attend our next meeting to tell us more details about the statement

2) Bi-election

- Glenda: I need to find the best time best time for bi-election, and when shall I release the notice? Was this Friday's Schiralli a good time for students to vote? Or should it be done electronically?
- Ian: Friday would be a good time for advertising. It is too tight for voting.
- Lorraine: It should follow the procedure of full election. So, 2 weeks are needed. Voting should be started immediately after the close day.
- Ian: Does the nomination period should be 10 days?
- Lorraine: Yes.
- (after discussion) Glenda: Nomination starts on Oct. 15th. On 22nd a reminder will be sent to announce all the candidates. On 24th the nomination closed.
- Ian: The physical station will be set in the Grad lounge. And students can also vote via email.
- Jessica C: We also need to avoid double voting.

3) Med colloquium

- Lorraine: message from Vita-Marie and Jim about Med colloquium. Looking for formal feedback; the time for ethic application; low attendance
- Ian: For attendance, keep emailing/advertising. For ethics, maybe should consider some time sensitive project/thesis. For feedback, was that a report or concerns from the faculty?
- Lorraine: I think that is something discussed in the supervising committee. Though notes have been taken, some voices are looking for more formal feedback after the colloquium.
- Ulemu: I think the question is what is the steps/procedures of MEd colloquium. They are seeking what the colloquium should look like.
- Lorraine: Should it be included into EDUC890?
- Ulemu: I think it has been mentioned in the Student Handbook, and we are asked to review them.
- Jessica C: I would like to know where the questions come from, what are the contexts. Then, maybe we can understand the question better in order to look for the solutions.

6. Motions

- None

7. AOB

- None

Approval to end the Meeting