

Minutes of Meeting

Date: June 12th 2014
Time: 3:00pm
Location: Grad Lounge

Present: Lorraine, Yongfei, Vita-Marie, Emily, Ian, Cheng, Andrea, Karen, Asia, Jessica, Jessica Chan, CJ

Regrets: Bing, Glenda, Jim, Chad

Guests: None

1. Approval of Minutes from last meeting (March, 2014)

- Moved by Ian and seconded by Jessica Chan

MOTION CARRIED

2. Approval of Agenda

- Jessica is missed in the list. (Revised)

Moved by Karen and seconded by Jessica.

MOTION CARRIED

3. Executive Reports (Specific reports are not expected at this meeting other than Financial)

President (Lorraine)

- Get a plan for September
- Think about our expectation for the new committee in the coming year (e.g., our expectations on our own, our role, and for our committee as well)
- Discuss and prove the meeting minutes before posting on EGSS website. Make sure students have access to it.

Nominating (Glenda)

- None.

Faculty Board (Yongfei & Jessica)

- Attending the faculty board meeting. Focusing on B.Ed. and PhD mandatory class.

Grad Studies & Research (Vita-Marie & Jim)

- None.

Renewal, Tenure, & Promotion (Jessica)

- None.

Appointments (CJ)

- None.

Good and Welfare (Emily) ~ Shiralli Graduate Student Forum

- It is an every two-year's event.
- This year is on Friday, October 17th.
 - Ian & Jess: I think that time maybe the SGPS's career week. Someone may need to take the lecture or training in the main campus.
 - Emily- Good to know.
- The idea of this forum is always research method based. Usually is about how to decide upon your overall research direction, how to write literature review, and

academic writing, but this year we are looking for something a little bit deeper. Any ideas?

- Jess: We could ask students who attend the event about what they always question about.
 - Ian: It may be better to have a whole bunch of qualitative or quantitative methodological concepts instead of focusing on only one.
 - Jess: It may be a good chance to ask the professor to share what they are doing.
 - Lorraine- We could think how well it fits our research. We could talk about the ethics application and how to do the preparation. As there always has a time difference between the time you learn and the time you decide to apply that. If that does not fit the time, maybe it could come up as an EGSS compulsory academic session some time later.
 - Jessica: I like Jess the idea about let professors talking about their research. The methodology is important, but in the first year it is more like to find out who is in this building? Who could I talk to? I have an advisor but I need to find a supervisor. Knowing who does what, getting a sense of the faculty, which will be more valuable.
- Options for short sessions
 - Reach professors
 - Lorraine- As long as somebody who is confident about speaking and knows their research intimately, then that will be a valuable experience for graduate students to attend.
 - Chan- Keep that an open talk.

Strategic Planning (Ian)

- None.

Website and Communications (Cheng)

- None.

Academic Events (Ulemu)

- None.

Social Events (Asia (Joanna) & Andrea)

- None.

International Student (Bing)

- (Absent)

Treasurer (Karen) ~ Report attached

- The beginning of the year of 2013 the balance is \$2,217.7. Total income of that year was \$8,570.81. The expense over the year was \$4,580.8, which just pass over to meet the balance was \$6,010.5. Since then we have more expenditure on convocation, which is \$446.44. The present balance is \$5,563.61.

Part-Time Student Rep (Chad)

- (Absent)

4. Discussion Items

- **Financial statements—should it be included in the minutes?**
 - Lorraine- Jess, what you shared beyond this committee? And how you do that?
 - Jess- We typically do is hold monthly by keep a track of transaction. If somebody wants access to that, that is available. I have the amount but I do not send it monthly. I just shared the amount. If anyone who is curious about the transaction, I also represent that.

- Karen- So, you just verbally reported in the meeting?
- Jess- Yes.
- Lorraine- So, I think I would be happy to continue in that way. But I know before what we usually have just a very brief summary to present to the executive. This is particularly important when we have had a significant expenditure between committee meetings. So, when we have a major event, we should continue to do that. I am not sure the financial statement should be attached to the minutes on the website? But I think it will be in the minutes and we have seen it as a committee and it has been shared within the meeting. That will be my understanding of what should be happened.
- Karen- The actual number of the balance has been reported?
- Lorraine- They have been, in the past.
- Karen- OK.
- **Notification for the minutes**
 - Lorraine- We post the minutes and assume graduates will go to the website to see them. Do you think it would be useful for us to send up some kind of the notification in September to all incoming and new graduate students, and also to the returning graduate students? Just highlight that they are there. Just to say to everyone that we do this and that is the way you find the minutes of our meeting.
 - Ian- Yes, we could send an email to provide the website and the link or access. As some of the students would want to know.
 - Jess- Or at least that may help later.
 - Lorraine- Yes. I think it is important to remind all the students that it is there and that is where they could find everything. So, we will talk about that and get that underway though Vicky Arnold.
- **How to build a more close community?**
 - Lorraine- How could you maximize the exposure to as many faculty members as possible?
 - Jess- Pick up a topic and show how to unpack that from different angle.
 - Lorraine- Or maybe providing an introduction to their work, then graduate students could decide who is the one that I want to talk to. It could be more in depth to follow up individually.
 - Ian & Jess: Yes.
 - CJ- How could that academic profile not help?
 - Jess: It is very superficial. Unless you are in their study, you could not understand.
 - CJ- Maybe we just need a function to get the faculty and student to get together a little bit more. To mingle, like what we have in the past.
 - Karen- But I notice every time the EGSS social, few faculty members come. Any way that we could encourage more faculty members to attend?
 - Ian- Earlier, teachers have to attend activities to earn service credit.
 - Jessica- A personal invitation for each professor.
 - CJ- A lot of changes have happened. And graduate students have various age groups. We also need to think how inclusive you can be and how inviting you can be when you plan the activity.
 - Lorraine- We also need to consider about the time. What time is more convenient for them? Then, you could have more attendance. Maybe the short lunch period, Thursday when classes are blocked out, or on the Friday. But Friday could also be advantageous or disadvantageous as there are no graduate classes, some faculty members might find it easier to attend with no classes but equally some may not be here.
- **Meeting date**
Stay with doodle poll first. Maybe work out a fixed date later.
- **The best coordination across workshops and event in the faculty**

- Lorraine- Work with Vicky and GSL office to have that sense of what is going on and for us to be able to help and publicize the event and everybody could aware. Try to reach as many graduate students as possible.
- Jessica: Set up a big calendar in the lounge.
- Lorraine: Whiteboard planning chart.
- Jessica: It could also be posters.
- Cheng: Using faculty website. Categorized with themes, topic or organizers.
- Jess: Newsletters.
- Lorraine: What's happening corner. Things should be brief and clear.
- Plan at next meeting.

5. Motions

- None.

6. AOB

- None.

Approval to end the Meeting