

EGSS Meeting Minutes

January 2016

Date: January 14, 2016

Time: 10:35 – 11:30AM

Location: Graduate Student Lounge

Executives: Jessica C, Jessica R, Heather B, Heather C, Terry, Britney, Kyle, Haley, Stefan, Ian, Glenda, Newsha, “The Vivacious” Jennifer Nolan, Murdoch, Jim

Present: Jessica C, Heather B, Heather C, Terry, Kyle, Stefan, Ian, Steve, Glenda, Newsha, Jennifer, Murdoch, Jim

Regrets: Jessica R (arrived 11:40), Luna, Brittney, Stephen (arrived 11:40), Haley (arrived 11:20)

Guests:

Minutes: Jennifer

Agenda

1. Approval of Minutes from last meeting (December, 2015)

- Moved By Kyle
- Seconded By Terry

2. Approval of Agenda

- Moved By Ian
- Seconded By Heather C.

Executive Reports

President (Jim)

- Acting President (Jessica): Happy New Year! Jim provided a response on December 31, 2015. Jim intends to resume full duties as EGSS President for the remainder of the term starting January 2016. January meeting will provide everyone the opportunity to participate in a discussion and hear from Jim as he will be providing an update to the group about the mission and goals for EGSS for the remainder of the term. Jess C will be turning over outstanding responsibilities and transferring signing authority on the EGSS bank account.
- Jim: Will resume his position as president. Excellent academic, social and charity events. Great work on the constitution and finances. We will need to consider the Year End social. Jess will chair the meeting.
- Jim: Reminder to watch meeting minutes that are made public for sensitive or personal issues. Whose role is it to make sure that the minutes being published publicly are appropriate? Need to make sure that people’s privacy is being kept in the minutes.

Faculty Board (Stefan Merchant - Ph.D. rep, Stephen McGregor - M.Ed. rep)

- Graduate studies - amendments to calendar descriptions about programs will be more detailed. Course descriptions are changing.
- Appointments committee will be making decisions in the coming months
- Stefan is in communication with SGPS to resolve any issues with attending meetings on main campus
- Stefan will address whether the Faculty needs updated swag to be used to thank speakers - mugs, pens, cards?

Graduate Studies and Research (Jessica Rich - Ph.D. rep, Newsha Ghafari - M.Ed. rep)

- Open defenses and visitors. SGPS revised a document allows for open final dissertation defense presentations unless requested to be closed. How is this disseminated?
- Leadership summit report:

- The general consensus among graduate students was the need to include more professional development opportunities for Ph.D. students either in lieu of coursework, as part of the thesis, or as part of comprehensive examinations to reflect the learning needs of students.
- Both the format of the comprehensive exam and that of the thesis should be made more uniform across disciplines to make completion in a timely fashion tangible for all doctoral students; re-evaluating the structure of comprehensive exams in order to keep in mind the learning outcomes of desired skill sets and knowledge. the implementation of internship programs or other experiential learning opportunities and maintaining relationships with partners outside the university.
- Discussed other possible PD opportunities. Jess C. asked whether there was a possibility of a study abroad program for a semester in someone else's lab and whether this could be suggested next meeting. Glenda discussed bilateral agreements with universities which is modeled on the Erasmus Programme. Stefan supported this - it would be beneficial as a small faculty this could be an opportunity to expand our opportunities. Jim said this reflects our university's vision of expanding our international presence and connections. He asked whether we were talking about Ontario only or international? Is studying abroad based on your supervisor's recommendation? Ian asked about more information available for funding possibilities to support travel and research. Heather C. mentioned that the funding is really important to support this kind of PD to seek expertise. Jess C suggested that we gauge student interest and what sort of opportunities we might be seeking. Jim wondered if there was a possibility to have education graduate courses at the Bader International Student Center in the U.K. to utilize this university facility. Newsha will bring this up in the next meeting.
- Stefan commented on the uniformity and whether this impacts on the flexibility of our comprehensives model in comparison to the format on main campus. Jess C clarified the differences between our comprehensives model compared to the model on main campus. If we were to have more uniformity, it might negatively impact us. Heather C. agrees with Stefan's point.

Nominating (Murdoch Matheson)

- No news to share
- Next meeting we will talk more about the election and changes to the constitution to reflect any changes to positions that may be available.

Renewal, Tenure & Promotion (Ian Matheson)

- Proceeding as planned

Strategic Planning (Kyle Robinson)

- SWOT analysis issues, and how we will do this moving forward.
- Faculty strategic plan is being updated. This will be the focus rather than the full graduate program SWOT. The last SWOT was done four years ago and will form the basis of this analysis. Kyle will send out this as a google doc and all EGSS executives can comment or add to this excel document by the February meeting.
- Ian did a SWOT for this program, AWES, Part-time students and ESS. He will email this information to Kyle to add.

Appointments (Jessica Chan)

- There are 7 Candidates visiting the Faculty of Education in January and February for the tenure-track Assistant Professor positions in *Inclusion and Student Success*, and *Language and Literacy*. A list of Meet and Greet times and locations has been posted in the Graduate Student Lounge. Jess encouraged all EGSS members to attend and encourage attendance.

Good & Welfare (Glenda Christou)

- We need to decide whether we should contribute to a national charity foundation or local one
- The <http://saveafamilyfromsyria.org/> did not respond to my email
- This is another local charity, I could try to contact next: <http://interchurchrefugeepartnership.com/>
- This link shows a variety of national/international charity foundations: <http://www.thestar.com/news/canada/2015/09/08/how-you-can-help-syrian-refugees.html>
- There is an excel document outlining charities/events for each month of the year that Wendy Gratto has created
- We may want to inform students about how they can contribute to this. Heather C. suggested we might want to contact our local MP as a place to start. Asked if there was a way that we can contribute in other ways beyond financial - food bank, clothing donation. Murdoch recommends that we can inform people with emails about upcoming events and raise money at further social events. Jim recommended that this could be done at the end of the year social. Also, does the MP know of any matching funding strategies? Strong support for local charities.

Part-Time Student Representative (Haley Motruk)

- Absent
- Jess C will email her and discuss how best to stay in contact with Part-time students and needs that need to be addressed.
- Ian recommended that we refer to last years' SWOT. Jess C suggested passing that information onto Haley to know how to support Part time students socially and academically.

Academic Events (Heather Coe)

- ScholarShare - Thursday, February 4th 1-3 pm Mezzanine Classroom
 - Phd - Ian Matheson & Kyle Robinson; Masters - Katie Hurst
- Advertisements will come out soon. Ian ensured that this is an accessible room. Terry inquired about funding from SGPS - thank you cards for speakers. Investigate swag from faculty. Stefan will bring this up at the next faculty board meeting. Glenda asked if we should have EGSS swag as well. Kyle will investigate using a new EGSS logo on our website.

International Student Representative (Luna Yue Peng)

- Jess: Luna sends her regrets. Chinese New Year is February 8 this year. Looking to organize an event with social coordinators.
- Heather B. suggested February 22nd. Jess suggested contacting Yongfei (who did it last year) to encourage collaboration.

Website & Communications (Jen Nolan)

- Planning to update the website before next meeting - clearing the dated contents of the website
- Investigate ways to inform students of events and meetings? How should we increase communication with Vicky Arnold - Stefan asks about the effectiveness of an e-newsletter? Perhaps better as individual email. Heather B, Heather C and Kyle say it is effective because it only comes to the grad list-serv. Jess C asks that we have our information separated for us? Bring up with Vicky Arnold.
- Possible dates for group photo and/or individual photos - Doodle Poll. Kyle asked if this could be extended to all students. Liaise with Vicky Arnold about this possibility.

- Instead of e-newsletter, can we set up a bulletin board with calendar of events?
- Stefan mentioned that not all students have access to the lounge or spend time there. Can we use outlook web to update on people's individual calendars. I an recommends that the events be on a central website rather than an email.
- Possibly add to role to send an email to all graduate students to inform them of meeting dates. Jess C recommends that we do this for the rest of the year.

Co-Social Events Coordinators (Heather Braund & Britney Lester)

- Rena's talk last week (Jan 6th) about her journey through Spain went well, about 15 people attended and were quite interested. Outside community members joined.
- Looking into details for Frontenac's Game on Jan. 29th (Friday) - group rate, student rates, and accessibility issues.
- Alternatively, will attend a trivia night on Jan. 28th
- Looking ahead to February, planning to do candy-grams and possibly tobogganing
- Chinese New Year celebration possibly on February 22 (to be arranged with Luna)
- Semi-Formal Date: tentatively April 15th (Friday) -- need to confirm this Thursday. Kyle discussed whether it is better to hold this on a Thursday or Friday in consideration of faculty or graduates attendance. Jess C suggests sending individual invitations for the faculty well in advance.
- Classes end week of March 28-April 1
- AERA is April 8-12 so no conflict
- Semi-Formal Venue: Will tour and provide information for next meeting. Aiming for 25 dollars each which will be subsidized by EGSS. Kyle recommends that we contact Don Klinger to ensure availability. Then we can send a "save the date" message to the graduate body and faculty.
 - Possible Hotel Venues:
 - Kingston Yacht Club
 - Harbour Restaurant
 - Delta Kingston Waterfront Hotel
 - Four Points Sheraton Kingston
 - Holiday Inn Kingston Waterfront
 - Queen's Venues:
 - Queen's University Club
 - Queen's Donald Gordon Conference Centre

Treasurer (Terry Soleas)

- We have 80% of our student fees this year. \$1900 budget. Scholarshare under budget this year. Terry will try to seek external funding for events. Applications went well. The committee funded 1 RBJSE application, Creativity Collective and Writing Retreat. The committee will reconvene if necessary.

Any Other Business:

- Constitution - Kyle - thank you for updating the google doc especially regarding roles. Amendments of the constitution require two-thirds of the EGSS body to approve. Will set another meeting regarding the constitution updates.
- Jim - GREB is looking for a PhD representative. Next meeting date to be set via doodle poll. Discussed setting a May transition meeting with the newly elected executive.
- Date for spring convocation and reception?

7. Adjournment: Approval to End the Meeting

- Moved by Newsha

- Seconded by Kyle