

Minutes of Meeting

Date: August 13th 2014

Time: 11:00am

Location: Grad Lounge

Present: Lorraine, Jessica Chan, Jessica, Asia, Ian, Glenda, Jim, Cheng

Regrets: Ulemu; Vita-Marie; Andrea; Karen; Yongfei, Bing

Guests: James

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

Moved by Jessica C and Seconded by Jessica R

MOTION CARRIED

2. Approval of Agenda

Moved by Jessica C and Seconded by Jessica R

MOTION CARRIED

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

President (Lorraine)

- Dates: Meet and Greet September 5th
- Student Panel (EGSS) September 25th 2:00 to 3:00
- New Student Q&A (GSMP) October 9th 2:00 to 3:00

- Other dates...
 - ❖ September 3rd (all day) TD day at CTL
 - ❖ September 5th @ 11:30 Meet and Greet for new grad students
 - ❖ September 11th 1:00 to 2:30 Training session 1 for GSMP Mentors* (Lorraine)
 - ❖ September 11th 5:00 to 6:30 Training session 2 for GSMP Mentors* (Lorraine)
 - ❖ September 18th 2:00 to 3:00 Meet and Greet for Mentors and Mentees (Lorraine)
 - ❖ September 25th 1:00 to 2:30 Research Ethics workshop (Don)
 - ❖ September 25th 3:00 to 4:00 EGSS student panel for new students
 - ❖ October 2nd (TBA) OGS & SSHRC Information session & proposal writing session (Rebecca & Marlene)
 - ❖ October 9th 1:00 to 3:00 PhD Comps workshop (Launa & Uleimu TBC)
 - ❖ October 9th 3:00 to 4:00 Q & A session for new students (M.Ed. focus)
 - ❖ October 30th 11:30 to 12:00 Q & A for OGS/SSHRC (Rebecca)
 - ❖ November 13th 2:00 to 3:00 Q & A with Program manager (Marlene)
 - ❖ November 27th 1:00 to 2:00 Surviving and thriving as M.Ed. student (Rebecca)
 - ❖ November 27th 2:30 to 3:30 Surviving and thriving as Ph.D. student (Rebecca)

- Results of social events poll:
 - ❖ September - wine tasting at Fort Henry
 - ❖ October - Apple Picking
 - ❖ November - Family friendly walk/hike at Lemione Point
 - ❖ December - Seasonal Celebration with faculty
 - ❖ January - Pub night

- ❖ February - Grad Club Trivia night
 - ❖ March - Drinks downtown
 - ❖ April - Picnic (weather permitting)
- Insurance cover for trips (this is what Sean Richards had to say...)
 - *"I am not aware of any insurance held by the EGSS. I completely agree that EGSS would be on the hook if they endorsed this event."*

Furthermore, SGPS insurance would not cover this event unless it was sanctioned by the SGPS."

- Lorraine: we can send SGPS a list of the EGSS activities, and let them look on their committee level to decide whether we are included in their provision or not.

They have offered that if we ever holding any event where there may be some level of risk, we can verify that we are covered in their provision by emailing the SGPS executive. For activities that are an everyday occurrence (e.g., hang out in the Grad Club), it will be fine. But when we have something more risky (e.g., water-based activity) we need to check coverage with the SGPS.

After consultation with the Associate Dean for Graduate Studies and Research, we agreed that if it is just graduate student friends getting together, it is nothing to do with EGSS. However, if organized by the EGSS, we are liable as an organization.

Though the chance is extremely unlikely, our potential liability cannot be ignored. As president, I cannot and will not ignore that. Therefore, I propose that we send our list of events that we consider might present a risk to the SGPS for their verification of our coverage for insurance purposes.

Jessica: How long will it take for them to verify?

- Lorraine: They have promised a fast response. But I suggest that as we now have our list of events, we identify any that we feel are of risk and push them to the end of the year. Then we have enough time to prepare and organize these events.
 - Discussing and schedule the events (*See "the result of even poll"*)
 - Lorraine: Would family hiking fall under the category of risk? I guess it depends on where we are going for hiking?
 - Ian: I think we will be fine.
 - Lorraine: I will send the list to SGPS. Perhaps we could schedule hiking for the spring to take advantage of timelines and the better weather?
- Website meeting update ~ I will discuss "student ambassadors" then pass over to Cheng for remaining content
 - Lorraine and Cheng met with Vicky Arnold to discuss website communications for the forthcoming year. During the meeting Vicky introduced the idea of student ambassadors who would make regular social media contributions. Lorraine suggested the EGSS executive should discuss this and vote as to whether it should be part of the EGSS. After lengthy discussion it was agreed that the executive needed more clarity in order to be able to vote on whether the ambassadors would become a formal part of the EGSS. Ian suggested that we contact the SGPS to see if they had any advice or guidance. It was agreed that Vicky should be invited to attend our next meeting for further clarification.

- Lorraine has met with Sarah Horsford the Faculty Counsellor; she will be attending various workshops this fall.

Nominating (Glenda)

- None

Faculty Board (Yongfei & Jessica)

- Yongfei (email): “Many apologies for having not sent my regrets earlier. I will be taking a course tomorrow morning and cannot return in time to attend the meeting. I received minutes concerning the faculty meeting held on June 11. Dr. John Kirby will not work as the Chair of the Faculty Board. And 13 offers were given to 32 Ph.D applicants this year, including 10 domestic and 3 visa students. I didn't find further related information to report. Thank you all!”
- Jessica: the next meeting will be sometime in October.

Grad Studies & Research (Vita-Marie & Jim)

- (Vita-Marie) “Unfortunately I will not be able to make it to the next EGSS meeting as I am out of town. In regards to Graduate Studies and Research news, the 2014-2015 meeting dates have been set. They are as follows:

Monday, September 8, 2014
Monday, October 6, 2014
Monday, November 3, 2014
Monday, January 19, 2015
Monday, March 23, 2015
Monday, April 20, 2015
Monday, May 25, 2015

Meetings will take place between 2:00 pm and 3:30 pm in the Vernon Ready Room (A115). If there are any concerns that you would like Jim and I to bring to the first meeting, please let me know.”

Renewal, Tenure, & Promotion (Jessica)

- Things have been proceeding as expected.

Appointments (CJ)

- None.

Good and Welfare (Emily)

- None.

Strategic Planning (Ian)

- SWOT analysis – Ian (*See “Discussion Items”*)

Website and Communications (Cheng)

- Student ambassador
- New executive members information update

- Asia: what should we include in our profile?
- Cheng: some basic information (e.g., what programme you are, what is your research interests, etc.), more academically.
- Lorraine: I think Vicky suggested that in order to help other students to have link through EGSS to find more about us.
- Cheng: you can also take some of the on-line graduate students' profiles as an example
- Activities/Events information updating and its format
 - Cheng: if you have any pictures or information/news about the activities/events that you know or your committee organize that you want Vicky to update that on our social media, you could email Vicky directly.
 - Ian: does that for any kind of events that you want people to be aware?
 - Cheng: yes.
 - Lorraine: about the publication and attending conference, if more than three graduate students present this is regarded as newsworthy and will be posted. But equally, if one graduate student going somewhere unique, Vicky would also post that as well.
 - Cheng: Be aware that in publicising our EGSS events, if you want to post any pictures that have people in it, especially children, we must ask for consent first.

About the format of the file, I will forward Vicky's file to you later.

- Planning a panel discussion on how we can use social media for our work, do's and don'ts that we need to know when we interact using social media (*need further discussions*)

Academic Events (Ulemu)

- Ulemu (email):
[Absent for August 13, 2014 meeting]
"The last Scholarshare event was held on Thursday, July 3, 2014. This event was coordinated by Launa Gauthier and CJ Dalton. Presenters were Heather Coe (1st year PhD) and Lauren Anstey (PhD Candidate). Although I was unable to attend the event, I heard that about 10 to 15 people (including speakers) were able to attend.

In terms of future Scholarshare events, Launa and I discussed having a session dedicated to a panel discussion which I am fondly calling "demystifying comps and colloquiums: lessons from the trenches". The panel for the session would include current graduate students who have completed their comps or colloquiums. This session would be a chance for panelists to discuss their experiences (e.g., format for their comps I, II or colloquium presentations, format of their comp I task, rationale for selection of comp I task, etc.). I think this would be a great opportunity for knowledge sharing among students. Thoughts from the committee?"

Other academic events (i.e., TA support)?

Social Events (Asia (Joanna) & Andrea)

- Andrea (email): "At next week's meeting, could you please speak to the committee and ask if we will hold a social for the new graduate students in September? I will be back in Kingston September 6th and would be happy to plan a social event once classes start. Thanks for your help!"

International Student (Bing)

- None

Treasurer (Karen)

- None

Part-Time Student Rep (Chad)

- None

4. Discussion Items

- SWOT analysis – Ian
Essentially, the strategic committee aims to implement the strategic framework all over the Queen's. And an idea that Queen's is a balanced academy. Balance between undergraduate and graduate education. Hope to strength both together rather than privileging one over the other. So, the university wants to support a transfer of students' experience:
 - 1) how can we make better for students who taking courses;
 - 2) how can we support the research initiative in the university;
 - 3) how can we make our university financially sustainable;
 - 4) how can we built our international profile in different ways;

And they developed different matrixes to measure the progress.

They asked me to get the report from all the graduate students in our programme that, in terms of the structure of the programme, what is the strength, weakness or opportunities that affect our success. I plan to set up a Google poll within EGSS to let everyone share their opinion/response before our next meeting.

- Meet and Greet event for incoming graduate students on September 5th

5. Motions

- None

6. AOB

- None

Approval to end the Meeting