

EGSS Meeting Minutes

Date: November 27^h 2014

Time: 1:00pm

Location: Grad Lounge

Present: Lorraine, Ian, Jessica Rich, James, Andrea, Vita-Marie, Asia, Karen, Cheng, Jessica Chan, Yongfei

Regrets: CJ, Jim, Glenda, Jessica (C),

Guests: None

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

Approved by James, seconded by Vita-Marie.

Motion carried

2. Approval of Agenda

Approved by Andrea, seconded Jessica Rich.

Motion carried

3. Executive Reports

President (Lorraine)

- Aboriginal teaching and learning workshop

Nominating (Glenda)

- The recent bi-election results were as follows;
 - Good and Welfare Representative – James McNutt
 - International Student Representative – Xiaoqian Liu

Faculty Board (Yongfei) & Jessica

- Jessica provides a brief of the most recent SGPS meeting.
 - 1) SGPS promote the awareness of confidential manner among graduate student
 - 2) Problems of health and dental plan
 - 3) Christmas donation plan
 - 4) Highlight news: bus fee increased to \$65 per year per person. [Compare to other school, Queen's bus fee is only half of their cost. So, it is still cheap]
 - 5) New BEd programme starts May
 - 6) New bus routes between main campus and west campus
- Yongfei reports on the Faculty Board meeting.
 - 1) New funding for Edu students
 - 2) BEd programme change: starts early May; TA and GTF may have different time schedule
 - 3) Low application for this year's BEd programme.

Grad Studies & Research (Vita-Marie & Jim)

- Students recruitment: encourage professor to recruit students
- Updating the colloquium information on students handbook

Renewal, Tenure, & Promotion (Jessica)

- Everything progressing as expected.

Appointments (CJ)

- Noting to report yet. Something may be scheduled depends on the hiring situation

Good and Welfare (James)

- Questions about position duty/commitment

Strategic Planning (Ian)

- The team is searching for new chair, more updated will come up later.

Website and Communications (Cheng)

- Report from ITS committee meeting
 - 1) Continuously working on improving Wi-Fi access and coverage on/around campus area
 - 2) Next project: working with Kingston major cellphone brands to improve phone signal within the building
 - 3) Promote Office 365 among faculty and students
 - 4) Library wants to hear more from students
- Promotion and photo assistance from Vicky

Academic Events (Ulemu)

- Funding received for ScholarShare
- May plan more ScholarShare for new year

Social Events (Andrea & Asia)

- Christmas social (Dec. 6)
- SGPS mixer (Thursday, Dec. 4)
- Planning more social with other faculties

International Student (Xiaoqian)

- None

Treasurer (Karen)

- Financially doing well
- Convocation receipts

Part-Time Student Rep (Chad)

- Continue encouraging part-time students to participate EGSS and faculty activities

5. Discussion Items

- 1) Aboriginal teaching and learning workshop
 - Lorraine: Amber has an idea about setting up a workshop on aboriginal teaching and learning. Should we involve in the planning or ask her to talk to Rebecca directly?
 - Ian: I think it is important to support our students.
 - Jessica Rich: She can apply for the SGPS student event funding.
 - Lorraine: Please email that to Amber.
 - Karen: We can ask them to apply for available grants, and EGSS will support at the same time.

- Ian: It is better to see a draft of the event. What kind of events they want to organize, academic or non-academic?
- Lorraine: I will pass the discussion to Amber, telling her about the possible funding resources from SGPS, EGSS or others. And let her decide the details about the event based on her expectations.
- James: I have a concern. If EGSS discourage the event and pass it to faculty, we may not get it scheduled.
- Lorraine: EGSS can promote the event. And I think it is a great chance to bring the two programme together, sharing and learning with each other. It will also benefit to the health community building. My question is should it open to students only or should it open to faculty as well?
- Ian: I think it should open to faculty as well.
- Jessica Chan: Great suggestion.
- Lorraine: And timing needs to be concerned as well.

2) Changes for BEd programme

- Lorraine: Does there have a communication between graduate students and the new BEd programme? TA/GTF better to know the schedule in advance. Do they plan to set up any information session or email us what the structure will look like?
- Jessica Rich: The process is really complicated. According to what I know, Peter is working on redesigning the course codes. There will be three terms, and a small break will be added between summer and fall. As they notice, some of the students do not have a break throughout the academic year.
- Yongfei: They passed out the minutes for last meeting and we can forward email to you, if you want to know more.

3) Duty/commitment for Good and Welfare

- Lorraine: Attending Good and Welfare department meeting.
- James: Where is the office?
- Jessica Rich: Ann ? if the chair. We can forward her contact information to you.
- Lorraine: Also, I can email Glenda and cc you. Let her to talk to you as well.

4) Promote Office 365 among faculty and students

- Cheng: ITS is trying to encourage more students and faculty using Office 365, and providing feedback for the new system. As they are going to release new online saving and chatting platform.
- Lorraine: It is better to improve the stability and security of the system first. As within our email, there is lot of sensitive/private information, as well as ethic application. It is important to guarantee the security.
- Jessica Chan: Whether choosing to use it should depend on one's working habit.

5) Library wants to hear more from students

- Lorraine: Can they remain the length of work hours when undergraduate students are leaving for holiday? As graduate students are still on campus.
- Ian: They can set up a focus group.
- Lorraine: That will be a good way to reach graduate students.

6. Motions

- None

7. AOB

- None

Approval to end the Meeting

- Approved by Jessica Chan, seconded by Andrea