

# EGSS Meeting Minutes

## Thursday December 10, 2015

**Date:** December 10, 2015

**Time:** 10:05 – 11:15AM

**Location:** Graduate Student Lounge

**Executives:** Jessica C, Jessica R, Heather B, Heather C, Luna, Terry, Britney, Kyle, Haley, Stefan, Ian, Steve, Glenda, Newsha, Jennifer, Murdoch

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

**Regrets:** Ian, Jim, Haley, Heather C, Kyle (left 10:20), Heather B (arrived 10:45)

**Guests:** n/a

**Minutes:** Jennifer

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### Agenda

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

- Moved By Kyle
- Seconded By Stefan

#### 2. Approval of Agenda

- Moved By Terry
- Seconded By Kyle

#### 3. Strategic Planning (Kyle Robinson) - moved up as Kyle has to leave early

- Update from First Meeting December 10
- Strategic Plan expires at the end of the month - INSPIRE
- SWOT model - Strengths Weaknesses Opportunities Threats to be submitted in February.
  - *Read by January's meeting on D2L - Intranet - documents and resources.*
  - *How do we share this with the grad students – Glenda recommended we post an example in the grad lounge or email the SWOT format*

#### Feedback from Adhoc Constitution Meeting

- Adding in wellbeing needs
- On-line graduate students - don't pay money as part of EGSS
- Executive committee - language - only involves those who attend meetings vs. who is nominated
- What do we do when someone needs to take a leave?
  - *Look at Article 6 - duties of Executive –Kyle sending this via email*
  - *Making Google Document of Executive roles*
    - *Make comments/increase transparency/improve transitions/add to your role/remove from your role*
    - *the 'course' on D2L could allow us to decide who would have access to this*
    - *Glenda recommends that we add a date to the roles and timeline*
    - *Jess recommends we do something comprehensive for the end of year transitions*
    - *Follow up a Dropbox, a space on intranet, D2L course. Terry wondered if this would be open to all members or just executive?*

#### Executive Reports

##### Acting President (Jessica Chan)

- Jim's update and discuss next steps
  - Transition of responsibilities ongoing
  - 3 grant applications - RBJSE, Creativity Collective, Writing Retreat
    - *Need 2 EGSS executive members involved in the vetting process. Reading the application and deciding whether or not this can be financially supported (based on our funding).*
    - *Temporarily transferring bank signing authority*

- Stefan - decision needs to be made by Jim on whether he wants to return as he was the one who was elected. Jess will email Jim for formal decision by January. Steve confirms that the decision should be made by the end of December. Stefan suggests January as a 'hand off' meeting and resume in February.
- Jess asked about bi-election. Stefan suggests that if we do hold bi-election as it would be setting precedent. Newsha asks whether this would affect Jess C's ability to run next year. Jess C would not run in a bi-election as she is already in the role. Jess R suggests that this would be changing the constitution. Brittney suggests notifying the EGSS and asking for majority support without an election. Glenda stresses the need to be transparent. Murdoch suggests that we email Jim and confirm and then bring this up at the next meeting.
- Relevant Resource for Discussion from Glenda (SGPS Constitution). Page 8 & 9 are relevant to us at this point. We should probably look to amend and incorporate some of these by-laws: <http://www.sgps.ca/info/downloads/bylaws-policies.pdf>
- Changes to Constitution
- In meeting earlier with Don Klinger, Jim indicated that Don suggested we do a Needs Assessment (Graduate Studies and Research Office): What type of workshops would graduate students like to participate in?
  - Using the form we introduced last time
  - Jess R asked how many? A range of topics so that they can group them.
  - Connect with Heather Coe.
  - Stefan – in addition to the Schrialli forum

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

- Sending email minutes
- Stefan - B.Ed. numbers are strong, 3 faculty positions have a lot of interest, 3 more new positions for next year, possibility of adding another faculty to West Campus, non-academic discipline committee – can comment on his website.
- Stephen – looking at the changes to schedule – Fall Reading Week, activity fees should be coming this week
- *Stefan – SGPS meetings Tuesday at 5:30 which is difficult to attend, the speaker would like to have a replacement if we cannot attend. Need a volunteer – Heather and Newsha may be interested. Jess C says this would need to be a one year role and would it need to be a PhD member? Glenda asks if we could set up a 'representative' delegate system in case we have to miss meetings. Newsha recommends we put this in the constitution.*

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

- **Open Up Graduate Defenses to Queen's Community:** Holding a forum for graduate students to share their opinion on the way defences are run. Won't be held until we receive update from the SGS (as they are in the process of seeking info. from other faculties).
- Nothing to report.

#### **Nominating** (Murdoch Matheson)

- Nothing to report
- There hasn't been a meeting
- Glenda recommends contacting Angela Solar regarding meetings

#### **Renewal, Tenure & Promotion** (Ian Matheson)

- Update from Nov 24 meeting
- absent

#### **Appointments** (Jessica Chan)

- The presentation of candidates have begun. Graduate Students are encouraged to attend job talks, and meet with each tenure-track candidate during the meet and greet.
- Jess C will send an email reminding students to provide written comments
- Jess R asked when the roles will be filled? For July start.

**Good & Welfare** (Glenda Christou)

- Food Bank Drive: Bin is located outside of A101. The barrel will be here til December 18th.
- EGSS Charity Document: [https://docs.google.com/document/d/1y7nA-scf7zMB3yqSX5b0I2XjuDtNoq\\_SI7-4qSN20mY/edit](https://docs.google.com/document/d/1y7nA-scf7zMB3yqSX5b0I2XjuDtNoq_SI7-4qSN20mY/edit) -- please vote for your favorite charity and add your name as a volunteer if you want to help
- Social last night (December 9<sup>th</sup>) - good results in terms of donations – 106 dollars from the event yesterday. Will leave the box in Grad Lounge. Will be in contact with the Syrian Family and will send a receipted cheque.
- *Jess R recommends we leave it with Natalie/Mallory as not all graduate students have access to the lounge.*

**Part-Time Student Representative** (Haley Motruk)

- absent

**Academic Events** (Heather Coe)

- Scholarshare - November 26th: Meaghan Low (MEd Student); Terry Soleas (PhD Student)
- Update: Jess C – went well, always looking for ideas for ScholarShare.
- absent

**International Student Representative** (Luna Yue Peng)

- Considering Chinese New Year – depending on Luna's comprehensive exam date – perhaps the end of February. Could we connect with the social coordinators?

**Website & Communications** (Jen Nolan)

- Jen and Jess C met with Vicky Arnold yesterday
- Updates to the website
- In the meantime, documents will be on OneDrive Jess C and Jen
- *Will send a doodle poll for dates to get individual and group photos etc.*

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

- Graduation Reception (Nov 18) Went well \$650 dollars in expenses, receipts submitted.
- Holiday Social - Blue Martini, Dec 9 A success. Decided to cost 5 dollars – covered part of the food costs. Total cost \$650. Covered under half. 65 people attended which was very good.
- Potluck Event – went well. Considering doing another event in spring.
- January Events: Talk and potluck - Rena (Jan. 6th); Frontenac's Game (end of Jan.)
- Venues for Spring Social - early planning (Apr. 15th?)

**Treasurer** (Terry Soleas)

- Financial Status and Preliminary Budget – passed out Financial Update sheet
- Student Fees should be able to pick the fees from the SGPS today
- Terry recommends that we continue to charge for social events – subsidized the cost, estimate numbers, rather than fundraising.
- *Glenda asked what our per student cost is, percentage we receive from SGPS, and what would happen if we needed to have more funding.*
- 3 Pending Funding Requests for Discussion (EGSS Student Initiative Grant Program). Need 3 Bursary Adjudication results
- Treasurer's advisory committee
  - 1. RBJSE Request for Funding (2016)
  - 2. Creativity Collective Application Received: Need 3 Members to Review Application
  - 3. Writing Retreat?

**Any Other Business:**

*Stefan: A lot of M.Eds in attendance in social events, timing is good.*

*Murdoch: Suggests Faculty Spotlight: we interview faculty in an informal setting for anyone who wants to attend, to find out about their thoughts, experience, and their educational journey to create a more engaged and connected community. He has experienced this in*

*another context and has been successful. Perhaps in conjunction with Heather C, or Heather B and Brittney. Newsha recommends that it is an extension of Rena's potluck or in conjunction with ScholarShare.*

**7. Adjournment: Approval to End the Meeting**

- Moved by Jess R
- Seconded by Steve