

# Education Graduate Student Society

**Monday, February 26, 2007**

2:00-3:30 (Room 631)

**Chair:** Jessica Toste  
**Minutes:** Jessica Toste  
**Present:** Josie Caro, Sandra Chang-Kredl, Anika Naeem, Elizabeth Roberts, Tomoya Tsutsumi  
**Regrets:** Adeela Arshad-Ayaz, Ryan Brown, Sara Janes, Angela Kovalak, Elaine Laflamme, Bindy Sanghera

1. **Approval of agenda**

- Motion carried.

2. **Minutes from last meeting**

- Distributed via e-mail, no additions or revisions. Motion to approve meeting minutes from January 26<sup>th</sup> was moved by Josie and seconded by Liz. Motion carried.

3. **Portfolio reports**

- **President:**
  - *Budget updates:* Received 2<sup>nd</sup> portion of student fees from PGSS, to be deposited. Need to meet PGSS deadlines (regarding list of executive officers for next year and final budget report) so there are no delays in next year's student fees. Also, congratulations to Sandra, Giulina, and Photi! We were awarded Mini Beatty funding (\$4,000) for the conference. These funds need to be administered by the faculty; thus, we will assume all conference costs and then submit an expense report to the faculty for reimbursement.
  - *Student awards:* Deadline was on February 15<sup>th</sup> for travel awards – winners will be announced by the end of next week (March 9<sup>th</sup>). The next task will be to begin advertising for the EGSS fellowships.
  - *Update from RGS Committee:* Information regarding Faculty fellowships will be distributed shortly; deadline is due April 30<sup>th</sup>. Herschel and Christine Victor award has been reduced to \$10,000 from \$12,500; Stansfield for School-Based Classroom Research remains at \$1,000; and the Guha for International Development Education also remains at \$1,000.
  - Committee agreed that EGSS fellowship applications can be submitted to Carole Grossman with same deadline, will be reviewed and ranked, two members of EGSS Executive to sit in on the beginning of selection meeting for these fellowships.
  - Jessica distributed a memorandum distributed by the Dean of Graduate and Postdoctoral Studies regarding a new international tuition supplement. This will replace the Differential Fee Waivers at the doctoral level – all international doctoral students will receive tuition supplements, thus having them pay the same tuitions and fees as Quebec students. This was the first information received regarding this, but the goal is to have them in place by Sept. 2007.

- *Update from Faculty Council:* Space is a major discussion in the Faculty right now. There were two open meetings arranged for all Faculty and students – the second one is on Thursday, March 1<sup>st</sup>.
  - *Update from Space Committee:* There are many ideas and proposals for how to use space in this building, and the two new buildings allocated to the faculty. Jessica and Sandra are sitting on the Faculty's space committee as graduate student representatives. Space committee met for brainstorming – major meetings will take place next week as the departments have a March 5<sup>th</sup> deadline to give priorities lists. Space committee will develop a detailed proposal based on feedback from all units. Our graduate student space report will be submitted to this committee.
  - Department representative DISE:
    - Tomoya reported on some issues addressed at recent DISE meeting. There was a discussion regarding the new online course evaluation system – MERCURY. Request to extend time for course evaluations as there was only a 50% response rate. There is the possibility for departments to add in questions specific to their unit and/or course.
  - PGSS Councilors:
    - The PGSS annual general meeting is scheduled for March 7<sup>th</sup> from 6:30-8:30 at Thomson House. There will also be an AGSEM general meeting on March 2<sup>nd</sup> – and Salsa Night on March 2<sup>nd</sup>!
    - Discussion at council regarding whether to have a Blood Drive at Thomson House. It was decided that HEMA Quebec policies are discriminating; thus, PGSS will only allow the Blood Drive if (1) there is a change in policy, (2) there is evidence to show that exclusion criteria is valid, or (3) there is a pressing and urgent need for blood.
4. **Space update**
- The minutes and recommendations report that was developed from the open graduate student space meeting (thank you, Sandra) were distributed on the listserv and all students were encouraged to send feedback. We received about 12 e-mails with comments; mostly reiterating points that had already been made within the two documents.
  - All comments will be included as an addendum to the meeting minutes and any new suggestions will be integrated within the recommendations report. These documents will be sent to Jamshid Beheshti and the space committee for consideration in Faculty planning.
5. **EGSS Fellowships**
- Jessica presented final draft of the EGSS Fellowships application form – two page document including the criteria and guidelines (description of awards) and a short personalized form that must be submitted with all fellowship applications. No changes suggested for the criteria and guidelines, as they have already passed through council several times. Minor changes to the application form; do not need to ask students to list other awards/fellowships applied for.

- New document was presented pertaining to the application and selection guidelines for the EGSS Fellowships (the revised version of this document is included at the end of these minutes). This guidelines stipulate the procedures for students' submission of their applications, how the applications will be

handled, who will be involved in the selection of award recipients, and how recipients will be notified. A few minor changes were suggested; all applicants should receive notification, whether or not they won the award.

- As we did not have quorum at this meeting, the final documents for the EGSS Fellowships will be distributed to the Executive Council members via e-mail for approval. Once approved, the final version of the application and selection guidelines will be presented to the RGS Committee. [**Note:** Approval was received for both documents via e-mail (2/3 minimum response was received). Procedures document was presented to RGS and all were in agreement.]

#### 6. **Conference 2007**

- Sandra distributed schedule and encouraged everyone to sign up for moderating sessions and/or volunteering throughout the two days of the conference.
- There will be a final conference meeting held with volunteers on Monday, 3:00-5:00. Need to confirm time/room and send to all volunteers.
- Final schedule will be posted online next week and program will be printed.

#### 7. **Council 2007-2008**

- Jessica discussed the timeline for council transition. Reminder to all members of the EGSS Executive Council that you must **submit a year-end report by May 15<sup>th</sup>**. This includes a description of your role, what you did throughout the year, major issues that came up and how they were addressed, things that went well, things that need improvement, suggestions for next year, helpful information for person who fills your position, etc.
- We are required to submit a roster for our executive officers to PGSS by March. Obviously, we are not yet sure who will be returning to various positions. Tomoya expressed interest in continuing as DISE rep; Liz and others expressed interest in taking on role of conference coordinators; Sandra volunteered for anything! ☺; Jessica will run for the position of EGSS President again, but would be willing to step down if someone else is interested. Other students have already expressed interest (e.g., Dana Salter), so please start talking about EGSS to colleagues.
- Unfortunately, we were not able to make any concrete decisions due to low attendance at this meeting. At our March meeting, we will have to (1) confirm who is interested in continuing on EGSS, (2) distribute nomination forms so we can start recruiting and/or fill them out ourselves, and (3) decide on a date for the General Assembly – May.

#### 8. **Budget approvals**

- It was agreed that some monies from special projects would be allocated to thanking the conference volunteers. To be discussed – this may be a small gift for each volunteer and/or a party/dinner all together.
- Anika and Josie prepared a list of items needed to improve the state of the graduate student lounge (room 631). The cost did not exceed what was discussed and approved at the January council meeting. Thus, they will purchase

some new supplies and small items for the lounge. Anyone interested in helping with the lounge “make-over” should contact Anika or Josie. Update at next meeting.

9. **Meeting adjourned.**

## GUIDELINES FOR EXECUTIVE COUNCIL EGSS FELLOWSHIPS – APPLICATION AND SELECTION

Submitted by Jessica Toste, President  
Education Graduate Student Society – McGill University  
February 26, 2007

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1. The application deadline for EGSS Fellowships (all three awards) will be set for April 30, 2007 and will coincide with the deadline set for the Faculty of Education Fellowship applications. This was decided by the EGSS Executive Council with the advice of Dr. Robert Bracewell, the Associate Dean for Research and Graduate Students.
2. All applications are to be submitted to Ms. Carole Grossman in the Dean’s area. After the deadline, the applications will be distributed to the members of the Faculty’s Committee on Research and Graduate Students (RGS) for review. The RGS Committee members will review all files and rank the applications for each of the three awards based on stipulated criteria.
3. Simultaneously, the appointed EGSS Executive members will also review the files and rank the applications for each of the three awards. The EGSS Executive Council will appoint two members to serve as reviewers for the Fellowships. Ideally, these members will be from two different departments and/or different career stage (Master’s and Doctoral).
4. The RGS Committee will arrange a meeting to select the recipients of the Faculty Fellowships. It will be requested that the three EGSS Fellowships be discussed at the onset of this meeting. The two appointed EGSS Executive members will attend the start of the RGS Committee meeting – only for the selection of the EGSS Fellowships recipients.
5. The names of the Fellowship recipients will be announced to the EGSS Executive Council. The winners will be contacted via email by the President of the EGSS or by the Vice President of Academic Affairs. This email will be carbon copied to Dr. Robert Bracewell and Ms. Carole Grossman. Those who will not receive an award will be sent a brief notification via e-mail.
6. Upon acceptance of the award by the recipient, a cheque will be cut and delivered by the Vice President of Finance for EGSS.
7. The winners will be contacted by the Vice President of Information & Technology to request a short bio and photograph to post on the EGSS website.