

Education Graduate Student Society

Monday, December 11, 2006

12:00-2:00 (Room 519)

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

1. **Approval of agenda**

- Motion carried.
- Request to move item (5) before item (4).

2. **Minutes from last meeting**

- Distributed via e-mail, no additions or revisions. Motion to approve meeting minutes from November 23rd was moved by Anika and seconded by Sara. Motion carried.

3. **Portfolio reports**

- Portfolio reports were received from President, GSLIS Rep, and Conference Coordinators. Distributed via e-mail prior to meeting (reviewed below). All members of the council are reminded that reports should be presented at every meeting – if you are unable to attend, please send to President via e-mail.
- President:
 - *Travel awards:* The next deadline is February 15th for conferences taking place between March 1 and June 30, 2007. Jessica to distribute travel award applications and place posters around the building in early January – in order to give people a couple of week's notice before the Alma Mater deadline (which is January 15th – always a month before our deadline).
 - *Conference 2006 proceeding:* CD has been packaged with the 2006 conference proceedings. May Tan will send an e-mail to all participants from last year and if they want a copy of the CD (for free) they simply have to e-mail EGSS. Anika to help Jessica with purchasing CDs and mailing envelopes, and sending CDs as the requests are received. All reviews have been received for the manuscripts submitted for the edited volume from last year's conference.
 - *Faculty Council:* Dr. Anthony Masi (Provost) presented at council on December 6th to discuss Faculty compacts and plans for future development. Principal's goal for McGill is to have all PhD students funded competitively (minimum guarantee of \$17,500-18,000/year) within the next 3-5 years. Not clear where this funding would come from. Biggest priority in McGill's capital campaign in graduate student funding. As always, space is an issue – particularly graduate student space and research space. Education to take

over 2-3 buildings in near future.

- *RGS Committee*: Looking at guidelines across the Faculty for doctoral comprehensive exams. All course evaluations have gone online as of this term – Mercury. The Faculty members are encouraging all students to complete the online forms and then provide feedback about the process. Graduate student research progress tracking forms have been revised and will be distributed to all departments (large grid that maps out 2 years – rather than two separate forms for past year’s progress tracking and current year’s objectives). The GPSO wants all departments to ensure that graduate students are meeting with their supervisors, completing tracking forms, and submitting to the department.
 - *REF subcommittee (CDSE)*: Winter schedule will be distributed next week. Joe Kincheloe will present the “opening” REF for 2007 on January 10th. Last REF of the fall session will be this Thursday, December 14th.
 - *AGSEM representative*: All departments need reps – please spread the word to anyone you know. This looks great on your CV. And honestly, we can not expect changes to happen or our voice to be heard if no one is taking the initiative to represent our departments on this committee!
 - Department representative GSLIS:
 - MLISSA website should be up by 31 December. Costs will be at approximately \$20 per 6 months. Undecided yet if we will be applying for funding through EGSS.
 - There will not in fact be a symposium, as previously reported, in January. May be converted into a student speaker series.
 - In January, GSLIS will have new students joining the program in January. If there are extra EGSS handbooks, Sara could bring to department.
 - Conference Coordinators:
 - The deadline for submissions is next Friday, December 15! Please encourage and remind students and faculty in your departments to submit proposals. Thanks for your support! The posters are up and the call-for-papers have been sent to Education faculties across Canada and some in the U.S.
 - Review of proposals will be conducted in one shot at a meeting in January (date to be confirmed). Anyone interested in reviewing submissions is invited to join us. We plan to have a faculty member provide some mentorship / guidance at this meeting.
 - Room bookings are underway as are discussions on creating a cohesive and warm conference culture/environment.
 - We will be publishing an edited collection of proceedings. Journals have been approached with the proposal of a "special issue" format.
4. **EGSS Fellowships**
- Terminology of “EGSS Fellowships” will be used to replace merit award.
 - Draft of fellowships criteria and guidelines was distributed – revised based on feedback from last council meeting. It was agreed at the last council meeting that we would maintain two awards of \$500 each for Master’s students – one professional leadership (non-thesis) and one research excellence (thesis) – and

one award of \$1000 for PhD that combines the two aspects.

- Discussion. Should these awards be open to students who already hold external awards? We decided that yes, they would be open to all students. It was felt that

all should be eligible to apply as everyone pays EGSS fees. If it becomes a problem that students who already have external funding are applying (and always winning), then we will re-visit this issue next year.

- We should stipulate that students need to have been in the program for at least one semester so that we will have marks or other academic achievements. Students can not apply for the award (spring) before they begin a program the following year – it is not “held” for a full academic year as other awards, it is simply an award to acknowledge excellence in the Faculty.
- Went through the criteria and guidelines – minor changes to wording, make note that awards are open to full-time and part-time students, editing, discussion of what submission materials would be needed (decided on 500 word max for personal statement).
- Draft will be circulated to all EGSS Executive for final approval [done, approved on January 16, 2007]. Next step will be to get feedback from RGS Committee and then, when criteria is finalized, work on application and selection procedures.

5. **Student space**

- We had a heated debate via e-mail regarding the use of the space on the 5th floor. Several members were adamant that this should be used as a graduate student lounge/center, not as originally planned – as graduate student office space. Notes from this discussion have been compiled and are available from the President if anyone would like to re-read the thread.
- The final decision was made by the EGSS Executive that this space would be allocated as offices in order to immediately occupy the space. This will be allocated until Fall 2007 (at which time, the new Executive can re-evaluate). The notice that was sent to all graduate students on 12-05-2006 regarding this decision was included with the November meeting minutes.
- Josie volunteered to help Jessica draw names for the allocation of space, as well as set up the desks/furniture in room 513.
- Jessica met with Associate Dean, Jamshid Beheshti. Purpose was to (1) inform him of the current decision for use of space in room 513, and (2) to discuss procedures for further development of space.
 - (1) Elected to assign room 513 as individual student office/work space. We have advertised that this space is available with a deadline to put name forward to be considered. PhD students will be given priority and remaining names will be randomly drawn to fill the available desks. The desks will be allocated until October 1, 2007. Jessica to send names to Pat Jackson to be given access to the room, as well as one EGSS rep (President). Jessica to coordinate with Jamshid, Pat, and Manuel to have additional desks and chairs brought into the room.
 - (2) Jamshid felt that turning room 513 into a lounge/graduate student centre may not be the best use of space as it is already set up as an office. He also reminded that there was the possibility of graduate students being assigned space in one of the new buildings that the Faculty will be acquiring (so it

would not be worth spending EGSS money on renovations when the room may not remain ours permanently). Another important consideration is that these rooms (513, 631, B180) are only allocated to EGSS. They still “belong” to the Faculty and space can be re-allocated/distributed at any time.

- Jessica inquired about the further development of space if the EGSS Executive elected to transform our current rooms in the future. There are some important considerations that would need to be made and Jamshid was able to clarify. Specifically, (a) removing the desks and cubicles from room 513 would indeed cost money – under no circumstance are students/staff to move furniture on their own from room-to-room, especially McGill furniture. This cost was previously assessed and the estimate was approx 1000-2000\$. (b) Any painting done in a McGill building has to go through a request and be approved by Building Director. University has enforced new policy that all painting must be done by McGill Facilities. (c) If EGSS elected to make major changes to space, this should be brought to the Building Director and then brought to the Admin Group (Dean, Associate Deans, Chairs, etc) for approval.
- Jessica inquired about whether an evaluation was done regarding space in the Faculty. There was a space audit conducted last year (2005-2006) and it was determined that the Faculty of Education had a 25% space deficit – with most of this space being needed for graduate students and research offices.
- An official request has been made to improve the current EGSS space in rooms 631 and B180. In the lounge, it was requested that the lighting be replaced and two computers/LAN lines be installed. In the study room, it was requested that the lighting be replaced and walls be painted a light colour. Lighting will be priority for both rooms. Jessica to follow-up next semester.
- Discussion of future plans for improvements to graduate student lounge. (New couches? Appliances? Television and computers? Better cabinets?) Anika is willing to help out with getting price estimates and renovating the room. We will review at next council meeting in January and determine how much money can be allocated to space improvements.

6. **Meeting adjourned.**