

Education Graduate Student Society

Tuesday, September 11, 2007

11:30-1:00 (Room 631)

Chair: Jessica Toste
Minutes: Jessica Toste
Present: Ozlem Erten, Nicole Gaston, Frances Helyar, Sarah-Jane Renaud, Elizabeth Roberts, Dana Salter, Tomoya Tsutsumi
Regrets: Alyssa Baxter, Ashleigh Yule

1. **Approval of agenda**
 - Motion carried.
2. **Meeting minutes**
 - Distributed had been previously distributed via e-mail, no additions or revisions. Motion to approve meeting minutes from General Assembly (May 9) and last Executive Council meeting (June 29) was moved by Frances and seconded by Sarah-Jane. Motion carried.
3. **Housekeeping**
 - We circulated the sign-up sheet for EGSS office keys – need to get one key back from Photi/Giuliana and this will be assigned to VP Student Life. We only have three office keys remaining as one was not returned at the end of the 2006-07 year. If you would like to use the EGSS office, you can arrange to share keys. It is a space that can be used by any member of the EGSS Executive. There are two desks, a telephone, shelf space, etc.
 - EGSS Executive Council contact list was distributed to verify e-mail addresses and telephone numbers. There are several new additions – these new members will be officially elected into their positions after the General Assembly.
4. **Portfolio reports**
 - President's report
 - *Faculty Council representation:* We have three seats for graduate student representatives; this is the faculty-wide council for all academic and support staff; meet once per month for approx 2 hours. Several council members expressed interest in sitting on Faculty Council. Jessica will distribute dates via e-mail and those interested should reply ASAP.
 - *Welcome BBQ:* The Faculty's annual welcome day event will take place tomorrow from 10:00-3:00. The date was changed so unfortunately, our EGSS members are not as available to attend as we originally thought. Discussion of availability. Thank you for setting up the EGSS table, Frances!
 - *Handbooks:* Distributed copies of EGSS Handbook 2007-2008. Nicole brought a stack of handbooks for graduate students in SIS. Are there any other locations in the building where we can leave copies of the handbook for students to pick-up?

- *EGSS Website:* We have received several designs for the site; everyone liked a different version of the design, so we decided to ask the web designer to

create an animated image on the welcome page that displays 3-4 of the photos that people liked (conference table, books, student). Jessica has also been in discussion with the 150th Anniversary organizers to see if it would be possible to use one of the images created to represent our faculty for this event. Basic outline of content to be sent to designers by September 18th.

- *150th Anniversary Events:* Distributed flyers with information about the event and sign-up sheet for the Gala dinner on the evening of October 20th. Please give flyers to other graduate students who you think might be interested. We have also distributed the information on the listserv.
- *Flyers for General Assembly:* What is the best way to distribute the flyers? We have put them in mailboxes in the past but they don't seem to get picked up. Decided that each EGSS council member would take a stack of flyers to give out to friends and other students in grad classes. We have ordered food for the General Assembly – which will arrive at 12:30 on the day of the event. If anyone can show up 10-15 minutes early to help set-up, it would be much appreciated.

■ Vice-President Student Life report

- *Open Mic Night:* Scheduled for Thursday, September 27th from 8:00-11:00pm. Frances is going to speak with Jen Coutlee regarding rental of equipment (who is the best company to rent from?). The bar will be open at Thomson House. We will send an announcement out on the listserv and Frances is going to send a message to all Executive members to sign up to help with specific tasks/times.
- Jessica to e-mail Frances new procedures for booking Room 233.

■ Vice-President Diversity & Equity report

- *Diversity in Education Committee:* Organizing a REF series in November with guest speakers/professors from U of T (Canada Research Chair) and York.
- Overall aim of position is to broaden our discussion about diversity and connect that with different positions in the EGSS and across the Faculty.

■ Jennifer Coutlee

- Alumni Relations and Special Events Coordinator for the Faculty of Education. They send out two newsletters a year to alumni (30 000 people), as well as a broadcast e-mail. She also has connections to University Relations Office and McGill Reporter. Would be happy to assist us with ideas, suggestions, contacts for upcoming events and activities.

5. **General Assembly**

- Our annual General Assembly is scheduled for Thursday, September 20th at 1:00pm, in Room 233. Hopefully everyone will be able to make it there. We generally do not get a huge turnout, but it is an important meeting to officially approve budget documents (and we always have yummy treats and coffee! ☺).
- The agenda will include the approval of the financial report from 2006-2007 and the proposed budget for 2007-2008. We will also have a conference update, brief announcements regarding student awards, meet-the-candidates for upcoming EGSS election, calendar of events from Frances, and an open discussion forum.

- Voting will take place via e-mail from September 21 to 27. Please vote and encourage others to do the same.
- Candidates for positions on the EGSS Executive include: Ozlem Erten (ECP rep & PGSS), Kerri Staples and Ryan Ouckama (KPE joint-reps), Alyssa Baxter (PGSS). MLISSA will nominate representatives from SIS to our council – they will be Nicole Gaston and David Pickup.

6. **Financial report**

- Review and discussion of budget documents [Financial Report 2006-2007 and Proposed Budget 2007-2008].
- Last year's financial budget showed income of \$25 127.74 with expenditures in the amount of \$22 890.31. The surplus of \$2 237.43 will be re-invested in this year's EGSS budget to specifically fund the development of the website.
- Question regarding allocation of funds to conference budget. From the EGSS budget, we allocate \$2 500 directly to the conference. The additional funds come from the faculty or external sources. For example, last year's financial report showed income directed to the conference in the amounts of \$2 000 (Faculty), \$4 000 (Mini Beatty), \$500 (AQEM), and additional income from registration fees.
- These documents to be approved by the EGSS Executive and then to be presented at the General Assembly for final approval. Motion to approve financial report and proposed budget was moved by Sarah-Jane and seconded by Frances. Motion carried.

7. **Conference 2008**

- Brief update from Sarah-Jane and Liz regarding 2008 conference planning. The dates have been set for March 14-15, 2008. Flyers will be distributed at the Welcome BBQ just to inform people of the dates and remind them of the event.
- More details to follow at the General Assembly.

8. **Student space**

- The student office space in room 513 is now assigned until October 1st, 2007. Jessica was in touch with Jamshid to confirm that we will still control this space for the upcoming academic year. He replied that we can allocate spaces until May 30, 2008 – at this time, the room will be taken over as part of the relocation of SIS (and renovations will begin).
- Jessica will be in touch with students currently using the space to remind them of the end date of their allocation. Announcement will be sent via listserv informing all students who do not have space that they can submit their name to be considered for October 1 – May 30. We will have the same guidelines as last year, priority given to PhD students with a random draw to assign additional desks to Master's students after all PhD students have been assigned space.
- The graduate student lounge in room 631 is in need of a "make over". The maintenance staff emptied and cleaned the fridge. Frances spoke with Manuel and they are going to remove all of the extra chairs, as well as bring in some tall white bookshelves. Frances to organize purchasing of new items and a date for a "cleaning party".

9. **Other items: Comments from EGSS**

- There were two items for discussion by the EGSS Executive. The first item is the survey from the *Committee on Diversity in Education*. Jessica will distribute the

information to all via e-mail, please reply by September 21st, and Jessica will compile the EGSS response to submit to the committee.

- As a reminder, the e-mail read as follows “At this point, we are attempting to obtain a snapshot of how undergraduate and graduate students in the Faculty of Education experience diversity in the context of the above university commitment. One of our current tasks is to gather information and recommendations on how existing policies, programs, practices and traditions within the Faculty contribute to the development of teachers, students, counsellors and researchers who are prepared to work for the advancement of historically disadvantaged groups. In this spirit, we would appreciate your response to the following questions. Looking back over the previous two years:
 - As an EGSS representative, how have you engaged or grappled with issues of diversity and equity? What have you observed as students’ concerns around these issues?
 - As a student yourself and as an EGSS representative: How do graduate experiences - required and elective courses’ themes and topics, readings, assignments, field trips, invited speakers, seminars and field experiences - prepare you to work with people who are historically disadvantaged?
 - How can undergraduate and graduate Education students be actively included in the Faculty’s conversation on diversity?
 - How can changes be implemented in existing policies, programs, practices and traditions that address students’ awareness and experience of diversity?
- The second item is a request, sent by the PGSS VP Academic, for comments on the *quality of food offered on McGill campus*. Again, Jessica will forward the message from PGSS to all via e-mail. If you have comments or thoughts, please send them in bullet-points and we will compile a response.

10. **Meeting adjourned.**