

Education Graduate Student Society

Tuesday, September 8, 2009

3:00-5:00 (Room 203)

Chair: Jessica Toste
Minutes: Lisa Nelson
Present: Beverly Baker, Swan Kennedy, Xi Li, Lisa Nelson, Heather Phipps, Martin Picard, Erin Sirett, Jessica Toste
Regrets: Colin Campbell

1. Approval of agenda
2. Housekeeping
 - Meeting minutes-Lisa to assume responsibility
 - EGSS office keys (log sheet)-Jessica reported she has Shannah's key; both Erin and Colin have keys. Xi Li and Swan will need a key-Jessica to bring to next meeting once returned from last year's council members.
 - Executive contact list-Jessica distributed list to council. Highlighted positions that remain open (President, VP Student Life, SIS Rep, Conference Coordinators, PGSS Councilors)
 - Jessica to e-mail MLISSA President regarding SIS rep on our council.
3. Portfolio reports – *Presentation of Portfolios Deferred*
 - VP Academic-Jessica
 - VP Finance-Xi Li
 - VP Diversity & Equity-Erin
 - VP Info & Technology-Swan
 - Department reps – DISE-Beverly, ECP-Colin, KPE-Martin
4. Student space (Beverly)
 - Beverly reported that Grad Lounge on 6th floor will be undergoing construction (new counter tops) and rewiring (to plug in laptops). This is supposed to be a contribution from the faculty in return for using this space during construction that took place over the summer months. Kitchen is still functional
 - Coffee machine is “missing”-Beverly to look into with company.
 - Grad Student Spaces: B180-workspace for students, Coach House (when finished), SIS building/Law Mansion, Duggan House-centre type research
5. Committee representation (Jessica)
 - See attached list of committees with EGSS representation (on page 4).
 - We need to fill positions on PGSS-Heather expressed interest. 7 positions to fill – people can be on EGSS Executive as a PGSS councilor (wouldn't hold a portfolio but would attend both council meetings).

6. General Assembly
 - We tentatively set the date for Thursday, Oct. 8th (4-5:30pm)
 - Will be held with a Wine and Cheese to make the event less “meeting-like” and focus on getting people out.
 - Erin to secure room at Thomson House? Or we will look into other space.

7. Dean’s meeting
 - Date set for Monday, September 21st, 8:30am-10:00am, Rm. 233
 - All EGSS Executive members are invited to attend and should try to be there if possible.
 - We discussed “Goals and Priorities 2009-2010.” These will be presented verbally at the Dean’s meeting, but will be further developed at our next council meeting – with specific goals for each portfolio. Afterwards, document will be prepared and shared.
 - Jessica to prepare draft of “Goals and Priorities” before the Dean’s meeting.
 1. Profile of students’ needs-survey
 2. Develop sense of community within the faculty-newsletter to be sent monthly, beginning Sept. 15th-Swan to send out each month and council members to contribute news
 3. Transdisciplinarity-could be highlight/focus for the EGSS Annual Conference-partner up with profs/students across departments to do presentations.

8. EGSS welcome event
 - Roll it into General Assembly-Wine and Cheese event on October 8th.
 - Discussion about Faculty/EdUS Welcome BBQ taking place on Friday, September 11th from 10am -1pm
 - EGSS Coverage: 10-11am-Jessica, Colin
 - 11-12pm-Colin, Xi Li
 - 12-1pm-Erin, Swan, Lisa, Heather
 - Erin to draft flyer to be distributed at the BBQ-with General Assembly/ Wine & Cheese info. Send to Jessica for photocopying.
 - We have been asked to contribute to the BBQ by EdUS. Jessica reported in previous year EGSS contributed \$300 to cover food costs for grads. This was discussed by council members. Jessica MOVED to approve \$300 for this year’s BBQ, Martin SECONDED, Council APPROVED.

9. Distribution of computers
 - Swan has reported we have 32 computers that have been donated from the library (Dell), plus one additional CPU.
 - The council agreed to allocate 2 for EGSS office, and 2 for the Grad Lounge, 8 computers for nominated community organizations, and the 20 remaining computers to be raffled off to grad students.
 - Swan will take a photo of the computer, place in Raffle and Nomination of community organizations in EGSS Newsletter to be sent out on list serve.
 - Grad students can nominate an organization and enter their name by RSVP’ing to the Wine and Cheese event-the names will be entered in the draw and randomly selected.

10. Financial report – *Deferred to next meeting*
 - We will need to approve the financial report from 2008-2009, as well as propose an operating budget for 2009-2010. These documents must be submitted to PGSS (very soon!) as part of our annual reporting requirements. Current balance in EGSS account approximately \$18,000.
 - Jessica reported figures being calculated by last year's VP Finance. Jessica and Xi to meet with Yuan-Jin and Shannahn to review budget, as well as transfer signing authority at the bank. Budgets to be presented at next council meeting.

Action List:

Jessica-

1. Edit Travel Award Application
2. Send email re: pic and bio
3. email Jules info. Re: conference involvement
4. email Heather EGSS Nomination Form
5. email Swan recruitment notice to include in Newsletter, website info., email info.

Beverly-

1. Contact Coffee company-locate machine
2. Send Swan survey to incorporate in Newsletter

Swan-

1. Send out Newsletter-Sept. 15th with Computer Raffle, Travel Award info., Recruitment info., Survey, Wine & Cheese (General Assembly)
2. Maintain website, EGSS email.

Erin-

1. Design flyer for Wine & Cheese
2. Contact Thomson House to book room for Wine & Cheese (General Assembly)
3. Email Council re:table coverage for EdUS BBQ Friday, Sept. 11th-done.

Next Meeting: Tuesday, September 29, 2-4pm (Room 203)

Committees with EGSS Representation

- Post Graduate Student Society (PGSS) Council
 - **Contact:** services.pgss@mail.mcgill.ca
 - PGSS councilors must be members of the EGSS Executive Council. We have 3 seats for DISE, 3 for ECP, 1 seat for KPE, and 3 seats for SIS.
 - **Note:** SIS has another grad student committee, MLISSA (McGill Library and Information Studies Student Association). MLISSA will usually nominate one person to sit on the EGSS Executive. They also nominate their own councilors to PGSS.
- Dean's Meetings
 - **Chair:** Helene Perrault, Dean
 - **Contact:** Mahdiah Zamany
 - **EGSS:** all council members
- Research and Graduate Students Committee (RGS)
 - **Chair:** Andy Large, Associate Dean
 - **Contact:** Mahdiah Zamani
 - **EGSS:** Jessica Toste
- Academic Policy Committee (APC)
 - **Chair:** Elizabeth Wood, Associate Dean
 - **Contact:** Mahdiah Zamani
 - **EGSS:** Jessica Toste
- Faculty Space Committee
 - **Chair:** Jamshid Beheshti, Associate Dean
 - **Contact:** Pat Jackson
 - **EGSS:** Beverly Baker
- Faculty Council
 - Open meeting for all faculty and staff members; 3 seats for graduate students
 - **Chair:** Helene Perrault, Dean
 - **Contact:** Susan Reichman
 - **EGSS:** Jessica Toste, Lisa Nelson, Beverly Baker
- DISE Departmental Meetings
 - **Chair:** Steven Jordan
 - **Contact:** Kathy McElroy
 - **EGSS:** Beverly Baker (DISE rep)
- ECP Departmental Meetings
 - **Chair:** Alenoush Saroyan
 - **Contact:** Alexander Nowak
 - **EGSS:** Colin Campbell (ECP rep)
- KPE Departmental Meetings
 - **Chair:** Ted Milner
 - **Contact:** Eileen Luduc
 - **EGSS:** Martin Picard (KPE rep)