

# Education Graduate Students' Society

Tuesday, September 29, 2009

2:00-4:00 (Room 203)

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

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1. Approval of agenda
  - Approval of meeting minutes for September 8<sup>th</sup> – Erin moved to approve, Swan seconded the motion.
  - No business arising.
  
2. Portfolio reports
  - **VP Academic**-Jessica has revised travel award application with all of the changes discussed and approved by the Executive via e-mail. The new award information and application form has been posted on the website. Applications are to be submitted to Mahdieh Zamani in the dean's office. Jessica will coordinate with Andy Large (Associate Dean) for review of all submitted applications.
  - EGSS Fellowships-website updated with bios of last year's winners. Jessica will bring procedures for Fellowships to next meeting so that we can discuss and decide if any revisions are necessary after having now given out these awards for three years. We also need to solidify procedures for selection.
  - GREAT Awards (Graduate Research Enhancement and Travel) have replaced the Alma Mater Travel Grant program. Funds are distributed within the individual units; most units have decided to use these funds for travel. DISE gave out all their awards in the early fall. Beverly stated DISE made an announcement in early summer. Jessica reported ECP following same deadlines as Alma Mater - Sept. 15<sup>th</sup>, Feb. 15<sup>th</sup>, and June 15<sup>th</sup>. We have added a link on the EGSS website with information about the GREAT Awards. We should make an effort to find out the guidelines within each unit so that we will be able to inform students and answer questions.
  - Jessica reported on the Dean's Meeting (with Dean, Associate Deans, EdUS, and EGSS), Research and Graduate Students Committee, and Faculty Council. Summarized points:
    - The Faculty has hired 6 Fellowship Mentors, one from every unit except KPE. The Mentors will offer grad students support for this year's applications and/or meeting throughout the year focusing on how they can enhance their file for next year. This announcement was sent out via email. It would be great if we can send out reminders on our listserv/newsletter, so Jessica will to ask Andy to put information on McGill website.

- Swan suggested this information could be included in a “deadline digest” of the EGSS newsletter.
- Moving forward with talk about developing an Institute for Applied Human Development & Well-Being. The Institute will have transdisciplinary focus, build research partnerships, and provide opportunities for post-doc fellows (among many other benefits). Andy Large has asked interested faculty members to submit their names to take part in initial designing phase-beginning stages.
- Jessica reviewed the re-organization of the Deanery:
  - 2 Associate Deans (Elizabeth Wood, Academic; Andrew Large, Research & Graduate Students), 2 Assistant Deans (TBA, Academic; Victoria Talwar (ECP), Research & Graduate Students), and 2 Executive Directors (Jeff Derevensky (ECP), Physical Space and Infrastructure; Ron Morris (DISE), Student Affairs).
- Media Services closing as of the winter semester. Relocating laptop lending program to Education Library; unknown where other equipment will be directed. Also, there will be no tech support @ night. Media staff moved to other positions within university. There are many issues that came up at Faculty Council re: location of equipment, reduction of services, etc.
- **VP Finance**-Xi did not have anything to report; went to the bank and changed signing officers.
- **VP Diversity & Equity**-Erin has booked Thomson House for the Wine and Cheese on Thursday, October 22<sup>nd</sup>. Looked at menus; agreed upon wine and punch (more economical). To prepare budget for the event and send to everyone via e-mail for approval. Erin presented ideas that she has discussed with other students- monthly theatre, music activity incorporating issues of diversity and ethics.
- **VP Info & Technology**-Swan suggested publishing the newsletter bi-monthly. Erin suggested creating an EGSS Facebook group so we can invite students to invite members, create “event” pages with all details.
- Jessica suggested EGSS still send out individual emails (aside from newsletter) for major issues re: recruitment, awards, conference info.
- Next newsletter to go out around Monday, October 5<sup>th</sup> –Beverly to email Swan a brief blurb about the survey results. Beverly provided brief overview of findings: everyone goes to Thomson House; 20% of graduate students have made use of Counselling Services; available childcare would increase event participation; students not attending events present good reasons (e.g., out of country). Important to present the results to student body, from there we can shape goals/priorities. To send out a follow-up email to thank respondents for completing the survey and attach findings.
- To discuss findings/interpretation of results at next EGSS meeting.
- **Department Reps:** DISE-Beverly discussed tracking forms (contractual learning objectives) that graduate students need to complete to measure progress and annual objectives.

- ECP-Colin helped to organize weekly intramural group among ECP students (fun and inclusive). Also, he followed-up on lighting issue outside the building that was reported to him by a student.
  - KPE-Martin could not attend first department meeting as he was away at conference. He will ask Secretary for a copy of minutes.
  - SIS-new representative from SIS (MLISSA), David Macaulay.
  
- 3) Website updates (Jessica & Swan)
  - Distribution of computers (Swan). We forgot to put in 1<sup>st</sup> newsletter that students can nominate organizations, so we need to include this in the follow-up messages. Send reminder about Wine and Cheese and General Assembly, include computer information within these e-mails.
  - 10 students have entered computer lottery, thus far.
  
- 4) Dean's meeting
  - We had a pretty good turn out from EGSS (Jess, Lisa, Swan, Xi, Martin).
  - Helene would like align goals of faculty and EdUS/EGSS-collaborative approach-wants EdUS/EGSS to collaborate more. Overall, Faculty is focusing on building/bridging transdisciplinary community.
  - We briefly presented our goals and priorities 2009-2010. To report back at next Dean's meeting on November 23<sup>rd</sup> re: EGSS priorities and goals after we have integrated findings from our graduate student survey.
  - AdHoc Committee on Graduate Student Supervision – mandated by the Provost's office. Committee includes Andy Large, Associate Dean (SIS), Victoria Talwar (ECP), Paul Stapley (KPE), and Lynn McAlpine (DISE). They have consulted other universities, experts within McGill, and are putting together a document on best practices in graduate supervision.
  
- 5) Financial report
  - Reviewed financial report from 2008-2009. Beverly motioned to approve, seconded by Martin. Last year, EGSS spent money from past surplus and invested in graduate student lounge. These surplus funds need to be invested in something that is sustainable.
  - Proposed operating budget for 2009-2010: Total Income: \$16,000.
 

1. EGSS Travel Awards-	\$4,500
2. EGSS Fellowship-	\$3,000
3. VP Academic Budget-	\$1,200
4. VP Student Life Budget-	\$2,000
5. VP Diversity & Equity Budget-	\$1,000
6. VP Technology-	\$ 500
7. EGSS Conference Budget Allocation-	\$3,500
8. Contribution to Education Wel. BBQ-	\$ 300
  - Discussed fundraising monies for conference. Erin suggested that this will be a difficult task as no one has volunteered at this time to join the organizing committee. As such, we have allocated a bit more than usual for conference expenses.
  
- 6) General Assembly

- Jessica discussed agenda for GA scheduled for Thursday, October 8<sup>th</sup> 3:30-5:00pm (Room 233). We have ordered food – coffee, juice, cheese/ crackers, fruit, desserts from McGill catering (approx \$150 to come from VP Academic budget).
  - Proposed agenda includes the following points:
    - computer distribution
    - survey results-discussion
    - approval for budgets
    - new executive officers-vacant positions and recruitment
    - travel awards and fellowships
    - wine & cheese
    - conference-discussion
- 7) EGSS Wine & Cheese
- Erin reported in more detail about our EGSS welcome event scheduled for Thursday, October 22<sup>nd</sup> at 7:30pm (Thomson House)
  - Update on costs/budget-Erin to draw up a budget and look at cost of food/ beverages (wine and punch). Expecting 80-100 in attendance.
- 8) Conference 2010
- We decided that it was necessary to schedule dates for the event as we need to deal with advertising/room bookings very soon. We set dates for Friday/Saturday, March 12<sup>th</sup> and 13<sup>th</sup>, 2010.
  - Jessica to check date with Dean's area (Susan Reichman) to make sure it doesn't overlap with any previously scheduled Faculty event.
  - Erin to book Thomson House Ballroom for Friday night (social and poster presentations) and possibly all day Saturday.
  - At our next council meeting, we need to have an update on conference planning – possibly schedule an open committee meeting? Can we do a conference with conference coordinators?
9. Other business arising-
- Survey results to be discussed at next meeting; need to establish clear goals and priorities for the year.
  - Health and safety issues-Lisa to talk with Manual re:cigarettes, garbage

**Next Meeting: Wednesday, October 28, 2009, 2:30-4:30pm (Room 203)**