

## **BiGCoW Meeting Minutes – Friday November 25<sup>th</sup>, 2011**

### **Meeting times for the rest of the year:**

- Friday Dec 2<sup>nd</sup>, 2011 – Get together to sell tickets & prepare for the Christmas party

There are 9 members for this meeting, meeting our quorum of 2/3 attendance (of 13) in order to vote

### **Staff and Faculty Representative (Kat Stewart)**

- Every course now is required to fill out a syllabus with the suggested number of learning hours required in order to do well in the course.
  - This is an effort to standardize student learning, potentially so that there can be an even amount of learning hours amongst different courses

### **Social coordinators (Celia Symons and Laura Doubleday)**

#### Holiday Party:

- An email was sent out today to mention that tickets for the Christmas party are on sale; the date of the event is Friday, December 9<sup>th</sup>.
- The party will be held at the University Club: the package includes 2 rooms, food, 2 bartenders, a mic, a cash bar and a screen for \$2300. We will need to bring a projector
- There was a suggestion for “PowerPoint Karaoke”, where you are given 30 seconds to discuss a random topic
- There was also a suggestion of a “model organism” game, where groups dress up a group member in tissue paper to represent a model organism
- For the Gingerbread house contest, it is cheapest to get the ingredients from Bulk Barn on the day
- A suggestion was made that instead of including the cost of a drink in the purchase of a holiday party ticket, give a drink ticket to those you bring a non-perishable item to donate to the Salvation Army when they arrive at the party.

### **Sports Coordinator (Adriana Lopez (absent))**

- No new news

### **SGPS Representatives (Derek Gray & Open position)**

- No new news

### **Graduate Committee Representative (Niraj Kumar)**

- No new news

### **RTP Representative (Roslyn Dakin (absent))**

- No new news

### **Treasurer (Chris Baird (absent))**

- No new news

## **Academic Coordinators (Sarah Wallace and Amanda Xuereb)**

### Graduate teaching award

- There was a vote for whether we should go ahead and create the Graduate Teaching award: 9/9 committee members voted for the questionnaire and for the award, motion passed.
- The award will be per year, but they will need to go around to each class at the end of each semester
- The purpose of this award is to standardize graduate teaching, as well as to promote the importance of graduate teaching.
- The committee has created an example of the Graduate Teaching Award performance review questionnaire
- There was previously a suggestion of rather than using a scale of 1-5 of their experience, there should be options of specific statements to choose from relating to the class. This way, students can think critically of how this course influenced them. This was incorporated into the professor performance reviews
- The professors should be able to read these anonymous reviews after they are used
- There should be an email this week letting graduate student's know that they will be receiving this review questionnaire, as well as to prompt graduate students to give their opinions of the questionnaire and give any suggestions they may have.
- The committee should discuss with the departmental administration to see if the department would like to donate to the purchase of the plaque for this award

## **QUBS Representative (Ann McKellar)**

- No new news

## **Chair (Anneli Jokela)**

### The Salvation Army

- Need to encourage people to donate to the Salvation Army
- Suggestion: A Raffle: For every item that you donate, you receive a raffle ticket.

### Next semester BiGCoW positions

- There are currently positions to fill on BiGCoW, and more positions opening in January:
  - 2 SGPS representative positions
  - 1 Alumni liason position
- This will need to be promoted in January, potentially new graduate students joining in the Winter semester will be interested.

### Visit to Carleton University

- Anneli went to attend a Graduate student seminar series at Carleton University. They are aiming to bring in speakers once a month
  - Would it be possible for us to do this as well? We could invite other graduate students from other universities to come present their research and have an opportunity to meet labs they may be interested in talking to.
  - It may be good to supplement the BEERs seminar series with these external presenters if we choose to promote this idea