

BiGCoW Meeting Minutes – Friday August 5th, 2011

- There was a vote on a new proposed amendment; the amendment is for the creation of a new executive position on the committee, an Alumni Liaison.
- A quorum (3/4 members) of votes was required in order for it to pass.
- It was a unanimous vote (13/13 votes) for the amendment, the amendment has passed and the position will be created for September.

Meeting times for the rest of the year:

- Typically we meet the last Friday of every month, and occasionally more often if there is need to plan BiGCoW events
- The following are the proposed meeting dates & times for the rest of 2011. The dates will be confirmed/revised via email once the rooms have been booked:
 - Friday, Sept 9th, 2pm – This is to help prepare for Grad Orientation
 - Friday, Sept 30th, 2pm
 - Friday, Oct 28th, 2pm
 - Friday, Nov 25th, 2pm
 - Dec meeting TBA

Staff and Faculty Representative (Kat Stewart (absent, but left notes))

- No new events, because the Staff & Faculty have not had a meeting yet
- As far as the Faculty strike is concerned, they are calling for a lockout/strike or agree to extend their negotiations once August 15th occurs.

Social coordinators (Celia Symons (absent) and Laura Doubleday (absent))

- Officially classes start the week of Sept 12th, and in the past we have had the BBQ in the first week of classes.
- We will attend the grad orientation event on Friday 16th at 3pm.
- We should meet a week before this, Friday 9th, to plan this.
- We should also attend the Bio Grad orientation meeting run by Joanne and Bob, where we will talk about the TA database. Everyone should attend, if you can, so that new students can meet you.
- We should also have a PowerPoint where everyone on the committee has a slide introducing themselves.
 - Everyone should make a PowerPoint slide with a picture of yourself and some information about yourself so we can prepare it for the orientation meeting.

Sports Coordinator (Adriana Lopez)

- No new events to discuss.

SGPS Representatives (Derek Gray & Open position)

- SGPS has not met all summer. The first meeting will be Tues Aug 9th at 5:30pm, however Derek will be away. Anneli may go in his place.

Graduate Committee Representative (Niraj Kumar)

- No new current events to discuss

RTP Representative (Roslyn Dakin)

- RTP hired Niraj to manage the 201-202 labs
- Roslyn was hired for Animal Behaviour lectures

Treasurer (Chris Baird)

- Chris will look into bank account options through Queen's or AMS.
- There may be an issue of accountability with setting it up through Queen's, but more information should be obtained.
- There is also the possibility of working through a bank, but then there may be issues of passing banking authority between treasurers each year.

Academic Coordinators (Sarah Wallace and Amanda Xuereb)

- They have created a Moodle account where biology graduate students can write in forums and communicate with one another.
- When they went to the Moodle tutorial, they were told it would be good to assign an administrator (which may be a professor/someone in administration). This way, if anyone is being unprofessional on the grad forums, the issue can be dealt with.
- Access to the forums will be kept strictly to the biology graduates.
- They are going to contact Bob Montgomerie to see if he would be interested in being the administrator.
- There is also another possibility of using Queen's Wiki as the discussion board.
- It may be useful to try Moodle first for the upcoming year and see how it works.
- Kyle Bender previously created a similar project however it was lost when Queen's changed its website. It may be good to contact him to see if he has any useful information for the project.
 - For the old website, they had a place where you could put up your old overhead PowerPoint slides to help other TA's with teaching.
- If every graduate student is labeled as a Developer on Moodle, then they will be able to post attachments.
- Instead of creating a whole Teaching Education course on Biology, they are planning to introduce new graduate students to the Moodle forum on the Biology graduate orientation day.

QUBS Representative (Ann McKellar)

- There are plans for a solar array
 - If we start monitoring now, we can start looking at environmental factors that occur from setting up the solar array.
- The Elbow Lake Eoadventure camp is going well
- Elbow Lake now has its own website
- QUBS is getting a new compost bin.