

## **BiGCoW Meeting Minutes – Friday April 27<sup>th</sup>, 2012**

### *Questions from the incoming committee?*

- There were no questions from the incoming committee, however they might have some after reading the transition report.

### **Secretary (Samantha Klaus)**

#### *Transition report*

- A pdf copy of the transition report was sent to the members of the new committee
- Some of you might not be getting any information from 2011-2012, due to the position being unfilled.
- Anneli suggested that the transition report be divided by committee, so that there is one binder for each committee and you do not need to sift through the whole binder.

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

- Steve Lougheed has put up an announcement regarding Peter Hodson's graduate teaching award on the biology home page

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

#### *Coffee Time*

- Coffee Time is over. Celia discussed the cost of coffee time in her report. It is about \$28 per month to keep running. Without increased grad attendance, it may be difficult to maintain. She put some suggestions in the transition manual for Coffee Time.
- Comments from the new committee about Coffee Time: The time does not work for some labs, due to the timing of their experiments. It may be worth trying at a different time; either before 9am or during lunch.
- To cut down the costs of Coffee Time, you could make the event during lunch, just offer coffee and grads could bring their own lunch. It may be easier for the social coordinators as well to organize.
  - Although people signing up to bake is free and fun!

#### *End-of-Year party*

- The End-of-Year parties for the last two years have been in the SkyBox at Fanatics and have been well-attended
- You did not need to buy a ticket to attend this event last year.
- There has been more money in previous years to subsidize the event.
- Might be worth it to talk to Mel Roberston about the Biology department donating to this event.
- You have to guarantee \$500 will be spent if you book an event at Fanatics this year.
- Need to vote on how much will be spent for this year's event. The committee can either: vote now, vote by proxy online; or get together for 5 minutes at some point and all vote.
- Celia suggests having this year's party on a Friday so that people can rally at the Grad Club before heading over.

**RTP Representative (Roslyn Dakin)**

- no new news

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

- There was no staff meeting this month, and there probably will not be any meetings held during the summer

*RA Union*

- Because we are Queen's employees, even though our RAships come directly from our supervisors, the University still has the authority to cap RAships. Therefore, RAship cuts can still effect Biology Graduate Students.

**C.O.W. Chair (Anneli Jokela)**

- no major updates

*Committee position vacancies*

- One of the big priorities for the next year is to fill the vacant positions. Try to entice new grads to get involved.
- The most difficult one to fill was the Alumni position.

*Carleton Seminar Night*

- Carleton Graduate Students have recently started a student seminar series. They were looking for opportunities to come talk at Queen's.
- We hosted 3 Carleton graduate students who presented their research at a BEERS event. A good number of people came, the talks were interesting.
- It may be worth doing this type of hosting-event again. It could be in conjunction with BEERS again, or it could be on it's own.
- Maybe the academic coordinators could be in charge of organizing this event in the future?
- Should ask Mel if the biology department would donate to this event next year.

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

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**SGPS Representatives (2 Open positions)**

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**Alumni Representative (1 Open position)**

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

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

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**QUBS Representative (Ann McKellar(absent))**

### ***The RTP position discussion***

- The BioGrads committee will need to determine how the RTP rep will be assigned to appointed hiring committees.
- When the appointed committee forms may not fit temporally with the timing in which an RTP rep holds their position.
- There is currently no process for how the RTP rep / BioGrads committee deals with an appointed hiring committee.

### ***Suggestions for choosing the BioGrads hiring committee rep:***

- Suggestion: It could be that when a hiring committee is formed, the RTP rep is in charge of promoting the hiring committee position, and helps to gather interested graduate students. In the end, the faculty should choose the appointment person, or there is an election to find out who will get the appointed committee position.
- A suggestion was also made to gather a 'vote of confidence' for the RTP Rep, to see if the graduate body is confident in the RTP rep representing biology graduates on the appointment committee.
- An issue is if a graduate student has only a few years left of their degree, and the appointed committee lasts for more than a few years, they will not be around for the entirety of the committee's existence.

### ***Timing allotted for selecting a BioGrads hiring committee rep:***

- How long do you have to choose who will be on the appointment committee?
  - The window of time to join the committee may be very short if you want to be at the first meeting, as you need to attend equity training before you can join the committee, and the first meeting occurred within a couple of weeks of the committee being announced.
  - But you do not need to attend every meeting, so if they miss the first few meetings it is not that big of an issue.
- The hiring committee does not get reformed every year like the RTP committee.
- Might be worth just advertising the free equity training to biology graduate students, and giving suggestions as to why it might be useful in the future.

### ***RTP amendment draft***

- Anneli will draft an amendment on how we handle the grad student rep on appointed hiring committees.
- Anneli may call a quick meeting to vote on this amendment.

### ***Suggested requirements for applying for an appointed committee:***

- The applicant must be in the department for a minimum of one year from the time of applying
- Suggest that the applicant being in the same stream as the faculty position being advertised is an asset.
- Applicant will need to perform equity training ASAP
- RTP rep will coordinate the advertising of this position
- RTP rep can also apply for the position.