

AGSIP Exec Meeting April 7th, 2017

Attendance: Laura, Erika, Alison, Geoff, Stephanie

Regrets: Robyn, Kalee, Alexandra, Caitlin

Agenda: Course/TA Evaluations, Wine and Cheese, Annual General Meeting (AGM), Misc.

1) Course and TA Evaluations

- USATS and TA evaluations have been sent out and completed
 - Stephanie will send out the results of the TA evaluations in May
- Stephanie and Laura met with Dr. Atkinson to discuss course evaluations as AGSIP would like to evaluate all graduate courses regardless of enrolment size
 - Dr. Atkinson provided recommendations about the type of questions we should use and how we should go about administering the evaluations to get support from the department
 - Questions will focus primarily on learning objectives
 - Plan:
 1. Draft evaluation questions
 2. Meet with Graduate Committee to discuss question content, ethics of who administers the survey
 3. Present plan to departmental meeting, plan to evaluate next year
- For this semester, we will remind students to contact their area reps if they have concerns about courses that were not evaluated with a USAT

2) Wine and Cheese – April 28th

- Joyce has booked her condo party room for us
 - Geoff reimbursed Laura \$25 for the rental fee
- Social committee will make a sign up sheet for attendance so we can collect money in advance for supplies → to be in main office by **April 13th** and send out email about the event
 - minimum donation of \$2/person to help keep events coming
- Laura will get supplies from Costco and Magnotta
 - cups, cheese, crackers, wine

3) AGSIP Annual General Meeting

- Tentatively planned for sometime early May, likely week of May 8th to avoid conferences
 - aim to have an evening time to encourage attendance
- Three main goals:
 - 1) Meet with full AGSIP to debrief about what went well in their positions this year and what they would like to change in the future

- 2) Meet with student body to discuss what went well with AGSIP this year and what they would like us to do in the future (e.g., social events, advocacy within the department)
 - 3) Hold AGSIP elections for 2017-2018 academic year.
- Ask people to RSVP and let us know if there are any issues they would like to have discussed
 - use to develop an agenda for the meeting so we can ensure that each area gets adequate time to discuss relevant issues
- Considering renting the grad club and holding the meeting there, or hold in the grad lounge with a social at the grad club afterwards

4) Misc.

- Classic movie night → very poor attendance
 - could try trivia next time which has been better attended in the past
 - need to consider time of year, student workload
- MSc Thesis Timeline → our presentation suggests emailing faculty about their summer plans, but there have been reports that some faculty do not like this
 - need to consider wording of the email, cannot say anything about when you would like to defend but just want to be considerate of committee member's holidays