

**Biological Sciences Graduate Caucus Meeting Minutes (draft until approved)
November 16, 2011 – 3:30 to 4:30 PM, 7000 Level Graduate Student Lounge**



BISC Graduate Caucus

November 16, 2011 – 3:30 to 4:30 PM

In Attendance: Jeanette Bruce (Chair), Natascia Tamburello (Associate Chair), Elly Knight (Secretary), Sherri Elwell (Member at Large), Jenny Linton (Treasurer), Doug Braun (Scholarship Committee Rep), Erica Jeffrey (DGSC Rep), Joel Harding (DGSC Rep), Cassandra Carroll (Faculty Mole), Sebastian Pardo, Lindsay Button, Matt Huntley, Noel Swain.

Absent: Nicole Gerbrandt (Events Committee Officer), Sacha O'Regan (Events Committee Officer), Marlene Wagner (Events Committee Officer), Leslie Saunders (TSSU Steward), Erfan Vafaie (Webmaster), Chris Mull (International Students' Rep), Samantha Franks (Scholarship Committee Rep), Rob Greenland (GSS Rep).

1. Welcome

- The meeting was called to order by Jeanette at 3:30 PM.
- Additions to agenda:
 - Approval of minutes from previous meeting.

2. Minutes from Previous Meeting

Motion to approve the minutes from the October 19, 2011 BISC grad caucus meeting.

Moved by: Jeanette Bruce

Seconded by: Jenny Linton

Decision: **motion carries unanimously**

3. December Meeting – Jeanette

- The next meeting should be Dec 21st (3rd Wednesday of the month), but we could also hold it on the 14th or 7th.

Motion to hold the December BISC grad caucus meeting on December 7th.

Moved by: Jeanette Bruce

Seconded by: Jenny Linton

Decision: **motion carries unanimously**

4. Treasury Update – Jenny

- Current account balances:
 - Core = \$151.87
 - Trust = \$1,448.84
 - Cash Box = \$144.73
- Need to submit an application by January 7th to receive funding next semester

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(\$683). This will be discussed at the December meeting.

- May need to withdraw money from the trust account to cover the grad hosted speaker event (Jan 26th – see below) if next semester's funds are not deposited in time.

5. Committee Updates

a. **DGSC** – Erica and Joel

- Continued discussion of MSc completion time reduction. Suggestions:
 - Moving deadline for first committee meeting to within the first two semesters.
 - Mandatory research proposal. Could be a product of the first committee meeting, with a deadline of the end of the third semester. Is this too late given that an MSc should be completed in two years?
 - Changing the limit on when students can roll up from an MSc to a PhD from three years to two years.
 - Standards that PIs have to follow regarding setting limits on the size of projects.
- DGSC is looking for feedback from students and profs on this topic. A survey will be sent out.

b. **TSSU** – Jeanette summarized Leslie's most recent email

- TSSU still negotiating with the University. TSSU wants:
 - Centralized TAs/ship postings
 - Grad student priority for TA & TMships
 - More job security for sessional instructors
 - Discussion of marking hours.

- A marking hour demonstration will be held soon.

- Next meeting is Mon Nov 21st.

c. **Faculty Mole** – Cassandra

- The department is still looking for suggestions for the dead biologist wall outside the office. Please email nominees to Cassandra (csc3@sfu.ca).

d. **GSS** – absent

e. **Scholarship Committee** – none

6. Grad-Hosted Speaker Update – Sherri

- Daniel Pauly has accepted our invitation after David Green graciously offered to swap speaker dates. The grad-hosted speaker event will take place on January 26th, 2012.
- The grad-hosted speaker subcommittee will consist of Nicole Gerbrandt and Sacha O'Reagan (hosts), and Sherri Elwell.
- Need to organize meetings with Pauly. Sherri will discuss strategy with last year's hosts.
- Potential change in location of event. The IMAGES auditorium felt too large last year. Other options include the Halpern centre and IRMACS. We will probably have extra money this year because Pauly resides in Vancouver, so we could afford paying extra for an alternate venue. Sherri will investigate.

7. Halloween Event Reimbursement – Jeanette

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- Can we reimburse Nicole for use of her personal car for the Halloween Event? She does not have gas receipts, but perhaps we can reimburse for mileage. Will investigate and discuss at the December meeting.
- Motions to reimburse Nicole need to be remade because they were motioned by Nicole previously.

Motion to reimburse Nicole Gerbrandt \$157.07 from the core account for expenses incurred for the BISC grad Halloween Event on Oct. 26, 2011.

Moved by: Jeanette Bruce

Seconded by: Lindsay Button

Decision: **motion carries unanimously**

Motion to reimburse Jeanette Bruce \$35 for her Serving It Right license for the BISC grad Halloween Event on Oct. 26, 2011.

Moved by: Elly Knight

Seconded by: Sherri Elwell

Decision: **motion carries with abstention by Jeanette Bruce**

8. Christmas Party (December 9th) Planning – Jeanette

- Jeanette met with the department planning committee. They are taking care of liquor, food, tickets etc. We can help with:
 - Bartenders: Elly, Jeanette, Natascia
 - Santa: Jeanette will solicit volunteers, or do it herself
 - MC: Jeanette
 - Door prizes: Nicole. Should ask for smaller denominations.
 - Decorators: Jenny, Sherri
 - Clean up: everyone!
- Entertainment:
 - Don't need a stage.
 - Theme: "Dancing with the Profs", but any talent is welcome!
 - Lab groups are invited to perform. A real prof is not necessary, but there should at least be a doppelganger involved.
 - Will have a judging panel. Should solicit volunteers.
 - Equipment needed: a projector and two microphones.
- Will ask the department if donations can be made to the food bank in exchange for one drink ticket.

9. Caucus Food & Beverage Storage - Jeanette

- Food and beverage is currently in the E2O lab but they are running out of space.
- Jenny will ask Brian for some new locks for the cupboards in the grad student lounge.
- Matt will store dry food in the interim. Elly will investigate freezer space in the Dill lab.

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Motion to extend this Nov 16th meeting of the Biological Sciences Graduate Caucus until 4:35.

Moved by: Jeanette Bruce

Seconded by: Lindsay Button

Decision: **motion carries unanimously**

10. Adjournment

Motion to end this November 16th meeting of the Biological Sciences Graduate Caucus at 4:35.

Moved by: Jeanette Bruce

Seconded by: Doug Braun

Decision: **motion carries unanimously**