

## 2<sup>nd</sup> November 2016 GSC Meeting

**Present – Roza, Jun, Haoqi, Anupama, Gina, Undergrad reps, Danielle (via phone)**

### Agenda

1. Diwali and Halloween events debrief (10mins Carmen and Marzieh/Anupama/Sonal)

Diwali and Halloween events were conducted successfully and had a lot of participation from graduates. Both events were under budget and reimbursements forms have been submitted.

Carmen's suggestion is to set-up more than an hour in advance if it is done on the same level next year in CHBE 202. She will be sharing an item-based expense list with us to enable better and easy organization.

2. Dan will you update us on your plans for the presentation workshop????? We need to know the estimated date and content and your plans! (5min Dan)

Dan was absent.

3. Nov PSW is going to be Nov 24? Any updates (5min, Anupama)

The date and venue have been finalised and the registration form with advertising email will be sent out today. We need 20 participants in the least.

4. UG collab (Paid tutorial sessions for grads) (5-15min by JP/Shirley UG reps)

The idea is to have extra tutorial sessions for UG courses before their final exam, they are willing to pay 100\$ (what do you think, is it enough considering the amount of work and prep required before each session). TAs of the courses can't do these sessions and we need to recruit other grads!

We are hoping to raise a little bit of money for GSC through this, so your input is really important.

UBC Policy regulation about sharing course connect material with an external TA?? The basic idea discussed will be to ideally have a TA who has done the course before and not employed right now to avoid conflict of interest. Students need "numerical problem solving" sessions – 1 and half hour long focused on these. But the problems should ideally be conveyed to the facilitator beforehand. A trial session would happen first (paid or not?) and then the facilitator would be finalised. Advertising for finding grad students – teaching experience angle vs remuneration angle.

Roza to find out list of TAs from Marlene and the undergrad reps to ask instructors and existing TAs first for possibilities of review sessions and then get back to you. Undergrads said that they need help more with thinking and conceptualizing the problem rather than simply solving it.

5. Researchday, we need to finalize the keynotes (Danielle), We need to know the details on the receptions (from UG reps), ideas on the PDW on the Researchday (me) and committees need to start their work (specially marketing and technical) (25-30 min)

Research Day keynotes have been finalised. Adrian Antoine was the most popular choice. Danielle and Roza are yet to discuss to it with Peter – to be done via email/phone

UG undergrad reps detailed the venue and costs for the second industrial night that will be held during research day. Venue – Nest ballroom – 350 people expected to attend. \$1700 for renting the room, AMS food cost \$17 per person – totalling \$6800 in total, if we include alcohol \$300, \$300 for

gifts industrial reps. Research day participants will be charged a ticket for the event – bookings and numbers need to be finalised at least a week in advance.

6. Christmas lunch date has changed by our *lovely* department! This is going to happen on Dec 9<sup>th</sup>. We need to book a venue for it and start advertising it (5min Danielle?)

No updates on this topic were discussed.