

DDSA minutes

| Degroote Doctoral Student Association – DDSA Meeting Minutes | | |
|--|---|------------------------------|
| 11.10.2011 | | 2 nd Floor Lounge |
| Attendees | Kenneth Owen, Farimah Hakem Zadeh, Liufang Yao, Behrouz Bakhtiari, Jennifer Miele | |
| Note taker | Jennifer Miele | |
| Email and Web Update | | |
| Discussion | | |
| The email name/password for DDSA email account has been determined. | | |
| Still need to determine website information | | |
| We should add cubicle decorating as News on website and post minutes from meeting | | |
| Online survey to other PhD students to determine how we can help to make life at Mac better through DDSA | | |
| | | |
| Action Items | Person Responsible | Deadline |
| Content for News for website? | | |
| Content for survey? | | |
| Add news to website (cubicle decorating) | Behrouz | |
| Post minutes (Jen send to Behrouz) | Behrouz | |
| Cubicle Area | | |
| Discussion | | |
| The garbage(s) in the PhD centre do not smell good. Where do we put the bins when they are full? | | |
| How does recycling work? What is permitted to be recycled in the bins that are under the desks (paper/plastic/both)? | | |
| Can we get cleaning supplies for our workspaces. i.e. paper towels (not the brown ones), cleaning solution etc. | | |
| | | |
| Action Items | Person Responsible | Deadline |
| Ask about cleaning supplies and recycling/garbage clarification. | Ken | |
| | | |
| Lunch and Learn | | |
| Discussion | | |
| We have lunch provided and a speaker present. | | |
| The idea is to go with a theme of “Lessons Learned” | | |
| Email faculty to determine presenter. | | |
| | | |
| Action Items | Person Responsible | Deadline |
| Find presenter for “Lessons Learned” from faculty | Ken | |
| | | |

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| Brown Bag Lunch | | |
|--|--------------------|----------|
| Discussion | | |
| Students bring own lunch and discuss | | |
| Overall theme of "Peers helping Peers" | | |
| Research at ANY stage. What are you working on? Get feedback from peers. Discussion | | |
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| Action Items | Person Responsible | Deadline |
| Find presenter for Brown Bag lunch | Farimah | |
| | | |
| Poster Research/ Coffee Day | | |
| Discussion | | |
| Maybe make it some type of contest. | | |
| Students can put together poster boards of current research efforts. | | |
| We can display them in the lounge, provide coffee, invite faculty to come by | | |
| Looking to do this at some point in the new year. (Maybe January) | | |
| Maybe we can also start a wall in the area to promote academic interests, like the joke wall but more towards current events in news or topics of interest or research initiatives. | | |
| Action Items | Person Responsible | Deadline |
| | | |
| Communication Strategy | | |
| Discussion | | |
| In line with the concept of Peers helping Peers | | |
| We need more avenues for discussion of ideas, research topics, ways to comment and give feedback to each other. | | |
| Promote co-operation between students, will result in better research overall | | |
| Discussed use of facebook for this purpose → Facebook may not be secure enough, for now we will use facebook for socialization and to point students to news items of interest (on DDSA website). Can use facebook for promotion but not actual discussion of the ideas. | | |
| Maybe we can share through email conversations? | | |
| Action Items | Person Responsible | Deadline |
| Test communication through email | Farimah | |
| | | |
| Research Day | | |
| Discussion | | |
| In May, opportunity for students to present and discuss research at ANY point, also invite faculty | | |
| Hopefully our brown bag lunches will encourage students to participate and share | | |
| Keep on agenda. | | |
| Action Items | Person Responsible | Deadline |
| | | |

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| Centre for Leadership and Learning | | |
|---|--------------------|----------|
| Discussion | | |
| Promote course related to effective teaching to the PhD students as an opportunity to take advantage of | | |
| Offered in December | | |
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| Action Items | Person Responsible | Deadline |
| Email students info | | |
| Promote on Facebook | | |