

Minutes of ASIS&T McGill Student Chapter Executive Meeting, Sept 11, 2020.

Held on Zoom Conference Call

Present

Philips, Richard, Cynthia, Michelle, Saiyan, Hyejin, Dr. Willson,

Executives

Philips Ayeni, Chair,

Michelle Mussuto, Secretary and master's Student Representative (2nd year)

Cynthia Tarlao, Treasurer

Muhe Yang, Communications Officer

Saiyan Islam, Master's Student Representative (1st year)

Dr Rebekah Willson, Faculty Advisor

Agenda

1. Welcome and Introductions
2. Reflections on past leadership/tenure by Richard
3. Vacant and new positions
4. Decide on when to hold monthly executive meeting
5. Programs and events for the year
6. Faculty Advisor's advice for the new session
7. Other business/suggestions
8. Next meeting?

1. Welcome and Introductions

- Welcome old and new members. Members introduced themselves, stating their names, student's status, position/title and location they were calling from. New members are Saiyan, a first-year masters' student who joined the meeting from Bangladesh, and Hyejin, a second-year master's student.

2. Reflections on past leadership/tenure

- The past Chair, Richard Yanaky briefly reflected on the past regime: Key reflections and suggestions:

- i. Favourite event = Room booking in Prof Catherine Guastavino's lab where there was break-up into different themes and conversations with great turnout.
- ii. Suggestions:
 - a. Inviting various groups to present.
 - b. Organize writing retreats
 - c. Keep central theme of research in mind so as not to clash with social events being organized by MISSA
 - d. Engage the audience early and see what people are interested in.
- iii. Michelle also mentioned that the casual nature of the meeting held at Prof Guastavino's lab last regime got people to be involved. She also informed us of the possibility of gathering physically. For example;
 - a. There are study hubs being opened in the McGill library.
 - b. Thompson house now opens.
 - c. The possibility of gathering physically at Prof Guastavino's lab?

3. Vacant and new positions

- Secretary: Vacant at the time of the meeting but Michelle is taking up the role
- 1st year Masters' representative: Vacant at the commencement of the meeting but Saiyan volunteered to take up the role
- Communications Officer: Vacant at the time of the first meeting but Muhe is taking up the role.
- Chair-elect: **Vacant**

4. **Decide on when to hold monthly executive meeting:** Send a Doodle poll to know people's availability for the semester.

5. **Programs and events for the year:** The details of suggested programs and events to be discussed in next executive meeting. However, few things were mentioned.

- Writing retreat:
 - Using either Zoom or MS Teams. Currently, Prof Guastavino's MIL lab has a writing retreat slated for every Friday at 1-4 pm. Richard suggest the possibility of merging ASIS&T writing retreat with MIL on Fridays. The discussion is open for further consideration.
- PhD/Masters research social (Zoom/Teams?)
 - Cynthia suggests merging PhD research social with lightning talks so as not to bore people with too many events.
- Lightning talk – Faculty and Students
- Faculty/Students' research mentorship.

- MISSA currently run a mentorship program among Master's students, as 2nd year Masters students are paired with 1st years Masters students. As PhD students technically have their supervisors as their mentors, we intended not to duplicate efforts. Some members suggested having a mentorship relationship between PhD and Master's or PhDs to PhDs. But this is still an open discussion.
- EBSI-SIS PhD Students Symposium
 - SIS was meant to host the PhD symposium in April this year, so past regime has made several plans. However, the pandemic disrupted the year and the event was cancelled. We are not sure if SIS would still be holding the event next year, but Richard volunteered to reach out to EBSI and discuss on the possibility of co-hosting or otherwise.
- Comps/conference preparation
 - We plan to hold a demo presentation for PhD students planning to write their comprehensive examination this Fall. More details on our approach will be discussed next meeting.
- Students' participation in ASIS&T events/ conferences awards/scholarships
 - We stressed on the importance of participating in ASIS&T events both locally and internationally. Prof Willson, the Faculty Advisor provided relevant information about ASIS&T, benefits of joining the association, Awards, opportunities for students (**Read more in section 6**).
- McGill SIS E-journal/Newsletter?
 - This is a grey area as we discussed on the importance of communicating research and other events happening in the department. Philips pointed out that its time for SIS to have an electronic journal or a Newsletter where we can publish current events happening the School. For example, Faculty of students' award winners, recent publications, prominent projects etc.
 - Cynthia mentioned that McGill is usually very careful and conservative about allowing the use of the University logo in publications and related outlets. And Shannon being the only one in charge of IT at the department makes it cumbersome to coordinate all IT issues at the department.
 - Saiyan mentioned that he likes the idea of e-journal
- **Suggestions?**
 - Michelle suggested bringing in more master's students, getting them to understand what ASIS&T is about.
 - Hyejin also supported making master's students more involved as she thought ASIS&T was just for PhD in her first year of the program.
 - Richard suggested reaching out early to students on their research asking if they would need people's help in one area or another will help to bring more people to be involved in ASIS&T events.

6. Faculty Advisor's advice for the new session.

- If students are members for up to 3 years, they can apply to be part of the New Leaders Program <https://www.asist.org/programs-services/new-leaders-program/>
- If PhD students go to the Annual Meeting, they can apply for the Doctoral Colloquium <https://www.asist.org/programs-services/doctoral-colloquium/>
- There is a list of special interest groups (SIGs) <https://www.asist.org/sig/>
 - Many SIGs support students.
 - Many of student paper/poster awards.
 - When there is an in-person annual meeting, SIG USE has a Student Conference Travel Award <https://www.asist.org/sig/siguse/sig-use-awards/student-travel/>

7. Other business/suggestions

- 8. Next meeting?** To send a Doodle poll. The majority of the executives have voted for Oct 6 2020 as the next meeting date.