

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		
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		
Action Items	Person Responsible	Deadline
Email students info		
Promote on Facebook		