

**GSAN Committee Meeting Minutes: Wednesday, October 21st 6:00PM**

**Meeting Agenda:**

1. Review of final draft of event planning checklist (President)
2. Social update (VP Social + Social Officers)
3. Wellness Update (Wellness Officers)
4. Academic Update (VP Academic + Academic Officers)
5. Language Class Update (Language Class Coordinator)
6. PGSS Updates (VP Communications & Outreach + PGSS Representatives)
7. Open Floor
8. Reminders

**0. Breakout Rooms for 5 Minutes to Chat**

**1. Review of Final Draft of Event Planning Checklist (President)**

**1.1. Propose and discuss final changes before implementing**

- 1.1.1. Meant more as a framework for event planning rather than a requirement
- 1.1.2. This checklist emphasizes that certain things such as designs/artwork and advertising must be done sufficiently in advertising
- 1.1.3. We have an official, licensed GSAN Zoom account since all McGill emails are entitled to one (encouraged to use this account for events)
- 1.1.4. Execs have credentials for this account, and have enabled meetings to begin without host

**2. Social Update (VP Social + Social Officers)**

**2.1. Meet and Greet**

- 2.1.1. WHEN: Tomorrow, October 22<sup>nd</sup>, from 7:00pm to 11:00pm
- 2.1.2. Drinking and non-drinking games, lots of fun
- 2.1.3. Facebook event link: <https://fb.me/e/1RYSGx0kD>
- 2.1.4. Event link: <https://qsaneuro.us17.list-manage.com/track/click?u=82a516aae66e9cb8fd99ceca4&id=94ac04e119&e=ff400d1095>

**2.2. Movie Night**

- 2.2.1. WHEN: Tuesday October 27<sup>th</sup> at 8:00 PM
- 2.2.2. Movie: Insidious
- 2.2.3. Facebook link: <https://fb.me/e/1BsRkRVPr>

2.2.4. Event link will be posted closer to the event date

### **2.3. Pumpkin Carving Competition**

2.3.1. Deadline is October 31<sup>st</sup> at 8:59 PM

2.3.2. Facebook link: <https://fb.me/e/1DV30kiMm>

## **3. Wellness Update (Wellness Officers)**

### **3.1. Active Listening Training**

3.1.1. Training is on Monday October 26<sup>th</sup>, 6 people have signed up so far

3.1.2. Working on creating spaces for people to express what's on their mind

### **3.2. Pandemic Problems Discussion Series**

3.2.1. One will be during lunchtime (most appropriate for international students) and the other will be during the evening

3.2.2. WHEN:

3.2.2.1. October 28<sup>th</sup> at 12:00 PM: <https://mcgill.zoom.us/j/84805239719>

3.2.2.2. October 29<sup>th</sup> at 5:00 PM: <https://mcgill.zoom.us/j/84608695093>

3.2.3. Facebook link: <https://fb.me/e/1C9MA7sZ>

## **4. Academic Update (VP Academic + Academic Officers)**

### **4.1. IPN 101 Debrief**

4.1.1. Took place on October 5<sup>th</sup> from 5:30 PM to 7:30 PM, hosted by Sujeevini

4.1.2. Went well, 25 people attended

4.1.3. Bit of difficulty with moderating the questions in the chat while presenting through Zoom, so the addition of a moderator is very useful (Firoza and Claudia did this)

4.1.4. Many of the questions had to do with changes to MSc/PhD milestones

### **4.2. GSAN Writing Hours Sessions**

4.2.1. A time for people to work on anything, while having some external motivation and some human-to-human connection for those working from home

4.2.2. Planning on having it twice a week for about 3 hours

4.2.2.1. Wednesday mornings and Friday afternoons

4.2.3. Zoom links will be shared soon (as weekly recurring events)

4.2.4. Can join without host, but the downside is there is no ability to create breakout rooms if people are working on the same things

### **4.3. Basics Workshops**

- 4.3.1. 2 students have volunteered to give an R Basics Workshop, similar to previous installments
- 4.3.2. Will be held in 2 sessions of about 1:30 hours in duration each, or in one session
- 4.3.3. The timeline for this event is being decided, and will be advertised afterwards

### **4.4. 3-Minute Thesis**

- 4.4.1. Currently the plan is to have 3-Minute Thesis next semester
- 4.4.2. Still a few things to figure out regarding how to adapt it to an online format

## **5. Language Class Update (Language Class Coordinator)**

### **5.1. Scheduling and Enrolment Updates**

- 5.1.1. Things have gone pretty smoothly
- 5.1.2. Not a lot of attendance, but understandable given circumstances
- 5.1.3. The classes have been recording all the sessions, so people can follow through afterwards
- 5.1.4. The previous cap was due to room capacity, so it has been lifted
- 5.1.5. Registration is still open
  - 5.1.5.1. Link:  
<https://docs.google.com/forms/d/e/1FAIpQLSfo9nSQqm8g942aMNqWTuA1U3WECVFG-kzhEdsf215IHqYABw/viewform>
- 5.1.6. Contact Elly ([gsan.french@gmail.com](mailto:gsan.french@gmail.com)) for any questions

## **6. PGSS Updates (VP Communications & Outreach + PGSS Representatives)**

### **6.1. Updates from PGSS Council from October 7<sup>th</sup>, 2020**

- 6.1.1. Not many relevant updates

### **6.2. Note:**

- 6.2.1. Claudia and Simon will be alternating in attendance to PGSS Council meetings
- 6.2.2. Next meeting is on November 5<sup>th</sup> from 6:30-8:30 PM (Simon will be attending)

## **7. Open Floor**

### **7.1. Notifications of Events (Claudia)**

- 7.1.1. Notifications and reminder for events have been sent out through email (GSAN Biweekly Blast), Facebook, and Instagram (post and story)
- 7.1.2. Everyone should be aware of all upcoming events

7.1.3. If this is not sufficient advertising, let Claudia know

## 7.2. GSAN Clothing Order (Claudia)

7.2.1. Was advertised in the latest Biweekly Blast and will be advertised on social media soon

7.2.2. There are **2 ways to order clothes**:

7.2.2.1. In a bulk order to GSAN in Montreal, then picked up from the institute

7.2.2.2. In an order directly from the distributor to be delivered internationally

7.2.3. Both of these methods are accessible through the **Google form**:

7.2.3.1. <https://docs.google.com/forms/d/e/1FAIpQLSeelDrYsvX2YkQXV9H8YLuCgJnemG5zl5DaYDiSrhBGLVsooQ/viewform>

7.2.4. The website to order from the distributor (<https://gradneuro.secure-decoration.com/>) was made by the distributor

7.2.4.1. i.e. GSAN cannot see what the orders are and when they will arrive

7.2.4.2. The red embroidery is not visible on the website, but it can be seen in the catalogue

7.2.5. How we will distribute the bulk order to GSAN will depend on the situation in Montreal when the clothing is delivered

7.2.6. We cannot have a synapse on the back this year, as the in-house person in charge of printing that is on leave

7.2.7. If there is not enough interest for a bulk order, people can order case-by-case

7.2.8. Deadline for bulk order is **November 5<sup>th</sup> at midnight**

7.2.9. For questions, contact Claudia at [claudia.belliveau@mail.mcgill.ca](mailto:claudia.belliveau@mail.mcgill.ca)

## 7.3. Neuroblog (Hannah)

7.3.1. There have been no submissions in the past couple of weeks

7.3.2. Any ideas to encourage participation/contribution?

7.3.2.1. Claudia: Posting prompts on GSAN's Instagram story

7.3.3. Neuroblog contribution form:

[https://docs.google.com/forms/d/1AnzB6gkeHM6t7pZ7pJPa-4RB1n77tJ\\_MrDjdMLL5Fv4/viewform?ts=5e1a076f&edit\\_requested=true](https://docs.google.com/forms/d/1AnzB6gkeHM6t7pZ7pJPa-4RB1n77tJ_MrDjdMLL5Fv4/viewform?ts=5e1a076f&edit_requested=true)

## 7.4. IPN Students Slack (Claudia)

7.4.1. Committee members could introduce themselves casually to promote discussion

7.4.2. Might encourage new students to do the same

7.4.3. Kasia: use prompts to motivate students to talk or introduce themselves

## 8. Reminders

### **8.1. GSAN Inclusivity Workshop**

8.1.1. WHEN: Wednesday, October 28<sup>th</sup>, from 5:30-7:00 PM

8.1.2. WHERE: The Zoom link will be given after registration (link below)

8.1.3. If you cannot attend, either don't fill out the form or cancel your registration

8.1.4. Let your supervising exec know if you can't make it

8.1.5. Registration link:

<https://mcgill.zoom.us/meeting/register/tZUpceqrpj0oGNTDKofpz9hCbPa4mqWpj-G5>