

# MEETING MINUTES – 18/10/16

## AGSA Meeting – October 18, 2016 - ANSO room 208

**Attendance:** Ewen MacArthur, Fraser GermAnn, Steffan Gordon, Danielle Gendron, Clayton Whitt, Heather Robertson (leaves at 11:59 and Michelle Hak Hepburn takes over as Chair), Natasha Osing, Michelle Hak Hepburn, Bruce Miller (leaves at 11:38), Allison Adler (joins at 11:16)

**Chair:** Heather Robertson

**Guest Speaker:** Bruce Miller

**Secretary:** Natasha Osing

### Meeting came to order - 11:02 am

1. Reading of last meeting's minutes

MOTION: *to approve last minutes*

PROPOSED BY: Danielle; SECONDED BY: Clayton; two abstentions; all in favour = *MOTION CARRIED*

2. Graduate Advisor/Chair of AGSC – Bruce Miller: How the AGSC helps us move through our graduate programs
  - a. Heather introduces Bruce Miller, Head of the Department, as our guest speaker and is here to answer questions about program, completion and opportunity to interact with AGSC. Bruce said anyone can come talk to him with any questions they may have, i.e. questions about program requirements, going through the program, and how the AGSC is here for graduate students.
  - b. Question 1: Danielle: question about the advisors in the department - how many other committee members have to be in the department?
    - i. Answer: Committees consist of at least 3 members for PhD students and 2 for Masters. It is difficult and may be more complicated to have more members from other departments because it is difficult to organize them and have them come to the defense. Suggest: to find someone who will act promptly because some members may be slower than others and you want to have someone who is fast. However, can talk to any faculty member about your project even if they are not on your committee and they may be willing to help.
  - c. Question 2: Clayton: question about selecting appropriate external evaluators for PhD defense.
    - i. Answer: technically students are not allowed to select or know who these evaluators are but can talk to supervisor about it. All in all, would like someone who is prompt, can be flexible for schedule, honest and straightforward and someone who is intellectually interesting. In a defense, there needs to be an faculty member to be the “internal-external” member and an “external-external” member present at the defense.

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- d. Question 3: Heather: question about how close in research does the external-external member have to be. For instance, there are some projects that have the same people who may have attended defenses due to the small number of specialists and it is easier to get local people to come rather than someone far away.
  - i. Answer: Someone from anywhere in the world can “sit in” on the defense, i.e. can skype in.
- e. Question 4: Michelle: relating to Heather’s question, does the external-external member need to be present at the defense.
  - i. Answer: No, they do not have to be present. They would submit a report that needs to be handed in prior to the defense. They can say your defense is not ready to proceed and, therefore, needs to be adjusted accordingly before proceeding.
- f. Question 5: Ewen: question on what are the total credit requirements for the Master program.
  - i. Answer: 24 course credits and a 6 credit thesis (30 credits in total). Important thing to note is to get the proposal in by the end of the second year (Masters should take 2 years but they have up to 5). There is a 50-page thesis limit which is set to teach a genre of writing because it is not meant to be like a book. Check online for requirements because everything that is stated online is contractual.
    1. PhD: in the past the department got rid of the double dissertation defense. Rather, the colloquia series is set up to use the time to present your work to colleagues and get feedback to help you.
    2. It is unclear about the three publishable paper route instead of writing a single dissertation. This follows the science model but want it to be solely your work (rather than your name appearing within a larger list of contributors). This option is generally spoke about but is not published on the website. Work with your committee if planning on using this option.
    3. There was a suggested stated by Heather to put this option on the department website.
- g. Question 6: Heather: question regarding the roles of the committee and the AGSC.
  - i. Answer: the committee guides the student and the student needs approval from their committee to advance to the next stage of the program. The AGSC second approves this. They oversee the program and encourages students to talk to more than one committee member from the beginning of the program. The AGSC has only had to dismiss one person in 27 years and that was because they solely worked under the advice of one person.
- h. Question 7: Heather: clarifying the role of the AGSC grad student representative.
  - i. Answer: for most of the AGSC meetings the grad student rep cannot attend because they are discussing about other students, professors or prizes. These are unlike the department meetings where a rep can be present.
    1. Heather asks for any recommendations on how to move forward for this representative

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- a. Answer: no recommendations because there are almost always confidential discussions. Maybe the role can be communicating ideas from the AGSA to AGSC. AGSC does not make department decisions. Not useful to have a AGSC rep because there is nothing to do.
  - i. Question 8: Ewen: asking for advice on how to approach members outside the department and/or university for directed readings. Can people do this?
    - i. Answer: Yes. But it has to be done through your supervisor. There are rules through an association agreement and lots of paper work involved. Your supervisor oversees your whole plan of study so they have to agree with it. The committee may want you to do more coursework than is required however there is a limited on the amount of directed readings you can do. Directed reading courses are like contracts and have to be approved by the AGSC. A form needs to be filled out: what the outcomes have to be, why its relevant, etc. People from outside the department do this on a volunteer basis and do not really get anything out of it and may not want to spend the time. Therefore, you have to provide a very compelling case.
  - j. Discussion: Bruce: there is money for PhD dissertation writing. Remember it is up to your faculty member to get everything scheduled for defense. They generally make the student set up a doodle poll to organize this. In a defense, it is wise to answer the external member's questions because it brings up some very interesting questions/avenues. It is hard to keep track of everything in your research and discuss it in your defense; therefore, you nail down what you did, how you did it and what the outcomes are in a systematic way.
  - k. Question 9: Fraser: asks a question regarding the nature of preliminary research, i.e. where is the threshold of doing preliminary research and doing comps. Do we need preliminary ethics approval?
    - i. Answer: Generally, you would get the course work and comps done first before conducting research but that does not always work. You can talk with the spokesperson of the site you are looking at without ethics approval but need approval if you are interviewing human subjects about your particular project. You never know when you're going to get an interview (unless you set it up) so getting ethics approval before leaving is preferable just in case. Even if you do not have a complete focus and/or questions before you leave.
- 3. Updates from reps
  - a. **Department** – Michelle: no relevant update for grad program
  - b. **LOA** – Heather: updates from last LOA meeting:
    - i. talked about Archaeology Day which may be taking place on March 18 (tentative date). Still looking for keynote speaker and are soon beginning to ask for poster submissions. Have not yet thought of a theme.
    - ii. Open lab nights have started in the board room. Can bring stuff and encourage student to help with various things/teach. Talk to David and/or Andrew if you have any questions. They occur on Tuesday nights from 5-8pm.

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- c. **GSS** – rep not here
  - d. **Social** – Fraser: discussed Halloween party (*see below*)
  - e. **AGSC** – Allison: No update. Discussed about Bruce’s advice and how useful it is to have a AGSC grad representative. Suggestion by Danielle to have the department rep go to those meetings when its applicable as there is almost nothing that can be done.  
*MOTION: to have no AGSC rep next year and have the department rep go to the meetings instead*  
  
*PROPOSED BY: Danielle, SECONDED BY: Heather; all in favour = MOTION CARRIED*
  - f. **CUPE** – not here
  - g. **Treasurer** – Steffan: no update. Regarding Colloquia raffle, the first raffle raised \$56 and \$20 went to the raffle tickets and wine. The remaining \$36 is being put towards the travel fund. Heather discusses how viable it is to put money into travel fund. The department might get confused as to how much money is getting put in and that there may be more than what we actually have. Might be able to relocate the money to a safer place so that we are not individually responsible for it. Travel and conference funding is stable until 2017 and we can still draw out of that for a little while but there is a suggestion to deposit that money into our current account that is not associated with the university and accumulate a pool that the treasurer will have to keep track of (i.e. keeping track of what is for funds and what is for events). If it is within this account, we can start drawing from that account ourselves and use it for conference/travel funding. In the future, if we do not have enough money we can decide to make it one award or where to distribute the money once the travel/conference fund has been exhaustive.
    - i. Heather asks for input and everyone agrees this is a good idea.
    - ii. **ACTION ITEM:** to send colloquia raffle spreadsheet to Steffan (Heather)
4. Hallowe’en – Fraser and Heather
- a. SFU/UBC Party
    - i. Suggestion was to have the Halloween party at Heather’s house. Could not find a bigger place so if anyone has or knows of any place that is between UBC and SFU to let Fraser know. Inviting SFU archaeology and socio-cultural students to join us. It was thought to have the party on Saturday the 29<sup>th</sup>. Friday is more preferable but Heather cannot host. Megan is making a poster and going to bring it up at the SFU meeting.
  - b. Papier Mache Mask night?
    - i. Email this out to see what interest is.
    - ii. The concern is that there is little to no responses in email for events.
5. AGSA Talks – Danielle Gendron
- a. There has already been one AGSA talk and the next will be given by Clayton Whitt.
  - b. Danielle has an idea for how to make the AGSA talks for next term more interesting. Rather than having a straight talk, Danielle and Ewen are thinking of starting a sub-series that is more focused on having a created space where people can discuss ways to

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present their dissertation research, i.e. through film making, art, and posing ideas as to what works and does not work. Create more of an open conversation around how to do these things and how to make them more successful (problems/questions). Does not have to be about an entire dissertation but one section, i.e. theory or methodology

- i. Currently there is no space in the department where people can talk about any issues with their research/dissertation. People who are interested in alternative forms of research, i.e. writing journals, film, museum and other forms of expression, may speak about the challenges and opportunities, as well as making people aware of who else is in the department doing these types of research/methods.
  - ii. People from other departments can come, need to promote more and faculty can come.
- c. Colloquia happens every 2 weeks to once a month. Therefore, the AGSA talks happen whenever there isn't a colloquia talk. Students who won the previous year's travel/conference fund must give a talk and students who want to practice for dissertation defenses and have discussions can also give a talk.
  - d. Fraser suggested that the AGSA has only been sending out their talks to the grad list but it should also be sent to undergrads.
  - e. Jasmine is making posters for the talks. Any funds for the AGSA needs to be fundraised.
  - f. Suggested to get volunteers to make snacks for these talks.

*MOTION: Suggested for Clayton's talk to be moved to the next AGSA talk and have two people speaking at the same lecture because his talk was double booked with the colloquia this week.*

PROPOSED BY: Michelle; SECONDED BY: Clayton; all in favour = *MOTION CARRIED*

### 6. BC Archaeology Forum at SFU

- a. This Saturday (October 22<sup>nd</sup>) there is the BC Archaeology Forum at SFU. Heather is presenting LOA updates. The location is at Creekside Community Center and it runs from 9:30-4pm. It reflects on various branches of archaeology, how can research best contribute to the role of archaeology.
- b. **ACTION ITEM:** to circulate the SFU poster in the anth-grad email list (Heather)

### 7. Other Business

- a. Undergraduate Student Association: The president (Spencer) has expressed interest in having an event where graduate students hold discussions with undergrads about how to apply for grad school and what the processes involved with applications are. Suggestion to let undergrads know they can always email grad students and ask. Steffan has expressed interest in talking.
  - i. **ACTION ITEM:** to send an email asking for volunteers (Michelle)
  - ii. **ACTION ITEM:** Danielle to send "how-to packages" to Michelle so Michelle can send it to Spencer to circulate.

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- b. Holiday/Christmas Party: Summer survey comments saying this is a depressing location. If we get organized fast enough we can rent the top of Koerner's lounge.
  - i. **ACTION ITEM**: send email to ask for volunteers to be on the holiday committee and organize the event (Michelle)

MOTION: to keep the holiday party on December 2<sup>nd</sup>

PROPOSED BY: Michelle; SECONDED BY: Natasha; all in favour = *MOTION CARRIED*

### Summary of Action Items:

- 1) To send colloquia raffle spreadsheet to Steffan: Heather
- 2) To circulate the SFU poster in the anth-grad email list: Heather
- 3) To send email asking for volunteers to talk to the undergrads: Michelle
- 4) Send "how-to packages" to Michelle so Michelle can send it to Spencer to circulate: Danielle
- 5) Send email to ask for volunteers to be on the holiday committee and organize the event:  
Michelle

**Meeting adjourned: 12:24 pm**

***Next Meeting: Nov. 22<sup>nd</sup> @ 11:00 am, ANSO Room 208 (Grad Lounge)***