CSGS Executive Meeting

August 10, 2022

**Attendees:** Mary Farmer-Kaiser, Peter Harries, Karen Coats, Mary Owens-Southall, Troy Terry, Brian Dominy, Brian Kloeppel, Juan Gonzalez, Julie Goodliffe, Morris Grubbs, Jamillah McDaniels

Mary Farmer-Kaiser called the meeting to order at 12:05 CST.

**Minutes:**

The minutes were approved unanimously.

**Call for proposals:**

The call for proposals was approved and Andrea will post it on the website.

**Reception Venues:**

Peter reported that the initial quote for one of the university related venues (the one near the bay) was $6,000, which was then reduced to $4,000. The quote for the second university venue (the medical training facility close to the hotel) was $2,000. The committee decided to use the outdoor reception area of the hotel (which is free) for the first night and hold the second reception at the lower-priced university venue on Friday.

**Plenary speakers:**

Raj Chetty has a speaker fee $25k which we cannot afford. Instead, Dr. Katharine Stewart, Provost at NC State, will speak on a similar topic. Brian K. has been unable to reach Donna Edna Shalala. Amy has been in touch with Nathan Hall at McGill and he will let us know in late summer if he is available. Mary is in touch with Mackenzie Wilfong.

The group brainstormed on potential additional speakers: Mary suggested Dr. Shoba Subramanian, who was previously at UM Medical School where she built a Career & Professional Development Office. She is now a Principal Manager at Amazon University Partnerships. Mary will follow up with Shoba since there was interest from the Group. Karen Coats suggested Michael Salomon (Dean of U of Michigan), mentoring template, Meagan Duffy has been working with him. Others were asked to think of additional names. Jo Handelsman, co-author of “Entering Mentoring” was suggested but there was concern from the group that a talk by her may overlap with others. Peter suggested a speaker - ~~suggested~~ Jabbar Bennett, the chief diversity officer from Michigan State (bio here: <https://inclusion.msu.edu/about/staff-directory.html>). It was also pointed out that contractually, we can also ask Suzanne Ortega to give a plenary (and not just welcoming remarks).

Committee members were asked to think of other potential speakers.

**3MT:**

Jill, Mary, and Andrea are working on the 3MT description. Jill is very thorough in mapping out the details of the 3MT.

**Student program:**

Karen reported that the student program is moving right along.

**Timeline:**

Mary proposed the following new working timeline which the committee agreed with:

Proposed Updated Timeline: Target Dates and Deadlines

|  |  |
| --- | --- |
| **August 10** | Finalize Call for Proposals |
| **August 15** | Finalize Operational Guidelines for 3MT and the 2023 3MT Competition Announcement |
| **August 25**  | Plenary Speakers Confirmed |
| **August 31** | Post on website CFP, Confirmed Plenary Speaker (with short bios), GR Student Programming Plans, 2023 3MT Competition, updates to Award Competitions |
| Grad Student Session speakers and facilitators confirmed  |
| CTA Email to membership: Mark your calendars now. CSGS is going to Tampa in 2023. Here's the CFP. |
| **September 5** | CTA Email to membership: Submissions wanted. We’re looking forward to learning more about your ideas, innovations, collaborations that build bridges to a bright future for graduate education in the South…. |
| **September 15** | CTA Email to membership: Seeking Faculty / Student Award Nominations  |
| **September 26** | CTA Email to membership: Submission deadline is this week. |
| **September 30** | Submission deadline for breakout session and poster proposals |
| **October 1** | CTA Email to membership: Reminder Faculty / Student Award Nominations due in one month. |
| **October 1-28** | President-elect and program committee review/select/confirm breakout sessions/posters for annual meeting. |
| **October 15** | Registration Go Live |
|  | CTA Email to membership: Time to register.  |
| **October 28** | Deadline for breakout sessions and posters / presenters notified and confirmed. |
|  | Grad student program confirmed and shared with president-elect for inclusion in the Preliminary Program to be posted on the website |
| **October 31** | President-elect to share preliminary program (inclusive of GR Student Programming) with Secretary to prepare for posting to website. |
|  | President-elect to share Preliminary Program (inclusive of GR Student programming) with person building out Guidebook. |
| **November 1** | Deadline for receipt of Faculty / Student Award Nominations |
|   | Post on website Preliminary Program with Plenary Speakers, Breakout Sessions, and Grad Student Programming  |
|  | CTA Email to membership: The Preliminary Program -- plenary speakers + session breakouts + grad student sessions -- is posted. Reminder to register. |
| **November 28** | CTA Email to membership: Don't forget to register your institution for the 3MT Competition. Deadline is this week. |
| **December 1** | Deadline for registering institution for 3MT competition. Name and contact info for individual student not required but strongly encouraged, include instructions for submitting competitor name and contact information post-registration.  |
|  | Begin to cross reference 3MT student registration with conference registration. |
|  | If we do an Early Bird Registration, use December 1 as deadline for lower rate. |
| **January 9** | Deadline for committee chairs to share award winner names and contact information with Mary and Peter |
| **January 15** | CTA Email to membership: Last call for registration + reminder about the deadline for submitting 3MT Competitor Name and Contact Info |
| **January 23** | Deadline for Registration (or perhaps for off-site registration?) |
|  | Deadline for receipt of 3MT competitor information |
| **February 1** | Deadline for title and slides from 3MT competitors |
| **February 6** | CTA Email to membership: Don't forget to book your hotel! Tomorrow is the last day to book your hotel room to ensure you receive the conference rate. |
| **February 8**  | Hotel releases block of rooms on this date. |
| **March 1-2** | CHGBS Annual Meeting |
| **March 2-4** | CSGS Annual Meeting |
| **March 5** | Executive Committee Meeting |

**Archive:**

Peter learned that Clemson’s library hosts the CSGS archive. It is not clear if things are digitized. We do not have a record retention policy. The committee agreed that all budgets should be archived and all programs. When the officers are in Greenville in late September, they will try to find out more about the archive.

**Website:**

Andrea gave an update on the website: All existing information was transferred, except for the Forum. Andrea’s suggestion to not move the videos over was accepted. The next steps are to set up the page as a professional site so that payments can be done and to link the account. Andrea will work with Peter on this.

**Guidebook:**

Mary gave an update on Guidebook. The executive committee decided to enter into a 3-year contract with Guidebook since it reduced cost. Julie Goodliffe has agreed to be our point person for Guidebook. Guidebook will copy the old program over.

**Committee appointments:**

Brian reported that the audit committee and the nominating committee are the only ones that still need additional members. At least one of the executive committee members should be on each committee. Once a full slate of members has been identified, Andrea will update the website.

**Operational guide:**

The only piece we are waiting for is 3MT. And we will then share the operational guidelines with all committee members.

**Update from CGS:**

Karen attended the CGS business meeting as a representative of our organization. She reported that budgets were in order, everything went fine. Karen raised the question if CGS could pay for the CGS president’s travel costs to regional meetings. CGS stated that there is an agreement in place with all of the Regional Associations (affiliates) is as follows:

  For the regional meetings – the Council’s President and a member of the staff are included

as guests for the each of the regional meetings (registration and hotel). The president is invited to give a presentation (for 2022 – CSGS asked her to do a welcome instead).

The Regional Associations are then provided with an Affiliate seat on our [board of directors](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcgsnet.org%2Fabout%2Fgovernance-financial%2F&data=05%7C01%7Cagolato%40txstate.edu%7Cc9622dbc1fa84fc72f6708da7af81cd9%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637957503313011971%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8ThF5kvH2jbcArCsvICNCKzxzzMRHKjwNphAttYZaao%3D&reserved=0); and we cover the cost of their hotel at our April Meeting and Summer Meeting (for the full meeting Friday - Wednesday), during the Annual Meeting each regional association is offered a session on the program to present.  We also include the regional meetings on our website – which links to your website.

Karen also raised the question if the winter meeting could be changed since a lot of deans have conflicts with commencement. CGS said that hotels are booked five years out and that they need six months between meetings for planning purposes. However, CGS will include a question regarding the meeting dates on their next survey.

**Other items:**

Brian K. is a member on a CGS advocacy group for graduate education. One concern the group raised is visa issues for international students. Amy Scott from CGS is working on this issue with various federal agencies.

Review to do list in the minutes from the Tampa meeting.