

Executive Committee Meeting

Minutes of June 2-4, 2019

Hilton Hotel, UAB

Birmingham, Alabama

**Conference Title: *On the March: Graduate Education Leading the Way
with Courage and Inclusivity***

Attendees: Ruth Bahr, David Berkowitz, Constinia Charbonnette, Karen Coats, Mary Farmer-Kaiser, George Flowers, Desi Hacker, Brian Kloeppe, Sharon James McGee, Kim LaScola Needy, Catherine Pagani, Lisa Sperling and Troy Terry

Absent: Jack DeRochi, Andrea Golato, Cosmos Nwakeafor and Jean Van Delinder

Guest: Lori McMahon, Dean, UAB Graduate School
Katie McGinnis, Executive Assistant to the Dean of the UAB Graduate School

Welcome

Kim Needy opened the meeting with welcome and introductions.

Review minutes and actions items from last meeting in Knoxville

Minutes were unanimously approved with minor revisions to two spelling errors.

Review of action items from 2-17-2019

- Monthly phone conferences with board members and executive committee have been set up and should be on everyone's calendars.
- George Flowers is working on the possibility of a joint membership with CHBGS.
- It is customary for a current board member to become president-elect. Typically, current committee members are elected to fill positions on the board.
- The Birmingham website is up and content is being added as it becomes available.
- The 2020 conference theme is: *On the March: Graduate Education Leading the Way with Courage and Inclusivity*.
- Peter Harries has submitted a host proposal for Raleigh, North Carolina. Kim Needy, Jack DeRochi, George Flowers and David Berkowitz, along with Peter Harries, will conduct a site visit in September 2019 to view hotels, reception venues, etc.
- A refund for poor AV was not possible from the Crowne Plaza in Knoxville. In the future, AV problems must be resolved immediately.

- Kim Needy is checking with Sean Hendricks to see if he will continue to assist with the Guidebook app. Constinia Charbonnette has volunteered to assist as well. We will ask that the app be set-up so participants can provide immediate feedback on sessions. Verbal feedback from last year's conference was positive. Attendees liked the schedule as it provided more break times to network. The joint dinner with CHBGS also received a lot of positive comments.
- Sean Hendricks and Julie Reece have been compensated for their assistance with last year's conference.
- Compensation of financial assistance and app assistance will be added to the budget for future years.

2020 Conference Theme, Plenaries and Concurrent Sessions:

The theme and topics for the concurrent sessions are:

Theme: *On the March: Graduate Education Leading the Way with Courage and Inclusivity*

Plenaries:

- Suzanne Ortega, President, CGS – Plenary 1 (Kim Needy to invite)
- Mackenzie Wilfong, General Counsel, Tulsa Community College – Plenary 2 (Jean Van Delinder to invite)
- Other two plenaries
 - Tier 1 confirm by July 1 or move to Tier 2
 - Condoleezza Rice, former Secretary of State (David Berkowitz to invite)
 - Judge Vanzetta Penn McPherson, women's rights, Montgomery, Alabama (David Berkowitz to invite)
 - Bryan Stevenson, author and Executive Director of the Equal Justice Initiative in Montgomery, Alabama (David Berkowitz to invite)
 - Tier 2, ask if Tier 1 cannot be secured
 - Tara Westover, historian (Karen Coats to invite)
 - Beverly Tatum, former President at Spellman University (Desi Hacker to invite)
 - Robyn DiAngelo, academic, author, lecturer (Constinia Charbonnette to invite)
 - Robin Roberts, TV Anchor of ABC's Good Morning America (Karen Coats to invite)
 - Tier 3, ask if Tier 2 cannot be secured
 - DeReef Jamison, African American History Professor at UAB (Constinia Charbonnette to invite)
 - Krystal Frazier, Tennessee Tech University (Constinia Charbonnette to invite)
 - Alto Mauro, NYU, Abu Dhabi (Constinia Charbonnette to invite)

With this conference theme and the meeting location of Birmingham, Alabama guiding our efforts, the CSGS Executive Board and the 2020 Conference Program Committee welcome proposals for concurrent sessions. We especially encourage concurrent sessions connected to the following broad topical areas:

1. Overcoming Barriers - Promoting Access and Inclusivity in Graduate Education
2. Feeling the Power of an Idea - Building Resiliency in Graduate Education
3. Setting the Welcome Table - International Students and International Experiences in Graduate Education
4. Keeping the Movement Moving - Best Practices in Graduate Education
5. Other emerging topics of importance will also be considered

Committee assignments to review proposals for concurrent sessions are:

Overcoming Barriers - Promoting Access and Inclusivity in Graduate Education

- Sharon James McGee
- Lisa Sperling – Chair

Feeling the Power of an Idea - Building Resiliency in Graduate Education

- Mary Farmer Kaiser
- Desi Hacker – Chair

Setting the Welcome Table - International Students and International Experiences in Graduate Education

- Constinia Charbonnette
- Ruth Bahr – Chair

Keeping the Movement Moving - Best Practices in Graduate Education

- Brian Kloeppe
- Cathy Pagani
- Troy Terry – Chair

Other emerging topics of importance will also be considered

- David Berkowitz
- Jean Van Delinder
- Karen Coats – Chair

Poster Session Submissions

- Desi Hacker
- Lori McMahon – Chair

Note that exhibitors will not be allowed to participate in the poster session.

Lori McMahon will bring easels for posters, poster board and clips to hold posters in place. Her staff will also be responsible for setting up/tearing down poster displays at the reception.

3MT Competition

- Need lavalier microphones for all contestants.
- Screens need to be larger and higher so everyone can see event from the back.
- 3MT Committee will print off certificates for all competitors.

- Lori McMahon will bring a computer/printer to the conference to print off certificates for 3MT winners.
- Lori McMahon will find judges for the competition.

CSGS Website

- We need to add a selection where attendees can mark if they are a new dean (new within the last two years), student or first-time attendee.
- Cassie Franklin will order ribbons for name tags to show designations.
- Add to website that hotel provides free shuttle to and from airport.
- We should have only one student rate for registration. This will be honored for 3MT competitors or any other student attendee.

CSGS Listserv

- All executive committee members need to be on listserv.
- All CSGS institutional members may request adding as many members of their institution as they would like.
- Kim Needy will check with Andrea Golato to see if she is managing the listserv.
- Kim Needy will email listserv and ask members to submit any additions and/or deletions to the listserv.

CSGS Constitution

David Berkowitz and Kim Needy will review constitution and make recommendations for any changes, including the possibility of making the ad hoc committees, 3MT and Sponsorship, as permanent committees. They will also examine how often the constitution should be reviewed for possible changes.

Receptions/Dinners at Annual Meeting

- A joint dinner will be held on Thursday evening in conjunction with CHBGS.
- Lori McMahon will ask Odessa Woolfolk, educator and civic leader, to speak for 10-12 minutes at the dinner.
- A reception will be held at the Birmingham Civil Rights Institute on Friday evening from 6pm to 8pm.
- UAB buses will run continuously beginning at 5:30pm to transport attendees to and from the reception. Lori McMahon is arranging with UAB for the bus transportation.
- Lori McMahon is also checking with the 16th street Baptist choir to see if they would be available to sing as guests arrive.
- There will not be a reception on Saturday evening. Instead, there will be a champagne toast and finger foods at the conclusion of the final heat of the 3MT competition.

New Deans Breakfast

An ad-hoc committee was created to make recommendations for the new dean's breakfast. The committee members included: Sharon James McGee and Mary Farmer-Kaiser.

Committee recommendations included:

- Ribbons for name badges noting that they are new deans.
- Two facilitators to moderate breakfast. Facilitators should be new each year. If possible, one experienced, one relatively new. One male, one female. One from a decentralized administration and one from a centralized administration. One from an R1 and one from an R2.
- Upon registration, new deans should be contacted by email by the facilitators.
- A welcome email from the CSGS registration should also be sent.
- Suggested topics for the breakfast include: staff management, relationship building with academic deans, budget, setting realistic expectations for taking of yourself and maintaining scholarship, first year on the job: learning and relationship building with Provost and other deans, nuts and bolts: how important CGS is helping is for helping with questions, CGS deans discussion board and CSGS listserv.
- Recommended facilitators for the breakfast in 2020 are: Michael Cunningham and Mary Farmer-Kaiser.

Student Focused Events

An ad-hoc committee was created to work on student-focused events. Committee members included: Karen Coats, Desi Hacker, Constina Charbonnette and Lori McMahan.

Committee recommendations included:

- 5 hours of programming for students held on Friday of the conference. The committee should work closely with President-Elect Jack DeRochi for the planning and needed meeting rooms.
- All events should be held next door to the hotel in the Cudworth Building.
- Recommended programming on mentor relationships, leadership, advocacy, networking and next steps.
- Recommended utilizing our CSGS members to run some or all of the programming.
- Need to market this heavily.
- Kim Needy asked the group to submit a proposal with a budget, facilitators and a marketing piece.
- UAB graduate student leadership could host an event.

Financial Report

George Flowers presented a financial statement based on April 30, 2018 thru April 30, 2019.

Beginning Balance	\$ 66,619.20
Total Income	\$120,435.49
Total Expense	\$ 86,424.50
Current Balance	\$100,630.19

George reported that the CSGS budget was sound with enough surplus to cover a dinner on the first evening of the conference. Sponsorships have increased over the past few years resulting in the positive financial position.

Other

- George Flowers will reserve 9 extra hotel rooms for: CGS (2), Mackenize Wilfong (1), plenary speakers (2), faculty award winners (2) and student award winners (2)
- George Flowers will also reserve overflow rooms at the hotel across the street, Residence Inn Marriott.
- Brian Kloeppe will assist George Flowers with managing meeting rooms during conference.
- We should consider asking sponsors to pay speaking fees.
- George Flowers will check with SEC Consortium to see if they would like to sponsor a breakfast.
- David Berkowitz and Lisa Sperling will create operating manuals for the various CSGS committees.
- Lori McMahon will let us know of an organization that committee members could donate to on campus, such as the food pantry. This should be advertised on the website as well.
- Hotel room rate will be \$131.00 per night. Parking is \$12.50 per day.

Draft Schedule for Conference

Thursday, March 5

- 4:00pm – 5:30pm Executive Committee meets (Kim brings the bar)
Montgomery Room
- 5:30pm Joint dinner with CHBGS
Hamilton Room I and II
Need podium, microphone, 2 screens and risers
Set up room in rounds for 250 people

Friday, March 6

- 7:30am – 8:30am Breakfast – Sponsored by ETS
Hamilton II
Set up in rounds
- 8:30am – 8:45am Welcome
Lori McMahon has confirmed that UAB Provost will give welcome
- 8:45am – 9:45am Plenary #1 – Suzanne Ortega
Hamilton I
Set up in ½ rounds
Kim Needy will ask Suzanne Ortega to present
- 9:45am – 10:00am Refreshment/Networking Break
- 10:00am – 11:00am Concurrent I – held in rooms:
Skipworth I
Skipworth II
Hamilton II
Rooms will be set up in 10 rounds of 8
- 11:00am – 11:15am Refreshment/Networking Break
- 11:15am – 12:15pm Plenary #2 – Mackenzie Wilfong
Hamilton I
Kim Needy will ask Jean Van Delinder to invite Mackenzie Wilfong to present
- 12:15pm – 1:30pm Lunch
Put in more chairs because it was set up in ½ rounds for the morning session
Buffet set up in atrium
- 12:15pm – 1:30pm Exhibitor Fair
Atrium
- 1:30pm – 2:30pm Concurrent II – held in rooms:
Skipworth I
Skipworth II
Hamilton II
- 2:30pm – 2:45 pm Break
- 2:45pm – 3:45pm Plenary III

3:45pm – 4:00pm Hamilton I
 Refreshment/Networking Break
 4:00pm – 5:00pm Concurrent III – held in rooms:
 Skipworth I
 Skipworth II
 Hamilton II
 5:30pm Transportation to reception venue begins
 6:00pm – 8:00pm Reception at Birmingham Civil Rights Insitute

Saturday, March 7

7:30am – 8:30am Breakfast – Sponsored by Liasion
 Hamilton II
 7:30am – 8:30am Breakfast for new Deans
 University Room
 Set up in 4 rounds of 8
 8:30am – 9:30am Plenary IV
 Hamilton I
 9:30am – 9:45am Refreshment/Networking Break
 9:45am – 11:00am 3MT – Heat 1
 Hamilton II
 Set up in theatre style
 3MT – Heat 2
 UAB Classroom in Cudworth Building next door
 11:00am – 11:15am Refreshment/Networking Break

 11:15am – 12:30pm 3MT – Heat 3
 Hamilton II
 Set up in theatre style
 3MT – Heat 4
 UAB Classroom in Cudworth Building next door
 12:30pm – 2:30pm Lunch Award Ceremony/Business Meeting – sponsored by ProQuest
 Hamilton I
 Tables designated for students
 Plated lunch
 2:30pm – 3:30pm Concurrent IV
 Skipworth I
 Skipworth II
 Hamilton II
 3:30pm – 3:45pm Refreshment/Networking Break
 3:45pm – 4:45pm Concurrent V
 Skipworth I
 Skipworth II
 Hamilton II

4:45pm – 5:00pm Refreshment/Networking Break

5:00pm – 6:00pm 3MT Final Competition and Closing Remarks
Hamilton I
Needs to be set up in theatre style

6:00pm Champagne Toast to 3MT winners

7:00pm State Dinners
Restaurant of your choice

Sunday

8:00am – 9:00am Executive Committee Meeting
Montgomery Room
Set up in “U”

* Magic City room will be used for storage for the conference