



Conference of Southern Graduate Schools MINUTES - Executive Committee Meeting Scottsdale Arizona, December 8, 2011

The President of the Conference of Southern Graduate Schools (CSGS), Nancy Marcus, convened the meeting of the Executive Committee (ExCom) at 6:30 PM on December 8, 2011 at Bobby's Restaurant in Scottsdale, Arizona. Executive Committee members in attendance were Nancy Marcus, Duane Larick, Andrew Sustich, Jeannine Blackwell, Bryan Noe, Patrick Pellicane. Others in attendance included Mark Garrison (Awards Committee – faculty) and Judy Devine.

1. Old Business

- a. Approval of minutes from the June 10, 2011 Executive Committee meeting (Jacksonville, FL). Minutes were approved without change and will be posted.

2. New Business

- a. President's Report – Nancy Marcus delivered the President's report and indicated planning for the upcoming conference in Jacksonville was on schedule. The website has been updated to include addition of the Preliminary Program, updated tour information and registration information, plus information on committees, membership, etc. Updates continue to be done through the VT webmaster. Further discussion is needed to determine the future direction for the CSGS website.
- b. Treasurer's Report - Andrew Sustich delivered the Treasurer's report and disseminated a Revenue and Expense Statement for the period beginning January 1, 2011 through November 30, 2011. The Committee noted a beginning cash balance of \$95,995.82 as of January 1, 2011 and an ending balance of \$103,802.20. The Treasurer indicated CSGS was \$7,806 ahead (Net Profit) at this time and projected that may increase to ~\$10,000 by the end of the year. Membership dues are coming in ahead of schedule. The membership Committee will send out outstanding dues notices in early January. Upon motion duly made and seconded the Treasurer's report was accepted.
- c. Nomination's Committee – The CSGS Nominating Committee for 2012 includes: Larry Lyon, Vice Provost and dean of the Graduate School, Baylor University; Terry M. McConathy, Executive Vice President and dean of the Graduate School, Louisiana Tech University; Elaine McNiece, Associate Provost and Dean of the Graduate School, University of Central Arkansas; and Maurice Taylor, Vice president for University Operations, Morgan State University. There are 4 individuals on the Executive Committee with 2012 terms (McGehee, Sandkam, Terry and Eftink) that need to be replaced and a President-Elect needs to be identified. Nominations needed for standing committees include Awards Committee – faculty - 2; Awards Committee – student – 7; Membership Committee – 6. President Elect Blackwell will work with the Nominations Committee to identify individuals for the February 2012 meeting.
- d. Awards Committee – faculty – Mark Garrison provided the report which included a list of recipients for the CSGS/ETS Award for Excellence and Innovation in Graduate Admissions, the

Outstanding Mentor Award, and the Award for Outstanding Contributions to Graduate Education in the Southern Region; all will be announced at the 41st Annual Meeting in Jacksonville. Chair Garrison also made a recommendation that it is time to identify a new Chair for the committee and further recommended President-Elect Blackwell look to a current committee member to fill that role.

- e. Thesis Awards Committee – Student – Doug Boudinot provided the report and indicated the Life Science Award had eleven nominees and the winner is still to be selected. Winners of the Social Sciences, Business and Education Award (nine nominees) and the EDT (six nominees) have been selected; all will be announced at the 41st Annual Meeting in Jacksonville. The Chair also indicated that ProQuest continues to provide funding to support these awards and we need to get the membership to “step-up” and submit nominations.
- f. Membership Committee – A written report was submitted by Chair Patricia Koski. During 2011, the members of the CSGS Membership Committee contacted universities who had not yet paid their membership dues. They also contacted those who might be interested in joining CSGS and invited them to apply. Most recently, the Committee approved the admission of Lee University in TN and Salisbury University in MD. The Committee met at the annual meeting of CSGS in Huntsville (2011) and also plans to meet at the CGS meeting in Scottsdale (2011). In early January (2012) the Committee will begin contacting those institutions who have not yet paid their 2012 dues.

3. Conference Planning Reports

- a. Program Report – President Elect Blackwell distributed a draft 2012 Program and asked that any updates or changes be submitted to her by January 1 for a mid-January printing deadline. Blackwell and Sustich will work on room assignments for the Concurrent Sessions, Roundtables, and Workshops. An AV feedback form has been sent out. There will be a laptop computer and projector for the Plenary Sessions.
- b. Committee Assignments for JAX – All ExCom members were encouraged to arrive either Wednesday evening or as early as possible Thursday to assist with collating materials, meeting registration, tour registration, etc. Specific needs include:
 - i. Registration – Needs ExCom member volunteers
 - ii. Tour desk – Needs ExCom member volunteers
 - iii. Opening Joint reception – Executive Committee roles include attend, great guests and be introduced
 - iv. Time Keepers for Sessions – Need to identify and ExCom member for each session to do this
 - v. Distribute and collect surveys – we will ask the session facilitators to distribute and collect surveys for each session.
 - vi. AV set-up team for break out rooms as needed
 - vii. Awards luncheon – Mark Garrison and Doug Boudinot will print and bring awards brochures. All ExCom members will help distribute
 - viii. Compile survey results

4. Other Business - none

Respectfully Submitted
Duane Larick
Secretary CSGS