

CONFERENCE OF SOUTHERN GRADUATE SCHOOLS

Executive Committee Meeting
The J. W. Marriott, Washington, D.C.
December 5, 2008

The President of the Conference of Southern Graduate Schools (CSGS), Phillip Langlais, convened the Executive Committee (the "Committee") meeting at 7:30 am in the Commerce Room of the J. W. Marriott Hotel in Washington, D.C. In attendance were Jeannine Blackwell, Patricia Bishop, Douglas Boudinot, Philip Cohen, Karen DePauw, Elaine McNiece, Mitchell Muehsam, Max Poole, Jean Pugliese, Bob Roer, Rebecca Saunders, Susan Sell, Maurice Taylor, John Watret, and Karen Weddle-West. Also in attendance was Mark Garrison, Chair of the Awards Committee.

The Executive Committee reviewed the Minutes of their June 21 - 22, 2008, meeting. Karen Depauw, Chair of the Nominating Committee, stated that in addition to identifying nominees for Vice President/President Elect and four at-large members of the Executive Committee, the Nominating Committee had also agreed to identify a nominee to become the next Treasurer of CSGS. Jean Pugliese observed that the city referenced in the Minutes is Huntsville, Alabama. Upon motion duly made and seconded the Minutes were approved as amended.

The Committee discussed the status of the CSGS annual meeting conference program scheduled for February 26 – March 1, 2009, at the Marriott Norfolk Waterside. President elect, Patricia Bishop, reported that all of the conference plenary and concurrent sessions have been established. The Committee discussed the limited response from the CSGS membership to a call for abstracts for presentations at the annual meeting conference. The President opined that the call for abstracts is a way to encourage the membership to become active participants in the substance of the annual meeting program. The Committee agreed to continue the call for abstracts for the next annual meeting scheduled for February 2009 in Savannah, Georgia.

The President stated that the panels of graduate students presenting at the February annual meeting conference have been finalized. The Committee discussed differences in the organization of state graduate council of deans and the implications for the participation in future annual meeting conferences by graduate student panels. The Treasurer, Max Poole, requested the name and contact information of the graduate students participating on panels at Norfolk meeting in order to prepare their registration packets.

Next, the Committee reviewed the Cost Projections for CSGS Reception scheduled for the Chrysler Museum on Friday, February 27, 2009. The President reported that the cost of the rental of the Chrysler Museum is being covered by the Virginia Council of Graduate Schools. He noted that music will be provided without cost to CSGS by the internationally renowned Diehn Choral and the successful jazz musicians, the John Toomey Trio. The Committee also reviewed the Food Cost Projections for the reception. They noted that the estimated cost of the reception is approximately \$15,000.

Upon the call for committee reports the Treasurer disseminated Revenue and Expense Statement for the period of January 1, 2008 through November 30, 2008. The Committee observed that for the year expenses exceeded revenues by \$15,023.04 due primarily to the annual meeting and conference costs held in Austin in February, 2008. The Treasurer reported that costs for the Executive Committee meeting held in June at the Marriott Waterside Hotel totaled \$14,174.13 and that the greatest share of those charges is related to travel reimbursement. The Committee observed that the ending balance is \$80,450.91. The Treasurer expressed grave concern about the CSGS financial status should the balance fall below \$80,000.

Mitchell Muehsam reported that all members of the Audit Committee, including the newest member Paula Wilson, have agreed to continue their service.

Mark Garrison distributed the report of the Awards Committee. The Chair stated that the Awards Committee selected Lynn Siefferman, who received the Ph.D. from Auburn University in 2005 and who is currently an Assistant Professor of Biology at Appalachian State University, to receive the 2009 Achievement Award for New Scholars in the Life Sciences. He also noted that Maureen Grasso, Dean of the Graduate School at the University of Georgia, as the recipient of the 2009 Award for Outstanding Contribution to Graduate Education in the Southern Region. The Committee then discussed a draft of eligibility criteria and nomination and selection process for the Outstanding Mentor Award. It was noted that at the Norfolk meeting the Committee had resolved to recommend to the CSGS membership that the New Scholar Award should be eliminated and be replaced by an Outstanding Mentor Award.

The Chair reported that the Awards Committee expressed concern about the submission of incomplete nomination packages and about the security in the electronic submission of the nominees' application package. Karen Depauw stated that the CSGS web site is structured to handle secure electronic committee activities. Jeannine Blackwell opined that only complete nomination packages should be considered by the Awards Committee. Upon inquiry by Susan Sell, the Committee agreed that nominators should be encouraged to support their own definition of "mentor" in the nomination package. The Committee agreed that the last eligibility criteria in the draft proposal should be amended to read: "Nominees must have demonstrated continuing success as a mentor over a significant portion of the Candidate's career." The Committee also agreed that the nomination and selection process should be amended to read: "Nominations should be submitted as a complete package and include the following materials."

Doug Boudinot reported that the Master's Thesis/EDT Awards Committee received 19 nominations for Arts and Humanities Award, 13 nominations for the Mathematics and Science award and 5 nominees for the Electronic Thesis and Dissertation (ETD) award. He stated that award recipients will be selected shortly.

Max Poole distributed a report on the CSGS 2009 Membership Dues. He stated that to date, 131 member institutions have paid dues as compared to 139 members that had paid by January 1st of last year. He opined that CSGS should exceed the number of memberships paid during the 2007 – 2008 academic year.

Karen Depauw reported that 4 representatives of CSGS member institutions will be nominated to serve two year terms as at-large members of the Executive Committee at the annual meeting in February 2009. She stated that the 4 nominees are: Bobby McGehee, Troy Terry, Nancy Marcus , and Sherry Sandkam. The Chair reported that the Nominating Committee is also recommending that Andrew Sustich (Arkansas State) apprentice with the Treasurer for a year in order insure a smooth transition in the management of CSGS' funds. The Chair stated that the Nominating Committee has identified 3 candidates who have agreed to stand for election as Vice President/President Elect of CSGS. The Committee expressed its unanimous consent that the full membership should have an opportunity to elect from a slate of all 3 candidates. The Chair stated that Diane Barron (Troy State University), Tom Reynolds (), Karen Weddle-West (University of Memphis) have all agreed to stand for election at the February 2009 annual meeting.

Next, the Committee reviewed a proposed amendment to Article V of the CSGS constitution regarding the duties of the Vice president/President Elect. Questions were raised about whether the production of the Conference Program also included payment for the cost of printing. The Committee agreed that Vice President/President Elect is responsible for coordinating "the content of the Program for the Annual Meeting." Upon motion duly made and seconded it was

RESOLVED: that the Executive Committee propose to the CSGS membership amending Article V. Organization. Section 3. Officers, b. to read as follows.

The primary duties of the Vice President/President Elect are to: 1- Advise the President and Executive Committee on ways to enhance the organization and effectiveness of the CSGS in meeting the needs of its members. 2- Assist the President and Executive Committee in establishing the theme and sessions of the annual meeting; 3- Coordinate the content of the Program for the Annual Meeting. In addition, the Vice President will assume the duty of the President in the event of the latter's inability to serve.

The Committee discussed several matters concerning the CSGS website. The Committee agreed to provide partial support for a graduate assistantship to manage the CSGS website at the host institution. Max Poole recommended that CSGS contract with the host institution to provide the web maintenance services and thereby avoid the complexities associated with hiring employees. Karen Depauw stated that although the website is currently housed at the Virginia Institute of Technology it is easily transported to another institution. The President reported that he has received several requests to post announcements and other information from third parties on the CSGS website. He noted that in the absence of a published policy regarding such requests from third parties he has denied such requests. After further discussion, Phil Langlais agreed to draft a policy regarding content posted the CSGS website for review by the Committee at its annual meeting.

The Committee next discussed the need for a policy regarding financial support for graduate students presenting at CSGS annual meetings and conferences. The Treasurer observed that

the expense of supporting graduate student participation in CSGS conferences is not insignificant. The Committee agreed that the conference registration fee for graduate students participating on a panel should be waived. The President requested that Karen Depauw chair an ad hoc committee to draft a policy concerning the participation of graduate students in CSGS conference sessions and/or graduate student panels.

The Committee reviewed a letter from David G. Payne, the Associate Vice President of the Higher Education and School Assessments Division of the Educational Testing Service, proposing a CSGS/ETS Award for Excellence and Innovation in Graduate Admissions. Questions were raised about the award's guidelines, in particular, the impact of a focus on STEM disciplines in limiting the number of member institutions able to meet the eligibility criteria. The Committee was unanimous in its support for the idea of such an award but agreed that further discussion about ETS goals and objectives would be helpful. After further discussion, the President was advised to invite David Payne to address the Committee at its annual meeting in Norfolk in February.

There being no further business, the Executive Committee meeting was adjourned at 9:00 am.

Respectfully Submitted

Maurice C. Taylor, Secretary