

## CONFERENCE OF SOUTHERN GRADUATE SCHOOLS

Executive Committee Meeting  
The Marriott Norfolk Waterside  
June 21-22, 2008

The President of the Conference of Southern Graduate Schools (CSGS), Phillip Langlais, convened the Executive Committee meeting at 8:10 am in the James Room of the Marriott Norfolk Waterside Hotel. In attendance were Jeannine Blackwell, Patricia Bishop, Philip Cohen, Karen DePauw, Craig Edelbrock, Larry Lyons, Elaine McNiece, Mitchell Muehsam, Max Poole, Jean Pugliese, Dorris Robinson-Gardner, Bob Roer, Rebecca Saunders, Susan Sell, Maurice Taylor, and John Watret.

The Executive Committee reviewed the Minutes of their February 25, 2008, meeting and noted several corrections. They agreed that the official minutes should reflect only the member in attendance at the meetings. The President noted the need to disseminate information about the schedule of meetings in a more timely manner to newly elected members of the Executive Committee. Upon motion duly made and seconded the Minutes were approved as amended. The Executive Committee agreed that once approved, the Minutes shall be posted on the CSGS web site.

Upon the call for committee reports the Treasurer, Max Poole, disseminated "Revenue and Expense Statements" and a "Comparison of Expenses Over Last Four CSGS Meetings." The Committee observed that for the period beginning January 1, 2008 through June 16, 2008, CSGS collected revenues of \$55,843.30 but incurred expenses largely related to the 2008 Annual Meeting and Program of \$73,881.98 resulting in a loss of \$18,038.68. The Treasurer reported that CSGS held a total balance of \$77,435.27 including all accounts. Upon motion duly made and seconded the Treasurer's report was accepted.

In reviewing a comparison of expenses for the last four annual meetings, the Committee observed a significant increase in expenses for the last two meetings. Max Poole expressed concern that given the rise in all costs related to the annual meetings and programs CSGS' current fund balance is too low. The Executive Committee discussed several ways to increase revenue and to cut costs. The Committee discussed the registration fee for the annual meeting and noted that it is relatively low in comparison to other regional deans meeting and that the CSGS registration fee had not been raised in several years. After further discussion and upon motion duly made and seconded it was

**RESOLVED:** that the registration fee for the CSGS Annual Meeting shall be \$275 reflecting an increase of \$100.

The Committee agreed on the need to carefully review all aspects of the annual meetings and programs for ways to improve programming but contain costs. Max Poole noted that the majority of CSGS membership is comprised of master's serving institutions. Karen DePauw summarized the principles by which the Committee should be guided in the planning and implementation of the annual meetings including; the cost of tours; external support for off site

receptions; the costs of audio visual equipment; expense and number of meals, and availability of university conference centers. The Committee also discussed the feasibility of inviting institutional members in areas contiguous to meeting sites to sponsor break sessions at the annual meetings.

Max Poole, reporting on behalf of the Membership Committee, observed that that of approximately 220 institutions with graduate programs in the southern region, 175, or 6 more than last year, are current in their dues to CSGS.

The Executive Committee reviewed the responsibilities of the Nominating Committee. Karen Depauw stated that the Nominating Committee will be presenting six nominees for membership on the Executive Committee at the 2009 Annual Meeting including the next Vice President and four at large members. The Nominating Committee will also identify a candidate who will prepare to serve as the next Treasurer.

Mitchell Muehsam observed that Paula Williams and Maurice Taylor assisted with the audit at the 2008 Annual Meeting. He stated that he would inquire whether Paula Williams is willing to fill a vacancy on the Audit Committee. He said he would confirm whether existing members expect to continue their work with the Committee.

Becky Saunders reported that the Awards Committee needs to add 3 new members. She noted that she has served as chair of the committee four years and while she is willing to continue to serve as a member of the Awards Committee she is recommending that another CSGS member serve as its Chair. After further discussion and upon motion duly made and seconded it was

**RESOLVED:** that Dr. Mark Garrison, Associate Dean at Morgan State University be elected as Chair of the Awards Committee.

The President officially appointed Maureen Grasso, William Person, Patricia R. Koski, and Karen DePauw to the CSGS Nominating Committee.

Next, the President led the Executive Committee in discussions of the CSGS web site, the duties of the CSGS Vice-President, and a new scholars award. He encouraged Executive Committee members to send updated contact information to him for the web site including photos, email addresses, and programs. He said that plans are underway to also post the CSGS constitution and minutes on the web site.

The President recommended and the Executive Committee agreed that the general membership should be surveyed to determine participation at and evaluation of the 2008 Annual Meeting. The survey would also gather suggestions for organization of sessions, Table Tops, etc. The President also recommended that the survey ask members to indicate preference for future sites and their interest in hosting the Annual Meeting. Jeannine Blackwell agreed to draft a survey for Executive Committee approval by September 15, 2008. Once approved, the Vice-President would distribute the survey and provide a report at the December Executive Committee meeting.

The Executive Committee agreed that among the most important roles of the Vice-President is the planning and organization of the annual meeting and program. The President observed that this role is not clearly reflected in the CSGS constitution. The Executive Committee charged the President with drafting an appropriate amendment to the Constitution to reflect these responsibilities for the Committee's review at the December meeting. The members agreed that any amendment to the constitution will need the approval of the full membership at the CSGS annual business meeting.

The Executive Committee discussed the continuing viability of the New Scholars award and whether an award for graduate faculty mentors was more consistent with the mission and purpose of CSGS. Rebecca Saunders distributed a draft of a proposal for a CSGS Outstanding Mentor Award. Jeannine Blackwell opined that the CSGS membership more easily can identify graduate mentors. Larry Lyons observed that a mentoring award favors doctoral granting institutions and that the eligibility criteria for a mentor awards would be cumbersome. It was noted that an award to New Scholars Award has been a feature of the CSGS annual meetings since 1985.

Phil Langlais asserted that CSGS' core function, to improve graduate education, favors mentoring. The Executive Committee agreed that issues such as the definition of mentor, distinguishing between outstanding mentor and outstanding contributor, whether the nominator or the nominee bears responsibility for compiling information to meet the criteria, and how much documentation is required to be submitted to the Awards Committee need to be resolved prior to announcing the award. After further discussion and upon motion duly made and seconded, it was

**RESOLVED:** that the Executive Committee recommend to the CSGS membership the termination of the New Scholar Award. And it was

**FURTHER RESOLVED:** that the Executive Committee recommend to the CSGS membership that an Outstanding Mentor Award be instituted in lieu of the New Scholar Award.

It was agreed that a recommendation will not be made to the CSGS members until all issues concerning definition and eligibility criteria are resolved. The President agreed to work with the Awards Committee in further refining the draft proposal for review by the Executive Committee at its December meeting.

Next the Executive Committee discussed cities to host the CSGS 2010 annual meetings. The Treasurer stated that he typically forwards a request for proposals to the Chamber of Commerce and/or the Hotel and Conventions Bureau in possible host sites and that he makes on site visits to hotels with facilities appropriate for the annual meeting. The members reviewed the benefits of holding the annual meeting in Huntsville, Alabama; Orlando, Florida;

and Savannah, Georgia. After further discussion and upon the votes of Executive Committee members, it was

**RESOLVED:** that Savannah, Georgia is selected to serve as the host city for the CSGS 2010 annual meeting.

The Executive Committee engaged in a lengthy planning session to establish the theme and the format for the 2009 annual meeting program. It was agreed that the theme for the 2009 Annual Meeting is "Advancing an Action Agenda for Graduate Education" The Executive Committee agreed to expand the participation of CSGS members in the annual meeting by including a call for papers. Committee members volunteered to chair committees responsible for organizing plenary, table top and concurrent sessions. The President and Karen DePauw stated that the Virginia Council of Graduate Schools will assume responsibility for organizing a graduate student panel as one of the annual meeting program's concurrent sessions. The Executive Committee established dates, times and meeting locations for the 2009 annual meeting reception and program.

The President expressed a desire to increase interaction and involvement of Graduate Deans Groups/Councils from each of the CSGS member states. The Committee discussed the possibility of inviting a representative from each of these graduate councils to have breakfast with the Executive Committee at the Annual Meeting. The Committee also discussed the suggestion that representatives from each state graduate dean council could either attend meetings or serve on the Executive Committee. It was clear that these suggestions would require further discussion and would be taken up at the next Executive Committee meeting.

Following their discussion of the annual meeting program, the Executive Committee toured the hotel facilities. There being no further business, the Executive Committee meeting was adjourned at 11:45 am.

Respectfully Submitted

Maurice C. Taylor, Secretary