

**Executive Committee Meeting**

**Conference of Southern Graduate Schools  
CGS Planning Meeting, Annapolis  
Loews Annapolis Hotel  
126 West Street  
Annapolis, MD 21401**

Minutes of 5/24/2016

A. McCandless called the meeting to order at 8:30 am.

**Review of Schedule**

- The registration remains at 2:00 to 7:00 on Thursday.
- The Joint reception was confirmed, and our history of collaboration is to be explored.
- The narrative of the history of the joint reception can be put into the program.
- M. Garrison will send a link to the CHGBS website to be put on the CSGS website and CSGS will send a link of our website to M. Garrison for his posting on their website.
- J. Kiss will contact K. Needy to work on development of sponsorship levels
- G. Flowers will work on policies regarding benefits by level provided to sponsors.
- A template regarding the sponsorship levels will be completed and sent out by July 1<sup>st</sup>.
- A. McCandless will ask S. Ortega if some of the CGS staff would serve as judges for the 3MT competition.
- November 1<sup>st</sup> is the deadline for nominations for awards, but will be confirmed by J. Canales.
- The State meetings on Sunday will have labels to be placed on the tables.
- Five projectors and four laptops will be needed. Volunteers will be sought for this equipment or a rental system other than the hotel will be explored. M. Garrison will check on rentals.
- It was agreed that CSGS would provide \$200 per month through the next annual conference for Nickki Adams to act as a resource for financial processes and develop an SOP financial manual.
- Casandra is also being paid to place our materials in N-Design for our program.
- A commitment of the presenters should be secured by July 1 and sent to A. McCandless and E. Brothers.
- W. Wiener will clean up the schedule and place it on the website.

**Review of other Commitments:**

- M. Garrison will contact the local universities and Graduate Deans.
- The Executive Committee will make contact with vendors at CGS for potential sponsors.

- M. McCandless will ask for volunteers for ad hoc communications committee.
- G. Flowers will get sponsor information from Andy Sustich (including ETS).
- E. Brothers will contact S. Tucker about inviting McKenzie for the legal presentation.
- M. McCandless will contact M. Devine and provide her with her assignments in relation to the 3MT including coordinating judges from CGS and other sources and to facilitate the 3MT mixer.

**Revised and Final Schedule:**

***Thursday, March 2, 2017***

2:00 - 7:00pm	Registration in the Atrium
5:30 – 7:00 pm	Joint Welcoming Reception of CSGS and CHBGS – <b>Networking Reception ; have both presidents speak</b>
7:00 pm	<b>[Optional] Group Networking Dinners Organized by CSGS Executive Committee – describe as optional opportunity, post sign-up sheets online, leave space or two, keep all walking distance –Reservation Lists located in Atrium</b>

***Friday, March 3, 2017***

7:00 - 5:00pm	Registration: <i>Loews Atrium</i>
7:30 - 8:30 am	ETS Breakfast – <i>Loews Ballroom</i> – <b>George will contact</b>
8:45 – 9:00 am	Presidential Welcome and Address – Amy T. McCandless
9:00 – 10:00 am	<b>Plenary 1: The View from CGS: The Pearls and Perils of Graduate Education (presented by Suzanne Ortega?) - Loews Ballroom Amy will check</b>
10:00 - 10:15 am	Refreshments & Networking Break – <i>Loews Atrium</i>
10:15 - 11:15 am	Concurrent 1 : <b>The Pearls and Perils (organized by Peter Harries)</b> A. <b>PFF/PFL Professional Development</b> (facilitated by _____) B. <b>Grad/Staff Mentoring of Graduate Students</b> (facilitated by _____) C. <b>Strategic Planning</b> (facilitated by Nathan Strong?, University of South Carolina) <b>Jessica will ask</b>
11:30am – 12:45pm	Lunch – Legal Issues- <b>Ernest will contact Sheryl about McKenzie</b>
12:45pm-1:15pm	<b>Exhibitors Fair</b>
1:15 - 2:15 pm	<b>Plenary 2: “Cultivating Diverse Communities: The Role of Internal and External Resources” (Michael Cunningham, George T. Flowers, Andrea Golato? (with panelists from NEH, NSF, NIH, DOE, DOD, or USDA, etc)</b>
2:30 - 3:30 pm	Concurrent 2 : <b>Cultivating Diverse Opportunities</b> (organized by Ernest Brothers) A. <b>Next Generation: Humanities-</b> (presented by Katja Zelladt?) B. <b>Social &amp; Behavioral Sciences</b> (presented by Kelina Craig-Henderson?)

	<a href="mailto:khenders@nsf.gov">khenders@nsf.gov</a> or Linda Hardy? C. STEM (presented by Sheryl Tucker?)
3:30 – 3:45 pm	<del>Poster Session</del> & Refreshment/Networking Break- <a href="#">find a sponsor</a>
3:45 – 5:00 pm	Plenary 3: Assessment & Reaccreditation Perils– Compliance Issues _____ Open Q&A - presented by _____ Paula, John, & Mark will contact potential panel members incl. Maurice Eftink
5:30 - 7:00 pm	Poster Session & Networking Reception at Governor Calvert House ( <a href="#">get sponsors</a> ) (Organized by David Berkowitz)
7:00pm	Dinner on your Own

*Saturday, March 4, 2017*

7:00 – 12:00pm	Registration – Loews Atrium
7:30 - 8:30 am	Breakfast/Bill Carr New Deans & Associate Deans Breakfast ( <a href="#">facilitated by Bill Person, Mark Garrison, Maureen Grasso, Dr. Crandell, &amp; Brian Kloeppel?</a> ) <a href="#">Amy will ask Maureen and Brian</a>
8:30 - 9:30 am	<del>Plenary 3</del> Plenary 4: <a href="#">Advances in Graduate Education Technology</a> (organized by JoAnn Canales)
9:35 - 10:35 am	Concurrent 4 A. Recruitment & Admissions (CRM) CollegeNET– TargetX, & Slate (presented by _____) B. International & Distance Education Partnerships- (presented by _____) C. Matriculation - DegreeWorks - (presented by _____)
10:45 – 11:00 am	Refreshment & <a href="#">Networking Break</a> – Atrium (sponsored by _____)
11:00am - 12 pm	<a href="#">Equipping Graduate Students for Success</a> - <a href="#">Dr. Fatimah Williams Castro?</a> ( <a href="#">Ernest will ask</a> )
12:00pm-12:30	Exhibitors Fair/Networking Break
12:30- 2:30 pm	Lunch (Buffet in Windjammer) and Award Ceremony followed by Business Meeting - Amy T. McCandless
2:45 – 4:00 pm	3MT® heat 1 and 2, concurrent (organized by Meredith Welch-Divine)
4:00- 4:15 pm	Refreshment & Networking Break
4:15 – 5:30 pm	3MT® heat 3 and 4, concurrent (organized by Meredith Welch-Divine)
<del>5:15 – 6 pm</del>	<del>State Meetings (breakouts from _____)</del>
6:00 pm	3MT® Mixer ( <a href="#">facilitated by Meredith</a> ) / Dinner on your own

*Sunday, March 5, 2017*

8:30 - 9:15 am	Breakfast in Atrium /Executive Committee Breakfast in Windjammer /State Meetings in Rooms 1,2,3 (have signage) – <a href="#">talk to Terri @ Loews about room reservations</a>
9:30 – 10:45 am	3MT® Thesis Final Heat – Ballroom (theater style) (organized by _____)
10:45 - 11 am	President-Elect Remarks – <a href="#">Ernest L. Brothers</a> , Ballroom

11 am	Presentation of 3MT® Awards – Amy T. McCandless Raffle for Next Year's Registration (must be present)
12 pm	Meeting Adjourns

The meeting was adjourned at 10:20  
Submitted by William Wiener, Secretary