

CSGS Executive Committee Meeting February 14, 2024 at 12pm CST / 1pm EST

Officers Present: Mary Farmer-Kaiser (President, University of Louisiana at Lafayette), Jon Hakkila (President-elect, University of Alabama Huntsville), Peter Harries (Treasurer), Julie Goodliffe (Secretary, University of North Carolina Charlotte)

Executive Committee Members Present: Irene Pittman Aiken (University of North Carolina Pembroke), Brian Dominy (Clemson University), Morris Grubbs (University of Kentucky), Jill Huerta (University of North Carolina Charlotte), David Shafer (North Carolina State University), Troy Terry (University of North Georgia), Robert Wojtowicz (Old Dominion University), John Lopes (Clemson University)

1:01 Mary Farmer-Kaiser began the meeting.

Minutes

Approved pending one edit.

2024 Greenville Conference

Local Arrangements

John Lopes is making good progress on 3MT judges, including some important non-academic people from the community. They should be able to come to the meeting early, and Jill will communicate the rubric and other information to judges. Different people are judging the heats and finals. John says he'll cover parking for the judges.

The Provost of Clemson is available and will come to give the conference welcome.

The committee was impressed by the South Carolina schools' sponsorship, and discussed how sponsorship will be represented at the meeting. The committee decided to set something up at the venue, and make posters or banners that are the same size – egalitarian. Mary will also prepare a slide. Peter will put signs up for the coffee breaks and the rest of the time during the conference.

Conference details and Logistics

Peter is working with the caterer for the two receptions, and working with the hotel to finalize food. Meals will be in the form of buffets. Peter is also working to set up the coffee breaks.

Registration: 214 are registered, not including 3MT competitors, which are 62. The registration list has a good mix of attendees from everywhere. Some states are better represented than others, but it's a good mix.

Email reminder will go out to remind people to register, and explain there are rooms in the overflow hotel. We'll expand the overflow block by 5 or more.

The committee should take a look at the run sheet for the Business Meeting, and make sure everyone has a copy.

Post-meeting survey: Julie will use last year's survey to set up a Google form.

Elections: Andrea will handle the voting.

Do we need one last meeting? Yes. In 2 weeks. Whoever can join should join.

Hotel

We have a fully booked conference hotel. Overflow hotel: Darla says we can continue to add rooms in 5-people blocks. Greenville is easier to find hotels compared to Tampa.

Program

New Deans Breakfast – Ruth Bahr has volunteered to facilitate. Should we pair her with somebody? Julie or Peter will send Mary the registration list to see if someone who is already attending could pair with Ruth.

Peter is awaiting emails about the AI speaker.

Jon and Peter will work on assigning sessions to meeting rooms.

We have a 9:45 end time for Suzanne, but she is preparing for 30 minutes, so we can spread that 15 minutes around in the schedule, and maybe add some time for Frankie Felder.

Grad student sessions – all set.

3MT

Jill has been communicating with competitors. Materials are due Feb 23rd; a few schools got extensions for submitting the 3MT information. The committee needs 4 timekeepers, and one facilitator if possible. Jon will be a timekeeper. Mary has a list of volunteers and shared that with Jill. Jill will get the judges' information and make sure they have their materials. 3MT Committee members will bring laptops and use countdown clocks. The rooms for the heats are not right next to each other on purpose, and Jill will need room numbers.

The committee discussed getting the 3MT competitors together on the first night. The Atrium of the hotel is a great location. Brian will put it in the Guidebook and make sure it's optional, so people don't change their plans and come earlier than they planned originally. The committee discussed how to handle guests of 3MT competitors, who may arrive and not register. We realize that we cannot and really don't want to police the situation.

People's Choice winners will go to the finals, and the finalists will be announced at the Thursday night reception.

Guidebook

Brian filled in the schedule, uploaded a floor plan to the hotel. Brian created the rooms in Guidebook, updated the local information and Clemson information. Brian needs sponsors and logos, along with more photos and biographies, and Mary will work on gathering them plus biographies and photos of the award winners. Mary will also send the titles of Plenaries 3 and 4 to Brian.

New Business

Do we want to renew the Guidebook subscription? We have until April 1st. Brian and Julie will come up with pros/cons, and see what else is available. Irene volunteered to help. Julie, Brian and Irene will meet to consider Guidebook and any other options.

2:14 adjourn.