**CSGS Executive Committee Meeting**

**March 24, 2021, 1 pm EST**

**Minutes**

Members present: Karen Coats, Ethan Carver, Jill Huerta, George Flowers, Juan Gonzalez, Jon Hakkila, Julie Goodliffe, Andrew Goodliffe, Brenda Smith, Mary Farmer-Kaiser, Jack DeRochi, Brian Kloeppel, Constinia Charbonnette

Karen Coats called the meeting to order at 1:06 EST.

**1. Introductions:**

Members of the CSGS Executive Committee introduced themselves.

**2. Upcoming Forum Series:**

In previous meetings we decided to continue our successful monthly forum series. Committee members brainstormed possible topics and possible times for the meetings. It was decided to hold the forum every third week of the month, alternating Wednesday and Thursday 1 pm EST time slots in order to accommodate different teaching schedules. Given that the Executive Committee will meet in person in Raleigh in June, it was decided not to hold a forum during the month of June. The committee identified the following forums:

* **April** **21 or 22**: DoctoralNet was a conference sponsor and promised an opportunity to engage with members during a forum. Topic TBD.
* **May 19 or 20:** Topic: Returning to Normal /Reintegration after Covid-19. Ethan will organize a panel discussion with representatives from different types of schools.
* **July 21 or 22:** Topic: Marketing and Recruitment (including international student recruitment). Brian and Andrew will organize a panel with representation from different types of schools.
* **August 18 or 19**: “Reality Round Table”. This is envisioned as a free conversation for deans to share what is going well, what problems they are encountering.
* **September 22 or 23**: Topic: Rubrics in Holistic Admissions. Mary will organize a panel of graduate advisors who have adopted a holistic application review process and are using rubrics. Andrew and Andrea have volunteered to reach out to one of their graduate programs. The idea is to have graduate advisors from different disciplines discuss their approach. This session would be an opportunity for CSGS members to invite (some) graduate advisors on their campuses.

Other topics that were listed are the following:

* Emergency grade and evaluation (admissions and (unintended) consequences)
* Evaluation survey also had topic suggestions
* Future of f2f vs online programs

**3. Conference platform Hopin**

Committee members engaged in a brief discussion regarding the benefits and drawbacks of using Hopin. It was agreed that we can improve the communication surrounding the registration and login processes for the upcoming forums.

**4. Conference planning**

Normally, the executive committee meets in person in early June at the conference venue in order to plan the next conference. Given that at all institutions conference travel is already allowed or will soon be allowed, the committee is considering an in-person planning meeting in Raleigh.

4. Action items

* George will provide Karen with contact information for DoctoralNet.
* Karen will contact Peter Harries, the local organizer for CSGS 2022, about possible meeting times in June.
* Karen will set up monthly meetings for the group.
* Forum organizers will provide a (catchy) title to Karen and Andrea
* Andrea will post the Forum information on the website.

Karen adjourned the meeting at 2:03 EST.