**CSGS Executive Committee Meeting**

**November 18, 2020, 3 pm EDT**

**Minutes**

Members present: Jack DeRochi, , Cathy Pagani, Julie Goodliffe, Karen Coats, George Flowers, Troy Terry, Jon Hakkila, Ruth Bahr, Desi Hacker, Sharon James McGee, Mary Owens-Southall, Constinia Charbonnette, Andrea Golato, , Kim LaScola Needy, Mary Farmer-Kaiser, Lori M. McMahon, Mark Garrison, George Flowers, Jamillah McDaniel, Lisa Sperling

**1. Minutes:**

The minutes were approved with one correction of a name spelling.

**2. Conference Planning (Karen Coats)**

Karen Coats shared a draft schedule (see the attached documents) and walked the committee through the agenda. She then discussed some key items of the conference. Discussion items:

* **Panel of on admissions:** The panelists for the future of graduate admissions get together and plan the session (suggestions from the group included: electronic, issues associated with admissions, holistic review, emergency grades, standardized test)
* **Table-top discussions**: We received one email with a suggestion. Jack will send out the call again to the membership.
* **3MT**: Desi Hacker presented an update on the decisions of the 3MT committee:
	+ Generally speaking, the rules for 3MT follow the guidelines of the University of Queensland.
	+ Students will submit a pre-recorded video and their slides. While these two items will be submitted separately, the instructions will note that the slide needs to be visible in the video. Students will have to record their video in one take (i.e., no edits will be allowed).
	+ The rules for judges will state that quality of video is not important. 15 Judges, three from each heat. Judges will be provided by member institutions.
	+ The deadline for students to submit their material will be January 29, 2021.
	+ The committee decided to use the in-house platform created by the UAB team for their 3MT competition. The platform for 3MT will cost approximately $3,000.
	+ Once an institution has registered a student, Lori will reach out to them with the specifics regarding the submission of the materials into their platform.
	+ Kim Eaton at UAB and another staff member at UAB will help with the running of the competition.
	+ We have to make an adjustment in the conference schedule as each heat will likely take a little bit longer than one hour (note for Karen).
	+ The viewing and judging of the videos will be live event. A link to the videos will be generated by the CANVAS platform and incorporated into the conference software (see below).
	+ We will need a total of 15 judges. Judges will be recruited by executive committee members.
	+ Desi will send the instructions for the 3MT to Andrea so that she can post the information on the website.
	+ Karen will send the preliminary conference schedule to Andrea so that she can post the information on the website.
* **Fee Logistics**: The committee discussed the logistics of the conference:
	+ Julie demonstrated the software “Hopin” which is a meeting platform. She showed us the basic and upgraded version. The upgraded package includes branding and technical support (set-up and trouble-shooting).
	+ Constinia was able to negotiate a considerable savings in cost so that the cost for the upgraded package for one year is approximately $8,000. This package allows for 1200 participants. Each additional participant will cost $2.
	+ The 3MT conference can be incorporated since the UAB platform generates a link for viewing.
* **CHGBS conference**: Mary Owens-Southall gave an update on the CHBGS conference (see attached)
	+ The focus of the conference will be the impact Covid-19 on graduate education at HBCUs.
	+ Conference is based on membership fees, i.e., there will be no separate conference registration fee.
	+ We will likely again allow a joint registration for CSGS and CHBGS.
	+ Mary will send the conference information to Andrea so that she can post the information on the website.
* **Fees for CSGS** The committee discussed the fee structure at other conferences. It was noted that a lot of graduate colleges are facing harsh budget cuts and may not be able to afford they typical conference fee.
	+ The group estimated that the cost of the conference would likely be between $15,000 - $20,000.
	+ George will run numbers and see if the conference costs can be covered by our regular membership participation or if we need to charge a registration fee. He will report back to Jack.

**Communications:** The webpage will be updated with pertinent information in the coming two weeks so that email communications can go out after we come back from the Thanksgiving break.