



Annual Business Meeting

Minutes of Friday, February 26, 2021

12:30 p.m. EST

Virtual Meeting

Conference Title: The Future of Graduate Education

President's Welcome – Jack DeRochi

CSGS President Jack DeRochi called the meeting to order at 12:32pm EST. He welcomed the audience to the session and noted that the agenda of the meeting, a slate of nominees and a proposed change to the bylaws was listed on the CSGS website.

Reports:

Nominating Committee – Kim Needy

Kim Needy presented the report of the nominating committee (Kim Needy Pat Koski, David Jackson, Tia Dumas and Chris Rios). There is one nominee for President-Elect (Mary Farmer-Kaiser) and 8 nominees (Shabeer Amirali, Ethan Carver, Juan González, Andrew Goodliffe, Jill Huerta, Brian Kloeppe, Victor Prybutok, Brenda Smith) for the Executive Committee to fill six positions as follows:

- 3 for a three-year term to fill terms ending by Ruth Bahr, Desi Hacker and Troy Terry
- 1 for a two-year term to fill the remaining term left by Lori McMahon
- 2 for a one-year term to fill the remaining term left by Mary Farmer-Kaiser and Cathy Pagani

Approval of Previous Year's Meeting Minutes – Jack DeRochi

Meeting minutes from the 2019 Annual Business Meeting were presented. Jon Hakkila made a motion to approve the minutes, Kellie Cude seconded the motion, and the minutes were approved unanimously.

Conference Program Report – Karen Coats

As president-elect, Karen Coats, provided the conference program report. The 2021 Joint Meeting of CSGS and CHBGS began on Tuesday, Feb. 16 at 1:00 pm EST with a pre-meeting lecture by Dr. Suzanne Ortega. The conference itself began Monday, February 22 at 2:00 pm EST with a CHBGS General Membership meeting, and then the program began on Tuesday, Feb. 23 at 8:45 with a coffee chat led by ETS.

The CHBGS meeting featured a Keynote address by Dr. Anthony Jenkins, President of Coppin State University and panel sessions focused on the repercussions of COVID-19 on higher education. The CHBGS proceeding concluded at 4:45 pm ETS.

The CSGS meeting officially began on Wednesday February 24 at 8:30 am ETS with a welcome by Dr. Jack DeRochi and continued through Friday, February 26, concluding around 1:15 pm with the business meeting.

CSGS meeting highlights:

There were four outstanding plenary lectures, all well attended with active engagement in chats.

- Tuesday, Feb. 16, 1:00 pm EST- Pre-conference lecture by Dr. Suzanne Ortega, President, CGS, Topic: What's Next for Graduate Education

- Wednesday, Feb 24, 9:00 am EST- Plenary 1: Dr. Nirmala Kannankutty, Senior Advisor to the Director, NSF, Topic: Change and Reinvention in Graduate STEM Education
- Thursday, Feb 25, 2:00 pm EST- Plenary 2: Dr. Mary Papazian, President, San Jose State University, Topic: Humanities for the 21st Century: Innovation and the Fourth Industrial Revolution
- Friday, Feb 26, 9:00 am EST- Plenary 3: Mackenzie Wilfong, General Counsel, Tulsa Community College, Topic: Federal Guidance – Focusing on the Future

Breakout sessions and brown bag discussion were held each day to consider topics such as graduate student mental health, policy changes emerging from COVID-19, professional development workshops for students, and the New Deans' Workshop, among others.

Three Minute Thesis was again a highlight of the meeting. Heats 1 & 2 were held on Wednesday; heats 3 & 4 on Thursday; finals were held on Friday: a total of 46 students participated. The Awards Ceremony was another highlight and was held Friday, Feb. 21 beginning at 11:45 am. See the list of awardees below. ProQuest was a sponsor of the awards ceremony.

We were able to obtain some statistics from Hopin analytics:

- Over 250 unique users over three days
- Average 86% turnout
- Average user time: 3.5 hours each day
- Over 1000 chats and connections, across individual sessions through conference

Karen ended the presentation by thanking our sponsors, ETS, ProQuest and DoctoralNet. A special thank you also went to UAB for their support of the 3MT competition, in particular to Kim Eaton. In addition, Karen thanked Constina Charbonnette, Desi Hacker, and Julie Goodliffe for their outstanding efforts to bring the conference to life on our new virtual platform.

Membership Committee – Sharon McGee

Sharon McGee presented the report of the membership committee on behalf of Dean Campbell who was unable to attend. The committee has the following members, Dean Campbell, Dave Shafer, Geo Ayala, Sanjay Menon, Victor Prybutok, Robert Sanders, Morris Grubbs, and Sharon McGee. The committee was not very active this year because all universities were dealing with the academic and financial impact of the pandemic. Sharon welcomed new members to the conference. Sharon offered to answer questions about the membership. She can be reached via mcgee@etsu.edu.

Treasurer's Report – George Flowers

George Flowers presented the treasurer's report: As of December 31, 2020, the revenue amounted to \$114,200.72 and expenditures (including conference costs) amounted to \$112,043.82. The net income was \$2156.90. The second page of the report shows the financial statement of the bank. Overall, the organization is solvent with \$122,437.74. This amount does not include the sponsorships for this year. Peter Harries will start as second treasurer after the conference. There will be a laptop and a document camera so that records can be shown, members of the audit committee have online access to all bank statements. If there are issues, then there will be an additional in-person audit at an in-person conference.

Audit Report – Sheryl Tucker

Sheryl Tucker, the chair of the audit committee, presented the Audit Report. Other members of the committee were Annette Kluck, Karen McCaleb, Robert McGehee, and Greg Bell.

Given the unusual circumstances, the CSGS Audit Committee had to adjust typical protocols to a virtual environment. CSGS Treasurer, George Flowers, and CSGS Audit Committee Chair, Sheryl Tucker, had a Zoom audit planning and strategy meeting on February 11, 2021 and determined how to proceed. CSGS President, Jack DeRochi, was notified about the proposed, virtual format on February 12, 2021. The audit was carried out as follows:

- George Flowers' team scanned the monthly bank statements for the year and made the pdfs available in Box, a secure dropbox. They sent invites to Box to members of the CSGS Audit Committee.
- The CSGS Audit Committee met via Zoom with George Flowers and Julie Reece on Thursday, February 25, 2021.
- As in years past, the Audit Committee selected a random number (7) to inspect the supporting documents for the payments and expenditures indicated in the monthly bank statements. Unusually large transactions and payments to the Treasurer and his staff were also reviewed. For each expenditure, Dr. Flowers, using a document camera, showed the documentation for the items randomly selected by Committee in real time.

The CSGS Audit Committee unanimously found that the financial records for the 2020 calendar year to be in order and appropriately documented and had no reservations about the handling the organization's funds. Sheryl Tucker thanked the CSGS Audit Committee and our Treasurer George Flowers and George Flowers' office and technical support staff for facilitating this process during the restrictions imposed by the pandemic.

3MT Committee Report – Desi Hacker

Desi Hacker, the chair of the 3MT committee, gave the 3MT committee report. Members of the committee were Lori McMahon, Ruth Bahr, and Ernest Brothers. The 3MT committee established the rules and processes for the 3MT Virtual Competition. Given that this year's conference is a virtual one, the decision was made to have students submit a video of their presentation for live judging during the event. Each member of the executive committee provided a name of a judge for the competition who was not in academia. Forty-six member institutions were represented in our first virtual competition. Thirteen judges from multiple sectors of the community judged the competition. The committee recommended working with UAB to host the virtual competition on their platform and this was accepted.

We would like to thank UAB for the wonderful support that they provided for this event with a particular recognition to Ms. Kim Eaton who coordinated receiving all of the videos, communicating with students and judges and ensuring that the platform met our requirements.

With the exception of some technical glitches, the competition was a success: We ran four heats with 11-12 students each. The judges determined the first- and second-place winners and the audience determined the People's-Choice award winner. Only the first- and second-place winners of each heat proceeded to the final round. In the final competition, the first place winner was Angel de Badewole from University of Louisiana at Lafayette, the second-place winner was Austin Tapp from Old Dominion University, who also won the People's-Choice award. The winners received monetary awards of \$1000 for first place, \$500 for second place and \$250 for the People's Choice award. All finalist received \$150.

Student Awards Committee – Cathy Pagani

Caty Pagani served as chair of the students awards committee. Members serving on the committee were: Ethan Carver, Mary Farmer-Kaiser, Jon Hakkila, Lidia Kos, Eric Paulson and Troy Terry. This year's

award categories were a) Humanities and Fine Arts, b) Mathematics, Physical Sciences and Engineering and c) Non-traditional Thesis / Project. The committee received fourteen nominations in category a, twelve nominations in category b, and seven nominations in category c.

The committee members were divided into those who would review the Humanities and Fine Arts submissions, and those who would review those in the Mathematics, Physical Sciences, and Engineering category. All committee members reviewed the nominations in the Non-Traditional Thesis/Project category. Committee members used a spreadsheet that allowed them to rate each nomination in terms of clarity of style and presentation, scholarship, research methodology, and contributions to the field. The final score was added to a summary scoresheet that contained the ratings from all committee members. These scores were submitted prior to the committee's meeting on January 22, 2021. After a lively discussion of the nominations, the winners were determined. The Non-Thesis category was particularly competitive, and the committee determined that an honorable mention should be awarded in the Non-Traditional Thesis/Project category.

- The winner of the Master's Thesis Award - Humanities and Fine Arts is Jessica Brown, from the Department of History at Auburn University. The title of her thesis is "A Symbol of American Female Equality: The United States Air Force Pilot". The thesis was directed by Dr. Alan D. Meyer.
- The winner of the Master's Thesis Award - Mathematics, Physical Sciences, and Engineering is Courtney Jo Kunselman from the Department of Materials Science and Engineering at Texas A&M University. The title of her thesis is "Semi-Supervised Learning Approaches to Class Assignment in Ambiguous Microstructures." The thesis was directed by Dr. Raymundo Arroyave.
- **The winner of the Master's Thesis Award - Non-Traditional Thesis/Project** is Niti Tataria from the Department of Landscape Architecture and Urban Planning at Texas A&M University. The title of her thesis/project is "Healing in the City: A blend of innovation and evidence-based design for rooftop gardens in Houston Methodist hospital". The thesis/project was directed by Dr. Chanam Lee.

The Honorable mention went to Jason Woodworth from the Department of Theatre and Film Studies at the University of Georgia. The title of his Project is "Projecting History in Real Time: Devising Media for the *Georgia Incarceration Performance Project*". The project was directed by Dr. David Saltz.

Faculty Awards Committee – Michael Cunningham

Michael Cunningham presented the report of the awards committee which consisted of the following members:

- Michael Cunningham, Tulane University – Chair (term ends 2021)
- Patricia Koski, University of Arkansas (term ends 2021)
- Robert Doerksen, University of Mississippi (term ends 2021)
- Lisa Sperling, University of Georgia (term ends 2022)
- Andrew M. Goodlife, University of Alabama (term ends 2021)

He noted that four of the five committee members will have to be replaced for next year.

The committee received five nominations for the Outstanding Mentor Award. The committee reviewed the nominations and gave each one a rating of 1 – poor, 2 – fair, 3 good, 4 – very good, or 5 – excellent. If a nominee was from the home institution of a committee member, the committee member did not rate the nomination from their home institution. Instead, the average rating from the other committee members was included; so that all nominees had five ratings. All the nominees were great and are deserving of recognition. The recipient of the Award is Dr. Wei-Kan Chu, University of Houston.

The committee did not receive nominations for the Outstanding Contributions Award
The committee made the following recommendations:

- We need to generate more nominations. Perhaps we can encourage institutions to forward recipients from the institution's graduate award winners
- Encourage Executive Committee members to nominate people, especially for the Outstanding Contributions Award

New Deans' Workshop – Mary Farmer-Kaiser

Mary Farmer-Kaiser and Michael Cunningham held the workshop for new deans and Mary Farmer-Kaiser presented the report. She thanked Michael Cunningham for partnering with her to welcome new members into the CSGS community. While we all wish that the session had included breakfast and in-person conversation, we were able to have a thoughtful conversation about the unique role that the grad school and the grad school dean play on a university campus. Certainly, the conversation was a bit different than in years past due to the unique challenges we all faced due to the pandemic, and most especially for those who onboarded at new institutions. A brief list of resources was shared with the eight participants in attendance. Perhaps most importantly, the participants were told they should see all executive board members and all members of the organization as a resource to them and as someone whom they can call at any time.

CHBGS Debrief – Mary Owens-Southall

Mary Owens-Southall provided a report of the CHBGS conference. She noted that the CHBGS conference was a success. She thanked Jack DeRochi for having served on their board. She noted that the CHBGS conference consisted of two plenaries, a guest presentation by Suzanne Ortega and three panels. The conference focused mainly on the impact of Covid-19 on HBCUs, but taking into account best practices and innovations that resulted from the changes universities made in light of the pandemic. She also thanked Julie Goodliffe, Desi Hacker, and Constinia Charbonnette for their technical support. She expressed that CHBGS is very much interested in continuing the partnership with CSGS.

Bylaws Proposal—Jack DeRochi

Jack described the rationale for the change – to have information posted on the website quicker to keep the membership informed. He read the proposed change and asked the designee of each university to vote.

Within 14 days of the business meeting at the annual conference, the Secretary shall disseminate draft minutes of the business meeting to the members. Members shall review and offer corrections or comments on the minutes for 14 days following dissemination. After the window for corrections closes, the secretary shall edit the draft minutes according to the feedback that was received and disseminate the revised minutes to the members within 14 days. Once the revised minutes have been disseminated, the graduate dean of each member institution (or their designee) shall vote to approve the minutes within a 14-day window. The Secretary shall post the approved minutes on the website.

Voting was accomplished via a Qualtrics survey.

Election Results- Kim Needy

After it was established that there was a quorum, Kim Needy and Desi Hacker worked on tabulating the results. Given that the voting happened in a virtual forum and given that there are staggered terms,

more time was needed than available to accurately tally the results. A decision was made to report the results of the officer / executive committee results and the bylaw change via email to the membership in the week of March 1.

Passing of the Gavel – Jack DeRochi to Karen Coats

Jack DeRochi told the membership how pleased he was to be a member a member of this fabulous organization. He also noted that he was happy to have joined the executive committee. He noted that he once hosted a conference in his field of study, but he stated that he is prouder of this conference, because of its complexity and the teamwork it required. He thanked Desi, Constinia and Julie for their service and dedication to put the conference onto our virtual platform. He noted that while everyone made a shift to the virtual world, the organization accomplished a lot during the last year: monthly forums, the launch of a new platform, benefits of a re-imagined strategy to communicate. He also noted that despite the difficult times, the executive committee and the officers shared lots of joy and laughter on the journey. He noted the dedication, brilliance, and work-ethic of the executive committee and fellow officers. He encouraged the membership to run for executive committee positions, and also to consider serving as officers. He borrowed Kim Needy’s phrase when he said, “I look forward to seeing you all next year in Raleigh, NC.” Next, he asked Karen Coats to join the stage and congratulated her for now becoming the president of CSGS, thereby virtually passing the gavel to her.

On behalf of the conference, Karen Coats thanked Jack for his service as president. She noted that only a short time after Jack became president, the pandemic broke out and all universities switched to an online mode. This then also required professional organizations to move to a virtual world. She noted that under Jack’s leadership, CSGS viewed this not as a challenge but as an opportunity. CSGS pivoted to an online environment to provide more opportunity to learn in our new monthly forums. The forums helped the membership to navigate the pandemic. Karen noted that the monthly forums are going to stay, noting that when we embrace technology then we can share ideas and experiences. The entire exec committee put in a lot of work which resulted in a highly successful and free conference. She noted that has big shoes to fill and is looking forward to work with Jack and rely on his experience. She noted again that under his leadership graduate education in the south has been enhanced. Finally, she noted that all speakers, panelists, moderators, and participants of the conference helped make it a success. Karen adjourned the CSGS at 1:21 EST.

Addendum: Outcome of the elections (originally communicated in an email by Karen Coats on March 1, 2021)

Elections for executive leadership positions were held at the business meeting with the following results:

President-elect:

Dr. Mary Farmer-Kaiser, Dean of the Graduate School, University of Louisiana at Lafayette

Executive committee:

Dr. Brenda J. Smith, Associate Dean of the Graduate College, Oklahoma State University (3 year term)

Dr. Jill Huerta, Executive Director, Center for Graduate Life, University of North Carolina Charlotte (3 year term)

Dr. Brian Kloeppe, Dean of the Graduate School and Research, Western Carolina University (3 year term)

Dr. Juan González, Associate Provost and Dean of Graduate Education, University of Texas at Dallas (2 year term)

Dr. Ethan Carver, Associate Dean of the Graduate School, University of Tennessee at Chattanooga (1 year term)

Dr. Andrew Goodliffe, Associate Dean for Admissions, Recruitment, and Fellowships, The University of Alabama (1 year term)

The proposed change to the bylaws was approved.