

CSGS Executive Committee Meeting Minutes

October 27, 2022 at 12pm CST / 1pm EST

Attendees:

Mary Farmer-Kaiser, Brian Kloeppe, Jon Hakkila, Aimee Surprenant, Irene Aiken, Jill Huerta, Brian Dominy, Peter Harries, Karen Coats, Sanjay Menon, Troy Terry, Morris Grubbs, Julie Goodliffe, Mary Owens-Southall.

Mary Farmer-Kaiser called the meeting to order at 12:01 CDT.

Minutes:

The minutes from August 25, 2022 were unanimously approved.

Website Transition:

Andrea did a great job on the new website, lots of congratulations to her. We know it was a great deal of work which is still ongoing—feedback and suggested improvements are welcome.

Membership Invoices:

Peter is taking a different approach this year. Rather than a general email he sent invoices to everyone individually. Approach seems to be paying off. The enhanced functionality in the website also helps.

There a question raised of what constitutes a member. After discussion it was decided that for the 2023 awards/conference year we will check to ensure that the university submitting award nominations, 3MT entries, and conference registrants are paid up for 2023.

Peter will create and share a google sheet for 2022, then update frequently as 2023 memberships come in. Will coordinate with Andrea and make sure awards chairs at 3MT chair can look to verify membership.

To encourage conference attendees to be members, the price for the conference for non-member institutions will be slightly more than it costs for the highest level of membership.

Executive committee members thanked Peter for being super responsive.

2023 Tampa Meeting

- Registration form is live, please test by sending in your registration.
- Early bird registration Dec. 1.
- Email to membership and friends announcing the conference to go out next week.
- Breakout Sessions --19-20 submissions, which Irene, Morris, and Jamilla have ranked. Brian K. will merge a couple of similar topics together into 2-3 person organizing teams and email the committee later with suggested groups. If they agree follow up with submitters. Given the numbers, not all will be approved and they will suggest that some move to posters. There was a great response from a wide variety of institutions.
- Preliminary program will be available as soon as possible.

- Grad Student Program update:

Session	Date/time/location	Presenters/moderator
Nailing that Interview: Interviewing Skills for Academic and Non-academic Jobs	Friday, March 3, 10:45 – 11:45 am	Dr. Tracy Costello, Director of Postdoctoral Affairs and Graduate Student Development, USF (Karen S. Coats, Session moderator)
Preparing to Achieve Your Goals: Creating an Individual Development Plan (IDP)	Saturday, March 4, 10:00 – 11:00 am	Dr. Lidia Kos, Associate Dean, Graduate School, Associate VP for Research, Florida International University (Karen S. Coats, session moderator)
How to Get the Most out of a Mentoring Relationship	Saturday, March 4, 2:00 – 3:00 pm	Dr. Donna Knudsen, Campus Assistant Dean, Graduate Studies, USF St. Petersburg Campus and USF Graduate Students (Ruth Bahr, Session moderator)

- Plenary Speaker Updates –Mackenzie Wilfong is still confirmed, working with Shoba Subramanian to finalize and the panel discussion will go ahead—responses good for the panel, Brian K. has names pieces in place and the session is in good shape.

3MT

Deadline to register the organization is Dec. 1. Three schools have already sent specific competitor information which will be cross-reference that with Peter’s list. If a school is sending a 3MT but aren’t members then Peter will invoice individually and get in touch with Jill. The committee will be meeting soon and will coordinate with Ruth for judges. Reminder coming from Mary FK. Dates below

- December 1: Deadline for institutions to register to participate in the 3MT competition
- January 23: Deadline for institutions to submit the 3MT Competitor Information Form
- February 1: Deadline for 3MT competitors to submit require presentation title, slide, and photo release form

Sponsorship

- Vendor/exhibitors Outreach – Peter is sending letters out. Ideas of vendors/sponsors welcome. Peter will coordinate with Ruth to ask Florida institutions
- Coffee Break Sponsors—Platinum, \$5,000; Gold \$2,500; Silver \$1,000, \$800 for exhibitors, Florida schools. General letter going out mid-November, check sponsorship link is active.

Tampa Reception Venues – all set

Guidebook

- Pictures needed, send to Julie. Duplicate last years guidebook. Jill will ask 3MT students to include a headshot with their submission.

Awards Ad Hoc: committees will make recommendations for updating and simplifying the guidelines.

2024 Greenville Meeting

- Hotel set, Hyatt Regency, identified reception venues.
- Mary and Peter found out that in 2025 our organization will be 100 years old and the archives are at Clemson University.
- There was wide agreement to move the meeting back one day to end end on a Friday, instead of Saturday.
- Premeeting exec W-F potential dates coming from Brian K.

CHGBS Updates – group is meeting soon.

CGS Updates – none.

Adjournment:

The meeting adjourned at 1:00 pm CDT.

Addenda:

Meeting Date Schedule:

All via Zoom at 12CST/1EST unless otherwise noted. Calendar invites have been sent.

9/25-27/2022	Sunday-Tuesday	Officers – 2024 Greenville Preliminary Site Visit
10/27/2022	Thursday	Executive Committee
11/16/2022	Wednesday	Officers
Dec. 7-10	Wed.-Sat.	CGS Annual Meeting breakfast meeting in person for those attending
12/15/2022	Thursday	Executive Committee
1/25/2023	Wednesday	Executive Committee
2/23/2023	Thursday	Executive Committee
March 2-4	Thurs.-Sat.	CSGS Annual Meeting in Tampa
3/5/2023	Sunday	Executive Committee breakfast meeting in person to close out the meeting

Timeline: Updated Target Dates and Deadlines

August 10	Finalize Call for Proposals
August 15	Finalize Operational Guidelines for 3MT and the 2023 3MT Competition Announcement
August 25	Plenary Speakers Confirmed
August 31	Post on website CFP, Confirmed Plenary Speaker (with short bios), GR Student Programming Plans, 2023 3MT Competition, updates to Award Competitions
	Grad Student Session speakers and facilitators confirmed

September 12	CTA Email to membership: Mark your calendars now. CSGS is going to Tampa in 2023. Here's the CFP.
September 19	CTA Email to membership: Seeking Faculty / Student Award Nominations
September 19	CTA Email to membership: 3MT Planning
October 1	CTA Email to membership: Submission deadline is approaching. CTA Email to membership: Submissions wanted. We're looking forward to learning more about your ideas, innovations, collaborations that build bridges to a bright future for graduate education in the South....
October 14	CTA Email to membership: Submission deadline for breakout session and poster proposals is tomorrow
October 15	Breakout session proposal DEADLINE
October 15-28	President-elect and program committee review/select/confirm breakout sessions/posters for annual meeting.
October 28	Registration Go Live CTA Email to membership: Time to register. Highlight Early-Bird Registration deadline.
October 28	Confirmation of breakout sessions and posters / presenters notified and confirmed.
	Confirmed grad student program to be shared with president-elect for inclusion in the Preliminary Program to be posted on the website
October 31	President-elect to share preliminary program (inclusive of GR Student Programming) with Secretary to prepare for posting to website.
	President-elect to share Preliminary Program (inclusive of GR Student programming) with person building out Guidebook.
November 1	CTA Email to membership: Reminder Faculty / Student Award Nominations deadline approaching
November 15	Deadline for receipt of Faculty / Student Award Nominations
	Post on website Preliminary Program with Plenary Speakers, Breakout Sessions, and Grad Student Programming
	CTA Email to membership: The Preliminary Program -- plenary speakers + session breakouts + grad student sessions -- is posted. Reminder to register.
November 28	CTA Email to membership: Don't forget to register your institution for the 3MT Competition. Deadline is this week.
December 1	Deadline for registering institution for 3MT competition. Name and contact info for individual student not required on registration but collected via a different form, include instructions for submitting competitor name and contact information post-registration.
	Begin to cross reference 3MT institutional registration with info submitted via the 3MT student competitor info form.
	If we do an Early Bird Registration, use December 1 as deadline for lower rate.
January 9	Deadline for committee chairs to share award winner names and contact information with Mary and Peter
January 15	CTA Email to membership: Last call for registration + reminder about the deadline for submitting 3MT Competitor Name and Contact Info
January 23	Deadline for Registration (or perhaps for off-site registration?)
	Deadline for receipt of 3MT competitor information
February 1	Deadline for title and slides from 3MT competitors

February 6	CTA Email to membership: Don't forget to book your hotel! Tomorrow is the last day to book your hotel room to ensure you receive the conference rate.
February 8	Hotel releases block of rooms on this date.
March 1-2	CHGBS Annual Meeting
March 2-4	CSGS Annual Meeting
March 5	Executive Committee Meeting