CSGS Executive Meeting

December 15, 2022

**Attendees:** Mary Farmer-Kaiser, Peter Harries, Karen Coats, Troy Terry, Brian Dominy, Brian Kloeppel, Juan Gonzalez, Morris Grubbs, Irene Aiken, Clay Gloster, Jon Hakkila, Andrea Golato

Mary Farmer-Kaiser called the meeting to order at 12:02 CST.

**Minutes:**

The minutes were unanimously approved.

**Website:**

There was no new information regarding the website. It is live and up-to-date.

**Membership:**

Peter Harries reported that each time a message goes about CSGS, renew their membership. In addition, memberships are renewed when individuals register for the annual meeting using the membership rate and Peter informs folks that they are not eligible for the membership rate since their membership has lapsed. We are currently at over 100 institutional members. 715 people on the email list, but typically we do not have a generic email list. In order to obtain this information, we have made it a mandatory field for the registration.

**Registrations:**

Registration is up and has been extended until December 15. The group decided to extend the early bird deadline until January 6th. An email will go out to the membership.

**Program:**

Brian and Mary worked on the program at the CGS meeting. Brian shared the draft with the executive committee members and discussed some highlights:

* Mary and representatives from the University South Florida will give welcoming remarks. Suzanne Ortega will also provide brief comments which will lead into the first plenary.
* There are four plenaries: A panel on international education (Suzanne Ortega, CGS; Lidia Kos, Florida International University; Steve Bergman, NC State), one on Academic-Industry Partnerships (Shoba Subramanian, Amazon), one on Mentoring (Katharine Steward, NC State); and one on the Legal Landscape of Graduate Education (Mackenzie Wilfong, Tulsa Community College)
* There were more submissions for breakout sessions than we were able to accommodate. The selection principles for breakout sessions were: variety of topics, variety of states, variety of institutions. Brian will inform those who have submitted about the outcome of the selection. Brian will also send a preliminary program to Andrea and Julie for posting on the website/in Guidebook.

**Sponsorships:**

EAB is a sponsor and they have received the sponsor form. ETS is interested but has not yet decided on a level of sponsorship. The Florida Graduate Schools have generously agreed to sponsor one of the receptions. We have yet to do a call to other universities to sponsor the event. The officers will discuss a process for soliciting such sponsorships and a call will go out in the new year.

**Activity of graduate students after heats and reception:**

The group agreed that CSGS does not need to plan an activity but perhaps recommendations on locations, venues, etc. can be provided.

**Facilitators for new deans, Bill Carrr breakfast:**

Suzanne Barbour (Duke) and Troy Terry (U of North Georgia) have expressed interest in facilitating the discussion. Mary had created a packet with her co-presenter when she facilitated the discussion a couple of years ago and is happy to share the information that was provided to new deans.

**Posters:**

There will not be a separate call for posters. Instead, the option to present a poster will be extended to presentations that were not accepted in breakout sessions. There will at most be 10-12 might be posters, but the group expects that not all individuals will be interested in giving a poster. The committee decided that Brian would first gage interest in poster presentations before final decisions regarding a poster session is made.

**CHBGS:**

The organization has a new website (www.chbgs.org) but the program has not yet been posted. does not yet have the program up. Mary Southall has announced her retirement effective in December.

**Hotel rooms:**

While initially the block of room reservations we secured included fewer rooms for CHBGS conference days, the number of rooms available on those days have been increased.

**Nominating Committee:**

Needs to let nominees know that they have to attend the Sunday breakfast if they are selected.

**Receptions/Meals:**

Reception venues and meals have been decided. But the selection of the food items for other meals, breaks, and a potential champaign toast after 3MT have not yet been made.

**Guidebook:**

Julie has been working on setting up Guidebook for the coming year and will incorporate the agenda once she has received it. Mary will share the QR code so that the committee can provide feedback.

**Awards:**

The committees are currently reviewing the submissions. We will follow last year’s plan that Karen established.

**Covid and safety protocols:**

CGS required proof of vaccination. The question is what are we are going to do. The information from CGS did not come out until before the conference. Andrea will post on the website that CSGS will follow city, state and federal mandates Covid19 mandates.

**3MT:**

Jill is working on this. We do not have the number of 3MT registrations that we have had in the past. When the early bird deadline is extended, the 3MT deadline will be extended as well.

Next Meeting:

Mary proposed to hold a meeting in early January in addition to the already scheduled January 25 meeting. Officers will attend and other executive committee members are asked to participate as their schedules allow.

**Greenville:**

The date for the conference planning meeting in Greenville has not yet been set (Brian is waiting for executive committee members’ availabilities). However, the meeting will start 3pm on a Wednesday and finish at noon on Friday.

Mary adjourned the meeting at 1:00 CST.