**CSGS Executive Committee Meeting**

**April 29, 2021, 1 pm EST**

**Minutes**

Members present: Karen Coats, Ethan Carver, Jill Huerta, George Flowers, Juan Gonzalez, Jon Hakkila, Julie Goodliffe, Andrew Goodliffe, Peter Harries, Brian Kloeppel, Constinia Charbonnette, Jamillah McDaniel, Brenda Smith, Jack DeRochi

Karen Coats called the meeting to order at 1:03 EST.

**1. Minutes:**

The minutes from the previous meeting were approved.

**2. Summer Meeting (June 27-29)**

George explained that 16 executive committee members will attend, 15 will be at the hotel; one of the goals of the meeting is also to sample restaurants. Enough people are driving to the June meeting, thus no transportation will be needed during the meeting. George has made hotel reservations, executive members make their own transportation arrangements, for which members will be reimbursed (generous limits on plane fare/mileage). Recommendation to use Uber from airport to hotel – it is about 14 miles (there is no shuttle from the hotel).

Hotel: Marriott in downtown Raleigh (three blocks from capitol), which is the same as the conference hotel, spacious, but meeting rooms are close together.

Schedule: June 27: arrival at an agreed-upon time, dinner as a group; June 28: planning the conference and having lunch at local restaurant, visit of potential reception sites in the afternoon, dinner at a restaurant. Meeting rooms will have to be selected during the June meeting for the various events. June 29: dealing with left-over business (and finalizing reception sites). Departure by noon.

Reception sites: Natural History Museum (relatively close to hotel); James B. Hunt Library on NC State Campus (would require transportation; caterer is not constrained at the library); Food Court Area (close to hotel, was suggested by tourism representative; Peter will check it out beforehand).

Restaurants: Raleigh is a foodie city and lots of good restaurants, lots of brew pubs as well, reminder to include vegetarian/vegan options. <https://www.raleighrealtyhomes.com/blog/restaurants-raleigh-nc.html>

Conference theme: Send ideas for conference themes to Mary. Possibly also ideas for plenary speakers, perhaps one of the plenary meeting presenters could be a representative of NCSU.

Other things to consider: How are we are going to handle the 3MT? Lessons learned? Can

sessions be done virtually while some are face-to-face? Online platform or GuideBook?

**3. Summer forums:**

Alana James from DoctoralNet presented in April, 10-12 individuals attended, Alana requested the names of individuals, Andrea will provide names but no contact information.

The upcoming forums are:

* **May 20:** Topic: Returning to Normal /Reintegration after Covid-19. Ethan will organize a panel discussion with representatives from different types of schools.
* **July 22:** Topic: Marketing and Recruitment (including international student recruitment). Brian and Andrew will organize a panel with representation from different types of schools.
* **August 19**: “Reality Round Table”. This is envisioned as a free conversation for deans to share what is going well, what problems they are encountering.

Please send short descriptions to Karen and Andrea. George will create zoom accounts.

**4. Website**

Main page needs to be updated and must be updated by George’s team because of access. Andrea can update the remainder of the website when committees have been formed.

**5. Expanding outreach to graduate students**

Karen presented the idea of expanding the organization’s services to include professionalizing graduate students. This is something we have done at the conference, but perhaps there is more we can do on the conference website or via workshops for graduate students. It was suggested to provide research links and/or to have students be involved in presenting professional development sessions.

The question was raised who the audience of the organization is and if we should perhaps also provide training/resources for staff and assistant/associate deans, and/or graduate faculty/graduate coordinators.

Karen appointed an ad hoc committee (members: Jill, Brenda and Constinia) and charged the committee with organizing professional development activities for graduate students managed through CSGS.

**6. Business Meeting Minutes**

Andrea reported that there was not quorum to approve the minutes. She will send out another reminder to members.

**7. Recommendations from ad-hoc committee**

Sharon reminded Karen that the recommendations from the ad hoc committee need to be addressed this year.

Karen adjourned the meeting at 1:01