**CSGS Executive Committee Meeting in Tampa, June 12-14, 2022**

Executive Board Members Present:

Mary Farmer-Kaiser, Peter Harries, Brian Kloeppel, Andrea Golato, Brian Dominy, Sanjay Menon, Jon Hakkila, Jill Huerta, Irene Aiken, Jamillah McDaniel, Aimee Surprenant, Morris Grubbs, Troy Terry, Ruth Bahr (Sunday only)

Sunday:

* Executive Committee Members received a tour of the conference hotel including conference room and guest rooms.
* The minutes of the May executive meeting were approved
* Theme of the CGS conference: Bridges to a Brighter Future in Graduate Education
* Theme of the CHBGS conference: Transformation of graduate education at HBGS - Research and Instruction
* In the evening, executive board members tried different hotels and restaurants in the area, which will be included in a list of recommendations for conference participants

Monday:

**Review of feedback from the Raleigh conference.**

Success:

* Gratitude for returning to an in-person event, as participant value networking opportunities
* Plenary speakers (except for one focusing on innovative collaborations)
* New deans breakfast
* Programming for graduate students was appreciated
* Turn-out was good given that it was the pandemic
* Guidebook has been useful in making connections and creating a personalized schedule

Issues:

* We need to include more options for vegetarians/vegans
* Grad student programming has to be highlighted
* Make award lunch a networking event and streamline the awards presentation
* There were several issues related to the 3MT competition that will be discussed separately
* The conference theme was focused on problems and not always also on solutions
* There were not enough posters
* More breakout session and fewer plenaries
* Have broader definition of diversity and need for more diversity on program
* Add pronouns to name badges
* Too much focus on the “doom and gloom that is forecast for higher education” / general mood was pretty somber
* More communications concerning the meeting, registration, options, and deadlines

Topic Ideas from Survey

* Addressing burnout / compassion fatigue => what do we need to do
* What do we need to do to reconstruct the environment if healthy environment
* Systemic change: how can you reduce administrative burden of faculty (how do we handle appeals)
* How to have conversations (same content for students and faculty)
* Mentoring vs. Advising
* Motivating faculty to be better advisors
* Suzanne Ortega: Initiative IGE Hub
* How are institutions doing with DEI initiatives
* Onboarding new students (beyond orientation)
* Recruiting and retaining staff, as well as expanded professional development for staff
* retention at the grad level – probation policies, appeals, dismissals, counseling students through appeals, time limits

**Topics for the conference**

Based on the feedback, the executive committee discussed several potential topics for the upcoming conference

Systemic change

* Policies and best practices
* Rights and responsibilities
* What experience should our graduate students be having and how does that affect faculty and staff

Initiatives aimed at rebuilding a graduate community

* What can we do as a graduate school to make life easier on faculty / departments
* Networking of students
* Advisor training

Shift from a monograduate culture to different delivery modes and degrees

Other ideas

* Focus on transformative practices
* Run or walk on the boardwalk in the morning
* Keep the graduate student programming, include three breakout sessions for them

**3MT**

Based on the feedback from Raleigh and input from the executive board members, the following recommendations were made with respect to the 3MT competition

* The sign up of the student and the registration of the student must be integrated/made easier. There needs to be a clear process in case a dean does not have a student’s name at the time of registration.
* We need to return to four heats
* Judges ought to be non-academics and there needs to be more diversity among the judges. One suggestions was to involve members of CHBGS; Executive Committee members will serve as time keepers and MCs
* Jamillah and Peter will help Ruth find judges
* We need to set timelines for the collection of slides and have specific instructions
* We also need specific communications about the conference and the 3MT competition to students directly (not just the Dean)
* The 3MT processes and procedures ought to be codified in the Operations Manual. Andrea has past information from Jean Vandelinder which can serve as a starting point.
* Jill Huerta will chair the 3MT competition, and also having support staff to help
* Ice-cream social or event at Sparkman Warf after the 3MT heat (hosted by Grad Student Organization)
* Consider recording 3MT finals.
* Have reserved seating for judges.
* Ensure that names/titles are preprinted on the rubrics for the judges.
* Provide clipboards/folders (to shield rubric notes) for judges.
* Recognize 3MT participants/finalists at the awards luncheon.
* Formally register our 3MT competition with the University of Queensland

**Decision regarding reception sites:**

* Thursday: Medical Center next to hotel
* Friday: Medical Center at the Bay + Music

This would allow us to showcase the host institution. The hotel venue (outdoors) is an alternative solution. We will also check with CHBGS regarding their preference and we will check prices.

We can check also the cost of a shuttle to the venues.

**Guest room reserved**

* CSGS has 137 rooms for Thursday, 140 for Friday, and 120 for Saturday
* We may need overflow rooms
* Peter needs to check for the release for the hotel booking

William D. Carr Award

* Update the outstanding contributions award
	+ Simplify the application process
	+ Adhoc committee for awards; Andrea, Jon, Troy, Morris, Brian K., Mary
		- Committee will also look at the dates
* We have faculty awards, award for a dean, => maybe create a staff award?
* Decide on a process about a naming of an award
* Charge membership committee to clean up the list of members and email list

**Timeline: Target Dates and Deadlines**

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| **August 1** | Plenary Speakers Confirmed |
|  | Finalize Call for Proposals |
|  | Finalize Operational Guidelines for 3MT and the 2023 3MT Competition Announcement |
| **August 15** | 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  |
| CTA Email to membership: Mark your calendars now. CSGS is going to Tampa in 2023. Here's the CFP. |
| **September 1** | 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…. |
| **September 15** | CTA Email to membership: Seeking Faculty / Student Award Nominations  |
| **September 26** | CTA Email to membership: Submission deadline is this week. |
| **September 30** | Submission deadline for breakout session and poster proposals |
| **October 1** | CTA Email to membership: Reminder Faculty / Student Award Nominations due in one month. |
| **October 1-28** | President-elect and program committee review/select/confirm breakout sessions/posters for annual meeting. |
| **October 15** | Registration Go Live |
|  | CTA Email to membership: Time to register.  |
| **October 28** | Deadline for breakout sessions and posters / presenters notified and confirmed. |
|  | Grad student program confirmed and 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** | 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 but strongly encouraged, include instructions for submitting competitor name and contact information post-registration.  |
|  | Begin to cross reference 3MT student registration with conference registration. |
|  | 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 |

**Things to do:**

* **Everyone:** Send names of 3MT judges to Ruth Bahr
* **Everyone**: Think of nominations for president elect and secretary, executive board
* **Everyone**: If additional ideas for plenary speakers emerge, please share.
* **Those attending CGS summer institute** (Sanjay, Aimee, Irene, Andrea, Karen, Brian K.) to identify vendors, speak with them about CSGS, send leads to Mary and Peter. Maybe Beyond the Professoriate, Prodigy?
* Good video recording of 3MT final? Place winner’s presentation on CSGS website? **3MT committee** will discuss this option
* **Membership** **committee** to reach out to Florida institutions for collaboration, especially University of Tampa. Perhaps they have a shuttle available?
* Do we need **a sponsorship committee** to ask for institution sponsors?
* Contacting Plenary Speakers
	+ Mackenzie Wilfong (Reach out first) = **Mary**
	+ Raj Chetty at Harvard = **Peter**
	+ Nathan Hall at McGill = **Aimee**
	+ Donna Edna Shalala = **Brian** K. reaches out
	+ Alternative speakers: Meghan Duffy, Shoba Subrananian
	+ **Mary** will provide a template for contacting the plenary speakers
* **Mary/Julie:** Check if guidebook has been updated
* **Mary** will ask Karen if she can bring up the cost of Suzanne Ortega’s travel
* **Mary** will get list of things to do from Constinia regarding app
* **Mary** to follow up with ad hoc awards committee. Committee will change the award criteria for the outstanding award committee prior to August so that it is updated and check if anything needs to be updated. Ad hoc committee to include: Andrea, Jon, Troy, Morris, Brian K.
* **Mary** to contact Clemson about formally hosting 2024 meeting
* **Mary** will build vendor outreach into communications plan and assist with outreach. Who are our contacts at vendors?
* **Mary**, Karen, Brian K., Peter, Andrea need an officers meeting in July
* **Mary** to send follow-up email to group once she gets minutes from **Andrea**
* **Mary** will communicate by email for review of CFP and about committee memberships
* **Andrea**: Remember to ask for food preferences and ADA accommodations on registration
* **Andrea**: Include secondary contact / administrative assistant to receive conference communications on the registration form.
* **Andrea:** Include pronouns on registration form.
* **Andrea**: Registration for guests / receptions only or meals
* **Andrea** to send 3MT run sheet to Jill and **Jill** to map out timeline and work plan (4 3MT heats). Must solve registration problem for 3MT participants
* **Andrea** will add 3MT winners to the CSGS website
* **Brian K.** (when putting together the program): Potentially have one person as food preference coordinator
* **Brian K., Irene, Morris, Jamillah** are on the breakout session committee
* **Brian K.** – long-term financial concerns for CSGS - per Peter, we’re ok, the concern was with canceling last year–discussed different fundraising or donation options.
	+ Peter thinks we would need to hire someone to do true philanthropy
	+ Troy noting that we need to provide things all year long to enhance value proposition of membership
	+ We need to think about this kind of info on the website as we consider options for website
	+ Comms committee to discuss dynamic, compelling website content
	+ Ask membership committee to provide firm contact info for active members
* **Peter**: Ask for signs on buffet
* **Peter** will check on the cost of a shuttle to the receptions
* **Peter**: Agree to hire Julie at Auburn to provide on-site help
* **Peter**: Tasks that Auburn did: signage, registration, check-ins, name badges, procured easels (can we get from USF?)
* **Peter:** Include pronouns on name badges
* **Peter** to explore how much we charge vendors and what they get out of it–Guidebook, website, need logos for posterboards, guidebook, site etc.
* **Peter** to manage vendors
* **Peter** needs to check for the release for the hotel booking
* **Karen** to work with **Ruth** on student pre-reception activity
* **Ruth** will check on musical entertainment for Friday night
* **Ruth** to reach out to grad deans in state to donate funds for coffee break etc.
* **Julie** to take the lead on Guidebook
* **Jamillah and Sanjay** to take on ADA tasks
* **Jill** has taken on 3MT organization