

CSGS Executive Committee Meeting

August 2, 2023 at 12pm CST / 1pm EST

Officers Present: Mary Farmer-Kaiser (President, University of Louisiana at Lafayette), Peter Harries (Treasurer), Julie Goodliffe (Secretary, University of North Carolina Charlotte)

Executive Committee Members Present: Irene Pittman Aiken (University of North Carolina Pembroke), Ruth Bahr (University of South Florida), Andre Denham (University of Alabama), Brian Dominy (Clemson University), Jill Huerta (University of North Carolina Charlotte), David Shafer (North Carolina State University), John Smith Jr. (Clark Atlanta University, ex-officio delegate of CHBGS President), Troy Terry (University of North Georgia), Robert Wojtowicz (Old Dominion University), John Lopes (Clemson, honorary member), Sanjay Menon (LSU Shreveport)

Mary Farmer-Kaiser began the meeting at 1:02 EST

Approval of Minutes

Minutes of the July 13th meeting were approved with revisions.

2024 Greenville Meeting

i. Plenary Speaker Updates

We have Mackenzie Wilfong confirmed, and we have DEI plenary all confirmed. Those include: Ainsley Abraham from the SREB Doctoral Scholars Program, Lorelle Espinoza from the Sloan Foundation, and Lawrence Morehouse from the McKnight Doctoral Fellowships Program in Florida. The committee is planning a Zoom for everyone later this month. Lorelle is also interested in knowing the CHBGS agenda, so she may be interested in some participation in the CHBGS.

Frankie Felder is scheduled. There will be an opening before Frankie, James Clements, President of Clemson, to do welcome from Clemson before Frankie.

AI: Peter will work on that plenary.

ii. Reception Venues. All set, the CSGS signed a contract with the Avenue, and Clemson is locked in. We just have to work out the food with Table 301. John Lopes suggested that we get something in writing from Clemson. He added, and all agreed, that a nominal contribution would be a nice gesture since it's offered for free.

iii. Finalize Call for Proposals. It's up on the website. Final call needs us to work through the new webform. Consideration was given to following the lead of CGS with different options for sessions. Poster, panel, workshop, discussions and toolbox focused sessions.

iv. Sponsorships (updates from CGS meeting contacts). CSGS is in communication with Wiley; ETS is working on an ask internally; and Academic Analytics is also working on getting approval to be a sponsor. Irene has a list of those that she has reached out to. Four South Carolina grad school deans shared with John Lopes that they want to contribute toward receptions. We need to update those forms on the web and for the email letter. Advantage

Design will sponsor again, they are sponsoring CGS in December and Troy will follow up with them.

v. Call for Proposals. We still need to update the web forms, including the 3MT form, for Julie, Mary and Jill to work on.

vi. Local Arrangements. John Lopes reported that Marieke Van Puymbroeck from Clemson will reach out to Jill for support 3MT, and also reach out to Morris for the grad student programming. Clemson band set up for reception/s, good reception vibe, a Caribbean steel drum band for Thursday night at The Avenue.

vii. Review of Target Dates. The goal is to have a working program up when we're doing registration, the end of October. Call for breakout session proposals late Aug/early September, with a Sept 30th deadline.

CSGS Tampa Panel Recommendation for CGS Annual Meeting. Troy and Jon will hear from CGS about their CGS session. Troy and Jon will update the presentation.

2025 CSGS Meeting in Dallas

Yes, we are officially going to Dallas. Southern Methodist leadership says they have the space, and Peter will follow up with them on the cost of using their spaces. Can we get the AV for free? If we can get that wrapped into the deal, even if we're paying for spaces, we might be ahead of the hotel or it might be a wash. In the hotel we get all the space for free provided we meet the room requirements. Many hotels are nearby and a fleet of golf carts for people if they need to go anywhere. Bush Library, and the biggest collection of Spanish art outside of Spain are nearby. Big atrium associated with the Grad School might be nice for reception/s. CSGS is getting prices for spaces.

Other Items

Non-Profit Certification. We are certified nonprofit but need paperwork, specifically the articles of incorporation. Sanjay's wife is a CPA and can find out what is required to get the bank account set up. We know we need to track down the articles of incorporation, but Peter continues to have trouble locating which state they were established in. Sanjay and Peter will email and enlist added expertise.

Membership / Email List. Mary asked Peter for the most current list of members and emails to align lists. The CSGS does two kinds of communicating: do we want to only communicate with member institutions, or do we want to communicate more broadly to anyone who is on our list? We talked about broad communications and then also a list specific to member institutions. The latter is to whom we send emails to for calls for nominations for awards, also send them announcements for the 3MT. "Don't know if the juice is worth the squeeze," if we email everyone about certain items. We were unclear whether we should email the long list, or just the member list about the 3MT. The conflict is: maybe we get people interested who aren't currently members, and they join, versus the history that shows we don't get many new members that way.

Action Items

Mary: meet with Jill and Julie to be able to do the call for proposals, to get website and forms ready to go.

Peter: need AI plenary speakers lined up.

Sponsorships committee: need to get that moving.

Robert and Amy: review website content for awards submissions.

Dr. John Smith is moving to Raleigh, Chief of Staff of Saint Augustine's HBCU in Raleigh. He will remain on the committee since his main job will be to increase graduate programs. Congratulations! We will forgive that we have another member from North Carolina.

Adjourn 1:47 EST.