**CSGS Executive Committee Meeting Minutes**

**March 23, 2022 at 12pm CST / 1pm EST**

Present: Mary Farmer-Kaiser, Irene Aiken, Brian Dominy, Sanjay Menon, Jill Huerta, Julie Goodliffe, Troy Terry, Aimee Surprenant, Karen Coats, Juan Gonzalez, Jamillah McDaniel, Peter Harries, Andrea Golato, Clay Gloster, Jon Hakkila,

12:02 Mary called the meeting to order at 12:02

Members introduced themselves. Due to time constraints, we did not follow the order in the agenda but discussed the most pressing items first.

The Executive Committee minutes were approved with one abstention. Andrea explained the process for having the Business Meeting Minutes approved.

1. Old Business
	1. 2022 Raleigh Meeting

There were no financial updates. Constinia has provided the survey results. Mary will send them out and we will evaluate them at the meeting in Tampa. It was noted that for the 3MT, there was a lag of communications of the logistics to participants. We need to include more information. The listserv is not effective. Jamillah has volunteered to be part of the communications team. Payment needs to be put into the registration. Peter and Andrea will get together to make this happen.

* 1. 2023 Tampa Meeting
		1. June 12-14, 2022 is going to be the meeting date for the Planning Meeting (arrival by 3 pm on Sunday and leave any time after noon on Tuesday). Goals: Create the program and nail down reception venue site(s).
		2. Everyone makes their own travel arrangements, but Peter will take care of the rooms. CSGS will reimburse for up to $500. Reimbursements will be made for food.
		3. Brian started a conversation about the conference theme via email. Several topics were discussed and the group agreed on a positive topic that was forward looking. Thus the group picked “Bridges to a Bright Future in Graduate Education.” We will create a description at the planning meeting in Tampa.
		4. Graduate student program planning: Karen Coats discussed ideas with Ruth Bahr at USF. Interviewing for jobs in industry and academia, preparing and using an IDP (this could also be a topic for Deans), Multidimensional model of mentoring. We would be able to pull experts from Florida State or Florida International. Karen would also be interested in learning of other ideas. These topics can also be connected to the main theme. Karen has the approval of the committee to move forward with these topics.
1. New Business
	1. Request for CSGS Letter of Support for NSF Innovations in Graduate Education grant application – Jill Huerta

Jill Huerta presented on STEM Communication Program at the Raleigh meeting and they were struck by how few groups are offering this training. Jill is working on an NSF proposal in innovation in Graduate Education. Want to build a STEM Communication Training Program that is largely online, broken into 6 modules offered throughout the academic year. Trains students to speak with policy makers, with journalists, with people outside of academia. Each module will have a capstone project. Pilot the program with 40 students over three year; half the group will receive cognitive theory training and the study will test if the program will make them better into STEM communicators. There are also community events. Jill is happy to share the online curriculum with other universities. Particularly interested in pushing out to R2 and minority serving institutions. Jill requested CSGS to provide a letter of support for the NSP proposal. Mary liked the idea of supporting the proposal because member institutions stand to gain. Face-to-face sessions would be possible at the conference and also train-the-trainer sessions can also be done. The executive committee moved unanimously to support Jill’s proposal.

* 1. Summer/Monthly Forums

When Covid hit, we pivoted as an organization, we held monthly series. It started off with strong participation and it then petered out. Do we want to start monthly series or do we want to just do the annual meeting? Irene mentioned that folks are tired of the online meetings and folks were pulled into other meetings. The function was to fill the void and we are all burned out. Andrea also mentioned that the forums were created to help us deal with the pandemic. Towards the end the need was gone. Small numbers are demoralizing to speakers and organizers. Mary suggested having a keynote speaker in the Fall. Karen agreed. Peter suggested doing a pause and not do anything and then after the next conference. No monthly, no summer forums. We will continue the conversation later in the summer to see if we want to do something in the Fall.

* 1. Committee appointments. Please send Mary names. Folks who have not been elected would be good names.
	2. Proposed Future Meeting Dates: All via Zoom at 12CST/1EST unless otherwise noted.

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| 3/23/2022 | Executive Committee  |
| 4/27/2022 | Officers |
| 5/25/2022 | Executive Committee  |
| June 12-14 or 26-28 | Executive Committee – Tampa Site Visit |
| July TBD | Officers |
| TBD | Officers – 2024 Location TBD Preliminary Site Visit  |
| 8/24/2022 | Executive Committee  |
| 9/28/2022 | Officers |
| 10/26/2022 | Executive Committee  |
| 11/16/2022 | Officers |
| 12/14/2022 | Executive Committee  |
| 1/25/2023 | Executive Committee |
| 2/22/2022 | Executive Committee  |
| 3/5/2023 | Executive Committee – 2023 Annual Meeting in Tampa |

Adjourned at 1:01 pm CST.