

DRAFT MINUTES
CSGS Executive Committee Meeting
April 8, 2026

1:00 PM EDT, 12:00 PM CDT via Zoom

Present: Jessica Queener, Julie Goodliffe, Irene Aiken, Desi Hacker, Bob Stackman, John Lopes, Greg Bell, Annette Kluck, Ron Walcott, Debra Jackson, Sharon James McGee, Alan Itkin, Brian Wayne, Troy Terry

1:02 EDT begin

Meeting summary

Quick recap

The meeting focused on planning for an upcoming site visit to Arlington scheduled for June 3-5, with 13 confirmed attendees. The group discussed reception proposals from George Mason University and Virginia Tech, with George Mason's proposal being more comprehensive and including transportation options. They also addressed ADA compliance requirements for dissertations and theses, with several members sharing their institutional approaches and challenges. The committee decided to cancel the May 12th meeting due to scheduling conflicts and the upcoming Arlington site visit. Additional topics included graduate student certification requirements before commencement and discussions about separate versus combined graduation ceremonies for doctoral and master's students.

Next steps

- John: Send out (or have Julie send out) the Arlington site visit details (dates, hotel, travel info) to Debra and the group via email.
- Julie: Help John compile a master list of host city proposals/communications received to date.
- John: Request additional information from Virginia Tech and George Mason University regarding reception proposals, including total costs, what each institution will cover, travel time to venues, and available staff support for both the reception and the meeting itself.
- John: Ask both Virginia Tech and George Mason University about the level of staff support they can provide during the event (e.g., registration/check-in, directing traffic).
- Sharon: Reach out to colleagues (including Irene Aiken) to encourage proposals for hosting future meetings.
- Sharon (and/or Program Committee): Begin call for breakout session proposals for the Arlington meeting and review/organize proposals for the program.
- John (with input from group): Organize a virtual webinar in the next couple of months on ADA compliance for theses and dissertations, inviting relevant campus experts (e.g., Kathy from ECU, John's staff member, others as identified) to present.
- John: Contact Debra offline to discuss the process for doctoral students receiving diplomas at commencement.

- John: Cancel the May 12th meeting and notify the group.

Summary

New Member Introductions Meeting

The meeting began with introductions for new members Ron Walcott and Greg Bell, who joined as Vice Provost for Graduate Education and Dean at University of Georgia and Dean at UNC Greensboro, respectively. John, a geneticist by training, shared an analogy about losing his executive admin being like creating a knockout mutant to study consequences. The group briefly discussed challenges with managing their own calendars without executive assistants before transitioning to the meeting agenda.

Arlington Site Visit Planning

The meeting focused on finalizing plans for an upcoming site visit to the Arlington location, which was rescheduled to June 3-5 due to conflicts with the originally proposed dates and hotel availability. John explained that while they tried to accommodate as many people as possible, including key team members like Sharon, Peter, Troy, and Julie, they could only accommodate 13 people total instead of the initially planned 20. John requested a volunteer to help keep notes during the first meeting at the site visit, as Julie would not be able to attend.

John confirmed that Brian would be available to attend the meeting, and they discussed travel arrangements for the site visit. John advised attendees to book travel as soon as possible due to rising prices, recommending Reagan Airport as the optimal arrival point. Debra requested that John resend the site visit details including hotel information via email to help with travel arrangements, and John agreed to provide this information. The group also discussed reception options, with John noting that the joint reception with partners is currently a choice between proposals from Virginia Tech and George Mason University.

Partner Proposal Comparison

The group discussed two venue proposals for CSGS receptions, with George Mason University offering a more cost-effective option at around \$18K compared to Virginia Tech's \$22-23K proposal. John explained that GMU would cover over 50% of costs including space rental, AV, food, drinks, staffing, and parking with shuttle buses between hotel and venue. The team agreed to request additional information from both proposals, including details about staff support that host institutions could provide during the event, before making a final decision.

Host City Proposal Monitoring Updates

The team discussed monitoring ongoing communications regarding host city proposals for the 2028 CSGS conference, with Julie and John planning to create a master list of received communications. They established that while proposals could be discussed at the upcoming Arlington meeting, complete review would need to wait until after June 10th deadline.

Committee Recruitment

The group discussed committee recruitment for next year, with John suggesting more volunteers are needed to help populate committees alongside Troy. John also announced that meeting

materials including agendas, minutes, and documents will be uploaded to calendar invites going forward.