**CSGS Executive Committee Meeting**

**May 26, 2021, 1 pm EDT**

**Minutes**

Members present Mary Farmer-Kaiser Ethan Carver, Jill Huerta, George Flowers, Juan Gonzalez, Andrew Goodliffe, Peter Harries, Brian Kloeppel, Constinia Charbonnette, Jamillah McDaniel, Brenda Smith, Lisa Sperling, Andrea Golato

Mary Farmer-Kaiser called the meeting to order at 1:03 EST as Karen Coats was unable to attend the meeting due to a prior commitment.

**1. Minutes**

The minutes from the previous meeting were approved.

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

George reminded members that he had sent out copy of the reimbursement form prior. He asked members to keep track of their expenses during the summer meeting. George will be reserving hotel rooms. Mary confirmed that a breakfast is planned for Monday. There was consensus among committee members to set the arrival time at 5 pm local time. Schedule of sight visits are being worked out for Monday afternoon.

**Action items:** Mary will clarify with Karen if breakfast is needed for Tuesday morning, what the exact meeting times so that rooms can be reserved and to have refreshments available. Mary will also follow up with Karen to see about the arrival times and specific agenda; an arrival time of 5pm was tentatively agreed upon by those in attendance. George will follow up with the Natural History Museum and Peter the Hunt Library.

**3. Theme for the Conference**

Given that no executive committee member provided ideas for conference themes, prior to the meeting, Mary suggested three possible topics:

* Play on location (research triangle): “New angles in graduate education” or “Triangulating for success”
* Graduate education at the cross-roads (to cover topics such as post-pandemic, changes in inclusion, racial justice, changes in higher ed in general, shifting perspectives, rapid change, and demographic cliff).
* Connecting back to Birmingham: “Marching forward with Graduate Education” (racial justice and inclusion)

Peter Harries, local host, prefers a broader theme than highlighting the area. Choice of topic should also relate to plenary speakers. Members discussed what topics could be included under each of these themes, and mentioned that it was vital to discuss changes in graduate education caused by the pandemic, highlighting that graduate students will have to be able to adapt to the new workplace, that they will have to work together across boundaries (of institutions, fields, organizations, countries, etc.) Additional titles for topics that emerged in the discussion were

* Reimagining graduate education in the post-pandemic world
* Graduate education at critical junctures.

After some discussion, the group felt that the cross-roads / critical juncture theme seems to capture the broadest range of sub-topics and ideas.

**Action item:** Mary asked for members to email her additional ideas for themes, speakers etc.

**4.** **Potential Keynote Speakers**

George informed the group that CSGS typically provides travel costs to the speakers, in addition, the organization has paid an honorarium of $500-$1,000. Brian reminded the members that we want to have speaker to cover topics that are of interest to all types of institutions. The group brainstormed different types of speakers with expertise in different topics:

* A local author since this was successful in Birmingham. (However, the point was made that the literary studies is not one of the focal areas of the hosting institution.)
* The chancellor of the NC State system, Randy Woodson, who is an engaging speaker.
* A representative who can talk about the strength of the university (research – industry partnership; entrepreneurship and creativity).
	+ Jeff Williams, COO of Apple who is opening facility in Raleigh. He is a graduate of NC State and hold an honorary degree from the institution.
	+ A representative of Red Hat, a company in Raleigh.
	+ Director of research triangle park who could speak to what the future is
* Representative from an organization like LinkedIn speaking to student employability
* Someone with a specialty in change management--i.e., someone who can lead change management. In other words, someone who can talk about the opportunities that the pandemic has created.
* Someone who can speak to identifying leadership characteristics to handle change, topic of change and compassion
	+ Author Brene Brown, U of Houston, was suggested. However, since she is working with an agent, we may not be able to afford her. Andrea suggested working through the graduate dean at the University of Houston.

**Action item:** Mary asked members to send her suggestions for other speakers.

**5. Tampa Update:**

There are only few updates. George has been given some options for hotels for the conference in Tampa. Currently, the options consist of one hotel on the bay, one in downtown and one further out. George also asked the local agent to also find beach hotels in Clearwater and in St. Petersburg. Peter, who has lived in the Tampa area for a long time in the past, stated that the choice of restaurants is better in downtown Tampa, transportation is difficult on the beach. He indicated that Ruth Bahr, a local dean, shared this opinion. Discussion leaned towards selecting a hotel in downtown Tampa. The initial site visit is planned for the end of July. Dates for Tampa conference are likely going to be around March 1-5 as determined by hotel availability.

**6. Website:**

Andrea indicated that some updates to the websites have been made. However, the images on the website still date from a conference several years ago. Traditionally, Paul Gemperline took pictures (but not in any official capacity). The question briefly came up if one should identify a historian to take pictures. It was also suggested that the local host organize a photographer and that such pictures be shared (via a shared drive) with the secretary/webmaster. Suggestions for pictures to take: Winners of awards, 3MT winners, group photo, photo of passing of the gavel, executive committee etc. Constinia indicated that she has pictures of the Birmingham conference she can share. She will also check to see if conference attendees uploaded pictures to Guidebook.

**7. Monthly Forum:**

Ethan Carver gave an update of the May forum. It was attended by 15 individuals. The speakers came from different types of institutions (private-public, large-small). They thus were able to discuss different policies at their institutions and different approaches of institution as they relate to the pandemic and the return to the (neo)normal.

Action item: Andrea will post the recording on the website.

The information on the July forum will be posted after May 28th and the August forum will be discussed at a later meeting.

**8. Communications Ad-Hoc Committee**

There was no time to discuss the recommendations from the ad-hoc committee. Andrea pointed out that discussions have taken place previously and the report with its action items had been approved. We will now need to decide how to act on the recommendations. Mary will ask that an update be placed on the agenda for our next meeting.

Meeting closed at 1:02.