**CSGS Executive Committee Meeting**

**October 15, 2020, 3 pm EDT**

**Minutes**

Members present: Jack de Rochi, Lisa Sperling, Cathy Pagani, Julie Goodliffe, Karen Coats, George Flowers, Troy Terry, Jon Hakkila, Ruth Bahr, Desi Hacker, Sharon James McGee, Mary Owens-Southall, Constinia Charbonnette, Andrea Golato, Jamillah McDaniel

Excused absences: Kim LaScola Needy, Mary Farmer-Kaiser, Lori M. McMahon

**1. Minutes:**

Troy Terry motioned to approve the minutes, Jon Hakkila seconded the motion and the minutes were approved unanimously.

**2. Conference Planning (Karen Coats)**

Karen Coats shared a draft schedule (see the attached documents) and discussed some key items of the conference

* **Pre-conference forum:** Suzanne Ortega has agreed to speak, date/time TBD. She is giving a pre-conference forum. CHBGS will provide input on the schedule.
* **Coffee-chats** will be the first item on each day giving sponsors an opportunity to interact with the membership. ETS wanted more info on return of sponsorship. George will prepare this document and negotiate with them. George will also reach out to ProQuest to inquire if they are interested in sponsoring the second the second day.
* **Plenaries**: Dr. Nirmala Kannakutty, division director of grad ed at NSF, is confirmed as a plenary speaker. Dr. Mary Papazian has been asked to speak on “The Future of the Humanities.” Her participation has not yet been confirmed. Karen is asking the membership for suggestions for alternate candidates in case Dr. Papazian is not available.
* **Breakout sessions:**
	+ One of the tracks for the breakout sessions will be for graduate students. One of the breakout sessions will be on entrepreneurship and experiential learning. Lisa Sperling has agreed to organize this session.
	+ One of the break-out sessions will be a panel discussion on graduate admissions. The board is asked for suggestions on speakers.
* **Table-top discussions**:
	+ One of the break out rooms will be a table-top discussion for graduate students on interviewing for internships, for academic positions, and online interviewing.
* **Technology:** Constinia Charbonnette, Julie Goodliffe and Desi Hacker will look into technology options (i.e., third party providers). Andrea Golato suggested exploring the offerings of *Symposium.*
* **Sponsorship:**
	+ We had different sponsorship levels in the past ($5,000 - $1,000), each with different opportunities for the sponsor to engage with the membership. This model does not work for current conference format because we do not have an exhibit hall and lot of the recognition with signage goes away.
	+ George proposed a different structure to the sponsorship levels: Gold (1,000), free registration, recognition in program and on website, Platinum ($2,000) all as Gold but also speaking opportunity (See the attached document for more detailed information).
	+ The following suggestions for sponsor recognition were made:
		- List the sponsor on the Zoom link/page
		- Display the sponsors’ logos during the breaks
		- Display the logos on the vendor platform of the conference

**3. Communications Plan**

The report of the ad-hoc communications committee had been provided to members prior to the meeting. Desi Hacker summarized the recommendations made by the committee during the meeting.

Jack DeRochi thanked the committee members for having provided a detailed analysis of areas of improvement and for a set of recommendations that also featured a timeline for their implementation.

Committee members are asked to send any questions or requests for clarifications directly to Desi Hacker. The executive board will discuss the recommendations again at the November meeting with the goald to vote to accept the report as a guiding principle for future work.

The meeting was adjourned at 4:03 EST.

2021 Joint CSGS/CHBGS Virtual Conference

Theme: The Future of Graduate Education

Tuesday, Feb. 23 – Friday, Feb. 26

Proposed Schedule (Eastern Time)

Pre-meeting forum (Feb. 17 or 18, 1:00 to 2:00 pm EDT): Dr. Suzanne Ortega

Tuesday, 2/23 CHBGS

 Need input on program from Mary Owens-Southall

Wednesday, 2/24

8:30 – 9:00 Coffee-chat with Our Sponsors: ETS (need more info)

9:00 – 9:50 Plenary 1: Dr. Nirmala Kannankutty (confirmed)

9:50 – 10:00 Break

10:00 – 10:50 Breakout session 1

1) Panel discussion and Q&A with plenary speaker

2) Professional development for graduate students: Dr. Melissa Moore, Head, Department of Marketing, College of Business, Mississippi State University (Topic: Developing Your Brand, title TBA)

3) Future of graduate admissions (panel discussion)

10:50 – 11:00 Break

11:00 – noon 3MT heats 1 and 2

Noon – 1:00 Tabletop Topics brown bag (teleinterviewing)

Thursday, 2/25

8:30 – 9:00 Coffee-chat with Our Sponsors: ProQuest (George will work on this)

9:00 – 9:50 Plenary 2

9:50 – 10:00 Break

10:00 – 10:50 Breakout session 2

1) Panel discussion and Q&A with plenary speaker

2) Professional development for graduate students: Panel Discussion Entrepreneurship (Lisa Sperling)

3) Future of Corporate partnerships/sponsorships with graduate schools (NC State Laura Demarse)

10:50 – 11:00 Break

11:00 – noon 3MT heats 3 and 4

Noon – 1:00 Tabletop Topics brown bag (one will be for new deans)

Friday, 2/26

9:00 – 10:15 Plenary 3: Mackenzie Wilfong

10:15 – 10:30 Break

10:30 – 11:30 3MT Finals

11:30 – 11:45 Break

11:45 – 12:45 Awards ceremony sponsored by ProQuest and business meeting

Suggested speakers:

1) Dr. Nirmala Kannankutty (NSF DGE/White House): Revitalizing Graduate Programs (STEM)

2) Dr. Mary Papazian (President, San Jose State University): Humanities for the 21st Century (sent email invitation 10/7; second email 10/15)

3) Mackenzie Wilfong, (General Counsel, Tulsa Community College) (has she been invited?)

Someone for graduate students?

4) Dr. Joseph Aoun (President, Northeastern University): author of *Robot Proof: Higher Education in the Age of Artificial Intelligence*

Future of:

* PhD requirements
* Master’s programs
* Dissertations
* Policies (Sharon James McGee)

**2021 Conference of Southern Graduate Schools**

**ANNUAL MEETING**

**February 24-26, 2021**

**CONFERENCE SPONSORSHIP**

This year will mark the 51st year of the CSGS. Our sponsorships are designed to provide your organization with maximum visibility to graduate program professionals across the Southeast. Your sponsorship will help us continue to keep registration costs low while providing high quality training, education and networking. Each level of sponsorship consists of a variety of benefits that provide extensive exposure to your organization before, during, and after the conference.

If your organization would like to take advantage of the benefits of being a Conference Sponsor, please contact Kim Needy, Dean Graduate School and International Education at the University of Arkansas for more details at kneedy@uark.edu, by **December 1, 2020.** ***Sponsorship will be available after this date but your organization’s name may not be printed in the final program and proceedings.***

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| * Two complimentary Conference registrations
* Presentation opportunity to conference participants
* Recognition on Conference web site (with logo) and link to your organization’s web site
* Recognition as PLATINUM sponsor in Final Program
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| **GOLD LEVEL****$1,000** |
| * One complimentary Conference registration
* Recognition on Conference web site (with logo) and link to your organization’s web site
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