

**Conference of Southern Graduate Schools
Minutes of the Executive Committee
Dec. 7, 2018, 8:30-9:30
Washington, DC**

Present:

Officers:

Ernest Brothers, CSGS Past-President, Associate Dean of the Graduate School, University of Tennessee
Kim Needy, CSGS President-Elect, Dean of the Graduate School and International Education, University of Arkansas

Andrea Golato, CSGS Secretary, Dean of The Graduate College, Texas State University

Executive Committee Members:

Ruth Bahr, Associate Dean, Office of Graduate Studies, University of South Florida

Peter Harries, Interim Dean of the Graduate School, North Carolina State University

Brian Kloeppe, Dean of the Graduate School, Western Carolina University

Jeannine Perry, Dean of the College of Graduate & Professional Studies Longwood University

Jean Van Delinder, Senior Associate Dean of the Graduate College, Oklahoma State University

Registration

- Reminder to committee to register for the conference by Dec 15 and to book hotel rooms (rooms have been blocked). Make travel plans to allow for premeeting on Thursday at 4:00 pm and Sunday morning at breakfast.
- Nominating committee chair needs to inform nominees for executive committee about the Sunday meeting so that they can arrange their schedules accordingly in case they are elected.
- Conference App: Guidebook (The guidebook will be made available on Jan 15).

Schedule:

- An outline of the schedule is posted on the website, Kim Needy stated that she is ready to send the information regarding the contributed sessions to Sean Hendricks for entry into the conference app:
 - We will have 4 plenaries and 5 contributed sessions with four papers each.
 - The titles and speaker names for the contributed sessions are confirmed.
 - All plenary speakers are locked in:
 - Dr. Suzanne Ortega, President, Council of Graduate Schools
 - Mackenzie Wilfong, General Counsel, Tulsa Community College
 - Dr. Teresa Evans & Dr. Nathan Vanderford
 - Graduate Student Panel, Dr. Jack DeRochi facilitator

Poster session:

- Andrea Golato relayed information from Jack DeRochi that 8-9 poster proposals have been received. Jack asked for input if this was a sufficient number of posters. It was decided that the number was sufficient and that the call will be deactivated on the website.

3MT:

- Jean Van Delinder reported that 10 students have already been registered for the 3MT competition. Jean is keeping track of what the students have already submitted.
- Four executive committee members have agreed to run the preliminary 3MT rounds: Ruth Bahr, Peter Harries, Brian Kloeppe, and Jeannine Perry (each will recruit a helper).

- David Berkowitz will be moderating/ running the 3MT final, Kim Needy will serve as back-up.
- Ernest Brothers reported that he is working on securing judges for the committee. He is working with his university's leadership council to find appropriate judges from the community. He hopes to have the judges locked in by January.
- Kim Needy reported that at last year's 3MT competition, the documents for the judges were included in padfolio, which simultaneously served as a speaker gift.
- Ernest Brothers offered Sean's help to Jean Van Delinder to organize any helpers she may need for the competition.

Dinners / Receptions

- On Thursday, a sit-down dinner will be held at the hotel, as it is Valentine's Day.
- On Friday, the reception will be held in the president's box of the football stadium.
 - Ernest Brothers reported to have found enough sponsors for food and drink (\$4,000). In addition, the University of Tennessee waived the fee for the venue. These are considerable savings and the committee thanked Ernest for his efforts.
 - All sponsors will be recognized at the event.
 - There will be a shuttle service from the hotel to the reception.
 - On Saturday the reception will be held at the East Tennessee Museum.

Faculty Awards:

- Andrea Golato reported that 8-9 nominations have been received for the faculty awards. Michael Cunningham is chair of the committee.
- Kim Needy noted that every nominator needs to be notified whether or not their nominee was selected.
- Kim Needy also reminded the executive committee that the Award for Outstanding Contributions to the Southern Region is a lifetime achievement award. Nominators whose candidate was not selected ought to be encouraged to renominate their candidate if appropriate.

Thesis Award:

- Peter Harries reported that he sent a confirmation email to each nominator. He reported to have received 9 nominations in Math, Physical Sciences, and Engineering, and 13 nominations in the Humanities and Fine Arts. His goal is to have a decision prior to the winter break. He will notify all individuals who nominated whether or not their candidate was selected.

Sponsorships:

- Kim Needy reported that two reminders were sent to campuses encouraging them to sponsor the conference. She thanked those committee members whose institutions sponsored the event. In total, there have been 12-14 donors so far, a couple fewer than last year.
- Ernest Brothers reported that the Tennessee Grad Deans sponsored the conference bags (Sean designed the logo that appears on the bag).

Nominating committee:

- Ernest brothers announced the following vacant positions:
 - President-elect: we have one potential nomination
 - Treasurer: George Flower is nearing the end of his turn. The executive committee agreed that for a smooth transition, there needs to be a training period. It was

suggested that a change to the bylaws should be discussed at the next Business Meeting so that a treasurer-elect can be chosen prior to the current treasurer's last term. The executive committee charged Ernest to ask George Flowers to stay on for another 3-year term or at least for a one-year term so that a new treasurer can be trained.

- Secretary: Andrea Golato's position was a one-year replacement. She is willing to serve for a full term.
- 5 board members: Kim Needy and Andrea Golato identified one potential new executive committee member: Dr. Mary Farmer-Kaiser, Dean of the Graduate School, University of Louisiana, Lafayette.

Membership Committee:

- The executive committee agreed to charge the membership committee to suggest process improvements for updating the current membership and also the listserv.
- This is an area in which we have received complaints and where processes currently are not clear.

Action Items:

- It was agreed that **Kim Needy** would check with treasurer George Flowers if we can register and make hotel reservations for the plenary speakers. It was agreed to make the process for them as easy as possible.
- **Kim Needy** will instruct the speakers of the contributed sessions to register for the conference and reserve hotel rooms. Speakers will have to be instructed to bring their own laptop.
- **Kim Needy** will reach out to Sean about the Conference App content and a PDF for the website.
- **Those in charge of specific plenary speakers** will have to instruct them to bring their laptop.
- **Andrea Golato** will send out a reminder Dec 14 and Jan 4 about nominating/registering 3 MT participants.
- **Andrea Golato** will deactivate the call for posters
- **Ruth Bahr, Peter Harries, Brian Kloeppel, and Jeannine Perry** will each recruit a helper for the 3MT competition.
- **Jack DeRochi** will need to inform Ernest Brothers about the number of tripods/stands needed for the poster session. Jack Rochi will need to communicate with poster presenters about their acceptance, the size of the posters, etc.
- **Michael Cunningham** will organize the review of the faculty awards. The winner needs to have been selected in early January at the very latest so that travel arrangements can be made.
- **Peter Harries** will organize the review of the student awards. The winners need to have been selected in early January at the very latest so that travel arrangements can be made.
- **George Flowers** needs to provide information on how faculty and student award recipients register / book rooms.
- **Ernest Brothers**, as chair of the nominating committee, will seek nominations for the various committees
- **Ernest Brothers** will secure padfolios for the 3MT judges.
- **Ernest Brothers** will charge the membership committee to suggest better processes for updating member information (webform?) and the listserv.