

Minutes for the CSGS Executive Committee Meeting in Greenville, SC, June 28-30, 2023

Executive Committee Members Present: Mary Farmer-Kaiser, Troy Terry, Brian Dominy, John Lopes (host site Graduate School Dean), Ruth Bahr, Irene Aiken, Morris Grubbs, John Smith, Jon Hakkila, Julie Goodliffe, Peter Harries, Clay Gloster, Sanjay Menon.

Wednesday

The Executive Committee gathered in the hotel conference room. Prior to walking to dinner, members reviewed goals for the time together and brainstormed ideas for organizing themes.

Thursday and Friday Meetings: Tampa Review and Event Logistics

- The Minutes for the June meeting were approved with the understanding that there will be a grammar check before posting them.
- Review of the survey from the meeting in Tampa
 - Successes:
 - Registration, having Julie there to help
 - Hotel (staff and venue)
 - Mackenzie Wilfong plenary
 - Katharine Stewart plenary
 - Room for improvement:
 - Amazon speaker, whose talk had to be vetted by Amazon
 - Awards lunch – we discussed the student award recipients' presentations
 - Topics suggested for next year:
 - Admissions in the era post Affirmative Action
 - Mental health
 - Recruitment – how to manage program directors, steps to evaluating admissions processes
 - Mentoring
 - The need to prepare graduate students for industry jobs
 - DEI
 - ChatGPT
 - Engaging different demographics in recruitment and retention
 - Protecting academic freedom
 - Balance between needing to maintain/grow enrollment and maintaining standards
 - Career trajectories in academic administration
- The committee reviewed the schedule and discussed whether there was need to revision.
 - How many breakout sessions? We have enough space for three plus the graduate student session.
- Registration fees:
 - Peter reported that the hotel bill from Tampa was \$110,151, which was only for the hotel, not offsite food for receptions, etc. Probably another \$15,000 in other expenses was incurred. He reported also that, though registration and sponsorship, we raised \$109,000. Members discussed this information in context of the Audit Committee recommendation to raise the registration fee. Members concluded that we should raise the registration fees. The committee discussed raising all fees by \$50, including the 3MT registration fee. Early bird for members would go to \$450 and late registration to \$550; for nonmembers, the rate would go to \$800.
 - A motion to raise the fees as follows was made and approved:
 - 3MT institutional charge with one regular registration: \$150
 - Early bird member: \$450
 - Member \$550 after early bird deadline
 - Nonmember \$800 (no early bird)

- Guest registration for anyone who wants to eat meals and attend receptions: \$200 with a hard deadline to be determined.
- Registration anomalies
 - A 3MT competitor cannot compete without their institution being a member and, should no one beside the student be attending, the student would be required to be registered with the regular membership early bird rate.
 - Guests per 3MT competitor: discussion tabled.
- Reception venues
 - Venues considered included Genevieve's at the Peace Center, The Avenue, The Upcountry History Museum, and the Children's Museum of the Upstate. John Lopes suggested also touring the Clemson MBA building in downtown Greenville, which we did. We toured the Peace Center, the Avenue, and the Clemson MBA building on Thursday and, with a decision made, we chose to cancel the scheduled tours at the other potential sites. Reception sites will be:
 - Clemson MBA building for the joint CHBGS/CSGS reception on Wednesday
 - Avenue for the CSGS reception on Thursday
- Hotel conference space
 - The committee toured the hotel event space.
 - All agreed that there was plenty of space to spread out the 3MT heats.

Thursday and Friday Meetings: Conference Topics and Theme

Navigating the Falls: Reflection, Resilience, and Reinvention in Graduate Education

Mary created a document with a working description and beautiful conference logo. We are asking for solutions, and hopefully collaboration between multiple institutions in these areas for breakout sessions:

- Recruitment of Diverse Students TO the South
- Retention and support of students, faculty and staff IN the South
- AI: Nuts and bolts of how universities are dealing with it. Innovations, approaches, use, integrity, management. AI: Ethics, Innovation, and Management
- Advocacy for graduate education on and off campus. Advocacy: Administrative, Legislative and Advancement

Plenary: Artificial Intelligence

- What format should the presentation have?
- It was recommended and agreed upon that if the plenary speaker was from industry, the format should be a facilitated conversation. It was also recommended that an industry speaker should be provided some questions in advance to help keep it focused on graduate education.
- If a regular plenary, then we can perhaps consider following up with a breakout session. Not looking for a policy person to tell us what policies we should have, but that's a logical breakout group
- Speaker ideas included: Edward J. Maloney - Inside Higher Ed wrote about the Four Stages of AI, he's at Georgetown; James Lester from NCSU; Christa Davis Acampora from UVA.
- Plenary panel if we can get them all, traditional plenary if we get just one. Peter will reach out to all three this summer.

Plenary: Mackenzie Wilfong

- It was recommended that we move her up in the schedule.

Plenary: Supreme Court Decisions

- Who can help us find solutions (reinvention)?

- Speaker ideas included: Ainsley Abraham SREB Doctoral Scholars program; CGS Supreme Court Decision Webinar presenters; Dick Riley (former Secretary of Education, from Greenville)

Plenary: Reflections / History of Graduate Education

- Focus will be the 100-year evolution of graduate education at Clemson while bringing special attention to challenges and solutions/approaches relevant to topics highlighted in the meeting. While the examples will come from Clemson's history, the intention is for these examples to speak to historical challenges and solutions likely familiar to many southern graduate schools represented in CSGS.
- Frankie Felder, retired Senior Associate Dean at Clemson University
- Brian Dominy will reach out to.

Graduate Student Programming

- Writing: finish large tasks - do we want a writing session? The group voted and said yes we do.
- Focus on mentoring? The group preferred a writing session.
- The session before the heats – students distracted so maybe more of a social interaction and loosen students up a bit before the 3MT. “A funny thing happened on the way to the 3MT”. Maybe the session can be about students' experiences getting to the 3MT competition in Greenville.
- Some sort of session on job searching, prepping, especially outside of academia – Clemson has a whole professional development group to back fill
- Rhonda Sutton from NC State runs the A to I program there.
- John Lopes meets with SC Grad Deans and can find people among them to get involved, since they have expressed interest.
- John Lopes would like the names of the students who are coming so that Clemson can communicate with them in advance.
- Lead contact on grad student programming: John Lopes, who will also come to all the Executive Committee meetings
- Morris, Ruth, and Dave Shafer will help with grad student programming.

3MT

- Award a People's Choice winner in each of the preliminary heats.
- Send 3 total competitors from each heat to the final round rather than 2 competitors.
- Change the timing method to a digital timer (iPad or laptop) in the presenter's view.
- Making a rule prohibiting screaming.
- Use rooms that are not adjacent to each other.
- Create and communicate a policy about 3MT guests. See above.
- Limit number of judges per heat to 4.
- Recruit non-specialist judges. Gladys!
- People's Choice winner from each heat goes to the finals (total of 3)
- Need digital timer, we can use apps on iPads or laptops
- Rule: no screaming
- Jill will check in 3MT judges and tell them where to go upon arrival.
- Use a room for judges to gather and get trained.
- Logo on slide? Maybe don't mention the school or degree program?
- Add Marieke from Clemson Grad School to 3MT committee. Marieke Van Puymbroeck, Ph.D., Associate Dean of the Graduate School

Action Items

1. Get Mackenzie, and if not, identify legal affairs replacement. Mary will reach out to

2. Peter reaching out to AI plenary speaker/s
3. Brian reaching out to Frankie
4. Mary reaching out to Ainsley Abraham
5. Hire Julie Reece from Auburn to help at the meeting
6. Make sure 3MT-ers know the rules (no screaming)
7. Make sure student award winners understand their time limits – 3MT style why their research matters. Key prompts: summarize the most important contribution. We have to really manage the awards ceremony, limit PPT slides, limit time, make sure students have a VERY clear set of instructions. Jon and Mary
8. Update web form for session submissions, and also 3MT. Need names and titles in the submission form. Julie, Jill and Mary
9. New Deans Breakfast change to New Leadership Breakfast, and need facilitator: John Smith and Andrea Golato. Keep in mind people you meet at CGS this summer.
10. 3MT judges assigned to John Lopes and Brian
11. Nominations for President Elect, Exec Board (need 3)
12. Other ideas for plenaries send to Mary or Jon
13. Peter, Irene, Clay, Ruth, Mary attending CGS this summer – identify vendors, send leads to Peter
14. Same as above, send names of new people met at CGS to Mary
15. Peter, figure out coffee breaks
16. Send email about coffee break sponsors to John Lopes
17. Julie send names of AI speakers to Peter
18. Jon and Brian will do the schedule, along with Irene and Ruth
19. Morris, Ruth and Dave Shafer to do grad student programming, no need to use the submission form on the website
20. Jill leads 3MT committee, we add Marieke
21. Brian to do Guidebook
22. Mary follow up with awards committee chairs to review deadlines and website content
23. Sponsorship committee: who does outreach? Have them look at levels of funding. Coffee break sponsors
24. Julie talk to Gladys to put Greenville information on website
25. Mary: communicate review of conference call for proposals
26. Julie, Jon and Mary review all conference registration info. Need first time attendee, pronouns, food preferences, ADA accommodations, secondary contact (administrative contact or other), transportation.
27. Peter find out from hotel what transportation is available
28. John Lopes find music for receptions
29. John Smith coordinate New Leadership Breakfast
30. Send pictures for website to Mary
31. John Lopes invite Clemson leadership to Welcome session Thursday morning
32. Julie send these notes out to everyone

Dates to Determine / Target Dates set are included below

1. When will the hotel registration block be available?
2. How long will the hotel hold the block of rooms?
3. When is conference rate no longer available?
4. Award competitions: keep the selection date the same as last year? January 8th, yes, we'll use that again
5. When to close conference website registration? No less than a week before. March 1st, 2024

11:35, Friday June 30th, 2023, adjourn.

August 1	Plenary Speakers Confirmed
	Finalize Call for Proposals
	Finalize Operational Guidelines for 3MT and the 2024 3MT Competition Announcement
August 15	Post on website CFP, Confirmed Plenary Speaker (with short bios), GR Student Programming Plans, 2024 3MT Competition, updates to Award Competitions
	Grad Student Session speakers and facilitators confirmed
	CTA Email to membership: Mark your calendars now. CSGS is going to Greenville SC. Here's the CFP.
September 1	CTA Email to membership: Submissions wanted.
September 15	CTA Email to membership: Seeking Faculty / Student Award Nominations
September 26	CTA Email to membership: Submission deadline is this week.
September 30	Submission deadline for breakout session and poster proposals
October 1	CTA Email to membership: Reminder Faculty / Student Award Nominations due in one month.
October 1-27	President-elect and program committee review/select/confirm breakout sessions/posters for annual meeting.
October 15	Registration Go Live
	CTA Email to membership: Time to register.
October 27	Deadline for breakout sessions and posters / presenters notified and confirmed.
	Grad student program confirmed and shared with president-elect for inclusion in the Preliminary Program to be posted on the website
October 31	President-elect to share preliminary program (inclusive of GR Student Programming) with Secretary to prepare for posting to website.
	President-elect to share Preliminary Program (inclusive of GR Student programming) with person building out Guidebook.
November 1	Deadline for receipt of Faculty / Student Award Nominations
	Post on website Preliminary Program with Plenary Speakers, Breakout Sessions, and Grad Student Programming
	CTA Email to membership: The Preliminary Program -- plenary speakers + session breakouts + grad student sessions -- is posted. Reminder to register.
November 27	CTA Email to membership: Don't forget to register your institution for the 3MT Competition. Deadline this week.
December 1	Deadline for registering institution for 3MT competition.
	Early Bird Registration deadline for lower rate.
January 8	Deadline for committee chairs to share award winner names / contact info with Mary and Peter
January 15	CTA Email to membership: Last call for registration + reminder about the deadline for submitting 3MT Competitor Name and Contact Info
February 29	Deadline for Online Registration (after this date, onsite registration only)
	Final Deadline for 3MT Competitor Information Form
	Jill to share names and contact information with John Lopes (Clemson) and Clay Gloster (CHBGS)
March 1	Deadline for title and slides from 3MT competitors
NEED DATE	CTA Email to membership: Don't forget to book your hotel! Tomorrow is the last day to book your hotel room to ensure you receive the conference rate.
NEED DATE	Hotel releases block of rooms on this date. Conference rate no longer available after this date.
March 12-13 (Tues-Wed)	CHGBS Annual Meeting
March 13-15 (Wed-Fri)	CSGS Annual Meeting
March 16 (Saturday)	Executive Committee Meeting