



EGSC Executive Meeting Minutes

Meeting Date: September 1st, 2015

Meeting Location: Weil Hall 365 – ESSIE Conference Room

Recorded By: Madeline Sciullo

Meeting Start: 11:30 AM

Meeting End: 1:00 PM

Attendance: Madeline Sciullo, Casey Barnard, Morgan Harding, Anne Elise Creamer, Ian Hahus, Colin Paulbeck, Melissan Cruz-Acuna, France Jackson, Marvin Andujar, Rene Monila, Donald Watson, Kelly Landry, Regina Rodriguez, Sasha-Aleksandr Mafusalov, Jianqui Huang, Hannah Dardiner, Cary Kuliasha, Rommel Pabon, Dr. Bolch, Mike Nazareth

Reports:

Chair:

- Introductions around the room
- Review of accomplishments last year
- Go over this year's goals
- Department GSCs
 - Meet with Chair and Advisor twice a semester
 - Has meetings about once a month
 - Has a bylaws or constitution (Bylaws template)
- Critic the student handbook and bring to the chair (Dr. Bolch! Great idea!)
- Individual Development Plan
 - Structure
 - Benefiting the students but the students have to realize its important
 - Faculty has to realize it's part of their job.
 - Pressure on students to attend from advisor and professors
 - Use as a recruiting tool

Mike:

- Spring Visit: Feb. 18th – 21st PhD preview next spring – hold these dates
- Take a look at the website
- NSF Fellowship workshop – NEW! Monday Sept 21st at 5pm
- Junior Preview: Oct. 29th-31st mini version of spring visit
- Need ideas of what to do for the Junior Preview; keep it low key only \$6k to spend.

Secretary:

- Incentive Program
 - At the end of the semester we will be doing a lottery.
 - Participation earns a ticket for each lottery. Winner will pick their gift card.
- Attendance
 - Please let secretary know if you cannot make a meeting 24hrs in advance.
 - You will still earn a lotto ticket if you are on the schedule made in the google docs and the meeting is scheduled during your class/work schedule.



EGSC Executive Meeting Minutes

- Agendas
 - A draft of the agendas will be sent out 72 hours in advance of the meeting.
 - Please send in additions or revisions to the draft within 24hrs before the next meeting.
 - The agenda will be sent out the day of for each member to follow along with their digital copy at the meeting.

Dr. Bolch:

- Need ideas for the Graduate Student Newsletter
- What to put on it, how to format it. Email to Dr. Bolch

Action Items:

Everyone:

- Think about what you want on the Individual Development Plan. (Poke around online for career or universities).
- Can do another event for a sizable goal? Send suggestions to Mike and Dr. Bolch
- Think about how Junior Preview should go.
- Find out what your department GSC has and attend meetings.
- Send an email to the chair or graduate coordinator.
- What ideas would you like to see on the newsletter?

Casey:

- Send out the PowerPoint presentation

Morgan:

- Re-send out the Bylaws template
- Put everyone's phone numbers in.

Maddie:

- Propose a next meeting time.

Dr. Bolch:

- What does the undergraduates newsletter look like? Medium?

Next Meeting:

TBA for October Meeting.

APPENDIX:

Discussion Notes:

- Introductions around the room
- Mission statement
- Review of accomplishments last year
- Go over this year's goals
- Department GSCs
 - Meet with Chair and Advisor twice a semester
 - Has meetings about once a month
 - Has a bylaws or constitution (Bylaws template)

EGSC Executive Meeting Minutes

- Critic the student handbook and bring to the chair (Dr. Bolch! Great idea!)
- Individual Development Plan
 - Structure
 - Benefiting the students but the students have to realize its important
 - Faculty has to realize it's part of their job.
 - Pressure on students to attend from advisor and professors
 - Use as a recruiting tool
- Mike:
 - Spring Visit: Feb. 18th – 21st PhD preview next spring – hold these dates
 - Take a look at the website
 - Homepage/graduate
 - Can do another event for a sizable goal? Send suggestions to Mike and Dr. Bolch
 - NSF Fellowship workshop – NEW! Monday Sept 21st at 5pm
 - Invited all first year PhD students and rising seniors
 - More than 50 students already signed up
 - Invite faculty and advisors because students do not know
 - Identifying other workshops? Going to be doing more for juniors for undergraduates.
 - Review from Spring Visit, contact your coordinator
 - Junior Preview: Oct. 29th-31st mini version of spring visit
 - Inviting 20-25 students.
 - Will ask grad coordinators if they want to pitch in for more of their students.
 - Small outline
 - Fly in Thursday afternoon/evening: can do something that night
 - Friday we have something fun
 - Fly out Saturday afternoon after a walking/bus tour and brunch
 - We do not plan on a big brunch.
 - We need to decide what this weekend should look like!
 - ENGINE ~65 schools follow through with their juniors and seniors.
 - Department Admissions does a preview of the students
 - Budget \$25k, \$18k goes to travel and stay so we have about 6k.
 - Maybe a poster session? Symposium? Invite the top juniors here
 - Match them up with a PhD student.
 - Departments know about Junior Preview
 - Lock down in two weeks about Junior Preview ideas
- For Juniors: Summer Program – Money is an issue
- Melissa, Hannah, Rommel, Colin – sub committee to help with Junior Preview

Maddie:

- Attendance Policy – please send excuse 24hrs in advance.
- Raffle at the end of the semester. Each attendance and help with Junior Preview, workshop, etc. is a ticket for the raffle.

Dr. Bolch:

- Graduate Newsletter:
 - Calendar of talks and seminars
 - Safety
 - Career Resource center
 - Electronics reviews
 - Job openings
 - Student awards
 - Faculty advisor & student highlights
 - Website with links
 - What does undergrads look like?
 - Constant website for things we want to check all the time?
 - Email can be short and just give links to everything. (Travel Funding, etc).