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