

**UNIVERSITY GRADUATE STUDENT ASSOCIATION**  
**All-Council Meeting Minutes**

Jan. 25, 2015 - Senate Chambers, Talley Student Union

**Food Served -6:45 PM-**

**Call to Order**

**Roll Call**

**Read & Approve Minutes**

**Advisor Update**

- See below – update from the Administrative Board of the Graduate School

**Executive Officer Updates**

*President – Jacob Majikes*

- Funding for engineering

*Vice President of Internal Affairs – Doug Czajka*

- Sent out emails last week notifying chapters whether they have met all their requirements for good standing

*Vice President of External Affairs – Tyler Allen*

- One grad student spot open on each of these committees: Dining, Commencement, Physical Environment. Let Tyler know if you want to help.

*Vice President of Academic Affairs – Jessica Nash*

- The Graduate Research Symposium will be on March 23. This year for the first time, there will be a workshop for presenters.
- On January 27 (Wednesday) at 11 am the Grad School will run a workshop on self-mentoring

*Vice President of Communication – Veronica Catete*

- Reminder: we are changing UGSA to GSA in the website and email addresses (emails sent to UGSA addresses will be forwarded).
- Website update: some adblockers prevent the research travel application form from showing up; if anyone has trouble finding the form please let them know this.

*Treasurer – Mohamed Desoky*

- Block grants have been submitted. We have capacity for a few more. Remember to submit a budget with your application, and to send your expenses within 2-3 weeks of the event funded by the block grant.

*Secretary – Susan Rodriguez*

- No updates

*Public Relations Officer – Charlena Wynn*

- Keep sending updates for Facebook please!

**Committee Chair Updates**

### *Special Projects and Political Action*

- Geneva's survey has good responses from STEM departments; people in humanities, please respond too!
- Thanks for the feedback on the university-wide events calendar. You can continue to send feedback.

### *Departmental Outreach and Leadership*

- Applications for Best Practice Award are due tonight!
- The committee is making an infographic about being a GSA representative
- Instead of having its own leadership workshop this year, the committee is partnering with the Institute for Emerging Issues for its spring event: FutureWork, 31<sup>st</sup> Annual Emerging Issues Forum. This is a two-day event that normally costs \$250 to attend; GSA can send people for free.

### *Community Service*

- Thanks to those who donated to holiday clothing and food drive – we collected a lot.
- Adopt a Highway paperwork is nearly complete
- We are setting up registration for Service Raleigh

### *Research Recognition*

- Suggest people for judges for the Graduate Research Symposium. They don't have to be affiliated with NCSU. Over 20 judges are needed; more details soon
- The next round of conference travel award applications will be due February 15 at 5 pm

### *Publicity*

- No update

### *Social*

- The Trivia Bowl is coming up next month – sign up by Wednesday evening

### *Teaching Effectiveness*

- Will hold teaching effectiveness award ceremony during Graduate Education Week. We are sending out application forms. Please apply if you are a TA, lab teacher, or mentor of undergraduates. Look for the form through the rep list and your DGP.

## **Administrative Board: Feedback on IDP Policy**

Presented by Jessica Nash (as GSA representative on Administrative Board of the Graduate School) and Dr. Hodge.

The Grad School encourages all students and mentors to use Individual Development Programs (IDPs) as they work on their plan of study; these are not the same as a plan of work as they are oriented to career as well as graduation. These are used nationally and some other universities have a policy about IDPs. The National Institute of Health wants to require NCSU to have a policy. The Admin Board would like grad student feedback on IDPs.

Comments from grad students:

- Tyler Allen: IDPs are useful
- Maryann Tyrer: They are only as effective as the training for advisors and students in how to use them. (Dr. Hodge: Grad School will provide resources about using different kinds of IDPs)

The Admin Board is also making changes to the Graduate School Administrative Handbook, mainly to simplify and shorten it, and ultimately to make it useful to grad students as well as administrators.

- When are grad students supposed to do their plan of work? – Start right away, but continually update it. The online system for this needs to be improved, though.
- Are there penalties for not completing the plan of work? – Can't schedule exam. Eventually, can't register for classes.
- How will the plan of work requirement be made easier?
  - Programs will have templates that students can start with
  - Decoupling adding courses to plan from adding committee members to committee
  - Make it so the plan can be continually updated without approval from all members of committee
  - Keep course catalogs updated to say when courses will be offered

The Plan of Work is meant to be like a contract between the student and the graduate school.

Another area being worked on in the Handbook is section 3.4, Annual Progress Review. This will emphasize that grad students must meet annually with their committees. GSA rep feedback: Admin Board should make sure to consider situations of different students, e.g. part-time students; those entering doctoral programs who have master's degree already but need time before setting up their committee.

## **2015-2016 Budget Update**

Presented by Mohamed.

- We are currently budgeting a bit more than our income to help get through the surplus.
- Showed pie chart of budget distribution: overhead, university GSA, chapter rebates. 80% of the budget goes back to graduate students. This year 42 out of 50 GSA chapters were eligible and received their rebate. The fee for UGSA is \$8 per semester from full-time students. GSA chapters should spend rebate money each year they receive it, so that current fee-paying students see a return on their fees.
- Internal committees haven't been using all of their funds so far, but probably they plan to spend in the spring.
- So far we are on track with spending, having spent about half of our budget. UGSA is required to spend its fee money on current students, although surplus does roll over to next year, unlike faculty budget
- UGSA must make regular budget updates to the Graduate School

## **Budget Survey and Discussion**

Presented by Jacob.

- About 117 graduate students responded to the survey.
- Most students did not know that UGSA has money or person-hours available, so had no expectations for how it would be used and there were no major discrepancies between student expectations and how money is actually spent.
- Chairs should look at survey when preparing year-end report – should they recommend changing the amount allotted to their committee?

- Grad student survey respondents were mainly unaware of GSA updates via chapter emails, Facebook, or Twitter. Let's think about how to make all grad students aware of what we do.
- Rep feedback: Some reps don't have access to departmental listservs, so they have trouble passing on information from UGSA. Another rep: Recommend having a listserv for your GSA chapter. A third rep: My GSA chapter says they get too many announcements from UGSA. Other reps: Maybe we should bring back Pawprints or use google calendar more effectively. Publicity Committee is meant to keep UGSA's google calendar updated but hasn't; Facebook and Twitter are more reliable right now.
- Straw poll: Should we have a discussion in a later all-council meeting about how GSA communicates with reps? – Not many hands. Perhaps discuss in exec meeting.

## **Break**

### **GSA Mission Statement**

Presented by Jacob: The meeting of the committee chairs wrote a mission statement to be used on our website. Comments?

- What is "adequate support" adequate for?
- Was there already a mission statement? – Yes, but it was too long
- Let's not repeat "graduate body"
- Let's say "graduate and professional students"
- Support is for professional development, achievement of graduation
- Dr. Hodge: Technically we have graduate students and vet-med students at NCSU
- Say "unifies" instead of "connects"? "Represent, connect, provide" are the essence of the statement
- "Acts as a common voice" is taken care of by "Represent"
- Use bullets instead of semicolons

We will type up several versions, discuss at exec meeting, and present at next all-council meeting.

### **Constitutional Changes – Housekeeping**

Presented by Doug. Committees need to discuss amendments to their committee descriptions, but here are other changes to be discussed by the group. First reading.

- Changing name from UGSA to GSA in the constitution
- Chapters now have to submit constitutions to Student Involvement, so we can remove the requirement of submitting them to GSA. Also change SORC to its new acronym of SI
- Add the PR Officer to the list of elected officers
- New responsibility for the Vice President of Internal Affairs: Coordinate with treasurer to order food for all-council meetings (and remove section saying that internal committees should do this)
- Research Recognition has already submitted its changes: wording changes, including "Travel Award" to "Award for Conferences"

## **Management Survey Sub-Committee Announcement**

Presented by Jacob. He met with Dr. Hodge and Peter Haries (assistant dean of the Graduate School) who said that if we quickly draft a survey, the Grad School will help us administer it, so that respondents can use NCSU ID. Need feedback from various people. Nathan of the Special Projects Committee has volunteered to chair a subcommittee to work on the survey. The subcommittee will also consist of Freddy, two students in Freddy's department who do psychometrics, and Susan. Any others, especially people with survey-creating experience? Jacob wants to stay out until draft is complete. Discussion:

- Will NCSU IDs affect privacy of survey answers? – No, survey would retain only department identification, not individual student or the identity of their PI. Also, using NCSU IDs allows students to take the survey only once.
- Can we ask recent alumni to answer the survey? – Using NCSU IDs would only let people currently in the university system to answer, but maybe
- Freddy: using the IDs will affect responses despite assurances of confidentiality. To be discussed with committee and Grad School.

## **Opening of Nominations for Executive Board Positions**

Presented by Doug.

- Positions are described in the constitution, and we will also send email about positions and application process.
- Candidates must submit written statement
- Voting will be in March all-council meeting
- Anyone in the graduate student body may be nominated, so please forward the information to your departments.
- Nominations will close at February all-council meeting
- Nominations can happen by email – send to the rep list. A rep needs to second a nomination.

Initial nominations:

- Tyler Allen nominated for President by Jacob; seconded
- Jessica Nash nominated for Vice President of Academic Affairs by Tyler Allen; seconded
- Mohamed Desoky nominated for Treasurer by Tyler Allen; seconded
- Doug Czajka nominated for Vice President of Internal Affairs by Tyler Allen; seconded

## **Open Floor – Comments and Announcements**

What happened to the study of pedestrian traffic on Avent Ferry Road that UGSA helped fund last year? – Follow up with contact Shannon Warhol.

**Adjourned at 9:19 pm.**

**Next scheduled meeting of the UGSA Council: Monday, February 29 at 6:45 PM**