

Council of Graduate Students in Education (CGSE)

Time: 4-5pm
Meeting Agenda

Room: 5914
5th Floor Posvar Welcome Center
Zoom: <https://pitt.zoom.us/j/9474992190>

Attendees: Ogechi Irondi, Holly Plank, Yuan Gao, Anna Premo, Hillary Henry, Hannah Goldstein, Cara Roth, Jennifer Ponce, Tianwen Li, Liying Cheng, Yiting Cheng, Audrey Buzard, Xuesongzi Fang, Nour Alshammari

Time	<u>Call to Order</u>
Facilitator	Meeting called to order at 4:04pm
4:00-4:03 pm Ogechi	<p>Welcome</p> <p>Review & Approve Last Meeting's Minutes</p> <ul style="list-style-type: none"> ● March 2023 Agenda <ul style="list-style-type: none"> ○ <i>Motion to approve-</i> We do not have a quorum (add to September meeting) <p>Introduce Agenda</p>
	<u>Old Business</u>
4:03-4:06pm Ogechi and Holly	<ul style="list-style-type: none"> ● Check action items ● Bylaws updates from election <ul style="list-style-type: none"> ○ Ogechi will submit these to SORC ● Extra Mile Award- Please complete the survey by Monday, May 1st at 9am eastern time. <ul style="list-style-type: none"> ○ See form for description. You may nominate a faculty or staff member in the School of Education. ○ Hannah, Ogechi, and Holly will meet after May 1st ○ Please share this with people in your networks
	<u>New Business & Committee Updates</u>
4:06-4:20pm Ogechi	<p>President Updates:</p> <ul style="list-style-type: none"> ● New Board <ul style="list-style-type: none"> ○ Introduction ○ Transition to next board <ul style="list-style-type: none"> ■ Current board continues through the end of June. The new board starts on July 1st ■ Transition Documents- Submit to Holly (holly.plank@pitt.edu) by Monday, May 8th at 9am ■ Expect an email from Holly with the document if you do not already have

	<p>access.</p> <ul style="list-style-type: none"> ○ Operating without a President/Vice President <ul style="list-style-type: none"> ■ The current executive board will work this summer to set up the next board for success. We are looking for someone willing to work with the outgoing board over the summer and lead until the elections. Please consider nominating folks for the Fall election. ● GPSG Updates <ul style="list-style-type: none"> ○ GPSG update - Increases to grad student stipend/wages <ul style="list-style-type: none"> ■ Keep an eye out for information in the Fall ○ Banking outside of SORC <ul style="list-style-type: none"> ■ GPSG is thinking about how graduate students can work outside of SORC. It would be easier if other organizations in GPSG moved away from SORC altogether. We can expect more updates in the Fall as those conversations continue. ● Officer pay <ul style="list-style-type: none"> ○ Please complete the survey by May 10th at Noon. ○ Rationale for examining time commitment and current pay schedule ○ Timeline for changes ○ https://docs.google.com/forms/d/e/1FAIpQLScjSG7Gg6N1FL9HwkOKsjCK2U774LGOUC_S14zbKOAAn2u0ueA/viewform ○ Submit more than one form for each position. For example, executive board members are also chairs or co-chairs of other committees
<p>4:20-4:23 pm Yuan</p>	<p>Vice President Updates:</p> <ul style="list-style-type: none"> ● CGSE election results <ul style="list-style-type: none"> ○ Secretary: Jennifer Ponce Cori ○ Business Manager: Anna Premo ○ TLL Representative: Tianwen Li ○ EFOP Representative: Liying Cheng ○ EdD Committee Co-Chairs: Yiting Cheng ○ Masters Committee Co-Chairs: Audrey Buzard; Xuesongzi Fang ○ Grants/Research Committee Chair: Hillary Henry; Hannah Goldstein ○ Communications Committee Representative: Cara Roth ○ International Student Representative: Nour Alshammari ● Planning for Fall 2023 Election <ul style="list-style-type: none"> ○ We had nominations for each position, but some nominees did not accept the nomination. ○ Information session and nomination forms contained links to the by-laws ○ CGSE meetings are open to everyone in the School of Education, but the vast majority of attendees are officers. This creates an issue with nominating folks for executive board positions (like President) if they do not have experience. ● Positions open for the fall election: <ul style="list-style-type: none"> ○ President ○ Vice-President ○ Conference Committee Co-Chairs

Questions, Comments, Concerns?

- [General Feedback](#) and [Feedback for CGSE President](#)
- Contact the CGSE by email at CGSE@pitt.edu. Also, you may contact CGSE President Ogechi Irondi at OGI1@pitt.edu and CGSE Vice President Yuan Gao at YUG50@pitt.edu
- If you need to add or change something in the CGSE meeting minutes, please contact CGSE Secretary Holly Plank at holly.plank@pitt.edu

- Colloquium Committee Co-Chairs
- Events Committee Co-Chairs
- Service Chair Representative

4:23-4:30 pm

Anna

Business Manager:

- **Budget Update**

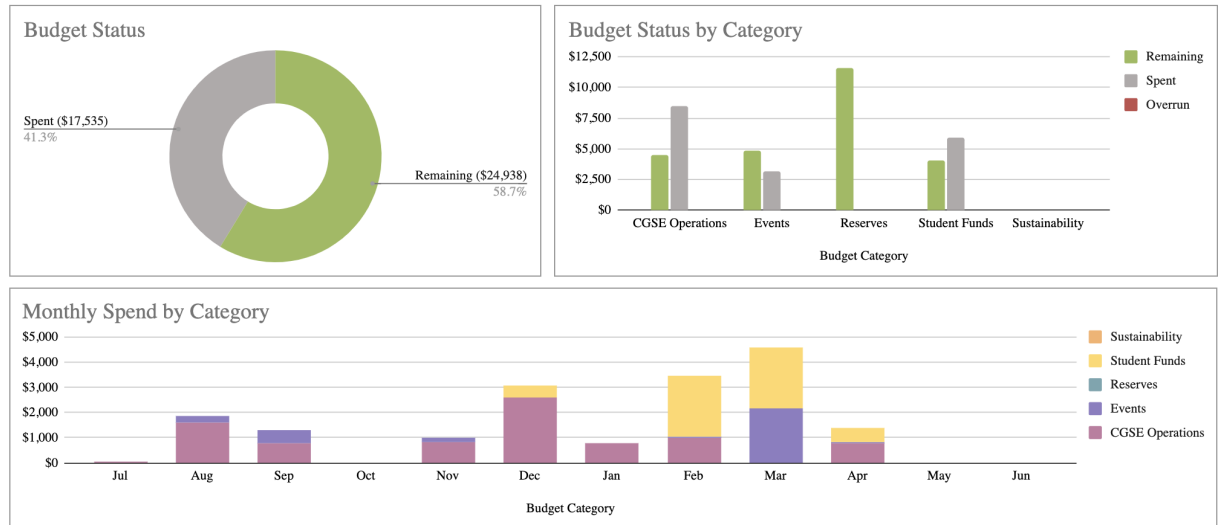
- Lots of reimbursement requests have come through for research/travel awards. Below is the status of all requests YTD:
 - Fall - Research: \$570.32 requested / \$1,375.00 awarded (41%)
 - Fall - Travel: \$2,313.20 requested / \$3,370.00 awarded (69%)
 - Spring - Research: \$436.32 requested / \$1,416.00 awarded (31%)
 - Spring - Travel: \$2,595.18 requested / \$3,810.00 awarded (68%)
- There have been some recent issues with reimbursement for travel grants (conflicting policies) - working with SORC to resolve

- **Dashboard Update**

- The subsidy and rollover have been finalized!
- Conference came in under budget - huge kudos to Ogechi and Hillary for all the planning and for doing such a great job of finding alternative funding sources/donations to reduce impact on our budget
- We can consider a less conservative budget

- Fiscal year ends June 30th- Consider being more explicit with research grant awardees
- There is an exception for the 30 day rule for travel grants, but there have been conflicting information based on returned reimbursement requests
- Can grants committee co-chairs reach out to awardees about the timeline and reminders of policies

2022-2023 CGSE Financial Dashboard



4:30-4:35pm

Carai

Communications Committee:

- **Updates**

- Extra Mile Award information is going out in newsletter next week. There will also be election results in that same newsletter
- Look for Extra Mile Award advertisement on social media
- Look out for a Google Form from Cara in your Pitt email about officer spotlights over the summer
- The CGSE Conference website was incredible!

<p>4:35-4:40pm</p> <p>Sierra, Sarah</p>	<p>Events Committee:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ From Ogechi- Cookie Decoration Event before the conference. That went well! Note for next year- do not buy as much icing. ○ We might be able to use the Trivia Event idea for September ○ Do we want CGSE to have a presence at Dissertation Defenses?
<p>4:40-4:45pm</p> <p>Hannah & Hillary</p>	<p>Travel and Research Grants:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Action item about reaching out to folks who have not submitted yet.
<p>4:45-4:47pm</p> <p>Ogechi & Hillary</p>	<p>Conference Committee:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Thank you to everyone who participated and showed up ○ Participation was strong from each department as well as undergraduate, master's, and doctoral students. There were tangible learning opportunities that were holistic and aligned with research from the school.
<p>4:47-4:50pm</p> <p>Holly</p>	<p>School Governance Committee Updates:</p> <ul style="list-style-type: none"> ● <i>School of Education Council/Planning and Budget Committee</i> <i>JP Marrero & Anna Premo</i> ● <i>Academic Programs Committee</i> <i>Cara Roth & Holly Plank</i> - ● <i>Equity and Justice Committee</i> <i>Yue Geng & Yuan Gao</i> ● <i>Research, Teaching, and Mentoring Committee</i> <i>Holly Plank & Hannah Goldstein</i> ● <i>Student Engagement Committee</i> <i>Sierra Ungerman, Sarah Peters, Jackie Spiezia, and Yue Geng</i>
<p>4:50-4:55pm (If any)</p> <p>Holly</p>	<p>CGSE Member Updates</p> <ul style="list-style-type: none"> ● This is a space for any non-officer to share updates or concerns ● Unfilled committee roles <ul style="list-style-type: none"> ○ In a perfect world, there would be a different person leading each committee, and there

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	<p>would be other members who are part of the committee. All students are CGSE members. The executive board and officers are elected in the Fall and Spring.</p> <ul style="list-style-type: none"> ○ First years can run in the Fall. This is why we talk about it during Orientation. ○ Can we share a list of roles that are open? ○ At-large- only unpaid position, non-voting <ul style="list-style-type: none"> ■ That is another position folks can fill <p>Officer Ideas/ Other Updates</p> <ul style="list-style-type: none"> ● 3 people have filled it out so far <p>Communication/Events (EdD Outreach)</p> <ul style="list-style-type: none"> ● Keep EdD and MAT students in mind when planning events (in terms of timing). This year’s conference was purposefully planned for a weekend we knew EdD students would be on campus. There is an on-campus meeting in September. That could be an opportunity for us to make in-person connections and advertise CGSE.
4:55-5:00pm Holly	<p>Secretary:</p> <ul style="list-style-type: none"> ● Next meeting- TBD ● Transition Documents to Holly (holly.plank@pitt.edu) by Monday, May 8th at 9am <ul style="list-style-type: none"> ○ Templates/Examples ● Action items <ul style="list-style-type: none"> ○ See yellow boxes below ● Come to our celebration!
	<p><u>Meeting Adjourned</u> Adjourned at 4:59pm</p> <p>Next General Meeting: TBD</p>
Next Meeting Agenda Items	<p>Orientation- August 23rd September Event Officer Pay</p>

<u>Action Items</u>		
Task	Who is responsible?	Notes
Complete Extra Mile Award Nominations by Monday, May 1st at 9am eastern	All Officers	https://forms.gle/Bke7EMivGnpbS16 <u>H8</u>

Transition Documents to Holly (holly.plank@pitt.edu) by Monday, May 8th at 9am	All Officers	Email holly.plank@pitt.edu with any questions or access issues
<u>Officer Time Commitment Survey</u> by Monday, May 8th at 9am	All Officers	https://docs.google.com/forms/d/e/1FAIpQLSciSG7Gg6N1FL9HwkQKsjCK2U774LGOUC_S14zbKOA_n2u0ueA/viewform
Meet to review Extra Mile Nominations and craft award announcement	Hannah, Holly, Ogechi	
Check in with folks about transition documents	Holly	
Communicate with Hannah and Hillary about Travel and Research Grant Awards Requests	Anna	
Communicate with awardees who have not requested reimbursements	Hannah and Hillary	
Extra Mile Award announcement/ Officer Spotlights	Cara	

CGSE Website-

<https://www.education.pitt.edu/student-services/student-organizations/council-graduate-students-education>

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Zoom Link Additional Information-

Plank, Holly is inviting you to a scheduled Zoom meeting.

Topic: Plank, Holly's Personal Meeting Room

Join Zoom Meeting

<https://pitt.zoom.us/j/9474992190>

Meeting ID: 947 499 2190

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8778535247,,9474992190# US Toll-free

Dial by your location

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Meeting ID: 947 499 2190

Find your local number: <https://pitt.zoom.us/u/achoBY3Yjp>

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9474992190@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

149.137.68.253 (Mexico)

69.174.57.160 (Canada Toronto)

65.39.152.160 (Canada Vancouver)

207.226.132.110 (Japan Tokyo)

149.137.24.110 (Japan Osaka)

Meeting ID: 947 499 2190