Council of Graduate Students in Education (CGSE)

Time: Wednesday, January 18, 2023 4-5pm
Meeting Agenda

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

Attendees: Ogechi Irondi, Hillary Henry, Holly Plank, Tasha Jordan, Jean Paul Marrero-Rivera, Jackie Spiezia, Anna Premo, Yuan Gao, Ximing Li, Hannah Goldstein, Sarah Peters

Time / Facilitator	Call to Order
Time Facilitator	**Call to Order** Meeting called to order at 4:01pm
4:00-4:05 pm Ogechi	**Welcome** **Review & Approve Last Meeting's Minutes** ● December 2022 Meeting Minutes ○ *Motion to approve- Yuan Gao, second- Hillary Henry* **Introduce Agenda**
	Old Business

4:05-4:07pm
 	
Ogechi and Holly
	● Review action items from last meeting
	  ○ See action items in December 2022 Meeting Minutes
	    ■ Include action item status in your updates
	    ■ Let us know what support you need to accomplish action items

	New Business & Committee Updates

4:07-4:15 pm
 	
Ogechi
	President Updates:
	● SORC Policy Update
	  ○ *For now we are operating under the same guidelines as before. We are waiting for more information from SORC moving forward.*
	  ○ *If you received an email from EJ (or Concur), make sure you go in and approve it.*

4:15-4:20pm
 	
Anna
	Business Manager:
	● **Budget Update**
	  ○ *Waiting for grant reimbursements*
	  ○ *Waiting to understand rollover from SORC- from last year and for the upcoming year*
	● **Dashboard Update**
	  ○ *Note- Travel and research grants are listed as "planned spend", but they will be updated as they come through.*
	  ○ *Reach out to Anna if you have questions or would like to see something else on the*

	dashboard.

4:20-4:25pm
 	
Cara
	Communications Committee:
	● **Updates**
	  ○ Giveaway?? - are we still planning this? I have a graphic made for if/when we have items to give away
	    ■ *Choose one person from each department for a facebook and instagram round*
	    ■ *Students could 1. Follow 2. Like a photo 3. Comment what department/program Extra submissions for 4. Sharing 5. Tagging someone else 6. Posting to story*
	    ■ *Go Live with "Wheel of Names"*
	      ● *This could be done during the meeting to bring awareness that they are open to everyone. Next meeting is 2/15*
	  ○ Sad I won't be able to make it in this semester - always feel free to reach out if you need anything and I'll review the agenda for any updates/action items
	    ■ *Make sure you are emailing the communications.cgse@gmail.com and giving Cara plenty of information when you need something posted*

4:25-4:40pm
 	
Sierra, Sarah, and Yuan
	Events Committee:
	● **Updates on International Festival (January 20th)**
	  ○ *Friday, January 20th at 2pm-3pm in Posvar 5601*
	  ○ *Bring a dish from your home country/culture/reminds you of home*
	  ○ *Needs- decorations, food and drink (in case folks can't bring food), and an incentive for students who bring something. This will offset the cost for students who participate. SORC told Yuan that students would be able to use the normal reimbursement process using receipts from any food or receipts.*
	    ■ *Note- We need to be transparent with students upfront about the logistics and time commitment behind the reimbursement process*
	    ■ *In the future- Consider having students sign up for a grocery list that CGSE provides*
	    ■ *Yuan- Make note of the people who are bringing food and the attendee list. Share that with Anna and submit to SORC. Reimbursed students will need to submit this list. Communicate the maximum amount we can reimburse with students beforehand.*
	    ■ *We voted for students to receive $10 reimbursement for bringing food (maximum 20 people). If that number changes to lower than 14 people, we can go up to $15. This can include items other than food (cultural items)*

4:40-4:45pm
 	
Hannah & Hillary
	Travel and Research Grants:
	● **Updates**
	  ○ Spring 2023 Travel and Research Grants
	    ■ Application opens- January 17th, 2023
	    ■ Application deadline- February 13th, 2023
	    ■ Link to grants: [Research Grant](#) and [Travel Grant](#)
	    ■ Info sheets- [Travel Grant Info](#) and [Research Grant Info](#)

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

- *Discuss:* Do we want to revise our grant allocation structure for next year?
  - *Problem*: We now seem to have more applicants than funds available
  - *Big Question*: For future grant cycles, how should we award funds?
  - *Solution for 2022-2023 cycle*: Awarded grantees a portion of their requested funds; We recognized that we had 50% of the total amount requested by applicants; each applicant was awarded half of what they requested
  - *For 2023-2024*: How do people feel about this process moving forward? Do we want to stick with this model or revise it?
  - Alternatives:
    - Creating a transparent protocol for how we will judge and choose awardees to grant a few winners with full funds, and others with none
    - How can we do this equitably? What would this look like?
    - In this case, we would need commitment to addressing this issue by all members of CGSE (Hannah, Hillary and Yuan do not feel qualified to make these decisions independently)
    - Request more funding from SORC
    - Other ideas?
      - *These might be additions to the application:*
        - *If students are not able to secure full funding, will they still be able to go?*
        - *Ask students if they have access to other funding*
        - *Ask for letter from advisors to indicate level of need- are the students able to attend other conferences? Can their advisor support them through funding? Do students have access to funds from another grant?*
        - *We could also consider banded allocations→ <$100–100% award, $200-300- 75% award, >$300- 50% award*
        - *Hannah and Hillary will set up a meeting with GPSG grants committee after this window.*
      - *EdD student travel*
        - *Students coming in from out of town can also request funding to support travel to in-person classes. We need to update the grant information to reflect this.*
      - *Communication is key- Decision criteria*
        - *Information has been added to increase transparency for the Spring 2023 application window*
        - *Does the equity and justice committee have any guidance?*

Vote- Should there be a change in how the grants committee awards grants? - Majority vote Yes
There needs to be a change in looking into these policies further AND we need to support the committee in this process.

4:45-4:50pm
 	
Ogechi &
Hillary
	Conference Committee:
	● **Updates**
	● Upcoming meeting agenda (Tomorrow (1/19/2023 at 5):
	  ● Brainstorm potential Keynote Speaker Ideas
	  ● Edit/Review theme description
	    ○ "Teaching for the Now"
	    ○ Theme description: Post pandemic situations have significantly altered the world of education- socio emotionally, in the realm of teacher pedagogy, academically, and in the modes through which we teach. The purpose of this conference is to celebrate the innovative and adaptive shifts that have emerged out of necessity.
	  ● Brainstorm panel discussion goals
	  ● Art therapy options discussion

	Email Hillary Henry hmh60@pitt.edu if you are interested in attending the virtual meeting.

4:50-4:55pm
 	
Holly
	School Governance Committee Updates:
	
	● *School of Education Council/Planning and Budget Committee*
	  JP Marrero & Anna Premo
	
	● *Academic Programs Committee*
	  Cara Roth & Holly Plank
	
	● *Equity and Justice Committee*
	  Yue Geng & Yuan Gao
	
	● *Research, Teaching, and Mentoring Committee*
	  Holly Plank & Hannah Goldstein
	
	● *Student Engagement Committee*
	  Sierra Ungerman, Sarah Peters, Jackie Spiezia, and Yue Geng

4:55-5:00pm
(If any)
 	
Holly
	CGSE Member Updates
	● This is a space for any non-officer to share updates or concerns
	
	Officer Ideas/ Other Updates
	● Day in the Life (exercise science does this)- Officers check in periodically throughout the day to show prospective students (or students looking to pursue an additional degree) what to expect.
	  ○ Could we do this with the School of Education to make sure their following comes to us?
	● Spring Elections
	  ○ Nominations are coming up in February

4:55-5:00pm Holly	**Secretary:** ● Next meeting- 2/15/2023 at 4pm ● Action items ○ See yellow boxes below
	Meeting Adjourned Next General Meeting: 3rd Wednesday at 4pm (February 15th)

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Next Meeting Agenda Items	● Grant Application Process ● Spring Elections

Action Items		
Task	**Who is responsible?**	**Notes**
Approve Expense Reports from EJ	**All Officers**	
Conference Meeting 1/19/2023	**Anyone**	**Email hmh60@pitt.edu**
Advertise Grants Application Window	**All Officers**	
Schedule Executive Board Meetings	**Holly**	
Social Media Giveaway	**Ogechi**	Touch base with Cara. Share our amazing ideas! Also mention JP's "Day in the Life" idea
International Festival	**Events Committee/ ISPN**	Yuan and Sarah will communicate with students before the event about reimbursement process
Grants Committee	**Hillary and Hannah**	Set up meeting with GPSG grants committee after application window
By-laws	**Ogechi**	Continue to make edits

CGSE Website-
https://www.education.pitt.edu/student-services/student-organizations/council-graduate-students-education

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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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