

Council of Graduate Students in Education (CGSE)

10/22/2021 10:15am-11:15am
Meeting Agenda

Room 5914
Zoom Meeting ID: 983 9003 9519

Attendees: Iman Sandifer, Dr. Andrea Zito, Cole D'Alicandro, Dylan Kapit, Olivia Enders, Thomas James, Ivy Chou, Sendi Estrada, Yuan Gao, Ricky Rogers, Kristen Buonomo, Claudia Choi, Prachi Patel, and Ogechi Irondi

Call to Order: Welcome and Check-In

Review Last Meeting Minutes (5 min)

- Sendi will find the last minutes (from May) to approve at our November meeting

Introduce Dr. Andrea Zito & New Board

Introduce Agenda

New Business

- **President Updates** (Sendi)
 - o Meeting with Dean Kinloch
 - Sendi requested a meeting with Dean Kinloch for October 28th.
 - Will take the CGSE notes to that meeting to discuss what the SOE can do for CGSE and what CGSE can do for SOE. Sendi will update CGSE following the meeting.
 - o Budget update
 - There is a surplus of about \$35,000
 - Sendi will work with Courtney to set up everyone's budget
 - Ivy and Sendi are still working on officer budgets and salaries. They reached out to SORC and Lynne Miller. The bylaws do not have any stipulations about the modification of the stipend to the officers. GPSG also gave a slight increase to the executive board budget. The change was introduced as a proposal with a vote at a general meeting. They then worked with SORC to make those changes.
 - Hoping to make salary changes by the end of the month
 - o CGSE Board Retreat - November 6th
 - Dylan has great ideas mostly about the time breakdown and proposes spending more time with strategic planning and offering guided meditation and fun event at the end of the meeting.
 - Board should consider opening mindfulness activity to all students (not just officers). If we have someone from outside of the University, we would need a contract, which will not be approved in 2 weeks. This opportunity could be offered in 3+ months.
 - Cole and Sendi will work together to brainstorm get to know you/ice breakers to begin the retreat
 - The CGSE Board retreat will be two formal hours (get to know you and strategic planning-goal setting, CGSE mission, etc.) an optional lunch will follow the formal retreat.
 - Retreat will be November 6th (voted and approved). Timing will be emailed by Sendi. Any hard conflicts, please email to Sendi.
- **Service/Volunteer Representative Update** (Ricky)
 - o Thanksgiving Community Service Event: Boxed Meal Project
 - Food drive to give back to the unhoused local community in early November
 - Ricky is looking to partner with local businesses (possibly 412 Food Rescue) and University of Pitt to hand out boxed meals at Market District (downtown).
 - Ivy, Claudia, and Cole are willing to form a committee with Ricky to work on this service project

- Ricky is considering opening the donations/volunteer to the greater SOE community or Pitt community. More updates will come at our next meeting.
- **International Student Representative Update** (Yuan)
 - o SOE International Students Peer Network (SPN)
 - The SPN was started because international students found it difficult to get involved with the SOE. SPN allows students to get involved, speak their own language, connect with their peers, and form belongingness to UPitt but also the city of Pittsburgh.
 - SPN has attracted more than 60 participants in the SCAE program and the Foreign Language Education Program.
 - They are planning to have face-to-face activities throughout the semester to get the international students to connect to one another. This is also an opportunity for American students who are interested in international issues to connect.
 - Dr. Zito and Yuan will connect about SPN. Yuan will bring Ricky's service project to the International Student meeting at the end of October and gauge interest.
 - Yuan proposes making SPN a CGSE committee. The motion was voted on and approved. The International Student Representative is the chair of the SPN committee.

Committee Updates

- **Communications Committee** (Ivy)
 - o CGSE Social Media Plan
 - Will be shared via email to all officers
 - o Officer Self-Intro/headshots for Highlights
 - A google doc will be shared with officers to write a little blurb to go on the new Instagram
 - o Instagram Launch
 - There is a new CGSE Instagram account that will officially launch in November
 - November is indigenous heritage month. Ivy will share a book, a blog, or other information weekly that refers to indigneous heritage and culture. Ivy is taking any suggestions on literature, readings, etc.
 - November also contains Trans Awareness Week and Trans Day of Remembrance. Ivy will include information on the Instagram to commemorate these two events.
 - o Shared information across departments
 - Ivy is taking emails or phone calls on anything that should be shared on social media. Please reach out to her if you have any suggestions.
 - o Group Me/Discord is a space for CGSE to share information. It is possible to have a private channel for officers. This will be discussed further during the CGSE Officer retreat.
- **Colloquium Committee** (Olivia)
 - o Topics for the year
 - A survey will be shared prior to the retreat about possible ideas for the colloquium.
 - Committee co-chairs are considering possibly replicating the mental health colloquium that we had last year.
 - They are also starting to think about the challenges faced for SOE parents and caregivers.
- **Events Committee** (Claudia and Sendi)
 - o New CGSE Event Ideas
 - Claudia and Sendi are considering events that provide an opportunity to connect with previous CGSE officer alums (through panel and/or networking). This might resemble the Academic/Non-Academic panels, however, those panels are specifically for PhD students. Sendi and Claudia will continue to think about how to support a school-wide alumni event (not PhD specific and inclusive of Masters students). The Career and Services Office could help support this initiative.

Meeting Adjourned

Next General Meeting: Friday, November 12, 2021 10:15am

Next Meeting Agenda Items

- Research and Grants (Prachi)
 - Service Project Updates (Ricky)
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Action Items

Task	Who is responsible?	Notes
Email Flier to Andrea	Prachi	
Email CGSE dates to Andrea	Sendi	
Send out retreat times	Sendi	
Contact Sendi about any Retreat conflicts	ALL	

Questions, Comments, Concerns?

- Contact the CGSE by email at CGSE@pitt.edu. Also, you may contact CGSE President Sendi Judith Estrada at SJE27@pitt.edu and CGSE Vice President Dylan Kapit at DIK46@pitt.edu.
- If you need to add or change something in the CGSE meeting minutes, please contact CGSE Secretary Ogechi Ironi at OGI1@pitt.edu.
- Who is CGSE? Get to know your officers [here!](#)