

## Council of Graduate Students in Education (CGSE)

**10/2022 Time: Monday, October 17th 4-5pm  
Meeting Agenda**

Room: 5914

5th Floor Posvar Welcome Center

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

Attendees: Ogechi Irondi, Holly Plank, Hannah Goldstein, Hillary Henry, Anna Premo, JP Marrero-Rivera , Yue Geng, Jackie, Sarah Peters, Cara Roth, Yuan Gao, Andrea Zito, Sierra Ungerman

Time	<u>Call to Order</u>
Facilitator	
4:00-4:15pm  Ogechi	<p><b>Welcome</b> (Meeting started at 4:01pm)</p> <p><b>Review &amp; Approve Last Meeting's Minutes</b>  <a href="#">July Retreat Agenda</a>            → Motion by Anna Premo            → Second- Yuan Gao</p> <p><a href="#">September 2022 Agenda</a>            → Motion by Hannah Goldstein            → Second- Holly Plank</p> <p><b>Introduce Agenda</b></p> <ul style="list-style-type: none"> <li>- In the future we are going to include a space for students who are not officers to share updates, ask questions, etc.</li> </ul>
	<u>Old Business</u>
	N/A
	<u>New Business &amp; Committee Updates</u>
4:15-4:20pm Ogechi	<p><b>President Updates:</b></p> <ul style="list-style-type: none"> <li>● <b>Open request for feedback/comment box ideas</b> <ul style="list-style-type: none"> <li>○ <i>This is for the Executive Board (President, Vice President, Business Manager, and Secretary) as well as CGSE in general.</i></li> <li>○ <i>Anna- We could have a form on Microsoft. This could be sent out on the bottom of any communications. This could be at the end of the newsletter announcement and website.</i></li> </ul> </li> <li>● <b>CGSE Committees</b> <ul style="list-style-type: none"> <li>○ Schedule a meeting with me</li> <li>○ <i>Ogechi has already met with most committees. We want to continue to meet with committees throughout the year. This could include Ogechi and members of the Executive Board. It could also look like sharing updates from smaller committee meetings.</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Communications plan updates</b> <ul style="list-style-type: none"> <li>○ Please share any requests for social media, flyers, inclusion in the newsletter, etc.</li> <li>○ If you have something already made that needs posted, the week timeline is less critical.</li> <li>○ <a href="mailto:communications.cgse@gmail.com">communications.cgse@gmail.com</a></li> <li>○ Give Cara a week if possible! (More please!)</li> </ul> </li> <li>● <b>Bylaws update</b> <ul style="list-style-type: none"> <li>○ Last updated in 2019. In Spring 2022, we started to talk about making updates around language. For example, making international student representative into committee, etc. According to the bylaws, there is a process associated with updates. The executive board has been meeting to finalize what that language could actually look like. We want to have that finalized before our next meeting.</li> </ul> </li> </ul>
4:20-4:25pm Cara	<p><b>Communications Committee:</b></p> <ul style="list-style-type: none"> <li>● <b>Communications update</b> <ul style="list-style-type: none"> <li>○ Encourage folks to follow Instagram, Facebook, and TLL Canvas page. There is not a ton of engagement.</li> <li>○ PLEASE follow us on Instagram and Facebook.</li> </ul> </li> </ul>
4:25-4:30pm Yuan	<p><b>Vice President Updates:</b></p> <ul style="list-style-type: none"> <li>● <b>Introducing new officers</b> <i>We introduced officers at the beginning of the meeting. There are eight new officers for 2022/2023. There are still 5 vacant positions.</i></li> <li>● <b>GPSG Updates</b> <ul style="list-style-type: none"> <li>○ Yuan does not have any new updates yet, because they are meeting again next Wednesday.</li> <li>○ Check out GPSG social media for Halloween events.</li> </ul> </li> </ul>
4:30-4:35pm Ogech, Sierra, and Sarah	<p><b>Events Committee:</b></p> <ul style="list-style-type: none"> <li>● <b>PhD October and November Panels</b> <ul style="list-style-type: none"> <li>○ October 21st at 12pm- There is a Post PhD Pathway Career Panel for Academia. Amy Ireland (Assistant Director of Office of Student and Career Services. This is part of the Dean's Office.) is running it and planning it. CGSE is advertising it and offering a moderator. Please share this opportunity with your peers. Ogechi is moderating</li> <li>○ November 4th at 12pm- Post PhD Pathway Career Panel for Non-Academics. We do not have a moderator for this one yet. The questions are already written down, so it is just a matter of reading them and facilitating conversation.</li> </ul> </li> <li>● <b>Share potential ideas</b> <ul style="list-style-type: none"> <li>○ Potential Ideas→ We are planning a couple more events for the semester that are casual. We want to include a service event. That may look like partnering with another student organization on campus. The panels are considered colloquium events, but we will plan one of our own for the Spring semester.</li> <li>○ Potential Idea- Free health screening for students. We could do something with EDP. HHD students can support this. Maybe blood pressure? We could also do activities that could reduce stress. JP has a collaboration in mind with ADP and clinical students. This could be great around finals time! Two of JP's colleagues are doing their dissertation on Yoga and health outcomes. Music therapy, pet therapy, play therapy. Can we link up with GPSG? They did something like this last year.</li> </ul> </li> </ul>

**Questions, Comments, Concerns?**

- Contact the CGSE by email at [CGSE@pitt.edu](mailto:CGSE@pitt.edu). Also, you may contact CGSE President Ogechi Irondi at [OGI1@pitt.edu](mailto:OGI1@pitt.edu) and CGSE Vice President Yuan Gao at [YUG50@pitt.edu](mailto: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](mailto:holly.plank@pitt.edu)

<p>4:35-4:40pm Hannah &amp; Hillary</p>	<p><b>Travel and Research Grants:</b></p> <ul style="list-style-type: none"> <li>● <b>Updates</b> <ul style="list-style-type: none"> <li>○ <i>Rocking and rolling with grants. Application period has officially opened, and this was advertised in the last newsletter. The links did not work, so the committee is going to reissue documents with working links in the newsletter.</i></li> <li>○ <i>Hannah and Hillary reached out to Department Chairs and people who teach writing seminars (according to course catalog.)</i></li> <li>○ <i>Information Sessions</i> <ul style="list-style-type: none"> <li>■ <i>November 3rd and 4th</i></li> </ul> </li> </ul> </li> </ul>
<p>4:40-4:45pm  Ximing and Yuan</p>	<p><b>ISPN Committee:</b></p> <ul style="list-style-type: none"> <li>● ISPN event plan for this semester <ul style="list-style-type: none"> <li>○ ISPN events update. For the rest of the semester, we have one formal event on November 11th for international students' CPT/OPT introduction. And two informal coffee breaks on October 21st and December 2nd. ISPN welcomes all CGSE members and SOE students to join our events.</li> </ul> </li> <li>● Updates on ISPN's Registration <ul style="list-style-type: none"> <li>○ ISPN registration. Now, ISPN is applying for the independent student organization. If successful, I think we can talk more about how to collaborate with CGSE to support SOE international students and improve the bond between international and local students.</li> <li>○ We need to discuss funding procedures- Check by-laws. Holly will add this to the Executive Board meeting agenda.</li> </ul> </li> </ul>
<p>3:45-3:55 pm Ogechi</p>	<p><b>Committee Meetings:</b></p> <ul style="list-style-type: none"> <li>● Committee Expectations <ul style="list-style-type: none"> <li>○ Depending on what committee you signed up for, you are meeting no more than once a month. There are exceptions. Conference and grants have a lot of work at certain times and do not need to meet at other points</li> <li>○ You are responsible for sharing out from CGSE committees and School Wide Committees. There will be space for this in the agendas in our monthly meetings.</li> </ul> </li> <li>● To schedule a meeting with Ogechi use this Calendly Link - <a href="https://calendly.com/ogi1/cgse">https://calendly.com/ogi1/cgse</a></li> <li>● Choose a time/date to meet <ul style="list-style-type: none"> <li>○ <b>Conference Committee</b></li> <li>○ Events Committee (if needed)</li> <li>○ Grants Committee</li> <li>○ Communications (if needed)</li> </ul> </li> </ul>
<p>3:55-4:00pm Holly</p>	<p><b>Secretary:</b></p> <ul style="list-style-type: none"> <li>● Next meeting- Monday, November 14, 2022 4pm</li> <li>● Action items <ul style="list-style-type: none"> <li>○ See yellow boxes below</li> </ul> </li> <li>● Meet adjourned at 4:54pm</li> </ul>
<p><b><u>Meeting Adjourned</u></b></p> <p>Next General Meeting: <b>Monday, November 14, 2022 at 4pm</b></p>	
<p>Next Meeting Agenda Items</p>	<ul style="list-style-type: none"> <li>● School Governance Committee Updates</li> <li>● Business Manager Update</li> <li>● Approve October Minutes</li> </ul>

<b><u>Action Items</u></b>		
<b>Task</b>	<b>Who is responsible?</b>	<b>Notes</b>
<b>Volunteer to Moderate Friday, November 4th at 12pm for Post PhD Panel</b>	<b>Any Officer</b>	<b>Let Ogechi know if you are interested!</b>
<b>Write Proposed By-Law language</b>	<b>Executive Board</b>	<b>Consider what Yuan was saying about funding for ISPN</b>
<b>Share Colloquium Post PhD Panels with your networks</b>	<b>Officers</b>	
<b>Social Media for Post PhD panels</b>	<b>Cara Roth</b>	
<b>Events Committee connects with JP about Health Screening/ Yoga for finals time event</b>	<b>Sarah, Sierra, JP</b>	<b>See notes for ideas and connections</b>
<b>Share GPSG updates with CGSE.</b>	<b>Yuan</b>	<b>Let Cara know what she should share out on social media.</b>
<b>Advertise Grants</b>	<b>Cara</b>	<b>Get the document with working links from Hannah and Hillary</b>
<b>Advertise grants and PhD panels</b>	<b>Holly</b>	<b>TLL Canvas Page</b>
<b>Add feedback form to newsletter, emails, and agenda/minutes</b>	<b>Ogechi</b>	
<b>Meet on Thursday, November 17th to review applications at 12pm</b>	<b>Grants Committee</b> <b>Hannah will send out a calendar invite with address</b>	<b>Hannah Goldstein</b> <b>Hillary Henry</b> <b>Yuan Gao</b>

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<p><b>Meet online at 2:45pm on November 3rd</b></p>	<p><b>Conference Committee</b></p> <p><b>Ogechi will send out a calendar invite and Zoom link.</b></p>	<p><b>Sierra Ogechi Hillary Ximing Sarah</b></p> <p><b>Early November</b></p>
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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

One tap mobile

+12678310333,,9474992190# US (Philadelphia)

8778535247,,9474992190# US Toll-free

Dial by your location

+1 267 831 0333 US (Philadelphia)

877 853 5247 US Toll-free

Meeting ID: 947 499 2190

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

Join by SIP

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

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