

Council of Graduate Students in Education (CGSE)

Time: Monday, November 14, 2022 4-5pm
Meeting Agenda

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

Attendees: Ogechi Irondi, Anna Premo, Yuan Gao, Holly Plank, Sarah Peters, Hillary Henry, Hannah Goldstein, Jackie Spiezia, JP Marerro-Rivera, Yue Geng

Time	<u>Call to Order</u>
Facilitator	
4:00-4:05 pm Ogechi	<p>Welcome-Meeting started at 4:03pm</p> <p>Review & Approve Last Meeting's Minutes</p> <ul style="list-style-type: none"> • October 2022 Meeting Minutes • Motion to approve October Meeting Minutes- Anna Premo, Second- Sarah Peters <p>Introduce Agenda</p>
	<u>Old Business</u>
4:05-4:07pm Ogechi	<p>Update on book distributions</p> <ul style="list-style-type: none"> - Completed the first week of November. These were promised last year and delivered successfully via Amazon Prime. The cost of these books came out of this year's budget. - Graduation Sashes- Ogechi decided that we are not going to do that. They were never designed, ordered, etc. This could be a goal at the end of this school year. - Ogechi will touch base with person who was working on them at the end of the summer to see how stash recipients responded.
	<u>New Business & Committee Updates</u>
4:07-4:20pm Ogechi	<p>President Updates:</p> <ul style="list-style-type: none"> • Bylaws update and vote • CGSE board voted to make changes in the Spring, and the Executive Board drafted new language (in Purple). We will vote today, and Ogechi will share out with the rest of the school for a vote. There will be a Google Form in the newsletter and shared via social media. Students will have two weeks to respond. <p style="text-align: center;"><u>CGSE Bylaw Changes</u></p> <ul style="list-style-type: none"> • The seven board members that were present agreed to amend the bylaws to address the following items. The board members discussed draft language for two items.

- *International Committee:*
 - International Student Representative will become “International Student Committee Representative”.
 - **The International Student Committee will have the same tasks/responsibilities outlined with the other committees.**
 - *Holding more than one position:*
 - **“After fall elections, board members are able to serve in more than one role as long as there are no other CGSE members willing to take on the role. When an officer holds more than one role, their vote may only count once.”**
 - *Officer Payments*
 - **Table with role, frequency, amount per pay period**
 - *Voting unopposed*
 - **Students will have the option to write in a nomination for all open positions**
 - *Program Representatives - (connecting to school-wide committees)*
 - *Current Language-*
 - Section 8: Duties of the Departmental Representatives. a. Attend all executive board of CGSE. b. Assist in the dissemination of important information from the CGSE board meetings to the departments they represent. c. Assist in promoting CGSE events in respective departments. d. Bring concerns of students within their departments to CGSE’s attention as needed. e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
 - *Proposed New Language-*
 - **Section 8: Duties of the Departmental Representatives a. Attend all general meetings of CGSE b. Assist in the dissemination of important information from the CGSE meetings to the departments they represent. C. Assist in promoting CGSE events in respective departments. D. Bring concerns of students within their departments to CGSE’s attention as needed. e . Serve as a member on school-wide Academic Programs committee. f. Serve on department governance committee and update communication as appropriate, willing, and able.**
 - **Teaching Learning and Leading Student Representative will also serve on the Teaching Learning and Leading Collective and maintain the TLL Resources Canvas Page during their term.**
 - *Executive Board / Officers language*
 - **Executive Board → President, VP, Secretary, Business Manager**
 - **Officers → CGSE Department and Program Representatives and Committee chairs**
- Any thoughts on the new language- No issues were raised.
 - Voting Items
 - Executive Board/Officer language
 - Motion to approve- Hannah Goldstein “Huzzah!” , Seconded- Hillary Henry “Here Here!”

4:20-4:25pm

Business Manager:

Questions, Comments, Concerns?

- 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
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<p>Anna</p>	<ul style="list-style-type: none"> ● Budget Update <ul style="list-style-type: none"> ○ <i>General Updates on budget and actuals- Ogechi, Yuan, and Anna met at the beginning of the semester to go through budget. Line items are from prior years, allocations are from carryover from prior year and subsidy. There is a lengthy reconciliation process that is still ongoing. We have an idea based on what is in “Engage”- the platform for expenses, but we will not know for sure until SORC is done with reconciliation. We are about \$4,000 under what we expected.</i> ○ <i>The Executive Board discussed zeroing out money for AERA reception (which we have not done anything with the last two years)- maintaining it as a line item. The Sustainability fund is part of the introduction to a sustainability committee, but that is something that has been discussed. The line item will remain, but it will be zeroed out. The Emergency Fund will also be zeroed out for now, but it will remain in the budget.</i> ○ <i>With updates, zeroing out, and adjustments for payroll, we are a few hundred over. Again, we do not know the carry-over yet.</i> ○ <i>Anna will share the link (as view-only) to understand allocations and budget remaining. Anna will publish the dashboard before our monthly meetings.</i>
<p>4:25- 4:30pm Yuan</p>	<p>Vice President Updates:</p> <ul style="list-style-type: none"> ● GPSG Updates <ul style="list-style-type: none"> ○ <i>There are events we can co-host with the biomedical school. (Ogechi forwarded this to Sarah and Sierra).</i> ○ <i>The officer list was updated with GPSG.</i>
	<p>Communications Committee:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ <i>Cara is at a conference. She shared that she does not have any updates.</i>
<p>4:30-4:35pm Sierra and Sarah</p>	<p>Events Committee:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Litter Pickup- Saturday 11/19 1-3pm at 16th Street Bridge, 2100 Smallman Street <ul style="list-style-type: none"> ■ <i>We are partnering with an existing organization that supports folks experiencing homelessness in our city. This is a litter pick up around their camp. CGSE will provide gloves and snacks. We recommend wearing clothes and shoes you do not mind getting muddy. Jack (Coach) will sign off on volunteer hours.</i> ■ <i>There is an Eventbrite to RSVP for the event. Check it out on Social Media.</i> ■ <i>Ogechi was at an alumni meeting, and they are also supporting the advertisement of this event. There are currently zero RSVPs. Sarah and Sierra will continue with the event regardless of the RSVP numbers.</i> ■ <i>The location is a bridge. There is space in the RSVP for folks to indicate if they need a ride or are willing to drive.</i> ○ ISPN updates- See notes under International Student Committee
<p>4:35-4:40pm Hannah & Hillary</p>	<p>Travel and Research Grants:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ <i>Number of applications submitted so far 19 travel and 4 research</i> ○ <i>Due date was November 11, 2022, meeting this Thursday to deliberate. There will be an update by the beginning of December.</i> ○ <i>No one attended the information sessions.</i> ○ <i>Funds from previous years that were not paid out do not roll over. There was a student</i>

	<p>who was awarded funds last year, but they were not aware of the process. They wanted to know if they could get them this year. SORC said no. SORC does not allow for reimbursements outside of the school year. There is a 30-60 day limit on the receipts. That needs to be updated in the awards notification.</p> <ul style="list-style-type: none"> ○ We need to follow up with SORC about what they recommend for situations where folks are applying for grants for Summer conferences or January conferences. ○ If someone is struggling with funding for research, they can apply for a research grant. We recommend reaching out to GPSG (Graduate and Professional Student Government). There is an auxiliary fund that can go to students who have exhausted options in their school. ○ Required information session for folks who receive the grant. If the 30 day policy stands, we will need to integrate it into the process. We do not know based on applications whether or not folks meet this requirement. The original intention was to send out emails with a mandatory meeting or a video “how to” of the process that could be attached to the acceptance email. ○ Hillary- Should we hold off if we do not have this information? We should wait it out so we do not make promises we cannot keep. ○ Ogechi- In previous years, folks did not get the grant only if they did not complete everything. ○ Hannah- Create acceptance email, figure out who meets expectations and who does not. ○ Yuan- GPSG does monthly rolling grant applications
<p>4:40-4:45pm</p> <p>Ximing and Yuan</p>	<p>International Student Committee:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Funding/Budgeting- Yuan and Ximing are planning to consult GPSG about what it looks like for an organization to exist under CGSE. What does this look like in other schools? ○ Approval from SORC- Ximing will update us when there is approval. ISPN is hoping to be approved this semester ○ ISPN will hold the dance relax event on December 2nd from 1-2pm collaborating with LAGOS (Latin American Graduate Organization of Students). This event is open to all PittEd students. The goal is to support students to relax before finals. This occurs before the school-wide ice skating event (2-6pm). Does CGSE want to co-host/co-sponsor this? We would need support for advertisement. ○ ISPN is working on the second video. For this video, we aim to increase the connection between local students and international students. We will invite students to answer one question from their foreign schoolmates. We will set up filming station near the welcome center. Students can sign up to show up and answer the question/ ask the next question. Wednesday, November 16th (2-3:30pm) ○ This was the last planned event for the semester. There might be another event after finals. This would be the international festival. The details have not been discussed yet. There was also conversation about holding a seminar to support students in pronouncing international students’ names. Could this be a combined event? ○ ISPN and CGSE will work together to host this event in December.
<p>4:45-4:50pm</p>	<p>Conference Committee:</p> <ul style="list-style-type: none"> ● Updates <p><i>Conference committee had the first meeting at the beginning of November. March 30th and</i></p>

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Ogechi	<p>31st! We would like everyone to be present in some way at the conference. We have more innovative ideas that will be shared at the next meeting once things are more finalized. The Alumni Association is relieving some of the food purchasing burden.</p>
<p>4:50-4:55pm 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> <ul style="list-style-type: none"> ● They are transitioning budget models. We are focused on how we can increase enrollment to address the budget deficit. ● There are a lot of questions about allocations and shared cost. These are not unique to the School of Education, but we are thinking about innovative ways to address it. These numbers are estimated. ● Ogechi- I wonder if CGSE can help with enrollment? ● Anna- How do we increase the number of folks taking classes outside of traditional enrollment? ● <i>Academic Programs Committee</i> <i>Cara Roth & Holly Plank</i> <ul style="list-style-type: none"> ● The committee approved changes to K-12 Principal certificate and Education Policy and Social Change EdD ● The committee approved a proposal for a new certificate program called Critical Instructional Design and Technology Online Certificate ● <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> <ul style="list-style-type: none"> ● This committee has not met yet. ● <i>Student Engagement Committee</i> <i>Sierra Ungerman, Sarah Peters, Jackie Spiezia, and Yue Geng</i>
<p>4:55-5:00pm (If any) 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
<p>4:55-5:00pm Holly</p>	<p>Secretary:</p> <ul style="list-style-type: none"> ● Next meeting- December 12, 2022 at 4pm ● Action items <ul style="list-style-type: none"> ○ See yellow boxes below ● Meet adjourned at 5:04pm
	<p><u>Meeting Adjourned</u></p> <p>Next General Meeting: December 12th at 4p</p>

Next Meeting Agenda Items	<ul style="list-style-type: none"> • School Governance Committee Updates • Conference Committee Updates • SORC policy updates
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Action Items		
Task	Who is responsible?	Notes
Feedback on all forms	Ogechi	
Spring Meeting Date/Time	Ogechi	
Dates of future meetings in newsletter and social media	Cara	
Graduation Sashes	Ogechi	Touch base with Isaac to see if anybody reached out about these.
School-wide Vote on By-laws Update	Ogechi	Create form
Add by-laws update form to social media	Cara	
Share out view-only budget and dashboard	Anna	
Contact SORC about reimbursement and receipt policy (30 days)	Anna	Copy Ogechi, Hannah, and Hillary

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Ask about 30 day policy at GPSG	Yuan	
Consult GPSG about what it looks like to nest an organization under CGSE	Yuan and Ximing	
Advertise dance event that we are co-sponsoring with ISPN	Yuan and Cara	Yuan will share with communications.cgse@pitt.edu
Connect about combined event in December	Yuan, Ximing, Sarah, Sierra	

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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162.255.37.11 (US West)
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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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