

Council of Graduate Students in Education (CGSE)

09/18/2024 Time: 11:00 am

Meeting Agenda

Room: Student & Career Services Conference Room, WWPH 5804

Zoom Meeting ID: 967 7635 5143

<https://pitt.zoom.us/j/96776355143>

Attendees: Keanna Cash, Rachel Sanders, Gerard Dorvè-Lewis, Gizem, Hillary, Hannah, Zoey, Rachael, Audrey, Hanan, Ashlyn, Nour (on Zoom), Dr. Zito

Bylaws	CGSE Contact Sheet	External Committees & GPSG	Internal Committees	Committee Notes Folder	CGSE Website	CGSE Jamboard
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Facilitator	<u>Call to Order</u>
Time	
Rachael & Audrey	Review & Approve Last Meeting's Minutes: May Hanan motion to approve, Hannah second
Welcome! Roll Call (2 mins)	What's your name and position? (see names and positions listed below)
	<u>Relevant Business</u>
Rachael & Audrey (15 mins)	Fall 2024 Meeting Dates: <ul style="list-style-type: none">• Friday, October 18, 10-11:30am• Friday, November 8, 1-2:30pm• Friday, December 6, 10-11:30am Expectations: <ul style="list-style-type: none">• Show up in-person, on time, and with your portion of the agenda filled out.<ul style="list-style-type: none">◦ Please try and reserve Zoom only for when you are not feeling well or have work off-campus.• Make connections and be a resource to others within the span of your own capacity. Approve: <ul style="list-style-type: none">• Increasing meeting time (Rachael)<ul style="list-style-type: none">◦ To 1.5 hours instead of 1 hour◦ All hands raised in favor of approving increased meeting time• Budget (Hanan)

2024-25 CGSE Budget

Category	Sub-Category	23-24 Budget	23-24 Actuals	24-25 Budget	Remaining
Events	General	\$2,500.00	\$717.51	\$3,000.00	\$3,000.00
Events	AERA reception	\$0.00	\$0.00	\$0.00	\$0.00
Events	Conference	\$3,500.00	\$2,651.44	\$3,000.00	\$3,000.00
Events	Colloquium Events	\$0.00	\$0.00	\$0.00	\$0.00
Student Funds	Student Funds (Delayed 22-23)	\$1,085.00	\$1,085.00	\$0.00	\$0.00
Student Funds	Travel & Research Awards (Fall)	\$5,971.62	\$4,059.80	\$6,500.00	\$6,500.00
<i>Student Funds</i>	<i>Travel Grants (Fall)</i>				
<i>Student Funds</i>	<i>Research Awards (Fall)</i>				
Student Funds	Travel & Research Awards (Spring)	\$5,971.62	\$4,033.59	\$6,500.00	\$6,500.00
<i>Student Funds</i>	<i>Travel Grants (Spring)</i>				
<i>Student Funds</i>	<i>Research Awards (Spring)</i>				
CGSE Operations	Meeting Snacks & Supplies	\$500.00	\$231.90	\$500.00	\$500.00
CGSE Operations	Payroll	\$11,500.00	\$9,049.99	\$12,000.00	\$11,250.00
Sustainability	Sustainability Fund	\$0.00	\$0.00	\$0.00	\$0.00
Reserves	Budget Reserve (restricted)	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Reserves	Emergency Fund	\$0.00	\$0.00	\$0.00	\$0.00
Reserves	Unallocated	\$694.52	\$9,893.52	\$957.91	\$957.91
Subtotal		\$35,722.75	\$25,829.23	\$36,457.91	\$35,707.91

- Everyone raised their hand in favor of approving new proposed budget, APPROVED
- Nomination and Election Timeline (Audrey)
 - Start as soon as possible! Propose opening nominations this Friday, September 20th, open for two weeks, end Oct 4th
 - Open elections timeline October 7th - October 21st
 - Everyone voted to approve elections timeline, APPROVED
- Grants Timeline (Hannah & Hillary)

Committees:

- Thank you for signing up for [external committees](#)!
- Which [internal committees](#) do we want to run this year?
 - Grants & Conference Committees are required
 - List of others in the Bylaws:
 - EdD Committee
 - Masters Committee
 - Events Committee - revisit at next meeting
 - Communications Committee - No
 - International Student Committee - Yes
- [GPSG Board Meetings](#) Tuesdays 11 am - 12:30 pm
 - September 17 - Hanan
 - October 8 - Rachel S. & Hanan
 - November 12 - ?


Nominations & Elections:

- Open Positions:
 - EFOP Representative (1)
 - Conference Committee Co-Chair (1)

	<ul style="list-style-type: none"> ○ Masters Committee Co-Chair (2) ○ EdD Committee Co-Chair (2) ● One-on-one outreach by board members ● Reach-outs - Nour to EDD student, Dr. Perry for EDD students, send it to all the program chairs/directors at graduate level (department chairs + program coordinators - Dr. Zito can help with the list)
(20 mins)	<u>Position & Committee Updates</u>
Hanan Perlman	<p>Business Manager Updates:</p> <ul style="list-style-type: none"> ● New protocols and procedures for transactions and reimbursements <p>GPSC Updates:</p> <ul style="list-style-type: none"> ● Whole new exec board ● Emergency health insurance fund <ul style="list-style-type: none"> ○ Health insurance changed last year, much higher copays ○ Committee met about that fund, potentially downsized this year ● Money! Allocations, how money is being processed <ul style="list-style-type: none"> ○ Discussion of payment process change, Qualtrics, DocuSign ○ Reimbursements will be sent out - double check yours! Let Hanan know if you have any issues ○ Conferences & other events - \$ needs to be approved 21 days before the event, purchasing must be done in person ● By-laws committee <ul style="list-style-type: none"> ○ Anyone is welcome to join ● Budget <ul style="list-style-type: none"> ○ Last year, issue of misappropriation of funds ○ Voted to postpone approval of budget this year because discrepancy / don't have actual numbers just estimates ○ Voting will be next month or over email ○ Want to increase funding for travel grants (only if you are a presenter?), these are on a monthly basis after the fact (so for people who apply for our travel grants, they can also apply for this if they still have remaining funds not reimbursed)
Hannah Goldstein & Hillary Chelednik	<p>Travel & Research Grants:</p> <ul style="list-style-type: none"> ● Key Dates <ul style="list-style-type: none"> ○ Fall Grants Open: Oct. 14, 2024 ○ Fall Grants Close: Nov. 18, 2024 ○ Fall Grant Award Decisions: Dec. 4, 2024 ○ Spring Grants Open: Jan. 20, 2025 ○ Spring Grants Close: Feb. 20, 2025 ○ Spring Grants Decisions: Mar. 3, 2025 ● Timeline approved! (by all) ● SORC - published timeline of turnaround on reimbursement 6-8 weeks, but hoping to reduce that, new employees hired, etc. ● Travel grants take longer than research grants ● New international student reimbursement process ● Instruction Sheet: Research & Travel

Keanna Cash	Communications: <ul style="list-style-type: none"> Website Updates New Logo Drafts <- EVERYONE GO VOTE ON YOUR FAVORITE (by adding a comment)
Gerard Dorvè-Lewis & <i>unfilled</i>	Conference: <ul style="list-style-type: none"> Working with Dean ZG for conference dates Only 1 day this year Theme Ideas <ul style="list-style-type: none"> “Leading with Equity: Creating Inclusive Schools and Institutions” <ul style="list-style-type: none"> Highlight the role of leadership, programming, policies, and practices that foster an equity-centered culture within educational settings. Researchers, Practitioners, Changemakers <ul style="list-style-type: none"> Explore the way researchers and practitioners are working to advance education and equity through research and practice Idea: to send a survey out to past conference presenters/attendees asking for feedback & what they want to see in the future Need to ensure the theme is inclusive to students across all our departments Working with Jorden in Student & Career Services - doing a week of professional development events next semester - one event will be during the conferences - maybe headshots? Also contacting professors for spring semester - allow them to have conference be part of their class/syllabi Dr. Zito reached out about Freedom & Justice Seminar <ul style="list-style-type: none"> Records team can pull school-wide class schedule, see heavy/light class times for planning time/date of conference
Gizem Guner & Sierra Stern	Events: <ul style="list-style-type: none"> Our first event: “Start of the Year Social” on September 18th at 5-7 pm. <- TODAY! <ul style="list-style-type: none"> In the Welcome Center, co-hosted with ISPN Social networking, food & drinks Planning for the future! Will share more during next meeting
Zoey Zhao	TLL Representative: <ul style="list-style-type: none"> Talked to TLL dept chair, Dr. Quigley, “will support everything that is reasonable” <ul style="list-style-type: none"> Office hours for professors? For CGSE? - how to advertise that? Could ask Dr. Quigley to email professors Office hours - each representative hold their own office hours for students to come talk to them - up to each representative, can have consistent times, Calendly bookings In course syllabi - resource section - include on TLL courses, “this is your TLL rep, how to contact them, office hours, etc.”
<i>unfilled</i>	EFOP Representative: <ul style="list-style-type: none">
Rachel Sanders	HHD Representative: <ul style="list-style-type: none"> Reached out to chair, met with co-chair Dr. Davis

	<ul style="list-style-type: none"> • New faculty hires in the department (Dr. DC Lee, Dr. Zack Wilson, Dr. Deanna Ibrahim) • Clinical Exercise Physiology Accreditation • Student just got first author publication woo! • Milestone Day Presentations <ul style="list-style-type: none"> ◦ Milestone Day for all of the School of Ed ◦ Friday, October 4th, from 10:00am-2:00pm, social event/lunch thing around 12:00pm ◦ CGSE REPRESENT ! <ul style="list-style-type: none"> ■ Keanna, Gerard, Zoey, and Nour all presenting
unfilled (2)	Masters Committee: <ul style="list-style-type: none"> •
unfilled (2)	EdD Committee: <ul style="list-style-type: none"> •
Nour Alshammari	International Student Representative: <ul style="list-style-type: none"> • Forming a committee
Ashlyn	Union Updates & Miscellaneous: <ul style="list-style-type: none"> • We're gonna get to vote soon by mail! Ashlyn is "vote captain", make sure your mailing address is updated in Pittworx • Pittvax hub doing covid boosters & flu shots • Check your voter registration! - deadline Oct 21st - https://pittvotes.turbovote.org/ •
	<p style="text-align: center;"><u>Meeting Adjourned</u></p> <p style="text-align: center;">Next General Meeting: Friday, October 18th, 10-11:30AM</p>
Next Meeting Agenda Items	

Action Items (10 mins)		
Task	Who is responsible?	Notes
Get Nomination link out	Audrey	Coordinate with Keanna
Nominations Contact Tracking	EVERYONE	 Nominations Contact Tracki...

Approve GPSG budget	BM or anyone else at GPSG AB	Waiting for email from EB prez
Contact EdD students	Nour Alshammari	
Promote the international students Committee	Nour Alshammari	Contact me if you are interested! nsa46@pitt.edu
Confirm Conference Dates, Theme, and have call for proposals ready for	it GDL	
Meet with HHD Chair/ADP Update on ADP students	Rachel S.	
Advertise fall grants (Reach out to Keanna) Open fall grants	GRANTS COMMITTEE	
Share more about future event planning	Event Committee Co-Chairs	
reach out to website manager for updates	K\$	get contact info from Rachael. Follow notes in website updates Google doc.
Nominate individuals for open positions Email Dr. Zito the rest of our meeting times (done!)	Ashlyn	

