Graduate School Advisory Council Meeting Minutes

Steering Committee Meeting

Meeting Date: November 16\textsuperscript{th}, 2012

Meeting Facilitator: ALL

Present: 6

GSAC representatives: Marcia Silva, Abby Forster, Kristin Prins, Nick Nash, Amber Tucker

Guest: Connie Jo, Associate Dean of the School of Letters and Sciences

Call to Order: 1:00

Connie Jo gave the following recommendations:

- defining constituency is important
  - how to get it represented
  - who is willing to get together
- formal structure – here’s a group of people we want to represent
- voting process – in attendance, not going to happen
- purpose – defining why you are there
  - issues of interest
  - define connection with graduate administration
  - connections to departmental faculty
- defining how meeting functions
  - important because you are an ad hoc group
  - policies and procedures gives you an element of credibility that otherwise you wouldn’t have
- want to pressure to have representation on grad admin committees
- without union very important to have a voice

moving forward

- send out structure,
- all grad students; this is what we’re doing
- do you allow us to take this representation
- is it okay for us to say we represent all grad students

focus we need to – figure out how to implement structure

student association – tension

- we need to be recognized by the campus
- they want graduate student involvement
- one of our tasks is to find out what possibilities are with SA

student affairs office – ask if he has have copies of original decision about student representation on GFC
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- does it say specifically that student association does that?
- figure out a way to work with them
- build all of this into by-laws

relationship with grad school

- if we are created and maintained by grad school, they can disband us
- one of our recommendation is that it is not a committee of the grad school
- reorganization of the grad school in the next year
  - temporary positions changed to permanent ones

voting/election procedure

- send out mailing to all academic staff – one week to get respond
- we have these positions on these committees
- we are interested in people who are interested in serving on academic staff
- everyone on list
  - get all on voting ballot
  - people go in online to vote
    - two weeks to respond

Rules

- rules that representative must attend the meetings, if miss more than 50% of the meetings, they can be replaced
- set of rules for each or all of the committees

international students

- membership on committees is important
- non-resident tuition not be another group

frequency of meetings

- execs meet face-to-face at least once a semester
- define a time, built into by-laws
- more assurance that people will show up if date is already set
- agenda part of process – send out general email to all grad students ask for issues they want addressed 6 wks before scheduled meeting, two weeks to respond
- 4 wks before meeting, sit down and lay out all issues that have come up – set agenda
- send out to group for finalization

current timeline

- email – voting solicitation
- what positions are we voting for?
- how do people get on the general assembly?
  - legitimate cause, we need email list
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- we want to open to all grad students
  - represent all graduate students
  - bring this to the GA – ask them for getting it all done
- SA meeting needs to happen

Dean

- ask for legal information

secretary

- minutes
- newsletter

set-up election online

- qualtrix
- someone can help us from Connie’s office
- Christine

Next Steps

- ask for lawsuit – look at language regarding who can represent on committees
- email solicitation
- meeting with SA
  - then draft by-laws (very fast to do – we already have an example and a temporary structure)
    - for all group (people at General Assembly meeting asked us to come up with something and bring it to them for a vote)
    - try to accomplish by end of semester
    - bring by-laws to group to vote on
    - ask for nominations for positions that are in the by-laws (might have to be early Spring Semester)
  - meeting with Deans on Tuesday at 11am – MIT 245
- Abby – get minutes up on Pantherfile and on our website – email Peter
  - put all the documents from Connie up on Pantherfile

Fellowship changes

- beneficial for multiple concentrations, two students for fellowships
- pool of money has not change, so they are increasing the pool, but still awarding the same number of awards
- travel awards also tapped on

Ajourned: 2:00