**CSGS Executive Committee Meeting**

**September 22, 2021, 1 pm EDT**

**Minutes**

Members present: George Flowers, Andrea Golato, Sharon James McGee, Brian Kloeppel, Lisa Sperling, Juan E. Gonzalez, Jill Huerta, Andrew Goodliffe, Karen Coats, Brenda Smith, Ethan Carver, Julie Goodliffe, Constinia Charbonnette, Mary Farmer-Kaiser, Peter, Jamillah McDaniel, Jack DeRochi, Brenda Smith

Karen Coats called the meeting to order at 1:03 EST

**1. Minutes**

The minutes from the August meeting were approved.

**2. Conference**

* Andrew gave an update on the 3MT competition: The webpage has been updated (Andrea will link it to the main conference page and will indicate clearly that the competition will be held in person. Requests for virtual participation will be decided on a case-by-case basis). Other committee members are Dania Eatman Daniels, Moorehouse School of Medicine, Beth Keithly, The University of Texas at Dallas, Stephen Crites, The University of Texas El Paso. Andrew is still looking for more people to help. Please let him know if you are interested. Andrew will create document with tasks for the entire team. The deadline for student nominations is January 15.
* Constinia gave an update on the graduate student program side. The program is going to be the first half of the second day of the conference. Several topics have been considered and the subcommittee has narrowed it down so far to the following topics: What I wish I had known when I started my first job, how to prepare for your first evaluation (academic and corporate side), embracing mistakes, failures, and challenges; agility and diversity in the 21st century workforce. Once the topics are finalized, Constinia will send out the final list. There will be three sessions led by three different people and others will be asked to present.
* We will post the preliminary conference program on the website on October 29
* Mary gave an update on the poster sessions: 12 proposals for the poster sessions were received. A committee (Sharon, Ethan and Mary) will review them and see which ones will be accepted. By October 15 decisions will be made.
* Mary gave an update on the New Deans Breakfast: Earnest Brothers will facilitate the breakfast as a joint activity with CHBGS. Sharon will also be presenter.
* Fall Forum: Only 14 people have signed up for the September forum. The next one will be on developing rubrics, organized by Mary and Andrew. They are still looking for a date in late October or early November.

New business:

* Jack provided an update on elections. Brian Kloeppel has volunteered to serve as president for CSGS. A number of people have to be replaced on the executive board. If members have recommendations for nominees, please email Jack. Jack will also create a ballot with Peter as candidate for treasurer and a one-time ad hoc ballot with Andrea as a candidate to continue as secretary for one additional year (to allow for staggered appointments of treasurer and secretary).
* Karen gave an update on committee membership. Andrea has updated the webpage for the faculty awards committee, the student awards committee, and the membership committee. We still need additions for the nominating committee and the sponsorship committee. Karen DePaw was nominated for the nominating committee and Constinia was nominated for the sponsorship committee.
* Karen discussed upcoming conference-related deadlines:
  + The call for nominations went out yesterday on September 21.
  + The deadline for 3MT nominations is Jan 15.
  + October 15 is the deadline for the poster presentation committee to review and selection.
  + Oct 29 meeting registration goes live, and program goes live on Oct 29
* Brian suggested that we need to make the membership feel comfortable with attending a conference in person. The suggestion was made to include a link on the webpage to the Covid-19 regulations in Raleigh. The question was raised what we will do if we need to pivot to a virtual conference? Mary indicated that preparing for both a virtual event and an in-person one is too much. Andrea suggested that in that case, we simply do the plenaries as zoom meetings and the awards ceremony but nothing else. Alternatively, we have to just hold a very small conference – a relatively large number of people can drive to the location. If a speaker is not willing to come, we could zoom them in, or play a pre-recorded session, or a couple of us could do a talk that is related. The group agreed to decide on December 1 whether to hold the conference in person or not. We need to announce on Oct 29 that people should hold off until December 1 to make any travel arrangements.
* In 2023, the conference will be held in Tampa. We will have to start making decisions on a conference site for 2024. University of Kentucky may have been interested in hosting. The president, president elect, and past president usually work to secure a location. It was suggested that we may want to post a simple form on the website. We need to put together a brief statement of what the expectation is for the hosting university is and what is needed. We should probably make a list of where we have been. George agreed to send the list of past conference sites to Andrea so that she can include this information on the website.

Meeting was adjourned at 2:00