

Graduate Professional Student Committee
December 3rd 2018- Minutes of the Meeting

Time: 11:30 am

Start Time: 11:35 am

Location: SGA conference room

Invitation sent to: Mitra, Nada, Leila, Constance, Dianelis(Cannot attend due to exam), Jam, Teresa, Michelle, Irene, Sean, Angel

Attendees: Mitra, Nada, Angel, Sean, Jam (over the phone), Constance (Over the phone), Leila (Over skype), Teresa, Irene

For this meeting we will be addressing the following points:

- I. **Approval of last MoM**
 - A. 10/22- Edits needed for clarity
 - **Unanimously Approved. No comments.**
 - B. 11/5 - Edits needed for clarity
 - **Unanimously Approved. No comments.**
 - C. 11/19 (Last MoM)
 - **Unanimously Approved. No comments.**
 - **Minutes had not been sent out because they needed edits for clarity that have now been looked over and adjusted, hence the committee moving to approve them now. Mitra will send them after the meeting.**
- II. **Revision of the SGA Statutes, voting will happen at the first senate meeting**
 - **Mitra informed the committee about the changes to the statutes, the changes need to be presented to the senate in the first meeting of in Spring**
 - **The changes about election should be presented to the senate at least six week before the election**
 - **Mitra summarized the changes and sent us her proposed changes. Most of the changes were grammatical errors. She mentioned that most of the changes are no major.**
 - **Mitra comments that she noticed that there are some things in the statutes that do not align with the current GPSC processes, so to clarify that and make it as close as possible. She sent the changes to the committee to consider in order to make the statutes align with the GPSC processes and make them as close as possible.**
 - **Mitra believes that travel fund, fund for Gradsellar, and GSAW should not be presented for approval at senate since they are constantly changing, and adding the accommodations regulation for the statutes as we recently added it.**

- She also sent her suggested edits in relation to elections and GPSC SOP for consideration and feedback from the committee members. The members are then meant to look over the statutes and comment on what they believe should be done in order for GPSC members to vote on what we should change and what should be voted on for the first meeting in Spring.
- The committee is meant to send feedback latest by two weeks so Mitra can meet with the senate leadership.
- Angel asked about a specific timeline for campaigning. That would be defined by election commissioner.

III. Appeal submitted by Malgorzata Kolotylo

- This student is going to a conference to receive an award.
- Appealed to get \$400 for her attendance. \$400 is meant for active participation, not just for attending the conference.
- Teresa reached out to her and asked if she was doing anything other than receiving an award, and the student said no.
- By this logic, Mitra says that approving this appeal would be against our SOP. She asks for feedback from the committee:
- Nada asks if this still qualifies as professional development because she is only getting the award, but since she is attending the conference it is considered professional development.
- Constance says that she should get the \$150 for professional development because there are other people who do more and don't get the \$400 because of the requirements that need to be satisfied.
- Leila says that she thinks she should receive the same as others get for Professional Development.
- Teresa says that this is her second request because she is working on her dissertation at home in North Carolina and will be flying out to another conference first and then to this other conference to receive the award. (Nada asked for this clarification). The student also needs special case acceptance for this non-traditional travel as well.
- Jam wants to know what kind of accomplishment she received. The award is a recognition for AIS Doctoral Student Service award. (Association of Information Systems Award).
- Committee unanimously approves the \$150, denying the appeal.
- The general opinion of the committee is that she should provide proof on why she needs to fly to the other conference from somewhere that is not Florida or her home.
- Mitra, Nada, Constance and Jam voted yes. Leila voted no. The committee approves flying from the other conference as long as there is proof submitted.

IV. Allocated but not collected travel fund by 66 students in Fall

- The students did not submit post travel documentation and did not collect their funding.
- According to the statute if students don't collect funding by 4 weeks the funding will be redistributed, but we never practiced it. The case remains open until the end of the fiscal year.
- What happened last year was that it looked like we had \$60,000 extra that could have been redistributed into programming or other travel allocations.
- Mitra says we need to make sure to uphold the statutes more firmly.
- Teresa says that the due date for post travel document submission for fall is December 4th. She says we could extend.
- Nada says that maybe we should modify, since we haven't been upholding it for now, and give an extension for this semester only so that the students have until December 14th to turn in post travel documentation, thus giving ASBO a week before they need to report for the end of the calendar year. Then we uphold the 4 week deadlines for Spring and onward again.
- Mitra reiterates that this will be only a one time exception for this semester and then they will be responsible.
- Students need to submit the receipts, airline tickets, etc, in order to get the money back.
- Angel asks why we don't ask for them to have the receipts already, or if it was because sometimes they lack funds to actually attend so they don't end up coming. The reason is the later.
- There is no reminder system put in place. Teresa sent these 66 an email, sometimes she sends reminders at the end of the month.
- Coming up with a solution will be added to the next agenda.
- Mitra will send Angel the procedure for evaluation and feedback.
- Mitra will ask UGS to send a general e-mail with the clarification of the enforcement of the deadline.
- Nada says that since the travel funds will increase in January that the reminder this time is necessary but enforcing the deadlines more strictly moving forward.
- Mitra agrees and asks for the committee vote.
- Committee unanimously approves the decision.
- Deadline for Fall 2018 post travel documentation to be submitted to ASBO will be December 14.
- Mitra will draft and email and we will all give feedback and then send it to Irene for UGS to send to all graduate students concerning the deadline enforcement.

V. Possible travel application by Jazz Vocal students

- The students are going to a competition. Two students are graduate
- They reached out to the finance committee at their last meeting. There is no way that the students could get the votes to be approved

because there is no more senate in the Fall and their travel would be before senate reconvenes in the Spring. It is hard to arrange a emergency meeting for this appropriation.

- The graduate students were encouraged to apply through GPSC. They have not applied just yet but Mitra asks for the feedback of the committee. The travel is only compensating the travel by mileage
- Nada asks for clarification on exactly what they will be doing. Mitra explains they will be representing FIU. Nada suggests the committee should take the same approach as the law students and consider this a special exception and grant them money, but asks for clarification and opinion on what the exact amount would be.
- Mitra doesn't believe they will need too much as they will only be compensated for mileage. She believes it will be around \$100 something. Probably \$150.
- Teresa asks if the two students will travel together. Mitra says the two graduates will not share a car, as there are a total of 20 people traveling with the graduate students.
- Nada: thinks that they should have a clarification that both graduate students are not in the same car when traveling. Says we should consider approving them once they apply.
- Musical performance is in the statutes but not on our SOP thus it is considered a special situation.
- Jam says that we should help since they have met with finance committee and the group could have been approved under other circumstances of the senate being able to meet and approve them.
- Committee unanimously agrees that once they apply they should be approved.

VI. Meeting with the Deans about Stipends

- Mitra moves to move this to the end of the agenda. (see end)

VII. UGS and 3MT

- Mitra responded to an email concerning this the previous evening. She is concerned about the whole selection process about the 3MT
- UGS believes that the schools will be fair, however Mitra states that departments will be picking favorites and making them compete, which is not as fair as we had originally thought.
- We cannot change it this year, but if a student makes a complaint GPSC will let them know that the procedure was decided by UGS
- Nada asks Sean to speak about the feedback form the GAB meeting. Sean says that there were only three schools that had heard about the competition at all. SIPA and Marine Biology inside CASE.
- Irene says that Dr. Webster sent a follow up to the Deans that they need to send their major programs that they need to handle that. UGS cannot manage this because it is a big scale.

- Next year GPSC and UGS needs to make this selection process a more fair process. For this year we need to work with the results we get.
- Mitra suggests that we make the criteria tougher for selection, using judges, or make it D2 D3 approved prerequisite, but bottom line make it more fair for every college for next year.
- Mitra says that the communication is not being sent out that GPSC is in charge of GSAW which is where the competition will take place for the students selected. She wishes that GPSC will be mentioned in future correspondence that UGS will have about 3MTs.
- Mitra and Angel (and Michelle from GAB) will meet will Magnolia about the 3MT at Stemple college.

VIII. Gradskellar

A. December 5th at EC

1. Event logistics and assistance

- It will be on Wednesday at EC
- Mitra is very excited because she has gotten a lot of positive feedback.
- Nada reserved the tables. Jam made a reservation and will get the card readers.
- Nada and Jam designed the event flyers.
- Jam and Mitra will be taking the giveaways to EC.
- We have 4 centers confirmed for tabling.
- The fifth table will be GPSC.
- Mitra suggested to collect feedback from attendees based on Angel's earlier suggestion. Angel will take the lead on this.
- Mitra will bring paper and pens for students' feedback, Teresa will order Sharpies.
- Irene said that GPSC used to send a survey out in the past through UGS
- Angel is preparing a survey (under development that will be fine tuned in December) that we can review and once approved can be sent out.
- Mitra says that we should make sure that we are being intentional and seeing we are aligning what students and metrics want/need.
- Mitra, Jam, Leila, Angel (lead for set up) will do Set up.
- Nada will come help and attend event with them after her meeting.

IX. Updates on Travel Fund video 1

- Mitra made a new video based on the speed of the video Brandie made. She also incorporated feedback from Teresa.

- Brandie has not responded but she will reply soon as she was not available until the end of november and has been busy
- Mitra asked to make important text come forward in the video.

X. Meeting with the Deans about Stipends

- Meeting with the Associate Dean of CASE on November 30th. Mitra and Angel attended and said it was a good meeting and he said that they are trying to fix the problem. He said that he will continue advocating for the stipends in ORED. We promised to do a Gradskellar at CASE. They don't know what will be the solution but they are trying to find a way to increase stipend amounts.
- Irene says the Deans meeting was cancelled on November 30th, but there is not say on when it was rescheduled for

XI. Committee Updates

A. Social Media

- Nada put Social media to the Committee updates in case we need to post anything. Also asked if anyone could post Gradskellar flyer up.
- Mitra posted on Facebook!
- Nada asks if anyone can post for the social media or if not she can
- Constance says that she can post to Instagram
- Mitra says that she will send a new version of GSAW flyer with GAB logo there as well. (GAB doesn't have a logo, but since they are contributing they should be added)
- Nada will send the flyer edits that Dianelis and Nada came up with during the last minute (not shared during meeting)
- Nada will send a follow up to publications for the GSAW flyer.

B. Mitra, Nada, Leila, Jam, Constance, Dianelis

- Mitra says reviewing the statutes she realized she needs to send more updates. She is thinking of having a statistical report to know how many students we are serving per college so we can go to the meeting with Deans and let them know how we are serving them and their students. She will make edits and work on it for January.
- No one else has updates

XII. Advisor & ASBO Updates

A. Michelle

B. Teresa

- Teresa would like to know when GPSC would have the travel fund video. Mitra will follow up with Brandie and let Teresa know by tomorrow on any updates.
- Teresa needs to follow up with David in order to edit the travel application form.

XIII. GAB Updates

- Has a list of people that want to help out with GSAW
- Sean requests that GPSC makes initial contact with volunteers before January so they are all on board. Nothing needs to be assigned yet, just to reach out so they know what they will be working on
- Sean needs the financials for the events GAB will be coordinating. Mitra says at least \$1,200 minimum that can go towards the social budget.
- Sean wanted to let us know that the GAB members are trying to find ways to give back to the FIU community, for example having programs for undergraduate students that are interested in coming to graduate school. Mitra says the SGA president is working on creating a mentorship program in line with the strategic plan and in collaboration with Sahar
- Irene asks about a survey for feedback for symposium. Mitra says that we need to ask graduate students, but that the social media survey was not successful last year. We can strategize and send through UGS once the survey is ready to go for Spring.

XIV. Next Meeting: January TBA

- Nada suggests that the first meeting be two hours so that we can talk about the agenda points and the second part to talk about GSAW
- The meeting can be decided late. Proposal dates will be sent in the chat since everyone's schedules will be different and members have had to leave. We will discuss in the chat and then confirm in an email before the end of the break.

Meeting End Time: 12:09 pm

Enjoy your Winter Break!