Graduate & Professional Student Committee Agenda  
Date: September 15th 2023

I. Call to Order: 3:33PM
II. Roll Call
   - Haley Dawson
   - Sarwar Minar
   - Hossam Hussein
   - Alejandro Arzola
   - Ciara Jeneske
   - Larissa Adames
   - Ahmed Soliman
   - Kanayo Nomeh
   - Teresa Amador

III. Unfinished Business
IV. New Business
   a. Updates from Teresa - moved to next meeting
      i. Everything reviewed up to the month of September
      ii. 4 and half pages of apps pending review
      iii. Cleaning up the data and then putting into master log instead of just adding
           the raw data
      iv. Allocated $23,253 for the Fall Semester (Awarded Total, not officially
           disbursed)
           1. Total Expense $5,200 (what has been reimbursed)
      v. Budget Lines and what is being used for
         1. Separating by lodging, flights, etc.
         2. Figure out what are the other lines of money students receive from
      vi. Ways to survey out-of-pocket funding
         1. Email people who have applied to see what they paid for total with
            gpsc and their own money to argue for more funding
         2. Contact Travel Liaisons to understand what amounts are
      vii. Craft email to assess expenditures by the colleges
      viii. Horrible applications, we need to set up a workshop for students
   b. Website updates
      i. Video – Haley
         1. Draft script made
         2. Video editing software or service?
ii. Power Point - Ahmed and Hossam
   1. Going well, just going through and reviewing right now

iii. Website Information - Sarwar and Anthony
   1. Depends how much we are expecting to change, do we want whole style change or just informational
   2. Focus on making sure students pay attention to the instructional materials in order to solve recurring applications errors
   3. Move GPSC Member names down

iv. Updates semi draft to be done by Next Friday
   1. review all the materials and finalize by next meeting
      c. Budgeting - Ciara - Moved to next meeting
d. Coffee hours - Hossam
e. Final Reviewer/Fact Checker - Alejandro

V. Reports
   a. Senate Leadership
   b. Committee
   c. Advisor
      i. Senate Retreat Monday at BBC 6-9PM

VI. Announcements

VII. Meeting Adjournment: 4:39 PM