

2009-08-13 GSA Minutes, 2-4 PM, Lantern

**Attendees:**

1. Curtis Horn
2. David Gravano
3. Debra Conte
4. Alisa Keyser
5. Henry Pai
6. Rachael Martin @ a little after 3 PM (had other meeting)

**Upcoming Events**

- David subbing for Katie for tomorrow (student activities talk)
  - o Should be okay as far as info
- Orientation, next week
  - o There is an opening before lunch (didn't write down which day, ask Rachael or Jesus Cisneros)
    - Introduce GSA and overarching function (representation, relaying information back to grad students, etc.)
- Welcome Week
  - o Tuesday, August 25<sup>th</sup>, 11:30 AM, Bobcat Lair
    - Overall theme is for casual Q&A, but we have some ideas of initial talking points for each officer to go over (should we each do or 1 person per topic?):
      - TA- trials and tribulations
      - Outreach
      - IT
      - Life in Merced- restaurants, good spots, etc.
      - More personal student level items: advisor-student relations
        - o If we cannot provide enough info, refer them to each department's grad coordinator (Carrie, Tomiko, SHA?)
  - o Wednesday, August 26<sup>th</sup>, 2-5PM, Herb Garden
    - Casual introduction of GSA followed by mingling
      - Officer roles
      - For more campus details, grad students can see if questions can be directed towards committees
        - o Gyami has committees w/ descriptions which may be good to let people know (Curtis get thru Gyami)
      - Travel grants
      - Encourage departments/study areas to form collective groups with a representative to GSA so that issues can be communicated
  - o Friday, August 28<sup>th</sup>, 6-8PM, Millenium BBQ
    - Physics also having BBQ at the lake from 5-8PM- which one will Curtis go to?...
    - No responsibilities here
  - o Rachael & Grad Division covering costs; food will be provided at all events

**Operational notes**

- Finances (Debra)
  - o Folder from Amy received- what to do?

- Connie will have details
- Look over travel grants form for uniformity, ease, etc.
  - Agree on deadline method?
- Web portal- define functionality of each portal
  - Rachael's CROPS forum as the open forum for people to email others
  - Wiki- mostly as GSA's portal to others, but can double as forum
  - GSA CROPS as file repository and email list
  - Need better info about committee happenings
- Meetings
  - Set up regular & consistent meeting times
  - First Wednesday of every month @ 4PM
  - Invite graduate coordinators & graduate coordinators
  - Invite department/study area representatives if we manage to get this up and running
  - Set up time for committee updates (?)
  - Possible to have coffee and cookies (?)- check funds
  - Think about traditions
- Rachael on maternity leave for Fall
  - Contact grad division or Maria Tinoco if emergency, otherwise, she will be working from home
  - Orientation planning begins in January- be good if a grad student can be present for their feedback

### **Action items**

- IT intro to grad CROPS and wiki sites during Aug 25<sup>th</sup> session
  - David can borrow projector possibly?
  - Henry prep walkthrough etc.
- Find out financial situation
  - Debra in conjunction with Connie
- Outreach for Aug. 25/26 session
  - David will be point man, but we can all chip in
- Personal life situations for Aug 25/26 sessions
  - Think of small blurbs of student and general life experiences (all)
- Committee organization
  - Curtis obtain list from Gyami with descriptions and last year's contacts
  - Recruit members for committees (all)
- Travel grants
  - Decide on deadline & process (all)
  - We should set our own deadline so this can be out as quickly as possible
- Look into room and amenities for future meetings
  - Alisa

### **Next meeting**

- September 9<sup>th</sup>, 4PM, Location TBD