

## GSA Minutes 08/10/2010

### **Attendance**

Katie Amrine  
Alisa Keyser  
Beth Hernandez  
Joshua Phillips  
Julie Phillips  
Kristynn Sullivan  
Kaiqi Hua  
Rachael Martin

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### **Minutes**

Katie calls meeting to order @ 1:08pm

Minutes for 06/08/10 and 07/06/10 were corrected and approved.

Kaiqi – CAPRA update

- Waiting for admission to the UCMCROPS CAPRA site, but already approved to sit on the CAPRA committee
- Need to send email to check up on progress

Kristynn – USCA Meeting

- Can't go to next meeting at Irvine due to travels for research

Beth – World Cultures involvement

- Lots of interest from talking with people
- Going to email SHAA and see if faculty and students might want to get involved in STEP

Julie – Ledger

- \$3600 left
- Travel grants are all processed (everyone notified)
- Kristynn's reimbursement has been filed
- Alisa – projection of appropriations?
  - Supposed to have been processed last week
  - However, still hasn't come through

- Checked weekl
- Will be less money due to fewer students
- Kaiqi – travel grant times to apply?
  - We need to talk about the award system (addressed later on)

#### Josh – Update

- Updated website to list current officers

#### Rachael

- USAP funding
  - They are willing to meet
  - Maybe invite them to next meeting or schedule a separate meeting.
  - Maryann Coughlin
  - Next meeting sounds like best idea
  - Rachel will contact them

#### Kaiqi – Committee Reports

- Committee list completed
- Katie and Kaiqi syncing the list between each other
- 30 committees total
- GROW committee (example new committees)
- 5-10 are committees are currently filled
- 5 have no positions (grad students don't sit on them)
- Some interest in revising the filling process
  - Keep filled with current students
  - Email for filling the remainder and determine a way to fill these positions
  - Wanting to include new students as well, with a more specific meeting focused on filling committee positions and making it more exclusive to those truly interested
  - August 24 maybe?
  - Maybe need more time to develop the process, so maybe later in the semester?

#### Julie – Travel Grants

- Revise process over email
- Suggest a completely paper-based documentation system instead
- People often submit things electronically, but fail to use the technology appropriately
- An application would be better since it would avoid the IT issues
- Maybe still electronic, but a more standard method and rubric

- PDF-based application for travel grants that people can edit and submit?
- Hopefully new grant documents out by September 1 (next round of applicants is due by middle of September).
- September applications are under last year's rules, so we need to abide by old process for these people
- So, we need to be flexible for this round, and more rigid later
- Maybe start accepting travel applications pre-travel? Done by world cultures. Should we move to this?
- This kind of pre-approval may be an idea to work into the program as we move forward, but may be difficult for the current year.
- Need to discuss this more in the future.
- Discussion closed due to time.

#### Katie – New Officer Position

- Maybe someone will fill this position in the future, but officially only an advisory role for now (Alisa)

#### Alisa – Chancellor Letter of Action

- Alisa and Ryan have put together a list of issues.
- Meeting scheduling and communication problems mainly
- Fee and space issues as well.
- Any other problems encountered should be added (contact Alisa to add these)
- Keep developing

Katie needed to leave and briefly listed how to continue the rest of the meeting

#### Kaiqi – Committee Recruitment

- Five “missing” committees added to the list during the meeting
- How to get people involved?
- **August 24** – maybe at this Welcome Week Event
- Short presentation on GSA and committees and let people sign up (express interest, fill out some information, invite to a later meeting)

#### Kristynn – UCSA (other member to go in Kristynn's absence?)

- UCSA fees and budget concerns for adding a person to go to Kristynn's committee meetings.
- UCOP only pays for travel, and not for other people, so it may not be possible
- Maybe some people would be OK with the traveling, just need to inform everyone who might be interested that they would have to have their own funding

## Kaiqi – Committee Recruitment

- Maybe give a list out (with descriptions) of committees at “Behind Closed Doors” as well earlier during orientation week.
- Mention which are filled, by whom, open slots, and how often they meet on the list
- Kaiqi will check the number of slots and how many are filled for each committee
- Maybe need help? Send to others in GSA if help is needed.
- Discussion on criteria for choosing committee members: no consensus
- Top five criteria (bare bones for now):
  - What committees would you like to be on?
  - 150 words or less why should they be on the committee.
  - Complete submitted application on time.
  - Priority to students farther along (but maybe also senior and junior members for multi-slot committees)
  - Different schools for multi-slot committees as well
- Iterate over email or more meetings in order to try to fill other positions that didn't garner as much interest
- Include email address on application
- Julie volunteers to build an application for this
- **Sept. 7 – 11:30-1:00pm** for committee recruitment meeting (Pizza provided via Rachael)
- **Garden Dining Room**

## Rachael – Leadership Training Event

- Comments were positive
- Understanding communication types, dealing with conflict, and time-management were other topics that people were interested in addressing in the future
- Maybe need to change the format to make it a little more anonymous or abstract

## Alisa – USAP funds

- We need to know the criteria used to select the awardees, and let people know that we didn't like the lack of transparency
- Need to address students by letting them know that we haven't been informed
- Need to ask the administration about the criteria because we can't answer students' questions
- Try to keep the proposed meeting with Maria Tonoco on USAP primarily informational

## Rachael – GROW GSA Participation

- GSA is leading the “Speed Mentoring” session

- RSVP to Danielle if you have not done so
- Need to see about Research Week, and who we should talk to in order to get involved with making this a more positive event for grad students

#### Beth – Town Hall Meetings

- Need to get information from grad students about grad life (academically, professionally, personally, etc.)
- Different groups/schools having listening or focus sessions was proposed before.
- Need more involvement and get opinions from everyone.
- When? - still need to discuss times
- Karen Dunn-Haley in CRTE wants to use focus groups and focus group training on campus, so they may be willing help with this
- Julie will contact her
- Will be a slow process, but more effective in the long run
- Officers will contact grad group coordinators about trying to set these up (9 total) when we decide on some reasonable dates. (Seems important to have someone from each grad group organize this with their group coordinators.)

#### Julie – Office Space for GSA

- No new news, still talking with everyone.

#### Alisa – GSHIP

- Alisa has put together a 1-page fact sheet to show changes in GSHIP which may be helpful (might possibly send this as an email if people miss future meetings on GSHIP?)
- Maybe get detailed written comments from grad students but primarily focus on addressing general comments during a meeting?
- Maybe put together a presentation on changes as well?
- When? Early September maybe...
- Maybe a grad student moderator instead of Greg Spurgeon?
- Instead, group suggested to just send out the information page and the relevant GSHIP contact information if anyone has specific questions. (No meeting planned.)
- New students will get a session during orientation week to ask questions on GSHIP.
- Attendance to past health fairs as well as low-anticipated demand suggest not having a separate meeting on GSHIP (emailed information page and contact information seemed sufficient.)

#### Julie – Budget

- No appropriations yet, so budget discussion is tabled until the next meeting

**Next Meeting**

**Sept. 10 – 1:00pm**

**Garden Dining Room**

Meeting on USAP (with Maria) as part of next GSA meeting (1:00pm-1:30pm)

Adjourned @ 3:35pm

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Old Business to discuss at next meeting:

- Travel Grant Application and Rubric – Julie
- Committee Delegation Process – Beth
- Research Week – Rachael
- Focus Group / Town Hall Meeting Dates – Julie
- Office Space – Katie
- Budget – Julie
- USAP Meeting with Maria (1:00pm-1:30pm next meeting) – Rachael