

Graduate Student Organization (GSO)

Spring 2021 General Meeting 2

March 19 at 1:30pm | Location: [Zoom](#)

Meeting Agenda

Pre-meeting: Zoom poll + breakout rooms

Tip: Put your Department in your Zoom name, for example: “Kinesiology Liz”

1. Call Meeting to Order

President Sarah Smith calls meeting to order at 1:36 pm.

2. Attendance [establish quorum: 50% +1 of current membership]

Quorum established (16 attending, 13 needed – more reps joined meeting later)

3. President’s Welcome

President Sarah welcomes representatives and thanks those in attendance. Sarah reports on the recent meeting some of the GSO Executive Board members had with NAGPS representatives and explains how suggestions have been made to help with some of the representation, communication, and involvement issues GSO has been facing.

4. President’s Report: Sarah Smith

- a. Vacancy for President at the end of semester, election to be held in April during Meeting 3

President Sarah reminds GSO that she will be stepping down as president and an election will be held at the next meeting. Sarah describes this as a wonderful role with many opportunities for graduate student leaders and encourages anyone interested in this position or any other Executive Board positions to contact GSO.

- b. Help us find your replacement Department Representative if you are graduating this semester

Sarah reminds representatives who are graduating to find a replacement for their department and suggests having the incoming representative shadow at Meeting 3.

- c. Encouraging GSO Committee membership

Sarah explains how GSO Committees are meeting regularly and have been making progress on advocacy, funding, and communication issues. She reminds representatives that Committee membership is required as per the GSO bylaws and asks each representative to attend one Committee meeting of their choice, especially as larger attendance leads to better discussions.

5. Vice President’s Report: Patricia Arias Hunt

- a. Report from Advocacy Committee Meeting (see minutes posted on website)

VP Patricia reports that the Advocacy Committee is working on collecting feedback from graduate students via Qualtrics or Google survey to learn more about issues that affect all graduate students across all departments and disciplines. She is working with Psychology Representative MaKensey Sanders to create and distribute the survey to graduate students.

b. Upcoming Advocacy Committee Meeting: Friday, March 26 at 1pm on Zoom.

The Advocacy Committee plans to discuss how to better the experiences of graduate students and how to better support department representatives, specifically how to counter the short representative turnover time and assist representatives with communicating with students in their departments. All representatives are invited to attend. Please email GSO with suggestions and questions.

6. Treasurer's Report: Scott Dufreche

a. Report from Funding Committee Meetings (see minutes posted on website)

Treasurer Scott reports that all applications for consideration were approved by the funding committee, including two conditionally approved applications regarding gift card purchases and professional organization membership fees. President Sarah clarifies that upon a vote at a General Meeting, GSO approval does not constitute a guarantee of payment as the paperwork and receipts must later be verified by the Graduate School office and Purchasing Office who may find the request conflicts with University or state policies.

Scott reports that he personally applied for "other" funding to purchase tickets for students to attend the virtual NAGPS conference. President Sarah explains that this is a conference hosted by Arkansas State for graduate students, in all disciplines. She describes how this is a great opportunity for students and that approval of this funding would allow GSO to purchase 50-79 tickets for students to attend.

b. Upcoming Funding Committee meeting: Monday, April 5, 2021 at 5pm on Zoom

Scott invites all representatives to attend the next Funding Committee meeting for the last chance to consider funding applications for the Spring 2021 semester.

c. University confirmed GSO account balance at start of semester as \$70,000+ (amount includes new money from SP21 fees); the spreadsheet shared for this meeting reflects this updated total

d. Final deadline for all applications this semester is April 2, 2021

e. Upcoming small change to funding application webform: instead of uploading files, students will share a link to their documents from OneDrive

7. Secretary's Report: Liz Heintz

a. Vacancy for Secretary at the end of semester, election to be held in April during Meeting 3

Secretary Liz reminds GSO that there will be a vacancy for Secretary and an election will be held at the next meeting. She explains how she has enjoyed this role in the short amount of time she has been with the Executive Board and encourages representatives who would like to get involved to consider running.

b. Upcoming updates to website page for [Funding FAQs](#)

Liz explains how she has been looking at updates to the GSO website that would make the application process easier for students, including updating FAQs and separating them by funding categories and providing templates for student and faculty letters to GSO by funding category. She will email representatives when sample templates have been posted and would like students to be able to use them prior to the deadline for Meeting 3.

8. Public Relations' Report: Hilda Ofori-Addo

- a. Vacancy for Public Relations Officer at the end of semester, election to be held in April during Meeting 3

PR Hilda reminds representatives that an election for Public Relations Officer will be held at the next meeting.

- a. Report from Communications Committee (see minutes posted on website)

Hilda requests that representatives join the Communications Committee to help increase communication within GSO and between GSO and the University. President Sarah explains that this Committee involves many transferable skills, such as graphic design and social media communication.

- c. Upcoming Communications Committee meeting: Friday, March 26 at 2pm on Zoom.

Reps. Maggi Bienvenu and Victoria Landry suggest discussion of increased GSO communication to graduate students via The Grad School because of difficulties of representatives contacting students in their departments, specifically regarding funding deadlines.

9. Old Business

10. New Business

- a. Decision on Bylaw proposal for certification exams or licensure (see bottom of next page in red italics)

President Sarah recaps the previous discussion about wording current GSO bylaws to allow certification exam funding. Sarah clarifies that this funding would be allowed only once per exam per student and that this falls under Research Supplies/Equipment funding.

Rep. Maggi questions the broad statement of "complementing a student's degree." Suggestions are made to create a list of approved exams that students can apply for funding for by department or changing the wording so it is not as broadly encompassing exams, as immense monitoring of this category would be necessary.

Motion passes to move forward to not adopt the proposal as is but to continue to revise the wording of the bylaw for clarity with final consideration at Meeting 3, perhaps by compiling a list by department of necessary exams.

- b. Vote on Funding Applications for General Meeting 2 [see budget spreadsheet]
 - i. "Travel" *With* Academic Duties Appropriations, Travel *Without* Academic Duties Appropriations, "Other" (Programming)
 - ii. Research & Supplies Appropriations, Thesis/Dissertation Printing Appropriations

Treasurer Scott presents applications approved by the Funding Committee for GSO General Meeting vote.

President Sarah presents organizational dues funding opportunities for discussion with support for the current application but concerns that funding of this type may be exploited and difficult to approve. VP Patricia says that a bylaw would be necessary for continued approval of organization membership fees. Scott communicates the struggles of creating bylaw wording that would benefit every department and suggests approval based on faculty letter. Rep. Maggi expresses support for the specific application in question based on the access to research articles, considering it Research Supplies/Equipment funding.

Motion passes to block approve all funding applications as presented by the Funding Committee, with removal of one application for research/supplies that is for gift card purchases (to incentivize thesis survey participation).

Discussion of gift card purchase not being excluded by GSO Bylaws but highly unlikely to be reimbursed by the University because of existing policies. Motion passes to inform student that application for research and supplies (gift cards) is considered "pending" as we gather more information about the application (is this request in the semester of need? can the student work with department in another way to fund?).

11. Other Advocacy/Concerns/Questions

12. Announcements

- a. Graduate School calendar of events: <https://calendar.louisiana.edu/graduate-school/>

President Sarah reminds about the Grad School's gardening event happening the weekend of March 27th to create a community garden at Cajun Village and encourages representatives to participate.

- b. NAGPS South Central Regional Conference April 17-18, 2021 registration through GSO: <https://gso.louisiana.edu/resources/nagps-south-central-conference-2021>

Sarah invites representatives to attend and commends NAGPS on their help with our GSO. She says they are a great leadership program and will put on a valuable conference. There will be students from 10 different universities across several states, with lots of networking time. Workshops on professional development and career readiness.

- c. Putting the "FUN" in GSO's Friday FUND-day meetings!
- d. After this meeting, GSO will follow-up via email to Reps with notes you can relay to your departments' students.
- e. The next GSO General Meeting will be held on April 9, 2021. The deadline for applications to be considered for that meeting (all categories) is April 2, 2021.

Sarah reminds that students can only apply for funding during the summer semester if they are enrolled during the summer. Students who are not enrolled during the summer should apply for funding in the fall.

13. Adjournment

President Sarah adjourned the meeting at 2:28pm.

Minutes prepared by Elizabeth Heintz, GSO Secretary

Bylaws page 6, section V Appropriations

3. Funding up to \$160.00 will be considered for the following:
- a. Expenses directly related to thesis or dissertation research.
 - b. Expenses directly related to comprehensive exam preparation. This is to include testing fees and the purchase of texts for exam preparation, provided a letter of faculty support is included, specifying that these fees/texts are necessary, and are not required for general coursework (including independent study). When applying for funding to offset the cost of text resources, the applicant must also provide a document providing proof that the library does not carry these materials in any form (print or electronic).
 - c. Project expenses incurred by those students in non-thesis degrees. Expenses must be related to a project that is a requirement for graduation. The term does not include research papers for courses (including independent study).
 - d. Funding for interlibrary loan requests limited to information needed for classes in a particular discipline. Funding is limited to interlibrary loan costs that have been incurred by the student and for which receipts (in compliance with university policies) for such costs are included with the application. These requests will not be considered until the second meeting of a semester (should the meeting take place in the summer semester; these requests will be heard after research and travel request by individuals with scheduled academic duties).
[proposal]. Funding for professional certification or licensure exams that complement a student's degree program.
 - i. *These requests will not be considered for funding prior to the second meeting of a semester (or, after all travel and other research funding has been heard at a summer meeting).*
 - ii. *Requests for a specific exam will be allowed only once during a student's tenure in said graduate program.*
 - e. Funding requests up to an additional \$100.00 will be considered for reimbursement of expenses incurred in physically producing a thesis, dissertation, or graduation project.
 - i. These are one-time grants that will not be considered for funding prior to the second meeting of a semester (or, after all travel and research funding has been heard at a summer meeting).
 - ii. This grant will be allowed only once during a student's tenure in said program.

GSO Department Representatives List for Meeting Attendance:

red = absent, green = present, gray = vacant

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| 1. Accounting | 15. English |
| 2. Architecture | 16. Geosciences |
| 3. Biology (proxy) | 17. History |
| 4. Business Administration | 18. Industrial Technology |
| 5. Chemical Engineering | 19. Kinesiology |
| 6. Civil Engineering | 20. Mathematics |
| 7. Communication | 21. Mechanical Engineering |
| 8. Communicative Disorders | 22. Modern Languages |
| 9. Computing & Informatics | 23. Music |
| 10. Counselor Education | 24. Nursing |
| 11. Criminal Justice (proxy) | 25. Petroleum Engineering |
| 12. Educational Curriculum & Instruction | 26. Physics |
| 13. Educational Foundations & Leadership | 27. Psychology |
| 14. Electrical Engineering | |