

**Graduate Student Advisory Council (GSAC)**

**March 25<sup>th</sup>, 2010, 12:00 P.M.**

**Rathskeller Loft**

**General Meeting Minutes**

**Executive Board Present:** Amanda Fountain, Meghan Glow, Kate Hale, Madeline Landes

**Advisors Present:** Bill Elliot, Dr. Tina Veale

**Graduate Assistant:** Jiwon Sung

**I. Outstanding Faculty Mentor Award**

- A. GSAC is still accepting nominations for the 2010 Graduate School Outstanding Faculty Mentor Award.
- B. Anyone interested in submitting a nomination can obtain an application form on the Graduate School website at [www.eiu.edu/graduate](http://www.eiu.edu/graduate). Once on the homepage there will be a dialogue box on the left hand side of the screen that contains the heading *Outstanding Faculty Mentor Award Nomination*. Click on this and it will link you to the information regarding the nomination and submission process.
- C. At the meeting, members were selected to be on the GSAC Outstanding Faculty Mentor Award Committee. Members on this committee will be in charge of reading the nomination forms and supporting documentation that have been submitted by the students nominating a faculty member for this award.
- D. Jiwon volunteered to white out all names and identifying affiliations so a blind review can occur for the judging of the nominations for whom will ultimately receive this award. In such case, each document will be assigned a number. Jiwon will keep a list of the number that corresponds with the faculty mentor that had been nominated. Jiwon will not be a part of the judging committee so there will be no conflict of interest. Jiwon will also make copies of all the submissions for committee members so the nominations can be judged.
- E. The committee will then judge the submissions through a numerical rating system that is set from 1 to 5 with one being the lowest and five being the highest rating.
- F. The meeting and judging for these nominations will take place in the Graduate School office.

**II. Graduate Showcase**

- A. The Graduate School has extended the deadline for students to submit a poster for the poster session that will occur on April 15<sup>th</sup>.

- B. If you are interested in submitting a poster for this aspect of the Graduate Showcase Series, forms can be found on the Graduate School webpage at [www.eiu.edu/graduate](http://www.eiu.edu/graduate). Once on the homepage, go to the dialogue box on the left hand side of the homepage and click on Expo 2010. This will take you to where you need to be to obtain submission information.
- C. Currently, there are only 15 submissions that have been given. Please consider taking part in this opportunity to display and discuss your research and projects within your programs of graduate studies.
- D. Bill mentioned that he has e-mailed all of the graduate coordinators to communicate this information to their students and members in their program.

### **III. Project Backpack**

- A. Bill shared with members that GSAC has received a number of donations for this project by various members of the EIU community. This is an on-going outreach program and GSAC is still accepting donations for this project. Donations can be dropped off in the Graduate School to Bill.
- B. Members were reminded to communicate this project to members of their academic departments and were reminded of the donation locations and procedures. Academic departments that contain a drop off box can request that their GSAC representative or another member of GSAC come by and pick up donations to be taken to the Graduate School. If this is desired, please e-mail Bill to let him know you will be doing this and when you think you may be dropping these donations off in the Graduate School.
- C. Again, GSAC is seeking donations of backpacks, basic toiletries, or monetary donations for this project that provides the basic essentials for children in DCFS that often are moved around from location to location. These children are only allowed to take one garbage bag of their things with them and these children often times forget to pack these essential items. This project is to help provide students with these supplies and to provide them in a way that is much more personal than in a garbage bag.
- D. GSAC thanks everyone that has already supported and contributed to this outreach project.
- E. A time to begin to package all of these supplies into backpacks will need to take place in the near future, within a month or so. Volunteers will be needed to aid in this, so please contact Bill at [wjelliott@eiu.edu](mailto:wjelliott@eiu.edu) if you are interested in participating in the packaging of these backpacks.
- F. Bill also mentioned that once a time, date, and location have been set, some press coverage would be desired from both the Daily Eastern News (DEN) and the local

newspaper (Journal Gazette-Times Courier). Amanda also volunteered to contact Vickie Woodard to coordinate some of this local media coverage of this outreach program.

- G. Members decided that the packaging of these supplies should take place after the Graduate Showcase Series, possibly the week after this.
- H. Bridget will contact Rachel whom is in charge of all of the EIU Community Service Projects, to coordinate a drop-off time and location that will work for her. Rachel will then ensure that the donations are given to the correct individuals at DCFS.

#### **IV. Graduate Showcase: Donations**

- A. Bridget Purdy received some donations today from the list of businesses that she was given at the last GSAC general meeting by Zach. Jeanna notified Bill that she would not be able to complete the list of business she had been given to seek donations. Bill communicated this information to members and Bridget volunteered to complete the list of Jeanna's. Bridget mentioned that she will be contacting Jeanna via e-mail to inform her that she will be completing the list of her businesses.
- B. Bill mentioned that he has already received some donations from businesses on the lists that were distributed by Zach at the last GSAC meeting that was held.
- C. Bill mentioned that he would be sending out a reminder to all GSAC members to remind them of the deadlines for these donations, to gain a progress report, and to obtain any additional volunteers that would be interested in taking part in this program.

#### **V. Graduate Showcase Series: Promotion**

- A. Jiwon shared that both her and Lori had made informational posters regarding the events, dates, times, and locations of some of the events that will be taking place during the week of the Graduate Showcase Series. Jiwon provided members with copies of these posters that can be hung and distributed within each individual academic department as well as given to both the faculty and students within each of these academic programs.

#### **VI. Graduate Student Insurance**

- A. Both Madeline and Kate provided members with an update from the meeting they took part in with both Bill and Dean Augustine regarding the proposed change in the Graduate Student Insurance options. Dean Augustine requested this meeting to share some updates and information he had received after speaking with an outside insurance agency, AETNA. Dean Augustine also mentioned that he wanted to meet with us to

make some clarifications and to discuss the possibility of holding an open forum that would be open to all members of the campus community regarding this issue.

- B. It was determined that these two open forums will take place on March 29<sup>th</sup>, 2010 and March 30<sup>th</sup>, 2010 in the Charleston/Mattoon room of the MLK Jr. University Union from 5-6 p.m. The purpose of these forums is to discuss the issue of graduate student insurance coverage. These forums are meant to gain feedback and support for this issue from graduate students. It is crucial that you attend these forums if you would support a change in better coverage. These meetings are not meant to decide yes or no on a specific plan but rather to present Dean Augustine with the data necessary to move forward with this issue. Dean Augustine wants to ensure this is something that various members of the graduate community are interested in and would like to see improvement in. If support is not provided than this issue will not be able to move forward, as the support and backing it needs to continue would not be given.
- C. Flyers were distributed to members to hang in their individual academic areas across campus. Members were also provided with smaller fliers to distribute to faculty and students personally or to put in faculty members' mailboxes in a department.
- D. Amanda volunteered to put the time and dates of these forums on both a list-serve e-mail and on the EIU events calendar.
- E. Dean Augustine also noted to both Madeline and Kate that this would be something that would go into effect not next year but during the 2011-2012 school year. Plans are being reviewed for EIU that would provide similar coverage at a similar price to that of both Illinois State University and Northern Illinois University.

## **VII. Graduate Social Events**

- A. Kate was going to coordinate with Lori Henderson in the Graduate School to set up some social events during the week of the Graduate Showcase Series to bring together graduate students and to encourage and motivate students to attend the various events that will be taking place in the week in terms of graduate education.
- B. It was proposed that an ice cream social be held one day in Klehm Hall and possibly have Subway make a donation of some sandwiches for some of these events.
- C. Another event that was considered to take place during this week was a dinner at the Panther Paw. Zack was going to look into some times, dates, and cost of renting the event room and having the food catered for this event by the Panther Paw. Kate mentioned that this was a big success last year and that for \$200 GSAC got the room rented, pasta, salad, breadsticks, and sauces. When Zack receives this information he will communicate it to the GSAC Executive Board as well as Lori and Bill in the Graduate School.

**VIII. Graduate Showcase Series: Poster Session**

- A. Jiwon shared that the deadline to submit a poster has been pushed back. Information on submitting a poster to this event can be found on the Graduate School website at [www.eiu.edu/graduate](http://www.eiu.edu/graduate). An e-mail will be sent out to students regarding the set-up, time, and location of this event immediately after the deadline for submissions.
- B. The poster session will be a competitive event and all posters will be judged by a designated committee. It was decided that a student representative not be included on this committee as a judge due to the risk of bias toward an individual or a particular department or college.
- C. Each college will have one winner of the poster session that will be decided by this judging committee. A prize will be given to the winners of this competition. At this time, the prize for winning this contest has not officially been determined.
- D. Ideally, the poster committee should be composed of one representative from each college, university administration (Provost, President), faculty members, and College Dean's.
- E. Bill volunteered to send an e-mail out to all of the graduate coordinators to inform them of this event and to gain more student poster submissions from the various graduate programs on campus.

**IX. Graduate Student Marshalls**

- A. Madeline was asked by Marty Hackler in Alumni Services to pass on information regarding graduate student marshals for the Spring 2010 commencement ceremony. Madeline will be working with Marty on this project and will also be communicating information to Olivia in the Honors College whom will assist us in coordinating this event.
- B. Currently, individuals are needed to work the 12 p.m. ceremony and the 6 p.m. ceremony. The other two ceremonies already have individuals assigned to work at them.
- C. Individuals will be paid minimum wage to work this event. Students involved in this will need to take part in a mandatory training session on May 7<sup>th</sup>, 2010 at 4:00 p.m. in the Lantz Gym Field House. The training session is expected to last no more than an hour.
- D. If you are interested in participating in this event, please contact Madeline via e-mail at [mmlandes@eiu.edu](mailto:mmlandes@eiu.edu) for more information and specifics of this event.

*\* Minute taken and submitted by Madeline Landes, GSAC Vice President of Administrative Activities: GSAC Executive Board.*

