

- I. Call to Order
- II. Roll Call
  - A. Absent: Applied Engineering, Sustainability & Technology; Communication & Information; Digital Science; Fashion; Liquid Crystal Institute; and Mathematics
- III. Approval of minutes from November 2, 2018
- IV. Executive Board Reports
  - A. **Executive Chair** – Mark Rhodes – [mrhode21@kent.edu](mailto:mrhode21@kent.edu)
    1. Student Affairs Advisory Group (formerly Presidents' Lunch)
      - Mark recently attended a meeting with Dean Lamar Hylton and VP Shay Little and leaders from student organizations across campus. Little and Hylton discussed the plan to create a Design & Innovation Hub in the defunct Art building. This will include a makerspace, which is intended to be, in-part, a collaborative space for graduate students and postdocs.
    2. Report from meetings with President Warren and Dean Hylton
      - Dean Hylton is working with Mark to revive the graduate-student socials, which have not been held in a couple years. They will be more geared toward international graduate students and a complement to Grad Fest. The first Friday of Spring semester is being considered for first social.
    3. GSS Fundraising
      - Tim and Mark are meeting with VP for Institutional Advancement and an administrator with a similar title from the Division of Student Affairs. In light of this impending meeting, Mark suggested tabling Advancement Chair Bylaws change (see New Business) until the next General Meeting in February.
    4. Organizational Funding Requests
      - Minutes from 1980s and 1990s show that there used to be Organizational Funding Requests worth \$500 for collaborative symposium events. Many other GSS-like organizations at other universities have awards like this, where several departments can request funding for collaborative initiatives. Therefore, Mark suggested that any interested Academic Units work to co-sponsor events and apply for Organizational Funding Requests for higher dollar amounts. Thirty-two Academic Units did not use their \$50 this semester. Mark also suggested the GSS discuss possible expansions to organizational funding further in the Spring.
    5. Graduate Trustee
      - Mark sent last meeting's resolution about the selection committee for the Graduate Trustee to VP Little; he then met with Little, Dean Hylton, Thomas Watral (USG President), and the Undergraduate Trustee. Watral is currently talking to other groups currently represented on the selection committee to

build consensus around the resolution.

- It is currently too late to implement the resolution as written, but VP Little has agreed to put one more graduate student on the next committee as her division's representative as a show of good faith towards our resolution.

**B. Executive Vice Chair – Timothy Rose – [trose16@kent.edu](mailto:trose16@kent.edu)**

1. [Spring/Summer International Travel Award \(ITA\)](#)

- The upcoming round of the ITA will cover travel between May 20, 2019 and January 13, 2020.

2. Revision of ITA guidelines

- Tim will be revising the guidelines to make them clearer, and he will include a change log when the next revision is uploaded.
- Suggestion: You should include a checklist of what is needed for the reimbursement packet. The current guidelines are not clear about these requirements and have been difficult to satisfy in the past.

3. Committee reports

- University Accessibility Committee:
  - This group is looking at other university websites to improve KSU's website accessibility.
- Education Policies Committee
  - The Design Innovation Hub was discussed. They are trying to incentivize hackathons, competitions, and other co-curricular projects.
  - Within the College of Aeronautics Engineering, there will be established of Aviation Management and Logistics MS degree to be online-only. Effective Fall, 2019 pending state and accreditor approvals.
- College of Arts & Sciences Curriculum Committee
  - Several graduate programs are removing GRE requirements: MA in Philosophy, MS and PhD in Geology, and MA in Teaching ESL. Furthermore, the Chemistry & Biochemistry Department will be changing their score requirement to simply having completed the GRE.
  - Graduate programs to be established in Fall, 2019 include biogeochemistry and a graduate proseminar in Philosophy.
  - Question: Do the GRE changes apply for international students as well?
    - Answer: I don't see any reason why international students would be excluded unless there is some specific language in their program's handbook. Tim will look more into it.

- Transportation Advisory Committee
  - There are upcoming plans to build garage on Front Campus as part of the KSU Master Building Plan. There are also plans to install crossing signals on the esplanade to cross Terrace Drive.
  - Tierra James, the GSS representative on this committee, requests input. Email her at [tjames16@kent.edu](mailto:tjames16@kent.edu).

C. **Finance Chair** – Xin Hong – [xhong1@kent.edu](mailto:xhong1@kent.edu)

1. Awards modifications suggested the GSS Awards Subcommittee
  - This committee met recently and provided feedback on GSS awards. These changes are meant to improve the awards and to make them more inclusive.
  - Regarding the Special Contingency Award (SCA), the subcommittee recommended that the review process should be relegated to a standing committee composed of 4-8 people. This process should be double-blinded to ensure fairness. This will replace the current process of hosting presenters and taking time out of the General Meeting.
  - Need volunteers for the SCA review committee. If you are interested in, please contact Xin.
  - The next meeting of the Awards Subcommittee will be on 12/11 at 4:00 p.m. in Cartwright Hall.
2. [Spring Domestic Travel Award \(DTA\)](#)
  - Application window will open on January 7, and the deadline is January 28 at 11:59 p.m. This award will cover conference travel between January 14 and May 20. The amount of each award will be \$500.
  - International students must file additional tax forms ([IRS form 1042-S](#)). Please remind constituents to complete this form by the DTA deadline so that the tax withholding will not be inflated from 14% to a maximum of 30%! For students with green card, they are not required to complete this form.
    - Question: Should we still encourage students to complete this form even though receiving the DTA is not guaranteed?
      - Answer: Yes.
    - Question: Where can this be found?
      - Answer: It is automatically sent to your email upon submission of the DTA application.
3. Presentation for the [Special Contingency Award \(SCA\)](#)
  - The last round of SCA resulted in both applicants being funded: Srijana Bhandari (\$815) and Paula Castellano (\$650).
  - One presenter was present at the meeting, Tien Hong Stanley Seah from Psychological Sciences. He made his 3-minute presentation to the Senate, and Senators completed their rubrics. Mark and Xin collected these rubrics after his

presentation.

D. **Advocacy Chair** – Mitchell Powers – [mpower16@kent.edu](mailto:mpower16@kent.edu)

1. Report from the national meeting of the [National Association of Graduate-Professional Students \(NAGPS\)](#)
  - Suparna Navale (Public Health) was not in attendance, so her report was tabled until the next meeting.
2. [Spring Research Award \(RA\)](#)
  - Mitch needs volunteers for the RA review committee. Senators representing underserved departments are strongly encouraged to join the committee. Those interested should email him.
  - A list of fall RA award winners can be found on the Research Award website. Information about rejections is available upon request. The following academic units had no applications for the fall RA:
    - AEST, Architecture, Business Administration, Communication and Information, Digital Sciences, Foundations etc., Health Science, History, Modern and Classical Languages, Nursing, Philosophy, Physics, Teaching Learning and Curriculum
3. Revision of RA guidelines
  - Mitch will be drafting changes over the winter break, and he will have changes by the February meeting. Anticipated changes involve requiring more detailed budgets, including abstracts in the application, and changing the way that advisors submit letters of reference. Official guidelines will be written to clearly explain the criteria the committee will use to judge the applications. Any and all feedback is welcome.
  - Mitch is working on organizing a writing workshop for writing to a non-specialized audience. This will address one of the main reasons that RA applicants are rejected.

E. **Research Symposium Chair** – Danielle French – [dfrenc12@kent.edu](mailto:dfrenc12@kent.edu)

1. Keynote speaker: [Tayo Aluko](#)
  - The contract has been finalized and signed. Tayo Aluko will be giving performances of his plays in addition to a keynote address. These events will be split between the two days of the Symposium, April 4 and 5.
2. Symposium registration
  - Registration will open during the week of December 16 until January 31 at 11:59 p.m. An email announcement will be made when registration opens. The date for the opening of registration was intended to align with the time when grades are due so that registration should not compete with any end-of-semester responsibilities around grading.
3. Interdisciplinary panels (**i.e., specialized oral sessions**)
  - In 2017, there were five such panels based on the research centers spearheaded by President Warren. In that same spirit,

Danielle has tried to generate a list of *possible* interdisciplinary panels:

- Bioinformatics (possibly appropriate for Biological Sciences, Biomedical Sciences, Digital Science, Computer Science, Visual Communication & Design),
  - Medical humanities (possibly appropriate for English, Psychological Science, Geography, Biological Sciences, Biomedical Sciences, Public Health),
  - Digital humanities (possibly appropriate for Communication & Information, Modern & Classical Language Studies, Public Health, History, Computer Science, English, etc.)
  - Material studies and materiality (possibly appropriate for Arts, Philosophy, Physics, Liquid Crystal Institute, Chemistry & Biochemistry)
- These sessions will be part of the Qualtrics registration form, within the portion for oral presentations.
  - Question: Are RA recipients expected to present at the Symposium?
    - Answer: Yes.
  - Question: Will you organize the poster presentations to ensure that related disciplines are spatially close to each other?
    - Answer: This cannot be guaranteed because many logistics depend on how many registrants. Panel discussions, on the other hand, can be created by interdisciplinary groups of graduate students.
  - Question: Can you clarify what these panels are?
    - Answer: **These panels will not be “panel discussions”; rather, they will be targeted oral sessions organized around special topics.** For a panel, chairs will put together a list of up to three participants, not including the chair. These participants will present oral presentations during a session.
  - Suggestion: Please make the meaning of “panel” very clear in your advertisements and the registration form because this means many things across different disciplines.
    - Answer: To avoid further confusion, the word “panel” has been changed to “session” in both the registration and in future announcements.

#### 4. Symposium committee

- Danielle is organizing a committee of volunteers to aid in the planning of the Symposium.
  - Question: Can these volunteers also register to present in the Symposium?
    - Answer: Yes. These volunteers will be tasked with many of the tasks involved

F. Info Services Chair – Morgan Chaney – [gss.info@gmail.com](mailto:gss.info@gmail.com)

1. Like us on [Facebook](#) and follow us on Twitter ([@KSUGSS](#))

V. Dr. Jennifer Marcinkiewicz, Director of [Center for Teaching and Learning \(CTL\)](#)

- A. The mission of the CTL is to provide resources for all instructors at KSU, regardless of rank and role. Marcinkiewicz distributed brochures explaining workshops and resources. The CTL offers a number of workshops that are open to anyone on campus. Among these are working lunches that are designed to be highly interactive and provide free lunch to attendees; they only ask that attendees register beforehand.
- B. The CTL is available to consult with instructors or groups to improve their teaching or classroom environment. They can provide classroom observations and will provide feedback and suggestions based on those observations.
- C. Online educational resources are available. "Teaching Tools in a Flash" and the "Change in a Minute" video series are quick instructional guides available on the CTL website. Blackboard site stores all previous presentations. Just ask to be enrolled and you will have access to these.
- D. There is a whole cabinet of resources that researchers can check out if they need them. For example, instructors can check out recording devices, document cameras, etc. The entire list is on the website.
- E. Marcinkiewicz also provided three easy teaching tips that anyone could implement with minimal preparation in their classrooms or lecture halls:
  1. Think-Pair-Share. Pose a question and give students silent time to think about it. Then, have them turn to a neighbor and talk about their ideas. Finally, call attention back to the front and ask for volunteers to provide answers.
  2. Exit ticket. Give students an index card, on which they answer a prompt before they leave the classroom. Collect these as students leave. Also, 3-2-1: three things you learned, two things you need to work on, and one question you have about the material.
  3. Snowball technique. Conversation starter where a complex prompt is posed to the whole class. Students are given time to write their thoughts down. After this time, have students crumple their papers and throw them around the classroom. Let students pick up a nearby "snowball" and read the response on that paper and respond. Repeat once or many times more.

VI. Old Business

- A. Bylaws change: creation of an Advancement Chair on the GSS Executive Board
  1. The Executive Chair tabled the following addition to the GSS Bylaws until the next General Meeting:

§I-A-viii: Advancement Chair

The Advancement Chair is responsible for securing the necessary funds to grow the official endowed fund of the Graduate Student Senate. Pursuant of this primary goal, the responsibilities of this person include contacting alumni, working with the Division of Institutional Advancement, and organizing other campaigns or events for the

financial benefit of the Graduate Student Senate. Additionally, the Advancement Chair must provide a formal report on the state of the endowed fund at each General Meeting of the Graduate Student Senate. The Advancement Chair works closely with all other positions on the Executive Board to acquire and organize information from past awardees and those involved with the Senate. Similar to the Administrative Assistant, this position will be hired through a competitive application process led by the Executive Board under the supervision of the Division of Graduate Studies. This position will end at the conclusion of Spring, 2023.

## VII. New Business

### A. Bylaws change: performing a semesterly census of GSS constituents

1. Motion by Political Science, second by Chemistry & Biochemistry, to adopt the following addition to the GSS Bylaws:

#### § III-B-i

... As part of their responsibility to represent graduate students from their respective Academic Units, Senators will provide a census of active graduate students whom they represent. This count should be provided at the start of each semester and should be accurate to the best of the Senators' knowledge.

2. Discussion

- Question: When will this take effect?
  - Answer: Next semester.

3. Vote: passes unanimously, no abstentions.

4. Any Senator wishing a specific question be asked as part of this Census, please reach out to Mark or Tim prior to the start of Spring Semester.

### B. Bylaws change: instituting a requirement for Senators to serve on at least committee per academic year

1. Motion by Chemistry & Biochemistry, second by Modern & Classical Language Studies, to adopt the following addition to the GSS Bylaws:

#### § III-B-iii

Beginning in the Fall of 2019, each Senator or their designee will be required to sit on one committee per academic year and regularly report that committee's proceedings. Such committees, which can be ad hoc or standing, can be either external or internal to the GSS. Proceedings of internal GSS committees will be reported by the Chairs of those committees. Proceedings of external committees will be reported by each Senator. All reports will be managed by the Vice Executive Chair (§I-A-ii-a).

2. Discussion

- Question: If enacted today, will Senators be required to serve on one committee by the end of *this* Academic Year? This seems unfair because it would become active midway through the current year.

- Answer: As currently written, this would require Senators to serve on one committee by the end of *the current Academic Year*.
    - Motion to amend the following language by Geography, second by Business Administration: “Beginning in the Fall of 2019”
      - Vote: passes unanimously, no abstentions
    - Motion to amend the following language by Political Science, second by Philosophy: “...or their designee...”
      - Vote: passes unanimously, no abstentions
    - Question: What does “external committee” mean?
      - Answer: This means external to GSS but within the University.
  - 3. For the sake of time, the Executive Chair tabled this Bylaws change until the February meeting.
- C. Bylaws change: increasing eligibility for students re-applying for a Domestic Travel Award (DTA) and increasing accountability for DTA applications made by members of the Executive Board
  1. Motion by Biomedical Science, second by Anthropology, to adopt the following changes to the GSS Bylaws:
 

§VIII-A (proposed modifications in bold)

    - ii. Priority will be given to students based on availability of funds, completion of application, and status of previous Domestic Travel Award applications (~~i.e., those made in the same academic year~~). If the number of complete Domestic Travel Award applications exceeds the maximum number allotted, the awards shall be decided by a randomized lottery. This lottery will give all applicants equal weight unless there are applicants who have received Domestic Travel Award ~~in the same academic year~~ (~~§VIII-A-iv~~) **in the immediately previous semester**.
    - ix. A third person from the Executive Board will review applications submitted by the Finance and Administrative Chairs. The Executive Chair would be preferably the third review person.
  2. Discussion
    - Question: Are there data on how many more people applied after the previous change in the DTA section of the Bylaws?
      - Answer: The data may exist, but Mark will have to look into it in order to be sure.
  3. Vote: all in favor, no abstentions
- D. Bylaws change: changing the process for reviewing SCA applications, including relegation of the review process to a committee dedicated to this purpose
  1. Motion by History, second by Biomedical Science, to adopt the following changes to the GSS Bylaws:
 

§ VIII-E (proposed modifications in bold)

    - i. Funding requests will be made through online application at least ~~two~~



**three** weeks prior to any Graduate Student Senate meeting and prior to travel dates.

ii. Priority will be given to students based on availability of funds, completion of application, ~~and vote by senators~~ **reviews by the Special Contingency Award Review Committee.**

iii. The award will fund costs associated with one's primary graduate work, ~~and does not fall within the purview of the 2 other GSS travel awards~~ **while the costs are impractical or ill-suited funded by other GSS awards (Domestic Travel Award, International Travel Award, and Research Award). Missing the deadlines of other awards (Domestic Award, International Travel Award, and Research Award) should not be the only reason for application. The award can only fund expenses that occur after the GSS General Meeting.**

v. ~~Award will be between \$300 and \$1,500 and will be determined by Senators.~~ **Award will be up to \$1,500 and will be determined by the Special Contingency Award Review Committee.**

## 2. Discussion

- Concern: Travel should not be removed. Budget has increased for this award. Explain why the funding is being funneled more for this award.
  - Answer: Travel would still be covered by the SCA; the proposed would make it more inclusive.
- Motion by Psychological Science to make small changes to proposed language; second by Architecture & Environmental Design. This motion passed unanimously with no abstentions.
- Question: Why must costs be "after a GSS General Meeting"?
  - Answer: All other awards work this way. This is consistent with other awards. Also, it is for ensuring the student receives the funding decision before the expenses.
- Question: Are we going to encourage people to have departments/advisors cover costs?
  - Answer: This varies by department
- Question: Will this award be constantly open rather than open and closed at specific times?
  - Answer: That's not currently how it works. This is for logistical reasons in administering awards.
- Question: Why can some departments be reimbursed but not all?
  - Answer: This is not a policy, but rather is managed ad hoc by individuals, advisors, and chairs.
- Concern: The reimbursement process is very slow. Some constituents have been waiting for longer than the 6-8 weeks specified on the website. The process is also very opaque in

that those waiting for reimbursements cannot check the progress of the reimbursement.

- Response: The GSS has recently switched Administrative Chairs, as well as having our bureaucratic “home” transferred from Division of Graduate Studies to the Division of Student Affairs. Hence, there have been some atypical complications in the reimbursement process. *However*, current problems about the lengthy reimbursements have precipitated some changes on the administrative side of things to make the process more transparent.

3. Vote: all in favor, no abstentions

#### VIII. Announcements

##### A. Spring schedule for GSS General Meetings

1. February 1, 10:00 a.m. - 12:00 p.m. (location TBA)
2. March 1, 10:00 a.m. - 12:00 p.m. (location TBA)
3. April 12, 10:00 a.m. - 12:00 p.m. (location TBA)
4. May 3, 10:00 a.m. - 12:00 p.m. (location TBA)

B. There will be no Grad Fest this week.

C. Dissertation Boot Camps will be held on February 15-17 and March 15-17.

Please register on this website:

<https://www.kent.edu/graduatestudies/dissertation-boot-camp>. The cost will be \$40 and includes all meals and a stainless steel mug.

#### IX. Adjournment at 12:02 p.m.

A. Motion by Sociology, second by Geology



