

- I. Visiting speaker: Sonya Williams, University Diversity Action Council (UDAC)
  - A. UDAC would like to include more graduate students.
  - B. In collaboration with the Center for Teaching & Learning (CTL), UDAC will be offering trainings for international students during the month of February to increase international-student awareness.
  - C. Apply for a position on Student Diversity Action Council (SDAC)
    1. The following positions would be available for any graduate students who would like to take them on:
      - Student Organization Ambassador
      - Student Government Ambassador
      - Executive Secretary
      - Communications Chair
      - Outreach Chair
      - Reports Chair
  - D. Visit their website for more information: <https://www.kent.edu/diversity/university-diversity-action-council>
  - E. There will be a retreat on 9/15/2017 at the KSU Stark campus.
  - F. SDAC will be able to offer more organizational funding for graduate student organizations
- II. Call to Order at 12:19pm EST (5:19pm GMT)
- III. Roll Call
- IV. Approval of May 1, 2017 Minutes
- V. Executive Board Reports
  - A. **Executive Chair** – Mark Rhodes – [mrhode21@kent.edu](mailto:mrhode21@kent.edu)
    1. Senator Contract, as outlined in Appendix A (see below)
      - At the general meeting on 12/6/2016, the GSS voted to include a literal contract between senators and the GSS.
        - This contract states, briefly, that an academic unit (AU) will lose funding opportunities for any semester immediately after one in which that AU's senator misses at least two meetings.
        - For example, if you miss two meetings this spring, then your AU will be ineligible for funding during the following fall semester.
      - This contract will be signed by the senator for an AU, the graduate coordinator (or similarly placed faculty) for an AU, and the Dean of Graduate Studies
      - This contract will be handed out at the first meeting of the coming fall semester.
      - First meeting won't count against senators in the coming semester.
      - Question (Psychological Sciences): If elections occur after the first meeting in the fall, will the new senator have to sign a new contract?
        - Answer: No, as long as the current senator signs the contract at the time of signing, only one contract is necessary. That agreement will remain valid after a new senator transitions into that position.
    2. General Senate Observers
      - In line with Mark's overall goal of reaching out to other

organizations, he will be reaching out to other student organizations so that they can sit in and observe GSS general meetings as nonvoting observers.

- This will allow them to keep the GSS abreast with their goings-on, as well as provide feedback on what the GSS is doing or should do.
- Mark's current list is as follows: Faculty Senate, Undergraduate Student Government, University/Student Diversity Action Council, Black Graduate Student Association, International Graduate Student Association, Kent Scientista, Ohio Student Association
  - Please send any additional organizations to Mark or Kate via email.

**B. Research Symposium Chair** – Elizabeth (Betsy) Melick – [emelick@kent.edu](mailto:emelick@kent.edu)

1. 2018 Symposium Theme

- A way forward: Celebrating, defending, and further research in 2018
- We need to generate ideas for the future of the Symposium, such as how much we want to prioritize increasing the number of registrants.
  - Betsy will be holding small meetings in the fall with people who are willing to offer insight or feedback about the nature of the Symposium.
  - Email Betsy if you have any suggestions for the 2018 Symposium.

**C. Executive Vice Chair** – Kathryn Klonowski – [kklonows@kent.edu](mailto:kklonows@kent.edu)

1. Report: Educational Policies Council (EPC)

- College of Public Health has inactivated several departments, effective July 2017:
  - Social & Behavioral Sciences
  - Health Policy & Management
  - Biostatistics
  - Epidemiology
- Inactivation Emergency Medical Technology major with the Associate Degree of Technical Studies on the KSU Trumbull Campus, effective Fall 2017
  - This is because there are no faculty supporting this major, and there has been low enrollment.
- They discussed the KSU Climate Study.
- May be meeting again in the summer, will certainly be meeting in the fall.

2. Committee Representations

- No senators made extra meeting reports from the floor.
- Would like at least one representative and alternate for each committee.
  - Kate will have a list of vacancies at GSS general meeting in the fall.

3. International Travel Award (ITA)

- Deadline: 8/21/2017 at 11:59pm
- The online application form will be available on the GSS website in the next couple of days.

- If you are interested in joining the selection committee, please email Kate to volunteer.
  - There is no official budget yet, so Kate cannot say how much funding will be dedicated to the ITA to disperse.
4. Report: National Association of Graduate-Professional Students (NAGPS)
- Kate is now on the executive board for the midwest division of the NAGPS.
  - Midwest conference has been incredibly inactive, so there are lots of opportunities for willing KSU graduate students to take positions.
  - There will be a national conference in November, 2017 in Syracuse, NY. The NAGPS will be electing their national executive board at this conference.
  - Discussion: Do we want to host the Midwest regional meeting of the NAGPS?
    - Question (History): Is there any reason not to do it?
      - Answer: We have to front the money for the event, but some of these costs are recouped by charging registrants a small amount for admission. Other institutions (e.g. Ohio State GSS) will contribute money as well.
    - Motion by History: The KSU GSS will agree with the NAGPS to host the 2018 Midwest regional meeting.
      - Second: Chemistry & Biochemistry
      - Passed unanimously
  - If you or any of your constituents are interested in serving as a local officer, contact Kate.

**D. Finance Chair** – Suparna Navale– [snavale1@kent.edu](mailto:snavale1@kent.edu)

1. Update: Summer Domestic Travel Award (DTA)
  - Fewer people applied for the summer DTA than desired, and money was left over.
  - Budgeted for 73 awards of \$500 apiece, but we only accepted 53 applications
    - Please tell constituents that money like this is available.
    - DTA was up to \$500 because of the Division of Research and Sponsored Programs (RASP), so the award will return to original amount (\$300) for the next year.
2. Deadline: Fall DTA
  - Application will open on 8/21/2017, which allows for three weeks in which people can apply for this award.
  - Deadline is 9/11/2017 at 11:59pm
  - Budget for the 2017-2018 academic year will be read to discuss at the September GSS general meeting.
3. Special Contingency Award
  - Despite having very meritorious reasons for us supporting them, some graduate students in the past have not been able to travel or attend important conferences because of technicalities having to do with deadlines or travel periods.
  - See Appendix B for guidelines (see below)
  - Discussion
    - Question (History): Are you requiring that applicants

have requested funding from all other available sources? If so, then why would such an exceptional applicant have been denied?

- Answer: This has happened in the past, but we haven't been able to help students out because of the technicality that we don't offer any awards.
- Question (History): Can the guidelines more explicitly state that the applicant "must have reached out" for other funds?
  - Answer: Yes, we will the guidelines will be updated to reflect this.
- Question (Computer Science): Would a student be able to apply for this award if he or she has already received another award from the GSS during the same semester?
  - Answer: Yes, this is in line with the regulations around all of the other GSS awards. However, this award cannot be used for supplemental funding for the same conference that would have been funded by another GSS award.
- Bylaws language (see Appendix B)
  - Question (Mathematics): Must an applicant be presenting at the conference for which he or she is requesting funding?
    - Answer: No.
- Motion by History: Accept the award as outlined, and integrate this award into the GSS Bylaws.
  - Second: Chemistry & Biochemistry
  - Passed unanimously

**E. Advocacy Chair** – Timothy Rose – [trose16@kent.edu](mailto:trose16@kent.edu)

1. Fall 2017 Philanthropy Opportunities

- Books for Prisoners will be our philanthropy initiative for the coming fall semester.
  - They're looking for certain kinds of books, and Tim will be in communication with Books for Prisoners about which type of books those are.
- If you would like to start some sort of philanthropy project, please notify Tim.

2. Fall 2017 Research Award (RA)

- Deadline: 10/16/2017 at 11:59pm
- Applicants require letters of recommendation, so please make sure your constituents know about this well in advance.
- IRB approval is mandatory at the time of application.
  - If approval is imminent (or in other such circumstances), please notify Tim. He's willing to work with people.
- Tim will be revising the rubric for the RA review committee. Email him if you have ideas or suggestions.
- Notify Tim if you would like to join the RA review committee.
  - There has historically been a disciplinary skew in which programs make up this committee toward social sciences and humanities. As such, we need committee members from the "hard sciences" to be on this committee in order to

completely understand applications from these disciplines.

3. Assessment Survey for the Graduate Appointee Advocacy Program (GAAP)

- GAAP was originally formed last year in order to address issues surrounding graduate students losing healthcare coverage through the university. The group also addressed levels of funding.
  - A survey was submitted to collect data on the KSU graduate population about issues related to funding and wellbeing of graduate students at KSU.
- The Division of Graduate Studies (DGS) was satisfied with the survey but would like a more rigorous survey to be submitted in the coming academic year.
  - Currently, Time has revised the original survey, and he is meeting with a research lab next week to ensure that the survey will yield data of appropriate quality. Tim will eventually submit this new version of the survey to GAAP members before it goes live for data collection.
  - Please notify Tim if you'd like to participate in this revision or if you want to join the GAAP
- We hope to send our survey out to other institutions in order to gauge what KSU looks like in comparison to peer and aspirational institutions.

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

1. Send Morgan news (e.g. thesis defenses) or content (e.g. blogs, pictures) from your department that you'd like him to share on GSS's social media.
  - This is meant to be a way to get other parts of KSU aware of what graduate students are doing.
2. Like us on [Facebook](#) and follow us on Twitter ([@ksugss](#))
3. First-ever Summer Gradfest will be on 7/28 at MadCap Brew Co. in Kent!

V. New Business

VI. Announcements

A. Biomedical Sciences: School supply for Kent Social Services

1. Anjali Krishnan is collecting school supplies, or even cash donations, until the last week of July.
  - Please bring donations to room 249 of Cunningham Hall, or email Anjali at [akrishn5@kent.edu](mailto:akrishn5@kent.edu)

B. GSS General Meetings for Fall 2017:

Date	Start	End	Room
9/5/2017	2:00 PM	4:00 PM	KSC 310AB
10/3/2017	2:00 PM	4:00 PM	Moulton Ballroom
10/31/2017	2:00 PM	4:00 PM	KSC 310AB
12/5/2017	2:00 PM	4:00 PM	KSC 310AB

VII. Motion to adjourn at 1:17pm (EST): Biomedical Sciences

A. Second: Chemistry & Biochemistry

## Appendix A: Senator Contracts, effective fall 2017

Every Graduate Student Senator will be expected to attend meetings and disseminate meeting minutes to their respective colleagues and departments. They serve as department and unit representatives on behalf of the Graduate Student Senate, and are thus responsible for the representation of their department or unit. Each Senator may represent a single academic unit or department.

This contract binds the undersigned into an agreement on funding from the Graduate Student Senate as voted on by the Senate on December 6<sup>th</sup> 2016 and found in the Graduate Student Senate Bylaws in section I-B-ii stated below:

“If a Senator misses two meetings in the Fall, the respective academic unit loses GSS funding eligibility for applications in the Spring and Summer semesters. Missing 2 meetings during the Spring semester will cause department to lose Fall funding eligibility. Academic Units can become re-eligible for Summer funding if a Senator attends 3 of 4 meetings in the Spring. A Contract will be signed by each Senator, their Departmental Chair, Graduate Coordinator, and the GSS Advisor at the beginning of each semester. Academic Unit standing will be posted on the Graduate Student Senate website. This shall exclude summer Sessions as these are highly encouraged but not required.”

Each Academic Unit Senator is responsible for their representation at each General Senate meeting. The representative at the meeting does not have to be listed as the Academic Unit’s Senator or Alternative Senator.

\_\_\_\_\_  
Senator

\_\_\_\_\_  
Senator’s Departmental Chair

\_\_\_\_\_  
Senator’s Graduate Coordinator

\_\_\_\_\_  
Graduate Student Senate Advisor – Dr. Melody Tankersley

## Appendix B: Special Contingency Award

### I. Proposed Guidelines

#### **Who is eligible?**

- To be considered for this award, you must have reached out to all potential sources of funding, both internal and external (non-departmental)
- Full and part-time graduate students whose departments are in good standing with GSS
- Students are eligible to receive one (1) Special Contingency Award during their graduate career at Kent State University.
- Students whose travel does not fall within the purview of the 2 other GSS travel awards (Domestic and International Travel Awards).

#### **What does this award fund?**

- Costs associated with the active dissemination of one's primary graduate work that does not fall within the purview of the 2 other GSS travel awards

#### **How much does this award fund?**

- Award is dependent on student's budget, but must be between \$300 and \$1,500.
- Final amount will be determined by GSS senators.
- Funding will be based on availability of funds, and will be first-come first-served.

#### **How do I apply?**

- Complete an application, with proof of seeking other funding, importance of attending or traveling, budget, and letter from advisor.
- Application must be received 2 weeks prior to any GSS meeting.
- Application will be reviewed by GSS Executive Board
- Selected students will be required to present their case to the senators at the next GSS meeting (5 minutes plus questions and answers).
- Senators will then deliberate and vote on the student's application and budget.

#### **What do I need to turn in to be reimbursed?**

- A complete reimbursement packet includes:
  - A completed application submitted prior to your travel dates and by the specified deadline.
  - A completed GSS Funding Form submitted within 14 days after return from travel.
  - An official award letter.
  - Proof of attendance (for example: copy of the front page of conference program and travel itinerary).
  - Receipts for student-incurred expenses.

### II. Proposed Application (Qualtrics)

#### **Personal Information**

Name

Email

Phone Number

Banner ID

College

GSS Academic Unit

Are you a Graduate Assistant?

Are you a United States citizen?

If No, what is your country of tax residence, and when did you first arrive in the United States?

Current semester schedule from Flashline

### **Funding Explanation**

Type of funding:

Conference

Workshop

Other. Please explain.

Name of Conference/Workshop

Location

Estimated Dates

Proof of conference/workshop attendance/presentation.

Explain the importance of attending the conference/workshop. Please be clear and provide as much information as possible.

### **Budget**

Please list all costs for the following categories: Transportation, Lodging, Registration, Food, Other.

### **Sources of Funding**

To be considered for this award, you must have reached out to all potential sources of funding, both internal and external (non-departmental).

Do you have external funding?

If Yes, list source of funding, contact information, and amount of funding received.

If No, did you reach out to an external source?

If Yes, list source of funding, contact information, and reason for refusal of funding.

Do you have internal funding?

If Yes, list source of funding (department, college/school, professor/advisor, grant, other), contact information, and amount of funding received.

If No, did you reach out to an internal source?

If Yes, list source of funding, contact information, and reason for refusal of funding.

### **Additional Documents**

Letter from your advisor supporting this application.

Additional documents and/or disclosing as much about your need for this funding is advisable and will strengthen your application. Upload more documents here if you have them.

## **III. Proposed Bylaws Language**

#### D. Special Contingency Award

- i. Funding requests will be made through online application at least 2 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.
- iii. The award will fund costs associated with the active dissemination of one's primary graduate work and does not fall within the purview of the 2 other GSS travel awards.
- iv. An individual student is eligible to receive one Special Contingency Award during their graduate career.
- v. Award will be between \$300 and \$1,500 and will be determined by senators.
- vi. Misrepresentation of any Funding Forms will result in forfeit of this award.
- vii. See sections VI and VII for application process and expense policies.