

GSSA Meeting

[2016-02-11] – [LBC 202]

- I. Call to Order: **6:30**
- II. Approval of Minutes: **Motion to Approve. Seconded. Motion passes, minutes are approved.**
- III. Guest Speakers
 - a. Briana Mohan – Senior Academic and Career Advisor Office of Graduate and Postdoctoral Studies. **Thanks for the invitation to come talk to you all tonight. I think I last talked to you all during my first week on this job last April. It's coming up on a year since I've been in this position. I want to come back and introduce myself to those of you who I have not had the chance to meet yet and give you all a report of what's transpired in the past year wrt grad and postdoc students. I'm going to pass around a flyer with the workshops we're doing this semester as well as business cards. On the business cards there is a physical location and a mailing address because I've had some people not know where I am, which is right across from the Reilly Center in the bottom floor of the parking garage. I know it is out of many of y'all's regular circulating orbits, so those of you who have found me - thank you for making that effort. The downtown students get dropped off right there on the shuttle. On the back of my card is the web address for making individual appointments with me. To start off wiht, one of the things I want to clarify is that most of what I've been engaged in wrt career advising with you all is a series of workshops that is career related and individual appointments. This semester all workshops are taking place on Wednesdays. It's a combination of things that are specifically academic, career-oriented, some that are not, and some things that are applicable to both or neither. There are a few cases where someone other than myself is leading the workshop and that is noted - if not, I will be the one leading it. In the fall, we have a few more workshops that have some additional faculty involvement because it's such a heavy time for application and interviews. People can come meet with me individually. I have not capped the amount of meetings people can come to. Come more than once, that is great. Access the online appointment site on OGPS site or through address on my business card. The only other thing I want to say is**

that if it's possible I really encourage you to come for the workshops. Both because it's a good way for us to indicate the kind of demand there is from students wrt career-related things, but also because I find the difference between working in groups and working individually is that often there are lots of things where you learn from groups, talking to each other - illuminating and helpful for people in thinking about career stuff. I know that individual appointments can be really helpful, so either/or, both/and approach is great. Lastly, when you're a grad student I know it is really hard to find and make the time for all kinds of things, but especially yourself and your studies. I really encourage any of you all who feel worried, show up for a workshop or make an appointment. We can make an agenda while you're there, you don't have to show up with anything planned. Any questions? Q: What type of questions do people ask when they come to individual appointments? A: It really depends. Most people come in with some kinds of questions about career exploration. "I know what I like, I know what I'm good at - how can I turn that into something for my career?" Really depending on where people are with their own aspirations and where they are in their programs, sometimes people have really specific questions about "How do I make my CV look perfect for a career in biochemistry?" It really can span very specific things to very broad things. I wouldn't say there is any particular question people come with. Q: You in general would have a broad range of careers you would help people find. A: My own academic background is English and Black Studies. I don't have a Ph.D....both my own academic background and knowledge is more in the lib arts and social sciences than natural sciences, but to this point I have met with more science students than social sciences/humanities people. That has helped me learn a lot of specifics about SSE and the requirements in those fields. Both within this job and previously I was working with undergraduates and I know a lot of faculty around the campus, so I go to them with questions. When you come to meet with me, these are confidential appointments. I never go to a faculty member and tell them about what their student is asking for. Q: Who usually leads the workshops? A: Usually it's me. In the fall there were some cases where faculty were participating with me. This semester there is one with Ana Lopez, another with CAPS Staff,

and another two-hour job search that is being led by the woman in charge of Career Services for Public Health. All the other ones this semester are led by me. Advanced registration is required, but if you show up and didn't register I will absolutely let you in. It's a very easy sign up on Google Docs that makes it easy for me to plan what kind of snacks and drinks to bring.

Q: A lot of workshops are two hours. If you can only make it to one hour, is that ok? A: Yes. Q: I've had a few people say that they couldn't make it to a workshop time that is not going to be offered again. Is there any alternative to making an appointment? Could we send out a poll about making a new workshop date in April or May? A: A couple of possibilities. People can email me and I will send them slides and online resources I recommend to people. If they would really like to have another workshop this semester, tell them to put it in an email to me. If I had 10 people email me saying they want another CV workshop this semester, I would make it happen. Q: How many people came to CV writing workshop? A: It was in the teens. Q: Approximately how many people would you like to have to make another workshop? A: At least 10. I do cap them at 20 but mostly we're just making sure it's not too huge so we can workshop and discuss things. I welcome y'all to come for workshops, appointments. If you have any suggestions for how to handle career services for grad and postdocs, my door is open. Please come by!

- b. Meredith Smith - Title IX Coordinator, Office Of Academic Affairs I joined Tulane in December. I came here from UCon where I was Deputy Title X Investigator and ????. I do have a JD but not too long I was in grad school getting a Masters in Education. I was really excited for the oppoortunity to come and speak with you all because Title IX, as a national issue, is probalby one of the civil rights issues for our time. It's going to be those of us who are in schools right now that are going to make lasting changes in this area. This last week has been a huge one wrt Title IX issues, as Baylor, ?, have had huge suits filed wrt athletic department. Title IX is part of the 1972 Educational Amendments Act. It states that no person shall be the subject of discrimination based on sex in educational programs. If someone were to experience this, which looks like sexual harrasment, if that activity takes places within our auspices then our unviersity has a respoinsibility to

respond. To mitigate the harm, to prevent the reoccurrence, and to prevent the effects of it on campus. That is my role on campus. I make sure that whenever we get a report on something like this we are providing support to the person who experienced this, and community....., and for us to try to create cultural change in those moments. We've had some issues in our undergraduate residents halls where there have been some sexual harrasment comments made. So it's not just to stop those comments, but to have workshops with the halls. We also have those same conversations within academic departments, when faculty members.....talk about Title IX. Why do we do the work that we do? As graduate students, y'all are in a unique position. YOu're in a real position of vulnerability. You have a lot of folks you're subject to - faculty members, advisors, a lot of things I don't understand because I got a J.D.. That puts you in a really difficult position because reporting sexual harrassment in an environment like this can put people in tough situations. We are looking nationally at some of our very best minds having expereined sexual harrasment for years and suffered in silence. If you or your peers are experiencing this we have resources that can help this. We've learned how to come in, create a better environment, make faculty members feel like they are not suddenly under attack, and let students know that they do not deserve this. We want to create a culture that does not make you live in silence. While you are in this position of vulnerability, you're also Gods. You are TAs, GAs. I remember as an undergrad thinking my English TA was the coolest person in the world. Undergraduate students look up to you. That means that someone might disclose something to you. What do you do with that? What we're telling you is that it is your duty, as Tulane employees, to report what you hear from your students when they come to you and say "This happened to me. I need help" or "This happened to me. Please don't tell anyone." When they tell you not to tell anyone, you still need to come tell my office. This is because there is so much we can do at this university to support students. We have a whole office dedicated to this that do awesome things - send notes to professors, connect students to outside support groups. We need students to know that we are there. If you are wondering how to have this conversation - if you have something disclosed to you, the first thing you

do is email my office and we can help walk you through this conversation. I am on the Provosts office, very easy to find. A very easy way to do this is to put something on your syllabus or tell students about it on the first day of class. We have a lot of great language about this on the onewave.tulane.edu site. And additionally, all of these resources are available to you as graduate students. We have so many resources. We are on the verge, if everyone on our campus gets together, to experience a huge cultural change. We can change the statistics. It takes all of you to be partners in this work. Any questions? Q: My advisor works with a lot of undergrads but I am not really in a TA or advisor role to them. I work in the same space as them - what if one of them were to disclose something to me? A: If undergrads are just hanging out and you overhear something, you can turn around and insert yourself or you could contact our office and tell us to get it on our radar. Often we find that if students are talking about an incident, people are talking about it. But in that case you are a third-party. Q: Do you have a website we can check out? A: It's so close - I'm building one right now! It will take another two to three weeks to finish. When it finishes, I hope to send it out to everyone. That will be at titleix.tulane.edu - bookmark it ahead of time! Will be linked on GSSA website when it goes live. Q: If a professor is out of town, Meredith can come to your class and give a Title IX presentation. It was very informative and I recommend it to anyone. My office is on the ground floor in LBC GO2Q. You know where to find me, please don't be strangers. The SPVEC - Campus wide coalition... if you are interested in becoming a part of this, please contact me! We are in desperate need of graduate students. Anyone who is interested talk to Jacobs and we will hopefully see you soon!

IV. Advisor Reports

V. Officer Reports

a. President – Jacobs Jordan (jjordan2@tulane.edu)

i. VPhD

1. February panel is Careers in Software Development for STEM PhDs Feb 22 – 26 (<http://vphd.info/1LaVrID>) **Don't actually have to be in Computer Science to do this.**

- 2. \$1500 annual renewal **Not actually up for renewal yet, but we did get the amount and it's not going to change. Actual amount is \$4000 split between GSSA, OGPS, and Briannas office. Motion to vote? Motion. Motion Seconded. Motion passes, VersatilePhD renewal approved.**
- ii. School of Liberal Arts Graduate Studies Committee – needs 1 replacement rep **Selected two people for this in the fall but one person has a class conflict this semester. Next meeting is Feb. 13th, only two more meetings this semester. Gillian King-Bailey will join committee.**
- b. Vice President – Nicholas Fears (nfears@tulane.edu)
 - i. Student ID Scanners for GSSA Events **I've been piloting the new ID Swipe Card system. If you came in tonight, I had most people swipe. It prints out an Excel sheet that gives us your names and emails so we don't have to pass around an attendance sheet. We will be using this for events like Crawfish Boil, Brunos Trivia. Greg requires you to meet before using it. Plug it into your computer, it installs it's own drivers. Q: Why do I have three credits for GSSA Trivia Night? A: They use the scanners for volunteer hours so it tells you how many hours you get credit for when you swipe in. I'm trying to turn it off since it's not useful for us. You have to have the event registered in OrgSync before you can hook it up and use it. I'm working on getting around that, also being able to reject undergraduate IDs but I'm not sure if it has the capabilities to do that. I think to use it, you just have to have access to the event on OrgSync to turn it on. Any questions? No.**

c. Treasurer – Jordan Adams (jadams15@tulane.edu)

i. Events under \$250

Anthropology Colloquium	Anthropology	3/4/16	\$100.00
Anthropology Colloquium	Anthropology	3/11/16	\$100.00
Anthropology Colloquium	Anthropology	4/1/16	\$100.00
Chemistry Meeting	Chemistry	2/24/16	\$80.00
Chemistry Meeting	Chemistry	3/16/16	\$80.00

Chemistry Meeting	Chemistry	4/1/16	\$80.00
EENS February Meeting	EENS	2/17/16	\$175.00
Stats Lunch	EEB	2/18/16	\$20.00
Stats Lunch	EEB	2/25/16	\$20.00
Stats Lunch	EE Bio	3/3/16	\$20.00
Stats Lunch	EE Bio	3/10/16	\$20.00

Total requested: **\$795.00**

Anthropology: Colloquium that we have every other week on Fridays. This is for food and refreshments afterwards. Q: Didn't you previously request for an event on March 31? A: Yes. I'm not the one who did the request so I can ask Dave. I think it actually got moved or cancelled.

Chemistry: We requested for three departmental meetings. We haven't had any of these in a while. It's going to be monthly. We're having a barbeque at some point so we'll be doing planning for that.

EENS: Requesting for our monthly graduate student meeting to discuss grad student stuff.

EEB: Same as last month. Weekly lunches on Thursdays where we discuss statistics. We buy some cheese and crackers for that. Q: What's the room? A: Stern 2002. Anyone is welcome to come!

Removing April 1 Anthropology Colloquium from Slate. Motion to vote as a slate except for April 1 Anth event. Motion seconded. Motion passes. Motion to vote on the slate. Motion seconded. Motion passes.

ii. Events over \$250

Chemistry Grad Student Send-off	Chemistry	5/13/16	\$600.00
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Total requested: **\$600.00**, itemized budget at end of agenda

First event is Chem Grad Student Send Off. Budget details available. This is an event we traditionally have for all graduating students and faculty. We budgeted for 60 people. This is the budget we've used for past 2 years and it's worked. It's about \$10/person. Q: How many are in your departments? A: 67 - just graduate students. No faculty. Will be a lot smaller after this year. Q: Is this for entire

department or just graduating students? A: Entire department. We usually have outside visitors as well. Q: I don't think anyone is opposed to having big budget events. But looking back, Chem has asked for 5 events over \$3000. A: \$1500 of that was a joint event between physics, ?, and chemistry. I think Chem budget was a little over \$500. Puts them around \$2000. That was only event that was joint. We acknowledge that we do have these huge events, but they are also mutually beneficial to other departments. Chem is also the largest department in SSE and SLA and proportionally we do not request that much funding. Also have contributed a lot to the fund. We could get numbers crunched and see what everyone is spending proportionally but that might be a little invasive, especially in the smaller departments. We usually do the detailed budget in beginning and end of year. Q: How much budget is left? A: If everything is approved tonight, we have about \$6200 left for the rest of the semester. That's just for department events. A: How is that number calculated? A: When I take the budget out - after events have been approved - until I get the actual packet on my desk I act like the whole amount has been spent. When I get the packet I put the actual amount in, so a little bit of money will come back here or there. There is a method to the madness. This is the first time in three years that we have a running budget that keeps up with where we are. In the past it has been different, amounts have been allocated and taken out... \$6200 is a rough estimate because we didn't get any money into our accounts until December. I feel pretty confident within \$100. Q: Do we have a tax exempt form we are supposed to use for large amounts? A: We do, but some places don't accept it though and some do. Check on that. Some places just won't honor tax exempt status so we just don't order food from them before. You may need to get a current copy of that and file it to get it going. We've got one.

Chem: We would like to spend under \$600, this is just the way we've done this in past year. High cost is just mainly because our department is so big. For catering places to serve that many people it is hard to get anything for that price. Our department will subsidize this some.

Motion to vote. Seconded. Motion passes.

Next event that isn't on the agenda - didn't make it on because I was still working with the department on the itemized budget when agenda went out. I wanted to

bring this up tonight because it is being held 3/11, the day after our next meeting. Considering that this is this department's only event all year, I wanted to give them the opportunity to request funding. I have the budget and will let Tate take the floor.

Tate: We had some miscommunication about the budget so it's coming together late, but this is a huge event for CCC program. This is our graduate student symposium - 21 speakers, 4 department, some people from outside of Tulane. This is breakfast, lunch, dinner. It is everything - we are asking for \$1200. Thank you so much for helping Jordan. Q: Approximately how many grad students involved? A: 25 students, 20 professors. Classes are going to be required to come. We will have various sessions, so people will come and go but we're expecting 100-150 people. We'll have community people there. This is an open event, will be held on campus in the Chapel. Some things will be in Newcomb. Whole idea is we want one event for the community. Any other questions? Q: If we vote on this event, is it included in Jordan's budget estimate? A: Yes - \$6200 figure included the \$1200 for this event. Q: How are you going to advertise it? How can we learn more about it? A: The flyer has been created and is being printed as we speak. A lot of departments are involved and we are about to start promo. Flyer, Facebook group, etc. GSSA will promo on FB, listserv, email, as well. Q: I think when something like this is going on, other departments should be involved in the planning stages. I was kind of expecting to be contacted before. A: When I mentioned econ, I just meant someone presented last year. Students can present on community topics. If someone in your department has something to say wrt that, that is the idea. It's a space to present and come together. Of course you are welcome to come plan if you would like. Q: Will the department be chipping in any? A: Three departments are helping and each has chipped in \$300, Taylor Center is helping. But this is the main source of funding. Q: Is GSSA featured on the posters or in any of the announcements? A: Yes.

Motion to vote. Seconded. Motion for funding passes.

d. Secretary – Abigail Nixon (anixon1@tulane.edu)

i. Comp. Sci. There was no Computer Science department for a while.
Motion to vote. Seconded. Motion passes, Computer Science is back

as Active Member. If there are any updates to Constitution, talk to us. It is on the website now.

- VI. New Business
- VII. Old Business
- VIII. Announcements
- IX. Adjournment: **7:31**

Chemistry Event Itemized Budget

	Quantity	Rate	Amount		
Chicken and Andouille Jambalaya	4	\$50	\$200	Catering company	Palate New Orleans
Mediterranean Orzo Salad	4	\$38	\$152	Location	8220 Willow Street, New Orleans, LA
White Chocolate Bread Pudding	4	\$44	\$176	Event date	13-May-15
Delivery and Set up	1	\$25	\$25	Serving	Students and faculty
Sales tax (9%)			\$48	Feeds	60 People
		Total:	\$601		