



Graduate Representative Organization GC Meeting Minutes

Date/Time: 18:00 PM ET September 23rd, 2024
Hodson 110, [Zoom](#)

Meeting Agenda:

- I. Call to Order and Agenda Review
 - Meeting was called to order at 6:15 pm
- II. Approval of September 9th Meeting Minutes: [GC Minutes 09.09.24](#)
 - Motion to approve minutes (ID 130)
 - Motion passes
- III. Megan Barrett (Asst. Dean of Engineering Student Affairs): Presentation major on what engineering student affairs does and information about masters conference funds for WSE and KSAS
 - The engineering student affairs connects dots for students and connects them to resources. They manage the non-academic side of student life.
 - First office focus Focus community building by offering engagement opportunities with the university management;
 1. Hired a director for engineering student and lea affairs - Sharon Warner to support more engagement in the student community
 - Second, student support and advocacy by helping student navigate non-academic issues and address any barriers they have. Each department in Whiting have three case managers to help support student need including emergency fund that covers travel abroad for family emergencies

- Third, collaborate with the Life Design Lab to offer tailored workshops and professional development for graduate students throughout the year.
 1. Had a dedicated life design educator who just retired. Now interviewing for the position. Final interviews in next two-weeks
 2. Connect with the life design studios to help student out
 3. There is a full calendar of all the events and activities on the student affairs website. Presentation to be shared to co-chairs following the meeting.
 4. The office is open to suggestions for events that would benefit all graduate students.
 5. Foster Alumni connections as well.
- Connecting graduate students and collaborate to essential resources including well-being support, life design lab and studio, relevant student groups, public safety and center for diversity and inclusion.
- Master's Professional Development Fund
 1. Now open to students to apply via QR code.
 2. Only open to KSAS and WSE full time residential masters students
 3. Can only be used for conference registrations, online training and professional association membership
 4. A total of \$6000 available for the full year covering fall and spring
 5. Each student would receive up to \$500
 6. Criteria will also be based on Need i.e student not receiving funds from other sources including advisor, GRO and departments
 - a) The amount can be supplemented if the other source amount is not up to \$500 yet.
 7. Further, student will need to write a short essay (200 word or less) to justify the important and relevant of what the money will be used for to their professional development and future career plans
 8. Applications will be reviewed as they come in. This is first time Megan is sharing it with the student
 9. Arman: QR code is showing expired for people who tried it

a) Megan: the error will be fixed on the QR code

- IV. Jasmine Harris (Asst. Director of Graduate Education and Postdoctoral Training, KSAS)
- Four office focal points are Admissions, Academic Affairs, Student Affairs and Case Management
 - Homewood graduate and postdoctoral affairs website contain every information students need to graduate
 - Student can reach out if they do not see what meets their need on the website after going through the website
 - Work closely with departments and organizations evaluate and deliberate on academic affairs policies based on student concerns and needs including changing student for study or research abroad, financial aid and so on
 - Work on degree conferral for all graduate student make sure the graduation process is seamless
 - Have large focus group to tackle student life on campus to better support student and development and policy development
 - Case management for student is a major mandate of the team while taking privacy policy seriously covering conversations and correspondence with students
 - Presented how they consult with students.
- V. Questions for Megan and Jasmine: Includes in-meeting questions and pre-documented questions from the GC members
- Arman (Reading questions)
 1. How will future and ongoing constructions and campus contribute to available study or work spaces for graduate students
 - a) Megan (response): The other spaces are under preview. There is a committee (Hopkins Student Center Committee) she's part of that ensures they speak for the student community at every monthly meeting. Some marketing materials will be going out soon. Questions should be directed to her regarding homewood student center. Additional, it is been ensured that student groups like the GRO, BGSA and other have spaces for their activities
 - Satvik

1. Can a student get the entire \$6000 if he /she has to attend 6 conferences or professional development programs?
 - a) Megan: Each student can have only up to \$500. The entire year budget is \$6000
- Arman
 1. Does the professional fund apply to residential AAP as well?
 - a) Megan (Response): No
 2. How many KASAS masters programs exist?
 - a) Jasmine: 2 establish masters programs
 3. Does applying for other funds after submitting an application for the Masters Professional Fund disqualify any student?
 - a) Megan: No it wouldn't application will be reviewed based on the information before the submission date
- Ayoyemi
 1. Can there be a timeline for the Masters professional Fund application to make student plan better in applying
 - a) Megan (response): Yes, a timeline possibly a month window will be set for the application period
 2. For case management such as the housing for students, does your office provide funds or housing for every student in need.
 - a) Jasmine: Yes, student re provided with housing for example based on their situation usually a night or two or a week maximum support with many factors put into consideration
- Arman (Read Question) - directed to Jasmine
 1. What is the update on Graduate course evaluation in KSAS
 - a) Jasmine (response): Working on the process of all course evaluation especially for undergraduate but working to incorporate graduate level course evaluation. Now transitioning past documents and activities of past vice dean of education to the new dean (Dr Ying Chen) to take off from where she stopped. More firmer update at the Deans meeting scheduled 09/30/2024

2. Other written questions to be forwarded to Megan and Jasmine for response.
- Megan: Master's Professional Fund QR code fixed and opened from 09/23/24 to 10/24/24
 - Arman: Will there be a university wide announcement on the Master professional fund application
 - Megan: Yes, there will be through the department including Jasmin and Team by 24/09/24

VI. Conference Grant Funding (Review Eligibility Criteria)

- Caroline: WSE is implementing additional conference grant funding opportunities for masters students.
 1. How can the GRO conference grant lottery be more equitable based on developed criteria through adjustment to the current structure?
 2. Suggestion to make students disclose other sources of funding either from Lab or department which wasn't formerly asked and predetermined weighting dependent on JHU affiliated department or opportunities
- Current formula and proposed changes to be review in free time by GC
- Megan: don't forget meeting with Dean Schlessinger on October 1st
- Caroline: 5 minute discussion on changes to the eligibility and change of formula for the GRO conference grant
 1. Chris: Year should not necessarily determine your eligibility for GRO conference grant
 2. Arman: There is a window that allows for students who haven't been to conferences before.
 3. Manusha: If you don't receive funding from other sources would that mean that would get more ticket for the lottery.
 4. Arman: Reemphasized the value added criteria in the current formula;ar sheet for the conference grant.
 - a) Caroline: GRO is flexible on the point assignment and ready to take into consideration any suggestion on it

5. Sammy: Is there a reason why some departments are not funding conferences for graduate students, is it because they don't have the money or they don't see it necessary?
6. Arman: Some of them typically don't have the funding.
 - a) Caroline: Some departments have their reservations and it difficult to get the actual reasons
7. Arman and Caroline: Should we have more discussion on the conference grant weighting
 - a) Only few of the GC members have seen the conference grant formula and weighting before
 - b) GRo conference grand award is \$12,000 a semester and \$500 per student
 - c) Masters students excluded by the 3rd year rule - change to half way through except conferral?
 - d) Maybe increase not eligible for funding
 - e) Motion to open a document for the conference grant eligibility review, share with the entire population and get suggestions, discuss revised statements on the conference weighting and vote on the next GC.

(1) Motion ID: 131

(2) Motion passes

VII. KSAS Advocacy Team - Presentation by Gabi

- Current team are Alessandra, Chris, Shubham, Caroline and Gabi
- Teams meets every other week 6pm - next meeting in 3 days on Sept 26th
- Feel free to join the team
- Current focus of the team includes:
 1. Systematic advisor/advisee relationship assessment: progress is currently being made looking at university system were advisor/advisee relation get assessed
 2. Graduate course evaluation
 3. Solving available space problem

- Arman: reach out to Gabi if you want to learn more or join

VIII. Budget Overview

- Budget got approved
- 8 year trend budget review - positive change except during pandemic
- GRO was assigned approximately 80% (\$168,623) of the total amount (\$209,903) requested for its operations. We didn't get everything we need
- Break down of the budget by activities, payroll and other
- A large chunk was for conference grant of \$23,000 (13.9%) with a 90% increase compared to last year apart from payroll & awards- National Graduate and Professional Appreciation Award (23.8%), social events(20.4%) and intercampus events (15.1%)
- Arman: Appreciated Mike and others who advocated for more conference grant
- GC: Did we lose money last year
- Wil: We \$10,000 down last year due to sponsorship from the department and other organizations on campus for coffee hours.

IX. Upcoming Meetings: Follow up email on the listed meetings

- Sept 30th, 12 - 1pm: Vice-Dean Chen (KSAS)
- Sept 30th, 6 - 7pm: Dean Long (Sheridan Libraries)
- Oct 1st, 12 - 1pm: Vice-Dean Schlessinger (WSE)
- Oct 23rd, 12 - 1pm: Vice-Dean Chen (KSAS)
- Nov 19th, 12 - 1pm: Vice-Dean Chen and Dean Celenza (KSAS)

X. Meeting with the President and provost schedule: When?

XI. Available space survey problem summary

- Increasing population and decreasing space
- Overcrowding in some spaces like broady
- Some available space are not know to students
- Poor ergonomics of some office spaces
- Board room in Hodson (3rd floor) is now open to for graduate students to use
- Multiple solutions presented to solve the identified space structure, office arrangement and communication problems. Off campus workspace also suggested as part of the solution.
- Satvik: Are this all engineering problem
- Arman: Mostly has more response came from them
- Caroline: Join the advocacy team if you feel your department is being left behind
- Gabi: Over 80% of problem were capture from WSE graduate student with low response from KASAS.
- Gabi: All Reps to send a email for the survey to their listserv at the meeting to get answers next money to support discussion and making a case with the admin on improvement

XII. Open discussion

- Response from KSAS rep who have sent the email for them to fill the survey
- Need for a bigger pool of answers to make effective argument with the vice dean
- Arman: We need to keep the energy to show we are competent

XIII. Adjournment

- Caroline: Vote to adjourn
- Motion ID: 132
- Motion passes

Voting Motion ID	130	131	132
Motion	Approval of minute 09/09/2024	Motion for revision of conference grant weighting	Motion to Adjourn
Anthropology			
Applied Mathematics & Statistics (AMS)	Yea	Yea	Yea
History of Art		Yea	Yea
Biology	Yea	Yea	Yea
Biomedical Engineering (BME)			
Biophysics	Yea	Yea	Yea
Chemical & Biomolecular Engineering			
Chemistry	Yea	Yea	Yea
Civil Engineering	Yea	Yea	Yea
Classics			
Cognitive Science	Yea	Yea	Yea
Computer Science			
Economics	Yea	Yea	Yea
Electrical & Computer Engineering (ECE)	Yea	Yea	Yea
Engineering Management			
English			
Environmental Health and Engineering (formerly DOGEE)	Yea	Abstain	Yea
EPS (Earth and Planetary Sciences)	Abstain	Yea	Yea
Modern Languages and Literatures (Formerly GRLL)	Yea	Nay	Yea
History	Yea	Abstain	Yea
History of Science and Technology			
Comp Thought and Literature			
Information Security Inst			
Materials Science & Engineering	Yea	Yea	Yea
Mathematics			
Mechanical Engineering	Yea	Yea	Yea
Near Eastern Studies (NES)			
Philosophy	Yea	Yea	Yea
Physics and Astronomy	Yea	Yea	Yea
Political Science		Yea	Yea
Psychological and Brain Sciences	Yea	Yea	Yea
Sociology	Yea	Yea	Yea
Writing Seminars			
Robotics			
Co-Chair 1	Yea	Yea	Yea
Co-Chair 2	Yea	Yea	Yea
Secretary	Yea	Yea	Yea
Treasurer	Yea	Yea	Yea
Admin & Funding			
Social 1			
Social 2	Yea	Yea	Yea
Advocacy 1			
Advocacy 2			
Communications	Yea	Yea	Yea
Diversity			
Graduate Involvement Chair			
Professional Development	Yea	Yea	
Intercampus Co-ordinator			
Intercampus Chair			
Summer sports coordinator			
Health & Wellness	Yea	Abstain	Yea
Security Concerns Chair			
Yea	25	24	27
Nay	0	1	0
Abstain	1	3	0

