1. **Thursday’s Professional Development Luncheon**  Topic is research and teaching statements. Drs. Mengesha and Jameson are not able to attend. Instead, Dr. Cartwright will be our new hire present. Drs. Collins and Wise are confirmed. Approximately 10 students have RSVPed. Food goal is $5/person. Something other than Chick-Fil-A to mix it up. Tyler is on the task of arranging food.

2. **Top 25 GTA Workload Data**  Data has been collected regarding normal TA workloads at the schools in our peer list. To have a uniform measure between all schools on the list, the current goal is to fill in gaps in the data regarding contact hours per semester. This will be our measure of focus. Kelly is going to secure the remaining data this week. A meeting is planned for next Monday to prepare a presentation of our findings to Dr. Feng.

3. **Mentor Surveys**  Language should be adjusted to “paired with” instead of “associated with”. Additional questions should be added to assess a student’s interest in being paired with a teacher/researcher-focused mentor.