

MGSC Meeting Minutes

January 15, 2019

Attending: Lacy, Ryan, Wiczorek

Bonus Deadline Discussion

- There is a form/memo that exists and states the amount and deadlines to receive financial compensation for passing diagnostics, prelims, and oral examinations
- It has not been distributed to graduate students, but there is agreement that should be
- They are planning to put it in the handbook
- We just need to follow up and make sure that it actually gets posted

Prelim Notification Situation

- We sent a letter at the beginning of the month to Dr. Feng; he forwarded it to Dr. Plaut who e-mailed the faculty of the department and reminded them to refrain from sending results outside of letters in the mailboxes

Instructor of Record Discussion Plan

- 141 mentees are not instructors of record, but 125 are. This seems inconsistent in terms of level-of-program freedom. It is something that we should find out more about; are there rules? Can it be more consistent?
- We should address this further with Dr. Brodskiy; perhaps it would be best to send him an e-mail and offer him a meeting if he would prefer.

February PDL Planning

- Jack needs to update the PDL calendar with the availability of graduate students in 500 and 600 level courses
- Alex is in charge and will contact Rachel Caldwell; she will also book a room and pick a caterer

March PDL Format/Logistics Ideas

- We want to have different research areas showcased by faculty and/or late-stage graduate students
- Split areas into three and have three different PDLs? We could do them all back to back so that we only have to provide food once. We could also try to put them during the seminars for each area. If there's a Friday in March that doesn't have a colloquium, we could do it during that time. Right now, the calendar shows that there is no seminar scheduled on Friday, March 1.
 - We need to contact the colloquium organizer and get this on the calendar. Figure out the best way to e-mail faculty.
- Might be better to have cold food for this event if it is taking place over a long period of time.

Letter to Prospective/New Students

- Pam thinks it's a good idea to send letters to prospective students
 - One letter that goes out with acceptance packet - we could welcome them, say who we are/what we do, let them know they can contact us with questions, encourage them to visit
 - Definitely send out a google form to graduate students to see who would be willing to be contacted by prospective students who would like to talk to someone
 - Ask them research interests, teaching interests, extracurricular, life outside graduate school
 - Another letter to students who have accepted - the second mailing is pretty scarce, so we could put something in there.
 - Thinking about moving, etc.
 - Ask graduate students if they are available over the summer (via e-mail)
 - Tell them about dinner after diagnostic exams
- We could (hopefully) write the letter and Pam can send them on our behalf
- Jack will take the lead on this project (draft by the end of the month)