

General Assembly

Friday, 9th September 2022, 3:00 pm – 5:00 pm

Attendance: 13 Executives and 43 Senators

Meeting Started: 3:00 pm

Call to Order: By the Vice President

Roll Call: By the Secretary (we had a quorum with a total of 13 Executives and 43 Senators in attendance).

Approval of Minutes and Agenda: Seeing no changes requested, meeting minutes were approved.

Emergency Officer Election:

- Election
 - Only GSS members are allowed to vote.
 - SEC elected position for the office of Secretary:
 - Candidate: Oluwaseun Adeyemo
 - The candidate self-nominated; seconded by Data and Computer Science Representative.
 - Motion to end nomination: Teaching and Learning Department Representative; seconded by Physical Therapy (Doctoral) Representative.
 - Candidate gave his speech to the audience, floor was opened for questions.
 - Motion to end question: Musical Arts (Doctoral) motioned; seconded by Biology (Doctoral).
 - GA Comments on the Candidate:
 - Higher Education Administration (Doctoral) Representative: The interest from the candidate is deserved. He is passionate about serving and can contribute to the growth of the team.

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- Academic Affairs Representative: He is competent and believes he can do the work at hand.
- Treasurer: He is willing to serve, and he is committed.
- Motion to end discussion: School of Teaching and Learning Representative; seconded by Physics and Astronomy (Masters) Representative.
- **The House voted unanimously for the candidate.**

Graduate Student Senate Training 2022

❖ The Vice President

- Information about Robert's Rule of Order.
- Expectations about the role of a Senator.
- Committees available in GSS.
 - All senators are expected to serve on at least one committee (internal or external).
- Content:
 - The Right of Senators
 - Right to speak and make a motion.
 - One vote per motion and must be physically present to vote.
 - Only one vote per department.
 - Guests are allowed to the meeting but cannot vote or pass a motion.
 - The Obligation of a Senator
 - Representation at every GSS meeting.
 - Communicate all information from GSS meetings to their constituencies adequately.
 - Attendance Policy
 - Consecutive absences from GA meetings without prior notification to the Vice President will put their program into censure.

- Sanctions could lead to a cessation of funding from GSS for that department.
- Information to share with constituencies:
 - Discussions from GA meetings.
 - GSS sponsored and social events.
 - Information from speakers and guest speakers.
- Information will be shared on Canvas.
- Representative-At-Large: Point of Clarification needed – number of vote privileges that would be given to departments with Doctoral and Masters representatives at GSS meetings.
 - The Vice President said they would each have a vote because they are different degree programs.
- Economics (Masters) and School Counseling and Clinical Mental Health Counseling Representatives: When will the minutes will be sent across?
 - The Vice President said the minute will be sent across within a week after every meeting.
- Agenda for GA Meeting
- Making Motions
 - Important motions
 - Adjournment.
 - Main motion.
- Subsidiary Motion
- Incidental Motion
- Motion Example
- Representative-At-Large: Can SEC engage in discussions on motions and how they identify themselves.
 - The Vice President: Yes, and identification by position will be preferred.
- Philosophy (Masters) Representative asked about the slide's availability.

- The Vice President said that it is available on the GSS Canvas page and sent via email with meeting minutes.
- ❖ The President announced the creation of 5 ad hoc committees that are available for senators to serve in:
 - Ad Hoc Committee for Professional Development of Graduate Students
 - Ad Hoc Committee for Inclusive Graduate Initiatives
 - Ad Hoc Committee for Graduate Policy and Standards
 - Ad Hoc Committee for Marketing
 - Ad Hoc Committee for Education Content and Research.

OFFICER'S REPORTS

❖ The President

- Fall 2022/2023 Focus
 - Community Convergence
 - Bring people together, collectiveness among graduate students, undergraduates, faculties, and the community of Bowling Green.
 - Three ways have been identified to achieve this:
 - Active Listening
 - Survey will be sent to all graduate students – results will help us understand their worries and seek ways to address them.
 - We plan to address this during our meetings with stakeholders in the school.
 - Diversity, Equity, and Inclusiveness
 - Important that all graduate students feel respected and welcomed.
 - Community Involvement
 - BGSU Serves

- A goal for GSS in community service will be to attain 150 hours of service by the end of the year.
- Two important things to note:
 - Spread the information to all your constituents.
 - Let's work together, together, we can make an impact.

❖ The Treasurer

- Co-sponsorship programs: To increase the footprints of graduate students on campus.
- The Budget for the 2022/2023 session will be presented in the next GA meeting.
- Funds for Professional Development application closes on the 10th of September 2022.
- The first meeting of the Student Organization Allocation Board held on the 7th of September 2022. Issues that could impact students' lives on campus were discussed.

❖ Chair for Multicultural and Accessibility Graduate Student Affairs

- BGSU Serves
 - Chair created a graduate student senate page: bgsu.edu/bgsuserves.
 - This helps to track service-oriented opportunities on campus and measure the impacts of individuals who get involved.
 - Announced the appointment of the Graduate Student Senate Subgroup.
- Three Minute Thesis Competition Rule Ratification
 - Held every year
 - The rule that needs to be reviewed include
 - *It must be spoken word and cannot be poetry/rap.*
 - She requests that all Senators speak with their constituents about the rules and revert to her.

- If they are open to a creative category that GSS can sponsor.
- MLK Day of Service and Learning Event:
 - Scheduled to occur on January 16th, 2023.
 - The Center for Undergraduate Research agreed to make their Symposium on Diversity be included in MLK Day of Service and Learning.
 - Undergraduate and graduate students are encouraged to present on that forum.
- Article on what the Graduate Student Senate has been published. It entails our goals and objectives for this academic year.

❖ Guest Speakers

- The President, serving as chair for the remainder of the meeting, introduces the guest speakers:
 - Dr. Jennifer Waldron (Vice Provost and Dean of Graduate & Professional Programs, BGSU)
 - Alexia Coffman (Senior Administrative Assistant, Graduate College, BGSU)
 - Dr. Alexander Goberman (Associate Dean of Graduate College)
 - Michele Schmitz (Budget Administrator)
- Question and Answers:
 - Direct question to **Dean Waldron** from the President of GSS:
 - What drew you to the role of the Dean?
 - How can the GSS as a whole play a part in furthering the mission and vision of the university?
 - Answer:
 - She loves graduate education and her time at BGSU as a graduate student was life-changing.

- She believes in the accessibility of higher education which is practiced at BGSU. She also mentioned that some of her family members live in Bowling Green. For her, one way to contribute is by understanding the perspective of graduate students and advocating for them when their voice is not heard.
- Question directed to **Alexia Coffman** from the GSS President:
 - Asked to talk about her process when receiving an application for the Funds for Professional Development for graduate students.
 - Answer:
 - She said that it starts with the letter and instructions that she receives when the students are awarded funding which she reviews from time to time.
 - Expense reports are reviewed on Chrome River.
 - Strict requirements involved for reimbursement of travel, members, and training expenses.
 - Additional requirements may be required, and this leads to a lot of back and forth.
 - When certified, she signs and sends it to Michele Schmitz.
 - Michele Schmitz reviews it and sends it to Account Payable.
 - Account Payable reviews it and makes the payment.
 - Acknowledged that the entire process takes time and that students should be patient during the process.
- Question directed to **Dean Goberman**:

- The GSS President asks about the importance of mental health for graduate students and creating a work-life balance.
- Answer:
 - Be intentional and committed about the simple things: eating, sleeping, and exercising. Plan your life properly.
 - Have a team or a close confidant that can be of help to you.
 - Reach out for help. This includes your close friends/confidant, senior faculty members, and the BGSU Counseling Center.
- Question directed to **Michele Schmitz**:
 - The GSS President asked – Can you tell us how the graduate student’s stipend is decided?
 - Answer:
 - The Graduate College is given a budget from the central administration, and it is divided into:
 - Assistantships/Personnel
 - Scholarship/Operations
 - The Graduate College further reviews and assesses the allocated budget based on:
 - Enrollment
 - Prior use of allocation
 - Admission rate
 - Based on this review different dollar amount is placed on each college.
 - Colleges review the allocated budget and make their own budgetary decision based on the allocated dollar amount *per funding department*.
 - Assistantships and scholarship rates are decided by the individual departments so long these

rates are within the pre-published range
(available on the Graduate College website).

- Open questions to the guest as regards common challenges they face during review and assessment of the FPD application?
 - **Michele Schmitz:**
 - Emphasized the need for students to follow instructions.
 - **Alexia Coffman:**
 - Reiterated Michele Schmitz's comments. She further stated that it is important to know the difference between confirmation of purchase and proof of payment. With the former, no reimbursement will be made, however with the latter, proof of payment, there will be reimbursement.
- Question from **the Representative of Sociology (Doctorate):**
 - Asked when reimbursement for the FPD application in the summer be received?
 - **Alexia Coffman:**
 - Hopefully next week; she is in the process of implementing ways to make the FPD process faster.
- Question from **the Representative of Chemistry (Masters):**
 - Why is there a stipend break in the summer and is there a possibility to equally distribute paychecks throughout the academic year?
 - **Michele Schmitz:**
 - Stipend distribution is based on a standard payroll distribution, and it is only active when a student is still in contract. Payments cannot be

made when graduate assistants are not under an active contract.

- Question from **the Representative of Curriculum and Teaching (Masters)**:
 - Does the Graduate College anticipate extending the GRE waiver? Why or why not?
 - **Dean Waldron**:
 - Stated that there are a lot of processes involved and that the Graduate College is embedded within a larger structure.
 - Some changes do not come from the Graduate College.
 - **Dean Goberman**:
 - Some departments have separate policies for GRE.
 - Historically, GRE has been required at the Graduate College level, however, they are in the process of waiving it. Although, it may still be a requirement for some programs.
- Question from **the Representative of Curriculum and Teaching (Masters)**:
 - Will the Graduate College consider providing more in-depth workshops on the process of conducting research for first-time graduate students?
 - **Dean Waldron**:
 - Yes, the Center of Faculty Excellence and Learning Community has certain programs organized for Teaching Assistants and Instructors to assist with such needs. She intends to find collaborative ways in which the Graduate College can assist in making these

workshops and training accessible to all graduate students.

- Question from **the Representative of American Cultural Studies (Doctoral)**:
 - How are budget packages allocated to each department?
 - **Dean Waldron**:
 - Central Office determines the budget provided to the Graduate College.
 - Graduate College: Assistantship & Scholarship – Reviews and analyze data based on enrollment, prior use of allocation, and admission rate.
 - Provost
 - Colleges reviews for each department
 - Departments/Programs allocate funds based on the number of students expected.
- Question from **the Representative of American Cultural Studies (Doctoral)**:
 - Asked for clarification on the transparency of this process.
 - **Michele Schmitz**:
 - It is a very transparent process. The line items are in the proposed annual fiscal year budget which is done by the finance administration.
 - The remainder of the budget goes into service areas such as residence life.
- Question from **the Representative of School Counseling and Clinical Mental Health Counseling**:
 - Do we have to wait for departmental approval before applying for FPD funding?
 - **Michele Schmitz**:
 - No, you don't have to wait.

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- Because of deadlines, it is advisable to apply for departmental funding and FPD funding.
However, if you are awarded both, the precedent is to accept the one from your department and if there is a remainder, the funds from the GSS FPD can cover the outstanding amount.
- Question from the **GSS Representative-At-Large**:
 - Asked if there is any communication and collaboration between the Graduate College and department as regards FPD application – Are there different rules between the department and the GSS FPD for this application?
 - **Michele Schmitz**:
 - Every department handles allocation differently. However, all parties, the GSS FPD inclusive, must follow the rules of the BGSU Account Payable Department.
 - For more information on this, you can email the graduate college: gradcollege@bgsu.edu.

OFFICER'S REPORT Continues

- ❖ **The Representative-at-Large**
 - GSS Graduate Survey Status
 - Questions in the survey include:
 - Health Insurance
 - Renter's rights
 - Parenting as a graduate student
 - Stipend
 - Food insecurity
 - Demographic questions

- From this data, better decisions will be made on graduate students' welfare.
- Requested having an Ad Hoc Committee on Educational Content and Resources for new graduate students.
 - Seeks two members with graphic design work and good writing & editing skill.
- ❖ **Chair for International Graduate Student Affairs**
 - Discussion with International Programs and Partnerships
 - Extending the route for the Blue-bus shuttle.
 - Provision of accessible accommodation for new international students.
 - Pay attention to the newsletter - upcoming events from the International Programs and Partnerships
 - Visit Cedar Point
 - Visit the Museum
 - OPT/CPT information.
- ❖ **Multicultural Initiatives for Graduate Student Success Representative**
 - Event planning for health care and professional development.
 - October 5th, 2022 will be the first event.

Motion to Dispense Remainder of Agenda

Motion for Adjournment: Motion from Biological Sciences (Doctoral) to adjourn and seconded by Musical Arts (Doctoral).

Meeting Ended: 4:58 pm