GSAE Meeting Minutes
Monday, September 28, 2015
Moore Hall Room 2137

Start Time: 5:00pm

Pending items in red

1. Introductions (name, program, what you are excited for in 2015-16, goals for GSAE)
   - GSAE Co-chairs
     - Anne Blackstock-Bernstein
     - Michael Moses
     - Tracy Teel
   - Higher Education & Organizational Change (HEOC)/Student Affairs (MSA)
     - Joe Ramirez
     - Kapua Chandler
   - Human Development and Psychology (HDP)
     - Chrissie Kang
     - Bryan Thornton
     - Feliz Quiñones
   - Principal Leadership Institute (PLI)
   - Social Research Methodology (SRM)
     - Adrienne Dellinger
     - Alana Kinarsky
     - Talia Stol
   - Social Sciences and Comparative Education (SSCE)
     - Esthela Chavez
     - Tanya Gaxiola
     - Billy Geibel
   - Teacher Education Program (TEP)
     - Andrew Gutierrez
   - Urban Schooling (US)
     - Rebecca Cooper Geller
     - Jamie Gravell

2. GSAE Basics
   - Division student rep responsibilities
     - If you have questions, talk to faculty about adjusting your responsibilities
     - SSCE may want to try to attend division faculty meetings
     - Add your responsibilities list below
Look at other divisions’ lists and think about additional things your division’s reps can do

Example lists of student rep responsibilities:

**HEOC**
- The HEOC Student Representatives (three Phd/MA students and one MSA student) are responsible for planning social activities, coordinating educational and professional development events, helping with new student orientation, communicating important information to our student body, and holding exam preparation sessions for those about to take the DAP or Comprehensive Examinations. Student Reps represent HEOC student interests at Graduate Student Association in Education (GSAE) meetings, and they act as your liaisons to the faculty and GSE&IS administration. The Reps work closely with faculty by attending regular faculty meetings, hosting special events, ensuring the HEOC Newsletter is published quarterly, and assisting with the admissions process. The term lasts from this October through the late spring election of next year’s team.

**HDP**
- Plan and lead new student orientation
- Create the HDP Newsletter for the Fall and Spring quarters
- Attend division faculty meetings (the first Thursday of each month at 11:30a)
- Attend GSAE meetings
- Provide snacks at the first colloquium during the Winter quarter in January
- Coordinate the students who will present the colloquium speakers (Winter and Spring quarters)
- Maintain the HDP bulletin boards (change the background/decorations if needed, add photos, HDP related info, etc.)
- Plan 1-2 quarterly HDP social events for students
- Plan the Orientation social/happy hour in September
- Organize a social event after the pre-screening admissions interviews in February
- Work jointly with the division head to organize the pre-screening admissions interview activities and schedule in February
- Organize the HDP Poster Session in April (or during prospective students’ event)
- Organize the HDP event for graduating students in June

**FEC/Ed Exec alternates**
- Esthela--EIC
- Talia--Ed Exec

October 8
Questions?

- What confidentiality expectations exist in these committees? Can we share information with other students?
- Tips for orientation?
  - HEOC: Icebreaker at beginning (PhD vs. MA vs. MSA); faculty panel; advisor time; librarian; AA announcement; returning students mini-discussion groups with pre-planned questions; Moore tour; happy hour at Wolfgang (1:00-4:15)
  - HDP: similar to HEOC
  - SRM: asked faculty what makes a successful SRM student; asked students something they wish they’d known
  - SSCE: organized by faculty
  - US: similar to SSCE

3. GSAE Funding

- General GSAE budget = $6850
  - Travel grants can we increase the $$ amount and decrease the number of winners? Because it doesn’t make the difference between going and not going
  - Or for example, have twenty $100 grants and two $400 grants (by lottery)?
  - Or rebrand it as a $100 registration fee grant (to cover membership fees rather than travel)
  - Send out via Google Forms or Qualtrics
  - Upload to UCLA GSAE website
Division budget = $300 base rate for each division plus $5.00 per student enrolled in that division
  ○ TBD in Week 3
  ○ Perhaps raise the base rate or per student allotment?
    ○ Talia: Proposal to raise base rate to $400 (pending final funding from Amy)
GSA grants additional funding for program initiatives/activities
  ○ If students come forward to us with a proposal, we can take it forward on their behalf through GSA
How to do a REQ
  ○ Cash Advance, Reimbursement, Honorarium
  ○ Form can be found in Kerkhoff GSA Office (Room 316, upstairs) or Moore Hall mailbox
  ○ Requires two signatures from co-chairs (Anne, Michael, or Tracy)
  ○ For reimbursements, attach GSAE minutes and original receipts
  ○ We will fill out a sample form and leave it in the GSAE mailbox
  ○ Leave your signed form with GSAE minutes and original receipts in our mailbox (currently in the mailroom...eventually in the quiet study area) and we will submit it to Kerckhoff

4. Fall welcome event
  ● Thursday, October 22nd (5-7pm)
  ● Venue?
    ○ Somewhere to watch the UCLA football game
    ○ Potential venues: Barney’s, Hammer (save for spring), Wolfgang, Reading Room (winter party--cheaper), Palomino
      ▪ Anne, Tracy, Michael, Kapua, Andrew, Billy, Talia, Alana will be there
    ○ Decision: Barney’s (upstairs)
      ▪ Tracy will email Barney’s to book space and maybe order food
  ● Budget?
    ○ $800 was budget last fall, and it was tight
    ○ Decision: $1000-1200 for approximately 100 people (~$10 each, for appetizers and 1-2 drinks)
      ▪ When booking, ask if it will be cheaper to order in advance or order off happy hour menu on the day)
  ● Invitations
    ○ PDF email with Google form link
      ▪ Via Amy Gershon and also each division’s list
    ○ Jamie will make PDF
5. Additional topics

- Review student survey
  - Skip pattern for divisional questions
  - Bring division questions to next GSAE meeting
  - Later in quarter, ask how quiet study space and student lounge are working out
    - Talia will make a sign to respect the quiet study space
  - Ask students what workshops they can lead; capitalize on students’ skills
- Workshops → discuss at next meeting
  - Think about possible workshops
- Blog/Facebook (UCLA Graduate Student Association in Education page)
  - Announce funding (travel grants, etc.)
  - Announce GSR positions
  - Student body information
  - GSE&IS website with formal information (deadlines, meetings, events, etc.)
  - If we have grievances, we should use formal channels (and in addition, post them on Facebook)
  - Facebook page administrator should remember they are posting on behalf of GSAE, not as an individual
- Questions/comments for Department Chair, Louis Gomez
  - Can we get access to GSAE website?
  - Incoming students complain that website was a deterrent to applying to GSE&IS
    - We need student webpages
    - It could be part of what reps do for their divisions
  - Help fund welcome event ($500?)
    - Explain changes to travel grants
- GSAE bulletin board--What to include?
  - Announce funding (travel grants, etc.)
  - Where to look for GSAE updates online
  - GSAE meeting schedule
  - GSRC free printing
  - Our photo
  - Our email address for comments/questions/suggestions
- Future GSAE meetings: October 26, 5-7pm; November 30, 5-7pm
  - Two pizzas + house salad (with caesar dressing)
- Future events
  - SRM: project management seminar (Winter)
6. Photo

7. Discuss at next meeting
Division budget = $300 base rate for each division plus $5.00 per student enrolled in that division
  ■ Perhaps raise the base rate or per student allotment?
  ■ Talia: Proposal to raise base rate to $400 (pending final funding from Amy)
Travel grants
  ■ Can we increase the $$ amount and decrease the number of winners? Because $100 doesn’t make the difference between going and not going
  ■ Or for example, have twenty $100 grants and two $400 grants (by lottery)?
  ■ Or rebrand it as a $100 registration fee grant (to cover membership fees rather than travel)
  ■ Send out via Google Forms or Qualtrics
  ■ Upload to UCLA GSAE website
Ideas for Blog/Website/Facebook
  ■ Announce funding (travel grants, etc.)
  ■ Announce GSR positions
  ■ GSE&IS website with formal information (deadlines, meetings, events, etc.)
Review student survey
  ■ Skip pattern for divisional questions
  ■ Bring questions to next GSAE meeting
  ■ Ask people what workshops they can lead
Ideas for workshops
What confidentiality expectations exist in committees? Can we share information with other students?
  ■ Search committees are entirely confidential

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<th>Requestor</th>
<th>Division</th>
<th>Event/Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Anne</td>
<td>GSAE</td>
<td>Pizza for GSAE meeting</td>
<td>$78.67</td>
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<tr>
<td>Talia</td>
<td>SRM</td>
<td>Conflict resolution seminar (1.5 hours on November 2)</td>
<td>$120</td>
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<td>Jamie</td>
<td>US</td>
<td>Welcome back happy hour (9/21)</td>
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<tr>
<td>Name</td>
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<td>Event Description</td>
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<td>Adrienne</td>
<td>SRM</td>
<td>Orientation social hour (9/22)</td>
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<td>Bryan</td>
<td>HDP</td>
<td>Welcome happy hour (9/22)</td>
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<td>Joe</td>
<td>HEOC</td>
<td>Orientation Social Hour</td>
<td>$100</td>
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Adjourned: 7:10pm