

Doctoral Students' Council  
Steering Committee Minutes  
December 5, 2003

Secretary: M. Egan

I. Approval of Agenda

II. Approval of Minutes. Past steering committee minutes were approved.

III. Old Business

A. De-chartering of Organizations.

Biology Graduate Student Organization is de-chartered. HOLA has an upcoming deadline (Feb. 15, 2004) for de-chartering. Publicity will occur in the meantime  
Pearl Kibre Medieval  
Study must be contacted to consolidate their allotted space to maximize DSC office space. They appear to be using office space as storage.

C. Tipton discussed need to make chartered organizations' reports due yearly not per semester. M. Egan disagrees. C. Fisher wants clear proposal on matters of chartered organizations.

Office Assistant: Traci Steffy's hours and duties were discussed. She should be consulted to draft a formal job description in order to assist both future DSC executive committees and applicants for the office assistant position.

Holiday coffee social: Homemade cookies should be provided as well as purchased pastries. This may help stretch resources and foster a sense of community among the committee. Specific tasks such as ordering food and baking supplies, creating fliers, and publicizing the event were discussed and assigned. Packets with pertinent DSC info should be available.

Logo contest. Stickers were discussed as possible give-away items.

New Business

Agendas and Minutes

Files should be clearly titled, indicating the date and type of meeting (plenary or steering committee) in the name of the file itself. The group discussed the importance of saving files to the steering committee's shared network folder and posting the minutes to the DSC website in a timely fashion.