

## Steering Committee *Minutes* September 1, 2017

Plenary

Present: Shoumik Bhattacharya (SB), Nicholas Glastonbury (NG), Raj Korpan (RK), Teresa Ober (TO), Alison Parks (AP), Marlene Nava Ramos (MNR), Liza Shapiro (LS), Charlotte Thurston (CT), Anais Wong (AW), Tellisia Williams (TW)

Executive Committee

Absent: Andrew Alger (AA)

**Steering Committee**

CT calls the meeting to order at 4:42 PM.

Constitution and Bylaws

### I. Approval of Agenda

Grants

The first item on the agenda is the approval of the agenda. CT moved to approve the agenda with the following emendations, which are adding the New Business item #7 for the dechartering of the Crypto-math club and the Nature, Ecology and Society, and the other new business item #8 is the petition of the audiology representative. The motion passes unanimously.

Health & Wellness

Outreach

Student Services

### II. Approval of Minutes of June 1, 2017

USS Advisory Committee

NG moved to approved. MNR seconded. The motion passed unanimously.

Advocate Advisory Board

### III. Executive Committee Reports

OpenCUNY Board

#### 1. Co-Chair for Student Affairs (Charlotte Thurston)

Governance Task Force

##### a. Chartered Orgs

EDLAB

- i. The chartered org fair was held during New Students at Orientation, which seemed to go well: about 10 orgs present to talk to students about their orgs.
- ii. Updated chartered orgs for sign-ups for fall 2017, so Chartered Orgs can begin process of becoming active. Communicated info to chartered org leaders for becoming active, as well as responsibly using room space, via mass email.
- iii. As of right now, while a few orgs have submitted reports, none have both submitted reports and gotten the 20 signatures needed.
- iv. Since some of you present are chartered org leaders: if you saw any gaps of info, or confusing items that could be clarified, in that email, do let me know.
- v. Regarding emails about chartered orgs, please forward questions from chartered org leaders to me or Liza (for funding questions). If you hear from students hoping to start a chartered org, please put them in touch with me.

Student Tech Fee

- vi. Will be looking through emails to see what students there are from last year who have expressed interest in starting new chartered orgs; am also going through the process of making sure leadership on the website is updated.
  - vii. Considering hosting party for Chartered Org leaders, as this was something Cecilia did last year; she noted in her report that she did it to “elicit feedback, improve communication, and increase activities;” however, as there were only three attendees last year, I am wondering if this is worth it, or if there’s some other kind of chartered org leader event that would attract more people.
  - viii. Am overall thinking through how to get more students involved in chartered org events and in chartered org leadership, as well as on committees generally; any thoughts on this, let me know.
- b. Program Student Associations
- i. The DSC tries to encourage students to form Program Student Associations within their programs, which are student governments for the program, because they can increase student communication, engagement and power within programs. This is important because there are programs that have internal practices that run counter to GC bylaws or sometimes don't act in the best interest of students. If you hear about any students who are organizing within their own program and need some guidance, please point them to the PSA section on our website and send them to me.
- c. Room Reservations
- i. I will be having a full orientation with Gayle Moynihan, the person in charge of GC room reservations, next week; in the meantime, she filled me in somewhat about what powers I have to get students rooms. So to let you know as steering:
    - 1. If anybody asks about a non-DSC room, direct them to me IF they are students who want a non-DSC room on behalf of a chartered org. If they want the room on behalf of their program, it’s their APO who they need to contact.
    - 2. As of right now, if students host an event in a non-DSC room one day, it is free; if it is more than one day, they do have to pay at a discounted rate--10% of outside rental costs. We will be pushing Provost Joy Connelly on that, I believe, so that students are not saddled with this cost to use GC space even at this discounted rate; however, if students do end up charged, we can bring it up with Student Affairs to see if we can get that charge lifted.
  - ii. Reminder: if a chartered org or PSA wants two DSC rooms over one day, or one DSC room over two days, they DO have a once-a-year exception they can use to reserve that room(s), and to reserve it BEFORE the 6-8 week window. Any more than this--2 days with 2 rooms, for ex--needs to be reviewed by Steering, however.

- iii. When placing a room request on hold because it is more than 8 weeks away, please check the requests already on hold for any conflicts. We can usually suggest a room change or a slight time change to accommodate
  - iv. Currently in the process of figuring out what to do to get our fourth fabulous DSC room up and running: I'm offering the extra furniture in the room to current chartered orgs, and will be contacting Security/Facilities about #s the room can hold and about keeping it unlocked. Any suggestions for what to call the room on the Room Reservation website are welcome (5414 is "social lounge" for example; 5409 is "working lounge")!
- d. Communications with other GC bodies:
- i. Co-chairs and Office for Technology and Library have contacted IT about some lack of transparency w. IT initiatives, such as putting locks on printers and taking away a workspace in a student lounge (which may have been at the behest of an EO, but still did not involve student input). Good news! They said "It should take a few days but we will get them all removed. We are also walking around to double check their configuration settings because they should all auto-route prints to the next tray when paper is out and we confirmed that some of them were not doing that. We hope to have that issues resolved by the end of the week."
  - ii. We have also contacted Wellness Center about sending out an email about their services and affirming their commitment to students of diverse backgrounds, in light of Charlottesville; they have said they would do so.

Questions:

AW: Quick questions on the 2-day consecutive days. AP: Replied that we have done 2-consecutive days only.

RK: Asked about putting restriction in the DSC Works system which places a restriction on that. CT: CCB is working with AWM and it might be possible to put these restrictions on them.

AP: In 5497, there is a chart that has all of the programs and chartered orgs and then event titles. If there is an exception that is used, please note it. Regarding the changing of room reservations, we have in the past used it only to change if 5409/5414 is reserved and the other room is available, but also make sure to let them know.

SB: Commented on the chartered org email - was very clear. Commenting about the party - was a little unadvertised. Commented on the room reservation policy of changing rooms - seems to work effectively to just change and let them know that the room or time has been changed.

NG: Question about the location of the new room. CT: Still discussing changing the furniture in the room, but it is about the same size as the DSC lounge.

NG: Question about PSAs and organizing PSAs. There is a list on the website. TO: Suggested organizing meetings for the chartering process for PSAs.

SB: If there is a DSC-related events, or for students, we can reserve DSC rooms. Question about PSAs reserving non-DSC rooms. CT: Fairly sure that this would also be something the CCSA can handle.

2. Co-Chair for Communications (Teresa Ober)

a. Schedule of Steering and Plenary Meetings:

- i. The schedule of steering and plenary meetings have been posted. The website has been updated to reflect this. If you are not able to attend a steering, please make sure that you have told at least one Co-Chair and also have pasted your officer report in minutes document and have provided any additional information that you wish to share.
- ii. In addition to the regular meeting format in years past, we are hoping to invite multiple guest speakers for shorter presentations this year.
- iii. During New Business, we have time to invite any currently active ad-hoc committees to provide a report or update of their activities, if they should so choose.

b. Co-Chair Meetings:

- i. The three co-chairs met on July 11 to discuss various issues including scheduling of meetings, inviting plenary speakers, and issues with IT due to recent equipment and technology changes. Since the meeting, and following some communication with IT, we were pleased to hear that the locks on printer paper trays will be removed in the near future.
- ii. As of now, meetings with OSA, IT, Library staff, the President, and Provost are scheduled for this semester to discuss various issues. Some recent concerns have been raised regarding the removal of Citrix as a service to GC students. During the meeting with IT, we will hope to discuss alternatives for students negatively affected by this.

c. EC Meetings:

- i. If you are on EC, please send availability as soon as possible. The first EC meeting of the semester will take place in the near future, ideally within the next two weeks. (Also need bios!)

d. Housekeeping Issues:

- i. If you have not already done so, please contact your committee members and start scheduling meetings as soon as possible. As a reminder, DSC-related meetings must be noted in the DSC Works accordingly. Agendas for any DSC meetings should be sent out to the committee at least one week in advance of the meeting. After the meeting, please be sure to post the finalized minutes in the room reservation log and also in your respective S:\ drive folder. If you have not received access to this folder yet, please let one of the co-chairs or returning steering officers know as soon as possible.

- ii. Tasks for office hours that involve the DSC Works include signing check requests, reviewing/approving room reservation requests that are within the 6-8 week period, and noting when checks are picked up. If you have any questions about these tasks, please let me know.
  - iii. Checks and movie tickets should remain in room 5497 at all times, even if you are planning to work in other rooms during office hours.
  - iv. When leaving for office hours, and assuming no other steering members are in the DSC offices, please be sure to lock the doors behind you and make sure that the movie tickets and checks drawers is closed.
  - v. Social Media: Love it, hate it, but please use it. We encourage posting on Facebook about DSC activities, even just announcing new coffee in the lounge. We also have the website, which officers can post to, as well as a column in the Advocate. The latter of which you should check with CCC about submitting material on behalf of the DSC. (Also, update on passwords!!!)
- e. Other News:
- i. We have window display keys now to a window case in the elevator lobbies on each floor! Any steering officers that are interested in creating a display should let CCC know.
  - ii. Under the previous academic year, co-chairs were active in trying to gain students representation on grants review committees. At this time, several individuals who are responsible for organizing these grant cycles, including those sponsored through the Early Research Initiative here at GC, have indicated some reluctance. Would like to know how current DSC Steering Officers feel.

Questions:

MNR: Clarifying questions about the last point. What was the last point raised? Student participation in the review process. What is the push-back?

RK: Two points about the same topic. There should be student representation on these committees just for the reason that often these committees are composed of homogenous groups. Would need to have student representation on those meetings. If they are not comfortable having students voting on these committees. At other institutions, they would have a pool of students who are overburdened, but students still had participation and voice.

NG: The notion that there is the possibility of student bias seems potentially disingenuous as if there may be no bias from faculty who are reviewing these grants. Ultimately, the notion that students might not be able to represent interests of other students and prevent from being susceptible to conflicts of interest does not seem like a legitimate concern.

SB: There is a possible issue of unpaid labor here. Serving on grants committees is something that you take on as a tenured faculty person. The professors are anonymously making decisions rather than students. There may be personal ramifications that students should think about. Should push for more diverse recipients of grants, putting students on the

grants reviewer committees is the best solution for increasing diversity of reviewers? Suggests asking for data of reviewers and the recipients of the grants.

MNR: Wanted to insert thoughts here as well. Students should be represented in the decision-making process. The student voice is even broader, we should make sure that students, regardless of race and gender, have a unique perspective on the kinds of labor that we do and the kinds of labor that we would like to do for our research. As a student for a student, we have a perspective on this. Regarding the labor issue, there is student representation on a lot of these committees, and it could be regarded as a form of community service. Students who want to participate would. In terms of the anonymity of feedback. If that is a point of contention, I would think that it is possible to anonymize the reviewer process so that it is double-blind. Does trust self and other students in this process. Feels that this is more of a logistics issue of how student-participation takes place.

The meeting was temporarily adjourned for a break at 5:32 PM so that attendees could get food and eat.

The meeting was called to order again at 5:54 PM.

3. Co-Chair for Business (Liza Shapiro)
  - a. DSC Website: Some issues with importing content from Drupal 6 to Drupal 8 so extra time is being used. We'll need to test site extensively before it going live, so would love some volunteers. SB, NG, MNR, AP, RK, TO all volunteered to help with website testing.
  - b. DSC Certificate of Deposit Account: Business Office has suggested closing out our CD account with TD bank and opening a Money Market Fund with Citibank--would give us a higher interest rate and more flexibility in moving money because we don't have to pay fees if we don't wait until funds return.
  - c. Continuing legal consults on case by case basis. There is currently funding available for consultations. Encouraged students to contact CCB for legal consultations if anyone needs them.
  - d. Tax-exemption form: All of CUNY is under heavy audit and some issues came up at the end of fiscal year concerning the tax-exemption form. Whenever possible, we should be using the form when buying food/supplies because FA handbook says we should not be paying taxes. The Business Office has confirmed that the form is up-to-date. Be sure to use it and encourage others to use it.
  - e. Housekeeping: EC should be doing 5 hours a week, Steering- 3 plus whatever summer hours need to be caught up on. Should all have received your keys from Diane. If not, pick them up! Sign and submit September stipends.

Questions:

SB: The account for the CD has limited transactions, and there is a fee, and FDIC insurance-- insures up to \$250,000 in the account. The account cannot be insured.

TO: Clarification for purchasing with tax exempt forms.

MNR: Money markets can only go up but will not go below 0. If there is a service fee attached to it. LS: There is no service fee. In terms of the interest period, they may offer



some form of quarterly interest rates. LS: Indicated that the interest rate would be almost twice as high as the current interest rate. MNR: Recommended asking a follow-up question on this issue. Suggested looking into this again in about a year from now. MNR: For checks, suggested recycling them or cloning them. When cloning them, you do not get an email confirmation for the check request.

RK: Regarding the tax exemption issue. Suggested that there is a card that allows purchase to ask about a tax exemption card. SB: Said that there is a card that allows the cashier to swipe it. RK: Also wanted to ask about the Money Market fund. He mentioned that the CitiBank does not necessarily have a reputation that we would want to support, with its prior support of the Dakota Access Pipeline. LS: Currently our CD has stayed with TD, but there is an account with CitiBank. LS: Suggested that there is not necessarily an issue in switching over to another bank company.

LS: Needs to know whether switching to Money Market is a good idea. Steering seemed approving or content with this change.

RK: Voiced some concern about switching to a Money Market, but still thinks it is mostly a good idea. Thinks that switching to an amalgamated bank or to a credit union could be a good idea.

4. USS Delegate (Tellisia Williams)
  - a. No new business
  - b. Still waiting for the official USS Plenary dates to be announced
  - c. At the September USS plenary we hold nominations
  - d. At the October USS plenary we elect a new Chairperson and Vice Chairs
  - e. Still waiting for the location of the BOT meetings to be announced
    - i. 10/16 BOT Public Hearing at 4:30pm
    - ii. 10/23 BOT Board Meeting at 4:30pm
    - iii. 11/29 BOT Public Hearing at 4:30pm
    - iv. 12/04 BOT Board Meeting at 4:30pm

Questions:

LS: Wanted to know if BoT is getting agendas. Encourages them to follow-up. TW: Will follow-up with this announcement regarding hearings. The meetings are also posted online, but we should receive a mailed copy.

RK: Question about USS Scholarships. Applied for one, but have not received any news about it. TW: These have to go through Central Office with all identifying information. This took a long process. Several of the grants were considered ineligible due to the number of credits that students had taken, which had been amended. Another set of grants was then returned which was larger, and had to be reviewed again. The grants are still being reviewed at this time, but decisions should be made available soon.

5. UFS Liaison (Nicholas Glastonbury)
  - a. First UFS Plenary is 9/26
  - b. UFS has been working on a conference all summer, *Innovations and Disruptions in Higher Education: A View From the Professoriate*, which will be held Nov. 3rd here at GC
  - c. It looks like the Excelsior Scholarship will be a prominent feature of UFS discussion this semester, based on Plenary & Executive Committee

Minutes. The Executive Committee is also meeting with the Chancellor and Provost Rabinowitz regarding Excelsior on Tuesday, Sept. 12th.

- d. Based on conversation w/ Teresa in our transition meeting, I think the goal this year will be to continue efforts to get a voting seat in the UFS.

Questions:

RK: Wanted to know the history of why they refuse to give us a voting seat. NG: We are not faculty proper. Each institution has faculty representation at the UFS. By their logic, we each are represented by the institutions that we teach on.

SB: Small colleges and non-full time people might not be represented. If you are an adjunct, you may not be considered part of the management.

LS: The bylaws state that they must be an adjunct under the contract in order to get a seat. Individuals with

TO: Minutes have not been posted. NG: Now they have been posted recently.

LS: Using the listserv can work to our advantage. Encourages sending information to the listserv if there is an issue worth raising.

#### IV. Steering Officer Reports

##### 1. Officer for Funding (Raj Korpan)

- a. Convened committee - we have 7 members (by-laws require 3-9 people)
  - i. Initial meeting is scheduled for September 5th @ 5:30 PM
  - ii. We will determine meeting dates for rest of the semester and maximum grant amount
- b. First grants deadline is September 15
  - i. As of 9/01 no grants have been submitted

Questions:

TO: Suggested advertising for the grants deadlines.

LS: Advertising for the grant on the day that it was due probably not very effective. Instead, could send out a mass email to all representatives.

##### 2. Officer for Governance & Membership (Alison Parks)

- a. Nothing to report at this time.

##### 3. Officer for Health & Wellness (Andrew Alger)

- a. Navigating NYSHIP
  - i. Navigating NYSHIP is an information session held every semester that gives students a second chance to learn about their insurance coverage and ask questions about how it works. I've met with Scott Voorhees, the NYSHIP Coordinator for the Graduate Center. We are tentatively planning the next session for Thursday, October 19<sup>th</sup> at 3:00 PM. If anyone has a recommendation for a meeting time that will attract more students, please get in touch with me.
- b. Student-Recommended NYSHIP Providers List
  - i. Several students have emailed me asking for this list, especially for dentists, and I've sent them a link to the list on Health & Wellness site hosted by Open CUNY. A major project will be to update and expand this



list. I will coordinate with the members of my committee to solicit more student feedback on providers and make this available via the website.

c. Nurse Practitioner

- i. In the wake of the Council's decision to reallocate its contribution to the Nurse Practitioner's salary, there has been much confusion over the future of the position. While Nurse Howe is on medical leave, students who are without insurance or who are uninsured can visit the clinics listed on the door to the Wellness Center.
- ii. I have written to Cheri Daniels, a director at the Wellness Center, for an explanation as to the future of the Nurse Practitioner's availability at the GC. Her secretary has also informed me that Nurse Howe is doing much better. Once I have a statement from Cheri, I will communicate it to the representatives at Plenary.

Questions:

TO: Please email the Officer for Health and Wellness with any questions.

4. Officer for Outreach (Shoumik Bhattacharya)

- a. Emailed members of the Outreach Committee and both are interested in taking part in it.
- b. Would like to organize a town hall or open-house meeting. Wants to get people interested in an event.
- c. Plans to email all of the APOs, particularly of campuses that have a lot of science programs.

Questions

TO: Suggested tabling as an alternative to get informal feedback from students, as an alternative to holding a party.

RK: Suggested through his program, which is mostly off campus. Also suggested that the Business and Biochemistry programs are both off campus and that it is difficult for them to come to the GC and that the students often only come for administrative things. SB: Wanted to know issues

MNR: Mentioning people about coming here only to do administrative tasks.

Suggested sending out an email to students with a general list of resources to students.

AP: The constitution stipulates that only voting members of the committee must be on the DSC, but that members of the DSO can attend meetings and be part of meetings. Would not be accountable as a DSC representative, but could still provide input.

NG: There is a list of off-campus students that we could send a targeted email out to. If we don't have that list, or could go to all science departments at the GC.

SB: Was planning to go to each science department and just introduce himself

RK: Never filled out information about which college conducting research at, so may be difficult to get this information. However, could ask from APOs who would likely know.

5. Officer for Student Life & Services (Anais Wong)

- a. Nothing to report. Will meet with committee ASAP to discuss potential projects.

Questions:

LS: For those of you who do have committees that hold meetings, we now have money available for Services and Outreach Committees. The committees, especially Services, now has more funding available than it previously did.

RK: Wanted to know whether it was possible for a member of steering to ask about funding a DSC steering project.

AP: Commented on the uncertain nature of this situation, but generally recommended that reallocating funding would be a better situation and then voting on changes to the budget.

6. Officer for Technology & Library (Marlene Nava Ramos)

- a. There are two upcoming meetings. DSC officers will be meeting with Library staff on September 11 at 3pm, and with IT staff on September 29th at 11am. Unfortunately, MNR will be missing the second meeting with IT Staff.

Questions:

LS: Hamad is also a good resource as he was the previous Officer for Library and Technology.

V. New Business

1. Student technology concerns

AP: Two people have complained to me about the Citrix, the people who have work that requires some data analysis, they cannot access that software that they used to have remotely. They would have to come to a GC computer to do that. Concern is getting rid of Citrix and the software that they needed.

SB: Having access to Citrix is really helpful to students who require access on a remote basis.

RK: In the meeting, it was explained that very few people use the software that was eventually eradicated. They did say, that if there was enough demand, they might put it on the new system. The new system requires CUNY Central approval, so it may take time.

MNR: Think that remote access was not properly advertised all the time. It was not very user-friendly. Also received the emails notifying students that the account was not going to be used. Maybe we should consider how much it is going to cost. How to advertise it to students and hold information sessions about how to use it. If, depending, on how much it is going to cost us, we should not lose to a future opportunity.

LS: Similar to the NP decision last year. We also made the decision to take away funding there because of the low usership. If we were to try to get funding for this source. Does not feel that we should be funding this.

NG: Has not had much experience with Citrix, but wonders if some of the work that OpenCUNY is trying to provide through sandstorm could make remote access possible. This could be a low-cost alternative to what Citrix is providing.

RK: STF did provide the numbers. For Citrix, it was about \$8000 for the remote access alone. The licenses are still being paid for. The other option is the Virtual Desktop which is a CUNY Central issue.

TO: Suggested installing the software licenses on computers that could be taken out on loan.

LS: Likes the idea of taking this idea up with the library if this is a library issue. Issue of time-to-degree may be less relevant.

MNR: Thinking about responsibilities in the role of OLT with respect to this issue.  
TO and CT clarifying roles of steering. This is a shared issue, one which was inherited and it is the responsibility of everyone who wants to take it up.

2. Appointment of 3 new EDLAB members

**Current 2016-17 EDLAB Members include**

*EDLAB Members serving out their term*

Colin P. Ashley

Jared Simard

Jennifer Tang

*EDLAB Members continuing their term with 1 year remaining*

Anick Boyd

Christina Nadler

Dominique Nisperos

*EDLAB Members continuing their term with 2 years remaining*

Stefanie A. Jones

Jennifer Prince

Chris Alen Sula

Nominations for EDLAB members

LS: Moves to nominate Hamad Sindhi

NG: Nominates Cecilia Salvi

SB: Questions whether anyone would want to be re-nominated.

CT: Suggests that we can always nominate them.

SB: Nominates Colin Patrick Ashley and Jennifer Tang

LS: Nominates Amy Martin

TO: Nominates Kyla Bender-Baird

TO: Nominates Aero Laine

RK: Wonders whether those nominated must have been on steering

LS: Clarifies by stating that we tend to nominate former members of steering in order to gain useful feedback.

AP: Believes that CP and JT take a very involved role over who is still on the DSC.

JT is on the DSC currently. CP has had the experience of being on EDLAB already. Would suggest pushing CP towards the top.

The final rankings are as follows:

HS

CS

CPA

AM

JT

KBB

AL

CT moves to nominate these seven individuals in this order for they have been listed here. SB seconds. The motion passes unanimously.

3. Review of Affiliate goals

**OpenCUNY**

LS: Sent email about context for affiliate reviews. After we get goals, we send back feedback and they revise goals. The affiliates will build on these goals monthly (Oct, Nov, and Dec). Affiliates serve at the pleasure of steering.

CT: Start with OpenCUNY

TW: Likes how they assign responsibilities, and accountability. Interested in setting up website for Women of Color Network. Goal #3 - suggestion that they help the Advocate, or figure out how much it costs for online presence.

NG: Like that they are trying to work with steering

LS: They are reevaluating services that OpenCUNY should be providing and asked us to look out for what kinds of things students would want from their platform. Appreciate their thoroughness, what's going on, and what's happened. Only question is why Paul is point person for budget?

AP: Like how they specify continuity from last year's goals to this year. They took our feedback from last year on their info page and they have clarified those things. Nitpicky feedback: #1 completed project: verb tense disagreement

RK: Break down goals into more achievable chunks. Also what does check-in constitute? How do we check they are doing this? LS: We take it on good faith that they are doing this and when we meet with them next they update us on their progress.

MNR: Can we reach out to all students instead of just chartered orgs about OpenCUNY? TO: We sent an email to all students about OpenCUNY. LS: They will come to Plenary to tell reps about it (who should go to their constituents).

TO: Like the way that they structure their goals and notes that they are conscious of the changing demand for the service they are providing. Echoes TW's comment on promoting coordination between affiliates.

CT: Believe that they are doing a lot. Wondering how they are feeling on labor being evenly distributed now. Wanted to check in with that and ask them about it. Would like to ask about online support, if they need more help with the work that goes on there.

TW (Comments submitted prior to meeting): (fall 2017 Projects) I like the division of labor that clearly outlines which team member is taking the lead on projects. This helps to distribute the workload and to hold folks accountable. (Fall 2017 Projects #7) I'm interested in the outreach to chartered org leaders to assess needs and request. As a Co-Chair of the WOCN we would like to create an OpenCUNY website for our organization. Please tell me how to go about this. (In Progress Goals #3) Perhaps OpenCUNY can also assist the Advocate with strengthening its online presence or at least to figure out how much money to spend towards this venture.

RK (Comments submitted prior to meeting): (fall 2017 Projects) I wish there were more concrete measurement criteria to evaluate progress on these projects. (#1, 2, 3). (Connecting OpenCUNY) How frequently are these connections happening? What constitutes a "check-in"? (An in-person meeting vs email).

AA (Comments submitted prior to meeting): I like the idea raised at the meeting of having OpenCUNY make Sandstorm, the open-source version of Google Documents,

available to GC students. Especially if the UI is friendlier than Google's or Dropbox's. Just yesterday a colleague of mine expressed a desire for a cloud storage application that preserved the "files in folders" organization of the old student S:\ Drive.

### **The Advocate**

TO: Wondering about the issue of online presence. Would like some clarification on what is meant by this. This may be helpful to understand in order to gain clear perspective over the issues around maintaining an online presence.

MNR: Wonders what their specific needs are, particularly from us what the need for the online presence is. Would like to ask them how we can support them. LS: Suggested that this is part of a larger conversation about the future of The Advocate as a primarily online or print-based news medium. MNR: Thinks that it is a good idea to encourage contributors to conceptualize the online presence and build it up.

RK: Would have liked seeing more of a bulleted format with clear outlines for goals. Harder to understand what sort of goals they have and how they plan to achieve it.

SB: On their side, it would be difficult to transition to a purely online long-format journal and they cannot turn it into something that "attracts a lot of clicks." Becoming an online publication is very difficult unless you have a team that is willing to contribute articles all the time. In defense of the bulleted format. How do we reach the goal of achieving an online community of writers? How would they achieve this? How often do they have issues that the readers generally care about and wonders about the diversity of the topics? LS: Clarifying question for specific feedback, would like to know how many programs are represented by the contributors? Wonders how many different types of articles are included? Most of the articles tend to focus on contemporary politics. They have added an arts-review section. Would like to know more about the formula for specific topics for the article.

AP: First one, would like to know about how successful their open calls for contributions are. Are they making these only in issues to the Advocate? Relatedly, they talk about trying to achieve a community of writers, but they still have a commitment to their regular contributors. Would like to know what their commitments to regular contributors? LS: Regular contributors are paid a little more than first-time contributors. The regular contributors are those from whom they have a certain amount of articles. AP: Would like to know more about the stipulations of this.

SB: Suggested that that incentive system for regular contributors is probably essential given the flexibility that most freelancers have.

AP: Would like to know whether students actually do receive a lot of regular contributions. The last question is about how evenly they divide the labor and whether there are inequities in how they drive the labor.

AW: They mentioned being taking up the 7K adjunct issue. Suggested that they should contact the AP or PSC to discuss this issue.

LS: Wanted to suggest that the Advocate reach out to OpenCUNY to find out more about analytics to assess the online presence.

TO: Very quick comment about updating the Advisory Board on the website.

NG: Wanted to speak out in defense against going fully online. Suggested that calls for papers were circulated on social media and Facebook that would be more effective. In that regard, just as we had talked about social media for DSC, wondered if the budget could be rearranged to allow for a person to do social media. Should be due-diligence in extending the

online platform. Using the online platform should be a way of incentivizing the printed edition.

TW (Comments submitted prior to meeting): One of the goals outlined in this report discussed soliciting contributions that address adjunct labor, graduate life, and the demand for \$7,000 per course. Perhaps consider partnering with the Adjunct Project to publish their *Toward a Just Contract Zine* - this online publication includes Adjunct and GTF survey data and student testimonials. I like this process of open calls to diversify the content of the paper. I support these efforts to increase the number of women writers and writers of color. and to give voice to marginalized groups.. I need clarification about the lack of an online presence. How do you plan to increase your online presence beyond Facebook Outreach? In the past you spent only \$90 out of \$300 on this venture. How will you utilize more financial resources? Why is a completely online paper unfeasible? How much will an online paper cost in comparison to a print paper? Wants to know more about why having an online paper is not feasible. Would like to see greater efforts to generate estimates that lead to these conclusions.

CT: Appreciates their efforts to generate a community of writers. Likes the idea of collecting more diverse submissions. Wonders if there is anything we need from us? Would like clarity on what the online web presence means.

RK: Would like to know more about getting diverse contributions.

NG: Submissions could be part of a term paper that was required for a course. Wonders if we could incentive students to submit their own research, whether for classes or outside of classes. Cutting down a paper that was already written did not require much additional work once it's already been written.

AP: Thinks that we should publicize the open-call. There are ways to integrate popular science, ethics of science that have political implications that fit within the Advocate's goals.

SB: Think that it would also be good for Humanities students.

AA (Comments submitted prior to meeting): The goals document we were provided with provides a useful overview of the challenges the newspaper continues to face, particularly in the area of online publishing. I get the sense that the print issue is actually a way to stand out amongst a horde of online publications yearning for readers. Could more be done to raise the profile of the print issue? Perhaps the Advocate could reach out to student organizations at the various CUNY schools (say, the History Club at Queens College) to arrange regular discussions of relevant Advocate articles on those campuses? I would think that undergraduates who are considering graduate school would appreciate the opportunity to learn about graduate school cultures in this way.

### **Adjunct Project**

NG: Contract Zine was amazing. Would like that they collaborate more. Thinks that it is terrific to collaborate. Great that they are trying to build a public opinion that this is affecting the quality of education for working class NY-ers. In some ways, this relates to the discourse that CUNY is interested in. Would like to encourage them to make photocopies. The Zine was in the reports last year.

LS: Really likes that they are trying to identify as their goals. Last year, in their AP's reports, they mentioned the reports. Like that they are including collaboration in their reports. Last year, it never really took off. Would like that talk to happen and the AP is so close that we do not end up collaborating.



AP: For us to know that regarding the AP, their computers are no longer hooked up to the printer so that they cannot print.

SB: Point 4B. Since he presented on outreach at the beginning of this meeting, he was mulling over the list of PSAs that are currently active. If there were more active PSAs. The DSC should collaborate with AP and PSC to create PSAs. It would be helpful to have these structures to engage at a local level. The department is never an issue as much as the student body when it comes to mobilizing certain initiatives.

TW: Responding to this question about the PSAs, what is the difference between PSAs and DSC representatives? It is about student organizing. A PSA tends to be more of a program organization that is connected to the DSC. The ESA was already an existing organization that became a PSA.

SB: The ESA has a student curriculum committee. The ESA representatives hear a reports from these committees all the time.

RK: In the Computer Sciences Association, very similar to ESA, we get reports from the faculty and the administrative on a regular basis. It has recently been the case that the DSC representatives tend also to be involved in the PSAs.

LS: Would like to suggest that we are providing targeted feedback for the AP, if the AP wants to work on the formation of PSAs. The first point of contact should be the DSC and not the PSAs themselves. Bypassing program administration and using us to find out which representatives don't have PSAs would be beneficial.

NG: Regarding the PSAs, holding information sessions about these would be important. We can combine both interests here. Would like to coordinate with them to have the opportunity to

TW: Would like to echo NG's request. We have student elections, but we don't have PSAs.

MNR: Quick suggestions: there is a Zine Fest happening in Brooklyn soon. Question about AP, which she understands is specifically for adjuncts, would like to work with AP and the DSC would like to make sure that the adjunct-related subjects are at the top of the list. Wonders if we should build a campaign around the PSC survey that is going on now. Was very surprised that the PSC was putting out that survey. There is a public interest campaign that is happening now to try to defend unions, which are generally under-attack now. The AP shared the survey on their website.

LS: Background on AP, which was formed to push a more radical perspective. Wonders if we can hint for the adjuncts points on the survey.

AP: Wanted to suggest that the AP pushes for these priorities is important, but telling students how to vote may not be beneficial to them. As DSC representatives is sort of reflective of our interests.

LS: Was thinking resharing the survey link on our page. As a practice, we should do that.

NG: On the note of the contract, they are calling for a more democratic approach. In terms of the Zine, but haven't had a chance to disseminate it yet, but will.

RK: When we met, the negotiating team had one adjunct representative. The person who is a representative hasn't been attending certain meetings.

CT: Talk to OpenCUNY about getting the Zine out there.

TW Comments submitted prior to meeting): (#1b) this section discusses collecting data and stories via FOIL request. What exactly does this entail? (#3) I am excited to

hear about organizing and advocating for Universal Fellowships for all graduate students and tuition remission. What are some concrete steps to bring this to fruition? (#4b) Can you provide more details about the departmental organization of Program Student Associations? How will these function? How are these different from the existing DSC program representation at the GC?

RK Comments submitted prior to meeting): (#4) it says 4 specific points but then only lists 2 things→ I reached out to them and it's a typo because they were using last year's goals as a template (LS)

AA (Comments submitted prior to meeting): The toward a Just Contract zine is a remarkable achievement and should be read by every graduate student at the GC (at least!) Could its' distribution be extended in any way? Perhaps AP could work with the Advocate to have the zine wrapped around new issues of the advocate and made available in the Advocate news racks. Or perhaps it could be distributed at a tabling event? If printing is an issue, perhaps volunteer students could be found (myself included) who could print some number of zines out of their personal printing allotments. The initiative to bring tuition remission to post-fellowship students is a good one. I think it would be helpful for AP to offer an explanation of why tuition is collected from said students. If AP doesn't have an explanation, perhaps they could ask for one from CUNY. (I must admit, I don't know which branch would be the right one to go barking up on this one.)

TO: Moves to strike Participatory Budgeting from the agenda. LS seconds the motion. Further information will be disseminated by way of email.

#### 4. DSC 2017-2018 Budget

LS: Presented the budget. Due to the late reimbursement from USS, we have an excess of funds. The budget needs to be balanced. There is an excess of about 2,381 in the budget. Party has also been increased. We have almost 2500 available in surplus. Increased funding for the legal consultations, increased funding to the Child Care Center.

TO: Social media correspondent could also do outreach for the *Advocate* or other affiliates.

RK: Suggests that we should put more money to Outreach and Services. Increases this amount from 750 to 1000.

LS: Suggests making this funding into a discretionary funding.

SB: Wanted to build on the suggestion to hire social media correspondent, and ask that they also take on support for the Affiliates as well. Think it's more than reasonable that they ask the person to do this kind of work particularly if they are already savvy with this type of work.

MNR: Building off the point of a media fellow, social media ads could be effective as well. Maybe we want to also add it to these types of ads. The extra money should go towards those goals that they have already outlined. Announce that there is funding available to chartered orgs?

LS: Commented that we have used Facebook ads to boost the online presence. This fits into the outreach budget as well, or we use it as discretionary. All of the affiliates had their budgets cut when there was a deficit. Is reluctant to provide more money to affiliates for events because of underspending for events.

RK: Increase the grants budget amount? LS: The amount is already more than 5%.

MNR excuses herself from meeting due to prior commitment.

SB: If all of this money is discussed at next plenary and presented, but will be voted on the following plenary.

AP: Suggests increasing grants and awards up to \$20,000. Having served on grants committee in years past, we were pushing up against the budget. Suggests increasing to \$20,000. Also potentially outreach and services up to \$900 from \$750.

LS: Possible suggestions: grants, outreach and services, social media.

SB: Wants to know how long this would last. Based on previous conversations with JP. Suggests making the social media correspondent line is increased to \$5000-to also do day off blasts.

LS: Thinks that we need to talk with the affiliates about what they want for a social media correspondent.

AP: If we did do social media correspondence, then we should consider this as a fund for even just buying social media ads.

LS: Top areas: grants, services and outreach, some sort of increase in social media.

5. Participatory Budgeting: Stricken from the agenda. Before the next meeting, we will disseminate information and will plan to discuss in greater detail.

6. Steering Retreat

TO: Will send out a Doodle poll with dates for October 22, 29 and a possible other dates. Will also send out times. Presumably around 12noon. Will also send out a document with suggestions for fun activities.

7. Dechartering of the Crypto-math club and the Nature, Ecology and Society, and the American Studies Area Group

CT: Has to initiate the de-chartering process because they have been inactive for 3-consecutive semesters. AW motions to approve the dechartering of the three groups mentioned. SB seconded. CT: Clarifies that this is just the initiation process. AP: If the contact person doesn't respond, the CCSA then puts out an email asking if anyone wants to reactivate the group. The motion passes unanimously.

8. Petition of the Audiology Representative

AP: For those of you who are new to steering, if a program did not create a seat in the spring election, they are allowed to petition to open up a seat. Audiology submitted a petition for Erika Lanham to fill that seat. AP motions to approve Erika Lanham as the program representative for Audiology, pending approval from Office of Students Affairs. NG seconds. The motion passes unanimously.

VI. Announcements  
No announcements

VII. Adjournment  
CT moves to adjourn the meeting. All in favor.