

## Executive Report

From the Office of Vice President of  
*Professional Development*

Date: 9-14-2014



### Upcoming Events & Deadlines

- *October 3<sup>rd</sup> Forum with President Crow at the Downtown campus, Post Office, Video Conference available, 1:30-3 pm*
- *October 3<sup>rd</sup> Big, Fall Social at the Phoenix Center for the Arts\**
- *Art performance competition applications due 9-19 at 5 pm and auditions are next week\**  
*\*See flyers*

### Action Required

- *Attend the forum with Pres Crow to represent GPSA and the graduate student voice. There will be one forum for each of the 4 campuses.*
- *Attend the Fall Social event! We are all responsible for making these events successful.*
- *Spread the word! Send to your constituents. Send to your friends with personal messages. Post on your FB page. Tweet about it. Instagram about it. Keep talking about the event so create a buzz!*

### Professional Development Committee Meeting Minutes

Members Present: Yanquin Liu, Irfan Kula, Jillian Childress, Amy Topper

Members Absent: Yashu Chen, Andrew Waldron

Officer (Director of Events) Present: Chris Reina

Graduate Students Present: 11 volunteers

17 people total were present

- *VP explained the various duties and responsibilities associated with the PD office (e.g. Events, Mentor Award, and co-ownership of the Travel Program) and oriented members of the committee to GPSA and it's goals, missions, and structure*
- *Identified specific skills that each member wanted to gain from this experience*
- *Discussed the upcoming event and brainstormed ideas for marketing, activities at the event, and next steps*

Date & Time of Next Committee Meeting: Thursday, October 2<sup>nd</sup> from 1:30-2:30 pm

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#### EVENTS:

- *A HUGE thanks to Chris Reina who helped secure the Phoenix Center for the Arts location for this upcoming event. We had a very successful event here a few years ago and were able to overcome the obstacles and secure this event on a First Friday – which is when Downtown galleries allow free admission to the public.*

- *Event will include free food, live jazz music, cash bar, and performances by fellow graduate students who have applied and are being auditioned to perform. Individuals/groups will perform and the audience will choose a grand prize winner.*
- *The event is accessible via Light Rail and we will be helping guide students to the event as well as to other galleries at the end of the event to enjoy First Friday*

#### TRAVEL:

- *Kerrie, Nedim, and I were able to successfully host two travel trainings for interested reviewers of the Travel Package Program, which includes Individual Travel Grants, Internship Travel Grants, and Group Travel Grants*
- *These trainings resulted in 69 eligible reviews for this upcoming round*
  - *5 still need to complete various assigned tasks and can be incorporated into the next round; 2 are eligible but completed tasks after assignments had been made – will be incorporated into next round*
  - *We have a total of 76 reviewers in ALL*
  - *12 were exempt from reviewing this round because they applied themselves. They will be eligible next round, if they do not choose to review again*
  - *Thus, we had 57 reviewers reviewing in THIS current round*
- *We had 93 applications for this current round. Each reviewer was given 4-6 applications to score.*
- *To increase the integrity of the program, we have instated several new policies:*
  - *We have increased the number of peer reviewers for each application from 3 to at least 4*
  - *No executives/directors will be reviewing ANY applications*
  - *Changes to the rubrics that can be discussed in greater detail by the VP of IA*
- *We will have one more Travel Package Program reviewer training this semester on October 6<sup>th</sup> from 4:30-6 pm. This will be the last training until the spring.*