



# Executive Report

From the Office of the President

Date: January 22, 2016

## Upcoming Events & Deadlines

- Weekly All-Campus events:
  - Polytechnic Campus: Coffee Tuesdays, between 9am -11am
  - Tempe Campus: Coffee Thursdays, between 9am to 11am
- Hosting one Coffee Event at each of the following **Tempe and Polytechnic schools** (dates TBD)
  - WP Carey School of Business - Department of Supply Chain Management
  - College of Liberal Arts and Sciences - Department of Psychology
  - School of Informatics and Decision Systems Engineering
  - School of Electrical Engineering
  - School of Biological and Health Systems Engineering
  - Sandra Day O'Connor Law School
  - School of Sustainability
  - The Polytechnic School - Technological Entrepreneurship and Innovation Management
  - The Polytechnic School - Graphic Information Technology
  - The Polytechnic School - Applied Psychology
- Downtown Connect Fair on Thursday, January 21st from 11:00am-1:00pm on Taylor Mall
- Hosting one Coffee Events in each of the following Downtown colleges (dates to be finalized)
  - College of Public Service and Community Solutions
  - Walter Cronkite School of Journalism and Mass Communication
  - College of Health Solutions
  - College of Nursing and Health Innovation
  - Mary Lou Fulton Teachers College (Mercado Building)
- Hosting one Coffee Events in each of the following Thunderbird School of Management (dates to be finalized)
- Hosting one Coffee Events in each of the following West Campus departments (dates to be finalized)
  - New College of Interdisciplinary Arts and Sciences
  - Teachers College, Mary Lou Fulton
  - Admissions
- Free Weekly Yoga: Thursdays from 6-7:15pm in Tempe SDFC, Small Gym
  - Join us for free weekly yoga practice to help bring better balance & focus in your life. With our community partner, Bridging Stars, we are building a community of students interested in wellness and dedicated to positive growth. We hope to see you there! (See email blurb 1 and flyer in Outreach Materials folder)



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- Weekly Tea Time groups: Mondays, Wednesdays, and Thursdays from 6-7:30pm in Tempe GSC, First-floor meeting room
  - Join us at *Tea Time*, a gathering place for ASU international graduate students to connect, support, and discuss issues of common concern (e.g. balancing personal life with work, cross-cultural communication difficulties, academic and career issues, family pressures and expectations), starting on January 25th, 2016! (See email blurb 2 and flyer in outreach materials folder)

## Action Items for Assembly Members

- Gather any concerns from your constituents about academics that could be presented at the Faculty Senate meeting in early February and list those concerns here by Jan 31st:
  - [https://docs.google.com/document/d/18X3n6Fb\\_AJc8ZQDERsk44CgnYA\\_921EYcaJ5aETw4c/edit?usp=sharing](https://docs.google.com/document/d/18X3n6Fb_AJc8ZQDERsk44CgnYA_921EYcaJ5aETw4c/edit?usp=sharing)
- Promote GPSA Needs Assessment survey promotion! We are looking to get at least 5000 responses!
  - Was emailed to all current grad/prof students (minus spring admits) and put on everyone's MyASU Task list
  - Will be open through mid-Feb
- Vacancies on the Western Regional Board of NAGPS (National Association of Graduate and Professional Students) → Director of Outreach & Communication and Director of Administration: Please let Pauline know if you are interested in these positions!
  - Pauline serves as the Director of Relations on the Executive Board and the Western Regional Chair is a graduate student from the Northern Arizona University
  - This is a GREAT way to be involved in national graduate student affairs!
- Promote the SDFC Wellness Grant Program: Up to \$2000 to carry out a wellness project that will benefit ASU students!
  - See <https://fitness.asu.edu/programs/grant> for more information. Questions can be directed to [SDFCGrants@asu.edu](mailto:SDFCGrants@asu.edu). Applications are due Sunday, January 31<sup>st</sup> at 8:00pm.
- Promote the Tea Time group for international graduate students (see blurb and flyer)

## Accomplishments since previous meeting

President

- Represented GPSA as the student speaker at the December graduate student graduation
- Developed, refined, and administered the GPSA Needs Assessment Survey
  - Worked with committee to develop final draft
  - Continued to work independently with various staff members of the Office of Evaluation and Educational Effectiveness to further refine the survey and discuss implementation



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- Negotiated with OEEE to be shared on data from services survey to be administered later in the semester, thus cutting down our current survey and making analysis and reporting easier
- Survey launched Jan 14<sup>th</sup> through ASU email (all graduate/professional students other than spring admits were solicited)
- “To Do” also created on MyASU in collaboration with University Technology Services
- Survey to be administered through mid-Feb with reports expected by the end of March
- Awarded Child Care Subsidy
  - 143 applications, 94 awarded (91 at \$1000 ad 3 at \$500); 33 graduate students
    - 23 Tempe, 6 Downtown, 2 West, 1 Poly, 1 Online
- Continued meetings with local businessman to discuss possibility of graduate student housing option development in Tempe
- Reviewed 30+ student worker applications and co-interviewed applicants with Stacy
- Continued research and various meetings in the development of the ASU Happiness Project
- Represented GPSA as the student speaker at the New Student and Family Orientation on Jan 6th
- Met with head of Faculty Senate to voice concerns about various programmatic/academic issues
- Attended National Association of Graduate and Professional Students (NAGPS) Executive Board meeting in Denton, TX (Jan 15-18) as the elected Director of Relations to present goals and strategies for achieving such goals for the 2016 year.
  - Will be planning a fundraising Gala to take place on Monday, March 14<sup>th</sup> during the NAGPS Legislative Action Days
- Gathered and reported data from the housing survey developed at the end of 2015 to assess student opinion about this option
- Met with each Director in the Office of the President to evaluate the Fall semester, and set goals and strategies for the Spring semester
- Met with Internal Affairs and Professional Development teams to discuss evaluation plan for all travel programs
- Met through mid-December with GPSA Executive team (VPS + Assem Pres) to evaluate Fall semester and discuss strategies for improving in the spring
  - Weekly meetings have commenced with discussions about the Spring semester
- Met through mid-December with Council of Presidents (COP - comprised GPSA + 4 USG Presidents) and Dan Ashlock, GSPSA Advisor. Issues discussed included:
  - Undergraduate student programming fee
  - Fee evaluations to begin in Spring
  - Legislative breakfast (Jan 12<sup>th</sup>)
  - Upcoming ASU Now marketing campaign
  - Concealed weapons bill (HB 2072)
  - February ABOR meeting



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- Met regularly with office manager Stacy to ensure efficient operation of GSC and budgeting
- Managed the activities of all 6 Directors in the Office of the President

## Directors of Outreach

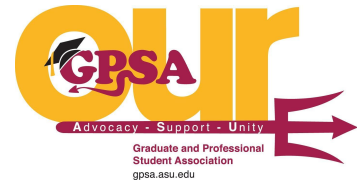
- Started weekly coffee events at Polytechnic and Tempe locations (GSC). During these weekly events, GPSA socials/events/programs were advertised to attending graduate students
- The printer at Tempe GSC is now activated. Grad students who actively involved with GPSA will start free printing in February
- Fixed other facility issues with ASU Tempe maintenance department (i.e., heater at Tempe GSC)
- Restocked the printing supplies on all the Graduate Student Centers.
- Maintained inventory and office supplies for GSCs at each campus location in collaboration with Debra Crusoe and Stacy
- Collaborating college orientation: The outreach director attended Mary Lou Fulton Teachers College orientation, and gave a brief presentation to new graduate students about GPSA academic and professional support as well as the GPSA social events

## Director of Communications

- Continued to create GPSA & ASU marketing materials and post to all forms of GPSA social media (Facebook, Twitter, Instagram) on a daily, weekly and monthly basis
- Updated the GPSA Google Calendar with all events related to the President's team
- Met with Pauline to recap the fall semester and discuss the plan & vision for GPSA communications strategy during spring
- Attended a portion of the GPSA Assembly special meeting to discussing removing Peter from his position within the assembly
- Planned and implemented every aspect of the GPSA holiday party for 60 GPSA & Assembly members
- Discussed GPSA's participation at the 2016 Spring Involvement Fair with the MU Student Organizations Department (will not be moving forward with GPSA involvement)

## Director of Information Technology

- Completed GPSA Mobile website. About 20 percent of all users are accessing content from a smartphone or a tablet, both of which render the mobile version.
- Worked on the GPSA newsletter and GradStu newsletter (which is set to go when students get back from the long holiday)



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- Cleaned up our database and finished upgrading “nationbuilder” at a discounted price. This has bumped up our open rate from ~20% to ~40%. This is ongoing work to finish upgrading database.
- December traffic to the websites were up 25% from last year. (3480 vs. 2841)
- Finished configuring Google Analytics on website for even more granular levels of usage information.

## Director of International Student Concerns

- Attended the Spring 2016 International Student Welcome Reception tabling on January 5th to promote GPSA and the International Student Concerns Committee
- Attended the International Student Orientation on January 6th and gave international students a welcome
- Organized the Spring 2016 International Graduate Students Welcome Social on January 8th
- Coordinated with 11 student panelists and presented at 5 panels at the Spring 2016 International Graduate Students Conference on January 9th
- Recruited and coordinated with facilitators for the Tea Time groups for the spring 2016 semester
  - Group times: Mondays, Wednesdays, and Thursdays, 6-7:30pm (tentative)
- Met with Pauline to reflect on the past semester and discuss future agenda on January 11th
- Chaired the first committee meeting on January 12th to discuss agenda for this semester
- Connected with Yifan from Coalition of International Students (CIS) to collaborate on the Career Conference for international students on February 1st to 4th
- Managed committee Facebook page to promote events
- Made reservations on locations for Puppies on Campus events where students can pet therapy dogs to help with stress management
  - Mid-terms week: February 29th, 1pm-3pm (tentative)
  - Finals week: April 29th, 1pm-3pm (tentative)

## Director of Wellness

- Reconnected with staff at ASU Wellness & AZ Community Farmers Markets about potential for CSA on campus; Resent CSA interest survey results (which had 70 participants)
- Met with various ASU wellness leaders to finalize plan for Health & Wellness event (Mon. March 14th, 10am-2pm); Organized and sent out signup sheet
  - Christiana Moore and Stefanie Schroeder, ASU Health Services
  - Jessica Wright, Sun Devil Support Network
  - Tamra Garstka, Sun Devil Fitness Complex



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- Karen Moses, Victor, Nika Gucci, Barbara Barry, Mary Hare, ASU Wellness
- Mark Sanders, Student & Cultural Engagement Services
- Organized continuation of free weekly yoga with partner BridgingStars, every Thursday from 6-7:15pm at Tempe SDFC, Small Gym F (see flyer)
- Reached out to student wellness leaders, organizing student wellness summit to harmonize vision of holistic wellness on campus, encourage use of BridgingStars collaborative platform, and promote the March 14th Health & Wellness event
- Planned for upcoming meeting with Council of Religious Advisors (CORA) at Polytechnic with Mark Sanders to discuss building the interfaith labyrinth there
- Researched Shawn Achor's 21 day challenge for ASU Happiness Project

## Planned accomplishments by next meeting

President

- Administration of the 2016 GPSA Needs Assessment survey
- Finalized plan of action for implementation of the ASU Happiness Project
- Present with a group of students at the Feb Faculty Senate meeting
- Continue to work with EA team on Open Access and Concealed Weapons bills
- Meet with PAB leaders to receive report about how they are engaging graduate students
- Begin analyzing the data from the GPSA Needs Assessment Survey
- Continue collaboration with Carlo on the development of law services for students

Directors of Outreach

- Host at least one Coffee Event in each of the colleges on each campus and the Thunderbird School of Management
- Continue planning and executing coffee events on Tempe and Polytechnic campuses, and advertising GPSA socials
- Continue collaborating with TA chats during Coffee Thursday event on Tempe campus
- To directly distribute the GPSA promotional materials to graduate students on the Thunderbird School of Management
- To continue keeping inventory supplies stocked up at the graduate student centers at all the campuses

Director of Communications

- Continue to create and post GPSA & ASU marketing materials daily, weekly and monthly to ensure all 17,000 graduate students at ASU know what is happening at ASU through GPSA



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- Meet with Jason Manning to discuss how GPSA can implement a LinkedIn page and expand our presence into this professional network
- Attend the Assembly Meeting on January 22, 2016 to connect with other GPSA personnel and Assembly members

Director of Information Technology

- Our 'campaign' software and user database system 'Nationbuilder' needs a lot of configuration work to make access more efficient. This will be part of ongoing work
- To attend training sessions online relating Nationbuilder as well as Google Analytics, to better perform the DIT duties.
- Continue work on automating newsletter content aggregation and production.
- To discuss improvement ideas with members of the executive team.

Director of International Student Concerns

- Schedule monthly meetings with Dr. Sumner to discuss international students concerns
- Schedule a meeting with International Students and Scholars Center (ISSC) to discuss advocacy issues related to CPT/OPT opportunities for international graduate students and training of university staff specific to policies regarding international students
- Schedule a meeting with Career Services to discuss small-scale workshops on professional development for international graduate students
- Connect with local organizations for therapy dogs to come to campus on February 29th and April 29th
- Work closely with the committee to plan future social events for international students (potential collaborations with CIS)
- Work closely with Liza and Neda on programming at the Downtown campus

Director of Wellness

- Finalize volunteers for day of Health & Wellness event (need 8-10 people)
- Finalize advertisement materials and begin promoting March 14th Health & Wellness event through various channels
- Hold student wellness leadership summit (mid Feb)
- Brainstorm with think tank about potential speaker to bring for April
- Help plan for interfaith labyrinth, likely to be built on Polytechnic campus (working with Mark Sanders, Student & Cultural Engagement)



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## *Committee Reports*

### **New Programs Committee (Pauline)**

1st meeting is Monday, January 25<sup>th</sup> from 11-12 pm in the Tempe GSC conference room

- Will discuss spring ASU Happiness Project and other new programs for the Spring semester

### **International Student Concerns Committee (Chun)**

Accomplishments since previous meeting

1. Reflected on our success and areas of growth from last semester's experiences
2. Discussed agenda for this semester and identified three areas of efforts
  - Advocacy
  - Social connections
  - Professional development
3. Discussed schedule for this semester and scheduled future committee meetings

Planned accomplishments by next meeting

1. Form subcommittees with members focusing on one specific area of efforts
2. Advocacy subcommittee will meet with ISSC to discuss advocacy efforts for CPT/OPT opportunities
3. Social subcommittee will work closely with Director of Events and VP of Professional Development on Scavenger Hunt and plan for the upcoming social event (considering collaborations with CIS)
4. Professional Development will meet with Career Services to plan for professional development workshops throughout the semester