

Executive Report

From the Office of the President

Date: October 23, 2015



Upcoming Events & Deadlines

1. November 6th: Graduate Student Organization Leadership Summit
 - a. 10am-3pm, Old Main, Heritage Room, snacks and lunch will be provided, RSVP!
2. NAGPS (National Association of Grad & Prof Students) Annual Conference, USC, Oct 29-Nov 1
 - a. Pauline, Andy, Prajwal, Chun, and Tara will be attending and presenting
3. Sparking Democracy: Legislative BBQ Event, Monday, Nov 2nd, 5:30-7:30pm
 - a. Will be inviting specific graduate students to be present
4. All Executive Team Meeting: Wednesday, October 21st from 1-3pm
5. GPSA Wellness Grocery Store Training (Nov. 13th, two options 2:30-3:30pm or 3:30-4:30pm) sign up [here](#).
6. Weekly All-Campus events:
 - a. Polytechnic Campus: Coffee Tuesdays, between 10am -12pm
 - b. Tempe Campus: Coffee Thursdays, between 9am to 11am
 - c. Downtown Campus: Coffee Tuesdays, between 10am to 12pm
 - d. Downtown Campus: Coffee Wednesday, between 11:30am to 1:30pm
 - e. West Campus: Muffin Mondays, between 4pm to 6pm
7. Tea Time Groups for international graduate students
 - a. Every Tuesday 6:30-8 pm, Wednesday 6p-7:30pm, Thursday 6-7:30pm
 - b. Tempe GSC, 2nd floor meeting room
8. Professional Development Workshop Series:
 - a. Professional Conversations: 10/21/2015, 12pm-1pm, in SSV 329
 - b. On Campus Management Intern Opportunities: 10/29/2015, 3:30pm-4:30pm
 - c. Negotiation Strategies: 11/05/2015, 3:30pm-4:30pm
 - d. Career Information and Resources -11/12/2015, 3:30pm- 4:30pm

Action Items for Assembly Members

1. Attend the GSO Leadership Summit on November 6th
 - a. RSVP ASAP through the invitation you received
 - b. Email sarah.kilmer@asu.edu if you did not receive an invitation
2. Promote University Boards and Committees to West and Poly students (see blurb #1)
 - a. Vacancies include:
 - i. Commission on the Status of Women: 1 Poly
 - ii. Committee on Campus Inclusion: 1 West
 - iii. Sun Devil Fitness Board of Directors: 1 Poly, 1 West
 - iv. MLK Jr Planning Committee: 1 Poly, 1 West
 - v. Public Safety Advisory Board: 1 West
 - vi. International Student Concerns Committee: 1 Poly, 1 West
3. Spread the word about weekly events on each location (see blurb #2 and flyer)

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4. Promote [Child Care Subsidy](#): Applications now due October 30th and eligibility is now broader (see blurb #3 and flyer)
5. Promote GPSA Wellness Grocery Store Training (Nov. 13th, two options 2:30-3:30pm or 3:30-4:30pm) sign up [here](#). (see blurb #4 and flyer)
6. Send out [survey](#) gauging interest in Community Supported Agriculture as soon as possible. (see blurb #5)
 - a. We encourage you to send out #4 and #5 together in one email. See note before blurb #4
7. Promote Tea Time Groups for International Students (see blurb #6 and flyer)
8. Promote Professional Development Workshops for International Students (see blurb #7 and flyer)
 - a. We encourage you to send out #6 and #7 together in one email. See note before blurb #6

Accomplishments since previous meeting

President

- Met with Editorial Board members of both AZ Republic and ASU's State Press to discuss ASU/media collaborations
- Organized and attended social media and marketing training
- Met with Tara (Director of Advocacy) and Maureen Duane (Family Resources) to make changes to Child Care Subsidy to allow for more applications
 - Worked with State Press to release article advertising the subsidy
 - Heavily promoted the subsidy through undergrad/grad channels
- Met with Dr. Krasnow (Director of ASUCS and VP of Health Services) to discuss how to serve graduate student needs
- Worked with Deans Smith (West) and Montoya (DT) to give graduate students extended access to the GSCs on those campuses
- Met with GPSA Wellness Think Tank to discuss the broader GPSA wellness goals and the launch of the ASU Happiness Project in Spring 2016
- Provided input on GPSA student worker candidates
- Met with Dr. Rund and Dr. Webber to provide GPSA updates and continue to work on initiatives
- Planned trip to NAGPS for 5 GPSA members and spoke to NAGPS Vice President to discuss ASU's role at the national conference
- Spoke to Thunderbird student governments' President to discuss pertinent issues they are facing

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- Worked with Office of Evaluation and Educational Effectiveness to discuss collaborating for the GPSA 2015-2016 Needs Assessment Survey
- Led Special Projects information session to help connect volunteers to existing offices
- Met weekly with Council of Presidents (COP - comprised GPSA + 4 USG Presidents) and Dan Ashlock, GSPSA Advisor. Other meetings included:
 - Dr. Rund – Senior Vice President for Educational Outreach and Student Services (EOSS)
 - Dr. Cook - Assoc VP & Dean of Students
 - Steve Miller and Abigail Polito: ASU lobbyists
 - Heads of Student Coalitions
 - Jason Manning (social media)
- Met weekly with GPSA Execs (Assembly Pres + 3 VPs)
- Met individually with each Office's team (PD, IA, EA, and Assembly) to discuss specific goals and strategies for each Director and office
- 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
- Advertised for University Board and Committee openings and appointed members

Directors of Outreach

- Events:
 - a. Downtown and West Outreach Director continued to host Coffee Tuesdays (Downtown) and Muffin Mondays (West) events. Due to requests from the President of the Social Work student organization, the Outreach Director and the President of GPSA consulted and agreed to host an additional coffee event at the Downtown Campus (Coffee Wednesday). This additional event has paid out for GPSA; it has been attracting close to 20 graduate students to the Downtown graduate student center. The downtown's Coffee Tuesday tends to attract about 10 individuals. West Campus continues to attract an average of about 5 students.
 - b. Tempe and Polytechnic Outreach Director continued to host Coffee Tuesdays at Polytechnic GSC and Coffee Thursdays at Tempe GSC. During these events upcoming GPSA event information was shared. Coffee Thursday event also hosts TA chat events.
- Shuttle service meeting: Outreach director (Tempe and Polytechnic Campuses) met with ASU Parking and Transit Service to give a feedback and share ideas about intercampus shuttle service.
- Inventory for Graduate Student Supplies: The Outreach Directors worked with Debra Crusoe and Stacy Porsche to reevaluate the inventory process. This team discussed ways to revamp the process and improve efficiencies in replenishing the center stocks.

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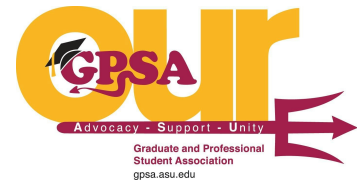
Director of Communications

- Created, edited and sent Eventbrite invitation to over 300 GSO leaders for the November 6th Leadership Summit at Old Main on Tempe Campus
- Tracking GSO Leadership Summit attendance on a daily basis and responding to questions as needed on Eventbrite site, re-sending invitation to those who have yet to respond
- Met with ASU Social Media Manager, GPSA President and GPSA Director of IT to discuss ideas on how to best utilize GPSA social media and market GPSA events and promotional materials to ASU grad students
- Assisted in the creation, editing and implementation of GPSA marketing materials, including the Sun Devil Child Care Subsidy
- Continued to post to GPSA social media sites multiple times a day
- Worked to connect GPSA and other ASU student leaders with each other on campus to promote mutually beneficial interests and work as One ASU (i.e. GPSA and Devils on Mill, GPSA and Oct. 21st PAB sponsored MOVE Event)

Director of Information Technology

- Apart from day to day tasks relating to GradAd and general website updates as requested by the team, this month the DIT did work that consisted of:
 - Newsletters
 - i. Worked closely with the President to envision and create a GPSA newsletter to advertise GPSA events. This goes to the Graduate and Student Body at the beginning of each month. A version was sent out 1st of the month. This got a 22 % open rate.
 - ii. Modified some features of the GradStu Newsletter. A version was sent out 15th of the month. This one got close to a 17% open rate which is great.
 - iii. Online Newsletters accessibility: Created a summary page, that hosts the latest version of both our newsletters.
 - iv. Working on a solution to automate newsletter creation to make process-flow easier.
 - Website Redesign
 - i. Worked on redesigning some of the newsletter pages
 - ii. Outdated elements of the website were removed while some new pages/sections were added.
 - Mobilization
 - i. Worked on mobilization of the entire GPSA website so that it can become mobile-friendly. Previously, the entire website was shown on mobile unchanged from the desktop site, which made navigation very difficult and cumbersome. Now, the content has been modified to be displayed in a more readable and user-friendly manner. This is ongoing work and is about 80-90 percent complete at this point.
 - Analytics

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- i. Met a social media Expert together with the President and the Director of Communication. Currently in the process of implementing support for 'Google Analytics' for better housekeeping and records.
- ii. Currently total views on website for October is more than 7,500

Director of International Student Concerns

- Met with Ms. Cindy Montgomery at Career Services to discuss logistics about the professional development workshops
- Promoted and attended two professional development workshops - CV/Resume building (10/08) & Job Market: Academia vs. Industry (10/15)
- Met with committee members to discuss progresses and future agenda on 09/28
- Planned with the committee about the upcoming social event- the Culture Fest (name subject to change) on 11/20, 5:30pm, at the second floor exhibition hall in ASU Art Museum
- Met with Liza Gashi to discuss expanding tea time groups on the Downtown campus with a professional development and diversity focus
- Revised the survey on international students' needs and experiences with internships
- Submitted an abstract to present at the NAGPS conference

Director of Wellness

- Met with Wellness Think Tank (09.21.15) and coordinated volunteer assignments (sitting on university boards, research on graduate student needs, research on well-being services available on campus, building coalition of grad & undergrad wellness organizations). Met with volunteers one-on-one to clarify volunteer needs.
- Initiated partnership with community organization, Bridging Stars, who is building their chapter at ASU. We will be working with them to promote a holistic vision of wellness at ASU. One potential is offering free yoga sessions Tuesday evenings (working with SDFC to get a space).
- Planning GPSA Wellness Grocery Store Training (11.13.15) (two options 2:30-3:30pm or 3:30-4:30pm) sign up [here](#).
- Met with Krista Hicks from Aramark (10.08.15) about potential for starting Community Supported Agriculture (CSA) program on campus in the Spring at the Farmer's Market. Currently waiting to hear back from local farm about interest. Created [survey](#) to gauge interest from grad students.
- Met with Mark Sanders from Student & Cultural Engagement about interfaith efforts on campus & spiritual wellness. Agreed to support with potential conference (04.08.15) and Devils in Disguise (04.09.15) volunteer activities; potential to work with volunteers to build labyrinth.
- Submitted proposal to present about holistic wellness and identity formation for ASU One Community event "New Paradigms in Inclusion and Education: Pedagogy and Practice in the 21st Century University" on 11.16.15

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Planned accomplishments by next meeting

President

- Hoping to have over 100 applications for the Child Care Subsidy Program
- Planned agenda for the GSO Leadership Summit
- First draft of 2016 GPSA Needs Assessment Survey
- Continue to work with Deans at the DT and West campuses to ensure that graduate students' needs are being served in their access to those campuses' GSCs
- Hiring of an additional GPSA student worker
- Continued meetings with administrators to work on various GPSA goals (legal aid, international student issues, Thunderbird integration, greater transparency, increased hours and accessibility of services for all grad students, etc.)

Directors of Outreach

- To continue keeping inventory supplies stocked up at the graduate student centers at all four campuses: Tempe, Polytechnic, Downtown, and West campuses
- Continue planning and executing coffee events
- Continue updating volunteer forms
- Continue helping and supporting upcoming events (i.e., TA Chats and Leadership summit)
- Continue helping and supporting advertisement team to put flyers on four campuses.

Director of Communications

- Continue the monitoring of the GSO Leadership Summit RSVP list
- Create the RSVP list for the GSO Leadership Summit and collaborate with GPSA leaders to help implement summit at Old Main on Nov. 6th
- Continue to post daily to GPSA social media sites while working to promote GPSA events and activities
- Continue to assist in the creation, editing and implementation of GPSA related communication materials
- Continue to bridge connections between appropriate GPSA leaders and student leaders on campus to promote mutual ASU interests

Director of Information Technology

- Complete installation and kick start of Google Analytics for better information gathering
- Test the various pages on mobile interfaces and smooth out issues
- Automate a framework for automatic aggregation of newsletter data.

Director of International Student Concerns

- Meeting with the committee on 10/19 to discuss ways to promote current events and plan for the future events.
- Disseminating the survey on international students' needs and experiences with internships and analyzing the data

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- Collecting concerns about food at dining halls from international students
- Programming the details about the “Culture Fest” event on 11/20 (e.g., theme, activities, catering)
- Supporting and starting groups on the Downtown campus to facilitate conversations among international graduate students

Director of Wellness

- Planning next Wellness Think Tank meeting; check-in with volunteers
- Beginning to coordinate details for Work-Life Balance event (03.14.15)
- Coordinate with grad and undergrad wellness student organizations; move forward with Sun Devils Care (working with volunteers)
- Beginning to create wellness challenge module for Spring

Open Issues

1. GPSA Needs Assessment Survey

Committee Reports

New Programs Committee

Action Items for Assembly Members

- None

Accomplishments since previous meeting

- Met twice to discuss personal and group goals for committee
- Reviewed previous work with GPSA Needs Assessment Survey (e.g., development of survey, associated costs, ensuing reports, current invoice from Office of Evaluation and Educational Effectiveness)

Planned accomplishments by next meeting

- Agreement on the development, administration, and data aggregation of 2016 survey
- First draft of the survey reviewed by all members
- Marketing strategy and goals for survey clearly defined

International Student Concerns Committee

Action Items for Assembly Members

- Promote the Tea Time group (see blurb and flyer)

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- Promote the professional development workshops for international students (see blurb and flyer)

Accomplishments since previous meeting

- Promoted and attended two professional development workshops - CV/Resume building (10/08) & Job Market: Academia vs. Industry (10/15)
- Planned and reserved the venue for the the “Culture Fest” event on 11/20
- Brainstormed ideas to expand the tea time groups to the Downtown campus with a professional development and diversity focus
- Revised the survey on international students’ needs and experiences with internships

Planned accomplishments by next meeting

- Starting groups on the Downtown campus to facilitate conversations among international graduate students
- Working on the logistics of the upcoming “Culture Fest” event on 11/20
- Analyzing data that will be collected by the survey on international students’ needs and experiences with internships