

Executive Report

From the Office of the President

Date: November 20, 2015

Upcoming Events & Deadlines

1. President Crow Open Forum with Students, Monday, 11/30, 4-5pm, Downtown, San Carlos Room, Student Center
 - a. Live streaming at all locations (Tempe: MU 202)
2. All Executive/Assembly member end-of-the-year PARTY!!!!
 - a. 12/4, 6-9pm, Alanza Place Apartments, 1121 North 44th Street, Phoenix, AZ 85008
 - b. Eventbrite to be sent on Monday, 11/16
3. 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
4. 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
5. Culture Fest: 11/20, 12-2pm, 3rd Floor Terrace, ASU Art Museum, 51 E 10th St, Tempe
6. Gratitude Dinner: 11/25, 6-8pm, GSC Tempe, 851 S Forest Mall, Tempe

Action Items for Assembly Members

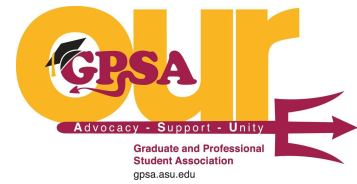
1. Advertise Pres Crow forum, especially for Downtown students! (no blurb or flyer but more info will be up on social media as the Pres' office works on it)
 - a. Generally, these forums are a great way for students to hear from Pres Crow and have a chance to ask him direct questions
 - b. Usually, refreshments are offered
2. RSVP for the GPSA Party!
3. Take and distribute the housing survey: <http://goo.gl/forms/o1RY0jTjpB> (see blurb #1)
 - a. Most relevant for Tempe graduate/professional students
 - b. Data will be anonymous and used to provide student input for a possible graduate student housing option near the ASU Tempe campus
4. Spread the word about weekly events on each location (see blurb #2 and flyer)
5. Promote GPSA Wellness free weekly yoga classes, Tuesdays from 6-7pm in Small Gym C in SDFC, Tempe (see blurb #3 and flyer)
6. Promote Tea Time Groups for International Students (see blurb #4 and flyer)
7. Promote International student events: Culture Fest and Gratitude Dinner (see blurb #5 and flyer)

Accomplishments since previous meeting

President

1. Attended NAGPS with 4 fellow ASU GPSA team members

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- a. GPSA had four collective presentations that showcased best practices in programming, volunteer recruitment and maintenance, international student advocacy and programming, and use of technological tools for our IT needs
 - b. ASU to partner with UofA and NAU for the 2017 bid to host national NAGPS conference
2. Collaborated with USGs to plan the Sparking Democracy Legislative BBQ event
3. Was nominated for and elected to National Association of Graduate and Professional Students Board of Directors as the Director of Relations
 - a. Duties begin January 2016 and last through Dec 2016
4. Attended meeting to discuss a Director's possible termination with Assembly President and GPSA Advisor
5. Recruited students to serve as Assembly members and Supreme Court Justices
6. Met with various students with specific ASU-wide advocacy issues and connected them with appropriate resources and contacts
7. Met with local businessman to discuss a possible graduate student housing project for the near future
 - a. Developed a survey with the help of Director of Communications to assess the needs of graduate students in regards to housing
8. Developed concrete manifestations of the 5 COP priorities to guide strategies for implementation in ways that benefit graduate students
9. Attended student government panel for ASU Board of Trustees meeting to discuss student government structure, benefits, priorities, needs, and visions
10. Co-interviewed four students for the student worker position with office manager Stacy
11. Planned and led the GSO Leadership Summit with around 30 students in attendance
12. Attended the GPSA Social on 11/6 to welcome students and discuss ways they could become involved with GPSA
13. Met with International Student Services Center Director and Associate Director to discuss the needs of international graduate students (prepared with Director of International Student Concerns and VP of External Affairs before meeting)
 - a. Invited ISSC to present at upcoming Assembly meeting
14. Spoke to TSG representatives to continue discussing their integration issues and ways that GPSA can support them and welcome them to the ASU community
15. Helped manage the Child Care Subsidy program (apps due on 10/30)
 - a. Recruited a group of reviewers to review applications; notifications planned by end of November
16. Met with Deans at West/DT to discuss hours of operation for GSCs
17. Met with Director of ASUCS/Health Services to provide input on serving graduate students needs
18. Met with/spoke to Assembly President several times to/
 - a. Discuss Assembly/Executive issues and develop a plan moving forward
 - b. Identify vision for upcoming year and develop strategy for implementation
 - c. Work on upcoming bill about Assembly member/Administration interactions
19. Wrote Assembly members an email detailing my thoughts/opinions about recent events

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20. Discussed upcoming Open Access bill with Student Regent Mark Naufal and planned to present at Arizona Board of Regents (ABOR) January meeting
21. Attended ASU Homecoming events - Rode in the student government trolley representing GPSA and participated in GPSA tabling during the Block Party
22. Planned upcoming Executive/Assembly end-of-the-year party with Director of Communications
23. Participated in an interview with reporter from ASU Now on the GPSA Gratitude Dinner scheduled for 11/25 and set up future interview to discuss other international student events
24. Continued research and various meetings in the development of the ASU Happiness Project
25. Interviewed for ASU Elections Commissioner position with other members of COP and decided upon candidate to which to offer the position through a majority vote
26. Met weekly with Council of Presidents (COP - comprised GPSA + 4 USG Presidents) and Dan Ashlock, GPSA Advisor. Other meetings included:
 - a. Dr. Rund – Senior Vice President for Educational Outreach and Student Services (EOSS)
 - b. Dr. Cook - Assoc VP & Dean of Students
 - c. Martha Byrd - ASU Alumni Association
27. Met weekly with GPSA Execs (Assembly Pres + 3 VPs)
28. Met regularly with office manager Stacy to ensure efficient operation of GSC and budgeting
29. Managed the activities of all 6 Directors in the Office of the President
30. Advertised for University Board and Committee openings and appointed members

Directors of Outreach

31. Continued weekly coffee events at all campus locations. During these weekly events, GPSA socials/events/programs were advertised to attending graduate students.
32. Continuously updated volunteer list for each category and sent emails to Outreach volunteers. As now we have 472 volunteers.
33. Invited all volunteers to the Volunteer Social held on 11/12
34. Both Directors attended the GSO Leadership Summit to engage with active GSO leaders
35. Maintained inventory and office supplies for GSCs at each campus location in collaboration with Debra Crusoe and Stacy
36. Promoted the GPSA GSO funding opportunities to the Downtown Campus Dean of Students team. Discussed with Kirsten Ellison, Downtown Coordinator of Student Organizations and Facilities, the various funding opportunities available to student organizations including the GPSA website resources.
37. Networked with Ryan Todare and other Thunderbird Student Government leaders and discussed opportunities the GPSA Outreach Directors can collaborate and participate in the Thunderbird student government Tuesday and Friday weekly meetings
38. Connected students to the relevant directors who could address their concerns. For example, some needed to know how to start a graduate student organization and some had system issues with their funding applications.
39. Promoted events such as the GPSA Fall Social through the GSCs and other alternative avenues which helped to increase attendance for these events

Director of Communications

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40. Continued to update the GPSA social media accounts on a daily basis, usually posting multiple times a day, alerting grad students at ASU to all GPSA related events and activities at all four locations
41. Assisted the GPSA President in the planning of the GSO Leadership Summit, created an invitation and invited all GSO leaders from all four ASU locations to attend the November 6th Summit on the Tempe campus
42. Assisted in the creation and implementation of GPSA flyers and ads, specifically working to promote the November 20th "The I in Solution: An Advocacy Workshop" event
43. Attended the GPSA volunteer social at Rula Bula

Director of Information Technology

44. Completed Mobile version of the website
45. Configured Google Analytics on website for better data aggregation
46. Completed banner changes to make website more effective
47. Worked on Newsletter automation
48. Approved GradAd requests
49. Conducted general website maintenance
50. Sent out GPSA newsletter on the first of the month (More than 20% open rate)

Director of International Student Concerns

51. Created a Facebook webpage for the committee to promote events and collect student concerns: <https://www.facebook.com/gpsainternationalasu>
52. Chaired the committee meetings in preparation for the events - professional development and the Culture Fest
53. Revised the internships survey to collect information on students' needs and experiences with internship at ASU
54. Met with Daniel Hoyle from the ISSC office to discuss the upcoming International Graduate Student Conference on 01/07/2016 and other further collaboration opportunities
55. Communicated with student leaders at the CIS to coordinate and promote our events
56. Facilitated and coordinated with other facilitators for the weekly Tea Time groups
57. Attended the NAGPS conference and discussed promotional strategies and ideas on social events for international graduate students with leaders from other universities in the U.S.
58. Meet with Dr. Carol Sumner on 10/16 from 9am to 10am to discuss international student concerns and the dissemination of the internship survey
59. Meet with Xin Zhou from the SCE office to discuss future collaborations

Director of Wellness

60. Applied for Woodside Community Action grant (\$1,500) with Pauline for ASU Happiness Project
61. Coordinated with wellness volunteers; answered any questions they had about their assignments
62. Secured space & partnership with Bridging Stars to offer free weekly yoga on Tempe campus; attended weekly sessions

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- a. Reflections: Pretty successful, students seem to be enjoying; Turnout has been about 10 students, room can fit up to 50 students; need help promoting!
- 63. Attended Graduate Student Organization Leadership Summit (11.6.15; 12-2:30pm) and networked with GSO leaders and assembly members
- 64. Met with Pauline (11.9.15) to begin planning next phases of Happiness Project, a wellness research program we will be putting select graduate students through; and the Health & Wellness Event
 - a. Contacted Health Services, Counseling, EOSS, Mayo Clinic, ASU Wellness
- 65. Led Wellness Grocery Training on Friday November 13th from 2:30-3:45pm; Created wellness tips worksheet to use during training
 - a. Turnout: 4 students
 - i. Reflections: Had three cancellations that morning; It is a busy time for everyone; event was not held on campus
- 66. Met with Mark Sanders (11.10.15) to continue discussing how GPSA Wellness can integrate with current interfaith efforts
- 67. Volunteered at GPSA's booth on Homecoming (11.14.15; 7:30am-12:30pm)
- 68. Plan and prep for next Wellness Think Tank meeting (11.16.15; GSC Conference room from 9-10:30am)

Planned accomplishments by next meeting

President

1. Continued meetings with ISSC staff to ensure GPSA collaboration in upcoming international student events
2. Draft of GPSA Needs Assessment to Office of E&EE - upcoming meetings with Title IX Coordinator, ASU Health Services/Counseling Services, EOSS admin to review draft of survey and discuss utilization of data from data warehouse to aid in reducing survey length
3. Notification of awardees for Child Care Subsidy program

Directors of Outreach

4. Continue keeping inventory supplies stocked up at GSCS on call locations
5. Continue planning and executing coffee events, and advertising GPSA socials
6. Continue collaborating with TA chats during Coffee Thursday event on Tempe campus
7. Continue fixing GSC facility issues with ASU Tempe maintenance department (i.e., fixing heater at Tempe GSC) and University Technology Office (i.e., activating the printers)
8. Meeting with Kirsten Ellison, Downtown Coordinator of Student Organizations and Facilities to walk her through the GSO funding process. She is a key contact for student organizations who frequently ask her about GSO funding opportunities. The meeting will seek to brief Kirsten on the process in more detail in person.
9. Attending the Thunderbird Student Government to continue networking with Ryan Todare and other Thunderbird Student Government leadership as they seek to solidify their relationship with GPSA leaders

Director of Communications

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10. Continue to promote GPSA events and activities on all forms of social media
11. Assist with all GPSA marketing and communications flyers
12. Plan and implement the GPSA holiday party to be held on December 4th
13. Work with GPSA President to determine what has worked well during fall semester and what we can improve upon for spring 2016 semester

Director of Information Technology

14. Continue work on completion of automation of GPSA newsletter and GradStu
15. Continue with ASU IT to allow email blasts to come from an internal domain (@asu.edu)
16. Collaborate with Thunderbird to include their students into GradStu/GPSA Newsletters

Director of International Student Concerns

17. Meet with ISSC staff and Pauline to discuss upcoming workshops, conferences, and events
18. Continue to plan for upcoming Culture Fest
19. Continue to plan for upcoming Gratitude Dinner
20. Continue to collect data using the internship data
21. Recruit graduate students to serve on the panels and coordinate the series of panel sessions at the International Graduate Student Conference
22. Plan for the events and agenda regarding professional development, social events, and advocacy for the Spring 2016 semester
23. Establish stronger relations and create more opportunities to collaborate with Career Services, ISSC, CIS and other GSOs

Director of Wellness

24. Lead Wellness Think Tank meeting (11.16.15; 9-10:30am) to report back about volunteer tasks have been working on; create task force for Happiness Project and Health & Wellness Event
25. Meet with Mark Sanders (11.17.15) to discuss plan for building a labyrinth in coordination with interfaith student volunteers
 - a. Could occur during Devils in Disguise
26. Create task force for Happiness Project and Wellness Think Tank Event; begin working through details
 - a. Happiness Project:
 - i. Work closely with Pauline
 - ii. Begin to develop modules with Task Force & Pauline
27. Meet with graduate and undergraduate student organization leaders interested in health & wellness to create opening for a partnership
 - a. Discuss potential to expand Sun Devils Care; Building a shared google calendar devoted to health & wellness events
28. Continue attending weekly yoga; continue promoting to all graduate students

Committee Reports

- New Programs Committee: Led by Pauline Venieris (President)

Accomplishments since previous meeting

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1. Committee members met on 11/4 to work on creating draft of GPSA Needs Assessment Survey
2. Continued work on their assigned sections after the meeting

Planned accomplishments by next meeting

1. Draft to be sent to the Office of Evaluation and Educational Effectiveness after Executives have seen and added to drafted survey

Open Issues

1. Continued work on Needs Assessment Survey; launch scheduled for January 2016
- International Student Concerns Committee: Led by Chun Tao (Director of International Concerns)

Action Items for Assembly Members

1. Promote the upcoming Culture Fest and Gratitude Dinner

Accomplishments since previous meeting

1. Promoted and hosted the professional development workshop series on negotiation strategies (11/05) and career information and resources (11/12)
2. Created the flyer, volunteer sheet, fun quizzes and the music list while working on finding the ideal catering for the Culture Fest on 11/20 (thanks team!)
3. Promoted upcoming events in various ways (e.g., Facebook, email, flyer; thanks team!)
4. Reflected on the professional development workshops series and brainstormed ideas for the next semester

Planned accomplishments by next meeting

1. Make the upcoming events a success and good experience for students who attend with team efforts
2. Recruit graduate students to serve on the panels and coordinate the series of panel sessions at the International Graduate Student Conference
3. Plan for the events and agenda regarding professional development, social events, and advocacy for the Spring 2016 semester
4. Brainstorm ways to establish stronger relations and create more opportunities to collaborate with Career Services, ISSC, CIS and other GSOs

Open Issues

1. Dissemination of the internships survey (currently in coordination with Dr. Carol Sumner; may need additional ways of dissemination)