



CGS Delegate Packet May 8, 2020

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Graduate School Netiquette and Email Guidelines

Netiquette is an unofficial set of rules that provide guidance for behavior, politeness and communication online and through digital technologies such as email, messaging services, and social media. These rules are common practice in organizations that have increasing amounts of workflow online and using digital systems.

To help all of us work more efficiently and effectively, below is a list of basic email netiquette guidelines that should be used to help with daily workflow and communication within the Graduate School.

1. When drafting an email, use clear subjects that detail what the email is about.
 - a. Good Subject – Graduation Calendar Update Needed
 - b. Inappropriate Subject – Question, Calendar, Update?
 - c. This makes emails easier to read, helps recipients know what kind of action is need, and helps sort by topic.
2. Each new subject or theme should be in a separate email. Do not start new topics within a current discussion. Start a new email with a new subject for each topic
 - a. Inappropriate – Subject is about Fellowship Nominations, but the thread has a note about one of the recipients needing to work on a non-fellowship event project.
 - b. This practice helps with recipients being able to effectively search for notes on a specific topic.
3. The first sentence of the email should include the intent or action needed.
 - a. Avoid starting with back story. If back story is needed include it after the intent and action required. This avoids the actual item requested from coming last and not being read.
4. Attachments should have clear and detailed titles with dates.
 - a. Example “Graduate School PA-NP Policy for Spring 2020 02APR2020” (subject/term/date)
5. Start with most recent email in a thread instead of working from your older unread earlier emails received.
 - a. This prevents replying to an email that has been taken care of by others.
 - b. Use tools such as sort by Chronological Date or “Find Related” by right clicking on an email to avoid responding out of turn.
6. Proper use of “TO:” should include recipients that are required to respond or take action.
7. Proper use of “CC:” should include FYI only and/or recipients not required to respond. If you are receiving an email as a CC and have enabling information, please do respond.
8. Use “Reply All” by default and do not remove recipients from a thread.
 - a. If a topic should be discussed off thread create a new email and notate that in the subject or first line of the email.
9. Minimize overuse of acronyms and abbreviations.
 - a. If an acronym is common public knowledge, then it may be useful.
 - b. If an acronym is specific to the university, a specific unit, or field of study please follow standard publication guidelines and write out the acronym as part of the first instance.
 - c. Generic Example - Original Equipment Manufacturer (OEM)
10. Remember that all emails are subject to open records requests.

These rules are important to help all of us day to day with the increased amount of digital communications and activities. If you have questions about any of these rules, please reach out to Matt Swift - swift.23 for assistance.



1. **CALL TO ORDER** (3:30pm)
 - 1.1. **Statement of Purpose**
 - 1.1.1. *“To effectively advocate and program to ensure that The Ohio State University graduate student experience is the best it can be.”*
2. **Roll Call** (5 min.)
3. **Dr. Alicia Bertone, Dean of the Graduate School – Q&A Forum** (30 min.)
4. **APPROVAL OF MINUTES** (5 min.)
 - 4.1. **Minutes from April 3rd, 2020**
5. **OFFICER REPORTS** (15 min.)

<ol style="list-style-type: none">5.1. President, Stephen Post.1445.2. Vice President, Libby Bauman.1935.3. Treasurer, DaVonti’ Haynes.242	<ol style="list-style-type: none">5.4. Secretary, Sarah Light.1095.5. Chief of Staff, Jack Brandl.85.6. Parliamentarian, Rania Khamees.5
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6. **COMMITTEE CHAIR UPDATES** (15 min.)

<ol style="list-style-type: none">6.1. Academic Affairs, Aviva Neff.3366.2. Arts & Culture, Kathryn Holt.3516.3. Delegate Relations, Conner Sarich.66.4. Diversity & Inclusion, TBA6.5. Government Relations, Maddy Lomax-Vogt.26.6. Graduate Student Affairs, Michelle Scott.14456.7. Health, Wellness, & Safety, Abby Greiff.2	<ol style="list-style-type: none">6.8. International Student Concerns, Melika Shahhosseini.26.9. Marketing & Communications, TBA6.10. Senate Advisory, Jenna Greve.416.11. SERC, TBA6.12. External Collaborations, e alexander.9796.13. Housing and Family Affairs, Leila Viera.31
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7. **SPECIAL ORDER ITEMS** (15 min.)
 - 7.1. **Delegate Issues and Concerns (15 min.)**
8. **NEW BUSINESS** (40 min.)
 - 8.1. **CGS Meeting Dates Act**
 - 8.2. **CGS Standing Committees Act**
9. **ANNOUNCEMENTS** (5 min)
 - 9.1. **June 12th, 2020 – Delegate Meeting | Location: <https://osu.zoom.us/j/95384125740>**
10. **Adjourn** (~6:30pm)



Present: e alexander, Pranav Ambardekar, Jacky Anderson, Ali Asghari Adib, Selasi Attipoe, Tyler Beauregard, Aaron Beczkiewicz, Om Prakash Bedant, Jessica Blackburn, Mary Byrne, Qiuchang (Katy) Cao, Yu-chun Chang, Steph Charles, , Jorge Clavo Abbass, Alec Clott, Katherine Conner, Paul Consiglio, Robert Dahlberg-Sears, Archit Datar, Ty Drayton, Benjamin Duran, Story Edison, Kat Ellis, Jorge Torres Espinosa, Brandon Free, Elizabeth Galko, Jahmour Givans, Jenna Greve, Lindsey Hernandez, Kathryn Holt, Sarah Hyman, Jeffrey Kast, Carly LaRosa, Yifan Li, Ho-chieh Lin, Stephen Lo, Madeleine Lomax-Vogt, Eric Loria, Emily Lundstedt, Lucas Magee, Tori Magers, Matthew Maynard, Rohit Mukherjee, Aviva Neff, Kate Ormiston, Tricia Oyster, Ryann Patrus, Mark Pauley, Maritza Pierre, Kelsey Pinckard, Zeltzin Reyes, Isaac Reynolds, Marie Rineveld, Priscila Rodriguez Garcia, Ashweta Sahni, Conner Sarich, Erik Scaltriti, Lena Schreiber, Michelle Scott, Sarah Scott, Utkarsh Shah, Melika Shahhosseini, Karla Shockleymccarthy, Preeti Singh, Ryan Slechta, Kye Stachowski, Lindsey Stirek, Philip Tice, James Uanhoro, Jennifer Valdez, Mitch Vicieux, Leila Vieira, Sarah Walton, Daniel Williams, Yu Lun Wu, Piao Yang, Soroush Zamanian, Megan Zib

Absent: Luke Andrejek, Andrew Borst, Min-Seok Choi, Austin Cool, Micheline Fahrbach, Lauren Howard, Audrey Hungerpiller, Kevin Ingles, Pouya Kousha, Arsh Kumar, Jungmin Lee, Ruonan Lin, Raven Lynch, Alejandro Otero Bravo, Miguel Pedrozo, Avi Pokala, Ken Poland, Shruthi Shetty, Sundeep Siripurapu, Nithya Sivashankar, Nicole Tchorowski, Taylor Tomu, Derek Walton

1. CALL TO ORDER: Meeting called to order at 3:31pm

1.1. Statement of Purpose

- 1.1.1. To effectively advocate and program to ensure that the Ohio State University graduate student experience is the best it can be.

2. ROLL CALL

2.1. Carmen log-in

3. GUEST SPEAKER

3.1. Melissa Shivers (Vice President for Student Life)

- 3.1.1. There are about 400 grad/prof students still living on campus. Dining services are still being provided but have been adapted to follow statewide regulations and restrictions.
- 3.1.2. A lot of university staff are still working on campus (housing, custodial, dining services, etc.) and many others are continuing to work from home.
- 3.1.3. There will be a more gradual ramp-up to have everyone return to campus in the fall. Student Life is already making plans to handle this transition in a more organized way than the moveout.
- 3.1.4. Questions:
 - Clavoabbass.1 asked what the current situation for summer hiring is for graduate students. Students who work as GTAs or lecturers don't know what is happening.
 - If you were already offered a GTA position, it will continue into the summer and fall. New positions can't be created until June 30th.
 - New students and faculty may have decided to come to OSU because of the assistantship offers already made and those will continue as planned.
 - Dahlbergs.1 asked what the university is doing to support international students whose livelihoods may be negatively impacted by the campus shutdown.
 - A large number of these students have moved out of the residence halls but those who are still on campus are getting all the support they need. Those who have left may or may not be able to return to campus for the fall semester and the administration is working on a plan to address this.
 - Conner.280 asked about students who may be being paid off of grants but had not hiring

paperwork completed before the hiring freeze. There was concern that stipends and payments might be delayed until the end of the summer.

- There has been no indication that payments will be delayed.
- Singh.996 asked for students who are now unable to conduct planned research over the summer. Will there be an extension of the funding and research timelines for students who are trying to complete their dissertations in the next year?
 - These extensions have already been given to new faculty seeking tenure and the university will work with departments to figure out funding for those students who might be impacted.
- Dahlbergsears.1 asked whether students are still being asked to move out of Buckeye Village by the original stated date.
 - Dr. Shivers did not know but assumes the move-out has been postponed.
- Haynes.242 asked if Dr. Shivers plans to return to CGS in the fall to talk more about Student Life issues and focus on things other than COVID-19.
 - Yes, she does plan to. She would also like to host a listening session centered around graduate students.

4. APPROVAL OF MINUTES

4.1. Minutes from March 6, 2020

- 4.1.1. Minutes approved.

5. OFFICER REPORTS (as submitted in Delegate Meeting Packet)

5.1. President (Post.144)

- 5.1.1. A task force of representatives from all 3 student governments is working to address issues related to COVID-19, There is an emergency needs assessment put together by this task force to gather information to help inform their efforts. There is also a survey specifically for graduate students focused mainly on academic issues. Having a lot of responses for both of these surveys is helpful so please fill them out if you haven't already. Additionally, there was a joint letter send to the Ohio Department of Education urging them to relax residency requirements.
- 5.1.2. In general, all CGS events have been cancelled. Some are being moved online where appropriate.
- 5.1.3. All classes are now being offered with a pass/no pass option, including those for graduate students. There is a possibility that you may need to obtain a certain grade in a specific class in order to graduate and those requirements will likely be adapted.
- 5.1.4. There is a hiring pause in effect right now. In general, GRAs and GTAs are exempt from this for the fall semester. There is a possibility that departments may struggle for funding and positions may be cut. For those on grants, we hope that the departments will be able to cover any finding gaps. Grad ombudsperson and new student life positions are now on hold because of the hiring pause. The office of research is trying to obtain stimulus dollars from the federal government to help cover funding where other sources are not available.
- 5.1.5. The student emergency fund is currently being created and we hope it will be active soon.
- 5.1.6. Please fill out the feedback survey about your experience in CGS this year. It will help us make improvements for next year.
 - Clavabbass.1 asked about possible funding cuts across the university.
 - Post.144 reiterated that sponsored or grant-funded positions should not be impacted. Right now, it's unclear how other positions will be affected but this issue will be discussed this week in Grad Council.
 - Slechta.3 asked when the final decision about the possibility of virtual learning next fall will be made.
 - The assumption right now is that the fall semester will be moving forward as originally planned.

- Singh.996 asked what issues the COVID task force has been working on.
 - We are focusing on residency issues, collecting concerns and questions from students, summer employment, basic needs, academic timelines.
- Conner.280 asked about a letter that Yale grad students sent a letter to their administration about extension of funding and leniency for academic timelines.
 - The task force is considering writing a similar letter and the responses to this survey will help us to craft this document.
- Pierre.77 asked for clarification about how the emergency fund will be administered.
 - Application and funding guidelines have not been set yet.

5.2. Vice President (Bauman.193)

- 5.2.1. Senator application materials are on Box and applicants participated in a Q&A session before the meeting. Please use the link to vote. We have 10 candidates and 10 open senator spots.
- 5.2.2. State boards have been making concessions for licensure requirements. We are trying to assess if we still need to take action on this issue.
- 5.2.3. Applications for open delegate positions will be accepted between now and April 10. Voting will happen online between April 24 and May 1.

5.3. Treasurer (Haynes.242)

- 5.3.1. The budget hasn't been updated since March, but we should get a report next week. We are on a spending freeze that may continue into next year. We are working with CSA to ensure that we get to keep the money that didn't get spent because of university closures and cancelled events.
- 5.3.2. We are transitioning the Delegate Engagement Fund applications online next year.
- 5.3.3. Due to growing health concerns about COVID-19 and uncertainties about travel, students who received either the Ray or the CDG in funding periods 3 and 4 will be eligible to use their funds anytime in the next 12 months, even for a different activity than what they wrote their application on. Funding period 1 of Ray has been cancelled.
- 5.3.4. There will be an ad hoc governance review committee to look over our constitution and bylaws and address issues and concerns that were brought up this year. The committee will start in May and work over the summer.
- 5.3.5. National Graduate Student Appreciation Week is happening virtually! We will be conducting raffles via Twitter so encourage your constituents to participate and follow us.

5.4. Secretary (Light.109)

- 5.4.1. Please take the survey on Carmen to indicate your availability for our summer delegate meetings.
- 5.4.2. Applications for the 2020 Global Gateway Grant are currently being judged and winners will be notified by the end of the month. Winners will have a full year to use their travel funding.
- 5.4.3. The application window for the first funding period of the Career Development Grant is now open. Applicants may only apply for non-travel expenses because of current and anticipated travel restrictions imposed by the university.
- 5.4.4. The CGS Recognition & Awards Ceremony has been cancelled. Award winners and grant awardees will still be announced and recognized via social media next week.

5.5. Chief of Staff (Brandl.8)

- 5.5.1. if you want to be a part of the task force, please email Jack. We are working on encouraging the grad school to take a bigger role in university administration and make sure that we are represented just as well as undergrads on important issues, related to and beyond COVID-19.

6. COMMITTEE CHAIR UPDATES (as submitted in Delegate Meeting Packets)

6.1.1. International Student Concerns (Estiri.1)

- Based on feedback gathered from international students, the committee has catalogued reported issues into 4 categories: residency & documentation, emergency funds, deferral of registration for new students, and extension of research and academic timelines. They will be working with the task force to get traction on these issues.

7. SPECIAL ORDER ITEMS

7.1. Delegate Concerns

- 7.1.1. Dahlbergsears.1 – Are we working to address the issue of continuous enrollment for students?
 - This was discussed in Graduate Council once already and some decisions should be made at the next meeting.
- 7.1.2. Singh.996 – Encouraged students to have conversations within their own departments to address internal issues and concerns and have departments talk to each other about how they are handling funding, timelines, hiring, etc.
 - Carmen discussion board was created to facilitate further discussion.

8. NEW BUSINESS

8.1. Senator Elections

- 8.1.1. Conducted via Qualtrics survey
- 8.1.2. All candidates were elected:
 - Shawar Ali
 - Akshay Asaithambi
 - Tyler Beauregard
 - Aaron Beckiewicz
 - Jenna Greve
 - Gala Korniyenko
 - Laine Rumreich
 - Conner Sarich
 - Dustin Servello
 - Utkarsh Shah

9. ANNOUNCEMENTS

9.1 Next meeting is May 8th, 2020 @ 3:30pm: <https://osu.zoom.us/j/156194749>

9.2 The application for committee chair positions is open now and applications will be accepted until April 10.

10. Meeting adjourned at 4:45pm.

May 2020 Vice President & Treasurer Report – Council of Graduate Students

To: Council of Graduate Students, Delegates

From: DaVonti' D. Haynes, Vice President (2020-21), Treasurer (2019-20)

Date: 05/01/2020

Re: Vice President & Treasurer's Report May 2020

Hello CGS Delegates,

As we navigate these very uncertain times, I hope you all are doing well and taking care of yourselves, mentally, physically, and emotionally. I know this is a very stressful time as you try to balance your academic, professional, personal, and social lives. If you're ever in need of any support, be sure to check out OSU's Counseling and Consultation Services (CCS) [[ccs.osu.edu // 614-292-5766](https://ccs.osu.edu//614-292-5766)] or reach out to a friend/family member. Additionally, please be sure to stay up-to-date with the most recent news as it relates to COVID-19 at Ohio State by visiting wexnermedicalcenter.osu.edu/features/coronavirus. I wish you all the best as we navigate through this. I can't wait to see all of your faces on campus again. Go Bucks!

Spending Freeze and Budget Update

As you may know, the university is currently in a state of emergency. Therefore, all non-essential spending has been froze through the end of the fiscal year (June 30, 2020). I am in the process of working with the Business Office to gain a more thorough budget outlook, as some things have not hit the budget that were already dispatched for payment.

In terms of the FY21 budget, things will look very different. Since summer courses are all online the university will not collect a student activity fee (SAF) from students thus CGS's expected revenue for FY21 will be lower than anticipated. The good news is we will be able to retain all carryforward from FY20 into FY21, since we have essentially stopped all spending, we will have a nice amount of carryforward that will help us offset the summer SAF loss of revenue. I am in the process of working with Raven to get some budget estimates out to you all, we will be bringing forward a budget next month to approve for FY21.

Delegate Engagement Fund

We are no longer accepting Engagement fund request until August 2020, due to the spending freeze. Once the request window reopens, we will notify all delegates. Additionally, we are working to move this request process completely online to be more efficient and environmentally friendly. When this fund resumes it will no longer be managed by the Treasurer and Chief of Staff, it will instead be moved under the Chair of the Internal Affairs committee.

Ray Travel Award

Funding period I (travel between July and September 2020) has been canceled, due to current and anticipated travel restrictions. Funding period II will occur but with some modifications and restrictions. Funding will only be available for virtual conferences with a maximum award amount of \$350.00 per awardee. Students funded during funding period II will be exempt from the current rule that render awardee ineligible to apply for the Ray Travel Award the following year. We are hoping to resume normal Ray Travel functions with funding period III, those details will be released at a later date.

Spring 2020 Delegate Election Results

Delegate elections are now closed. There are 85 newly elected delegates. Attached you can see the results of the election and any open seats. There will be a fall election to fill those seats, more details will be released over the summer.

Spring 2020 Senator Election Results

Congratulations to our newly elected senators for the 2020-2021 academic year:

- Aaron Beczkiewicz
- Akshay Asaithambi
- Conner Sarich
- Dustin Servello
- Gala Korniyenko
- Jenna Greve
- Laine Rumriech
- Shahwar Ali
- Tyler Beauregard
- Utkarsh Shah

Senate, University, and Internal Committee Appointments

I am in the process of filling all senate, university, and internal committee appointments. We currently have opening on the following committees, if you are interested please email me.

- Alumni Awards for Distinguished Teaching
- Arts and Sciences Curriculum Committee (must be an ASC students)
- Arts and Sciences Dean's Student Advisory Board (must be an ASC student)
- Arts and Sciences Graduate Studies Advisory Committee (must be an ASC student)
- Commencement Speaker Advisory
- Committee on Academic Misconduct
- Graduate Associates Teaching Award
- Ohio Union Council
- Parking Advisory Committee
- Student Tech Forum (OCIO Student Advisory Board)
- University Career Services Committee
- University Laboratory Safety Committee

Ad Hoc Governance Review Committee

This year we will convene a group to review and revise current CGS governance documents. More about the committee and the official charge is attached. We currently have 3 open delegate seats on this committee, if you are interested please email me. This group will start its work in late-May and will finish up in early-October.

May 2020 Vice President & Treasurer Report – Council of Graduate Students

Please let me know if you have any questions or concerns.
 DaVonti' D. Haynes (haynes.242)

First Name	Last Name	Delegate Seat	Status
Colby	Gregg	Agricultural Communication, Education & Leadership	Elected
Benjamin	Duran	Animal Sciences	Elected
Benjamin	Mertus	Anthropology	Elected
	Roman	Art	Elected
Yu-chun	Chang	Biomedical Sciences Graduate Program (BSGP)	Elected
Paul	Consiglio	Biomedical Sciences Graduate Program (BSGP)	Elected
Gregory	Jameson	Biophysics	Elected
Archit	Datar	Chemical Engineering	Elected
Ashwin	Kane	Chemical Engineering	Elected
Madeleine	Lomax-vogt	Chemistry	Elected
Alexander	Milder	Chemistry	Elected
Ashweta	Sahni	Chemistry	Elected
Kye	Stachowski	Chemistry	Elected
Matthew	Maynard	Classics	Elected
Pouya	Kousha	Computer Science & Engineering	Elected
Michelle	Scott	Dentistry	Elected
Lindsey	Hernandez	Earth Sciences	Elected
John	Bundschuh	East Asian Languages & Literature	Elected
Steph	Charles	Educational Studies	Elected
Paul	Gregor	Educational Studies	Elected
Goran	Stevanovski	Educational Studies	Elected
Om Prakash	Bedant	Electrical & Computer Engineering	Elected
Krutant	Mehta	Electrical & Computer Engineering	Elected
Ty	Drayton	Engineering Education	Elected
Keira	Hambrick	English	Elected
Jamie	Utphall	English	Elected
Wanderson	Novais Pereira	Environment & Natural Resources	Elected
Maritza	Pierre	Environment & Natural Resources	Elected
Sarah	Haines	Environmental Science	Elected
Mary	Sagatellova	Evolution, Ecology & Organismal Biology	Elected
Ellia	La	Food Science & Technology	Elected
Ana Maria	Velasquez Giraldo	Food, Agricultural & Biological Engineering	Elected
Erik	Scaltriti	French & Italian	Elected
Polina	Berezina	Geography	Elected
Meaghann	Dynes	Germanic Languages & Literatures	Elected
Adam	Culiver	Health and Rehabilitation Sciences	Elected

May 2020 Vice President & Treasurer Report – Council of Graduate Students

Steph	Fanelli	Health and Rehabilitation Sciences	Elected
Megan	Zib	Health and Rehabilitation Sciences	Elected
Yifan	Li	History of Art	Elected
Javonte	Lipsey	Human Sciences	Elected
Derek	Walton	Human Sciences	Elected
Katherine	Conner	Linguistics	Elected
Akanksha	Sahni	Management & Human Resources	Elected
Blake	Barnett	Materials Science & Welding Engineering	Elected
Brandon	Free	Materials Science & Welding Engineering	Elected
Felipe	Pacci Evaristo	Materials Science & Welding Engineering	Elected
Ali	Asghari Adib	Mechanical & Aerospace Engineering	Elected
Melika	Shahhosseini	Mechanical & Aerospace Engineering	Elected
Jessica	Blackburn	Medical Science	Elected
Swetha	Rajasekaran	Molecular Genetics	Elected
Kelsey	Pinckard	Molecular, Cellular & Developmental Biology (MCDB)	Elected
Robert	Sears	Music	Elected
Zari	Mahmoudi	Near Eastern Languages & Culture	Elected
Annedra	Gladney	Nursing	Elected
Jake	Hausmann	Nursing	Elected
Jenna	Greve	Ohio State Biochemistry Program (OSBP)	Elected
Todd	Derose	Philosophy	Elected
Jahmour	Givans	Physics	Elected
Nathaniel	Heiden	Plant Pathology & Agriculture	Elected
Daniel	Smith	Political Science	Elected
Ihsan	Rodriguez	Psychology	Elected
Caroline	Fitzpatrick	Public Affairs	Elected
Selasi	Attipoe	Public Health	Elected
Anthony	Bowersock	Public Health	Elected
Sarah	Hyman	Public Health	Elected
Brian	O"rourke	Public Health	Elected
Megan	Espana	Social Work	Elected
Marie	Rineveld	Social Work	Elected
Karla	Shockley Mccarthy	Social Work	Elected
Yitong	Xin	Social Work	Elected
Story	Edison	Sociology	Elected
Leila	Vieira	Spanish & Portuguese	Elected
James	Debacker	Speech & Hearing	Elected
Bethany	Frick	Speech & Hearing	Elected
Christian	Hines	Teaching & Learning	Elected
Ho-chieh	Lin	Teaching & Learning	Elected
Aviva	Neff	Theatre	Elected

May 2020 Vice President & Treasurer Report – Council of Graduate Students

Deja	Beamon	Women's, Gender, & Sexuality Studies	Elected
	Barry	African American & African Studies	Elected; Need App
	Stuckey	Business Administration	Elected; Need App
	Brathwaite	Communication	Elected; Need App
	Compaleo	Electrical & Computer Engineering	Elected; Need App
	Rolf	Health and Rehabilitation Sciences	Elected; Need App
	Hartman	Horticulture & Crop Science	Elected; Need App
	Cormode	Physics	Elected; Need App
	Ramdin	Physics	Elected; Need App
Justin	Kuric	Electrical & Computer Engineering	Runoff
Nicole	Tchorowski	Electrical & Computer Engineering	Runoff
Fouad	Choueiry	Ohio State Nutrition Program (OSNP)	Runoff
Ericka	Velez	Ohio State Nutrition Program (OSNP)	Runoff
	Carano	Public Affairs	Runoff; Need App
	Conerly	Public Affairs	Runoff; Need App



THE OHIO STATE UNIVERSITY

COUNCIL OF GRADUATE STUDENTS

1 To: Council of Graduate Students' Delegates and Executive Committee
2 From: DaVonti' Haynes, CGS Vice President, 2020-2021
3 Subject: Ad Hoc Governance Review Committee
4 Date: March 30, 2020
5

6
7 The Council of Graduate Students (CGS) has established an ad hoc committee to review
8 current CGS governance procedures, policies, and practices. Throughout the 2019-2020
9 academic year, numerous delegates and executive officers expressed concerns and confusion
10 with the current procedures, policies, practices, and language used within CGS governance
11 documents. Based on this feedback, the consensus was to appoint an ad hoc committee to
12 review and revise these documents. The proposed charge, membership, and expected
13 outcomes of this committee are as follows:
14

PROPOSED CHARGE

15
16 An ad hoc committee is hereby appointed by the Executive Officers to:

- 17 1. Review and consider any potential revisions of the current CGS governance documents
18 (bylaws, constitution, standing rules, and any other relevant documents).
- 19 2. Recommend best practices, procedures, policies, and language with regard to CGS
20 operations to inspire transparency and increase CGS' ability to effectively and efficiently
21 advocate for graduate students.
- 22 3. Report back to the Executive Committee with a recommendation to either continue
23 without changes or to modify the current governance documents.
 - 24 • Shall the ad-hoc committee recommend changes to any document, they will grant
25 the Executive Committee two weeks to review those changes and consider any
26 proposed amendments suggested by the Executive Committee.
- 27 4. After considering amendments proposed by the Executive Committee, the committee will
28 report back to the Delegate body with a final recommendation and/or changes to the
29 governance documents.
 - 30 • Shall the ad-hoc committee recommend changes to any document, they will grant
31 the Delegate body two weeks to review those changes and consider any proposed
32 amends suggested by the Delegate body. The portion of the review process will be
33 conducted via an open discussion forum on the CGS Carmen page, overseen by the
34 ad-hoc committee.
- 35 5. Issue a final report and act to accept the proposed changes at or before the October
36 2020 delegate meeting.
37

MEMBERSHIP

38
39 This committee is a direct report to the Vice President of CGS with these members:

- 40 • the Vice President, who will Chair the committee;
- 41 • the Parliamentarian, who will Co-Chair the committee;
- 42 • the President;
- 43 • the Secretary;
- 44 • the Treasurer;
- 45 • the Chief of Staff;
- 46 • the Chair of the Graduate Caucus;
- 47 • Three (3) non-Executive Committee delegates appointed by the Vice President; and



THE OHIO STATE UNIVERSITY

COUNCIL OF GRADUATE STUDENTS

- 48 • Two (2) non-delegate, non-officer members of the Executive Committee

49

50 **IMPLICATIONS**

51 If the ad hoc committee recommendations are substantive and determine that revisions to any
52 governance document are feasible and should be implemented, the committee will recommend
53 the Council to officially accepted the committee's recommendation. Any proposed amendments
54 to these documents must have the support of ten delegates or be initiated by the Executive
55 Committee.

TO: The Council of Graduate Students, Delegates
FROM: Sarah Light, Secretary
DATE: May 3, 2020
RE: Secretary's Report

Winners of the 2020 Global Gateway Grant were approved this week by the Office of International Affairs and the CGS team. All applicants were notified of their award and the extended timeline they now have to use their funding for research travel.

The application window for Funding Period 1 of 2020-2021 the Career Development Grant closed over the weekend. Applications were only accepted for non-travel expenses as there are still university-wide travel restrictions in place. Only 5 applications were received for this period so it is likely that all applicants will be awarded provided the judges approve their applications.

I'm working on getting all of the newly elected delegates into the system so that their names are displayed on the website and any open spots can be advertised within departments. We are currently transitioning to our new exec team with a lot of new incoming committee chairs. I'm very excited to get to know all our new faces!

All the best,

Sarah

To: Council of Graduate Students
From: Stephen Post.144, President
Date: 5/1/20
RE: President's Report

Congratulations Graduating Students!

Congratulations to those graduating, your service is what allows CGS to keep running. I hope we are able to celebrate your accomplishments soon!

Our first summer delegate meeting will be held virtually via Zoom this **Friday, May 8th @ 3:30pm**. The link to join the meeting can be found here: <https://osu.zoom.us/meeting/156194749>
Dr. Alicia Bertone, Dean of the Graduate School, will be presenting on enrollment data, fellowships, and other updates as part of her forum series. We will still be taking attendance via quiz on the CGS Carmen webpage; the attendance code will be **CGS2020**.

Gathering Information on COVID-19 Impacts on Graduate Students

I have been appointed by President Drake to the [Post-Pandemic Transition Task Force](#) led by Gail Marsh. I will ensure graduate student issues are heard, and relay any pertinent information to the task force and to you all as delegates.

Our survey is still open. If you have questions or concerns related to the Covid-19 outbreak please let us know by filling out this [survey](#).

We will respond to your questions and concerns as best we can and relay them to OSU administrators. We have compiled the list of concerns into an [FAQ](#) page we hope to have answered as soon as possible.

Emergency Funds Relief

As a reminder, Ohio State launched the [Together As Buckeyes emergency grants program](#) to assist students who are having difficulty with living expenses or facing other unexpected financial challenges related to COVID-19. It is available to undergraduate, graduate and professional students — subject to eligibility requirements — through the Student Financial Aid office. The size of these grants will vary based on each student's circumstances.

Additionally, the Graduate School's graduate student specific funds are available through the Office of Student Life Student Wellness Center here: <https://advocacy.osu.edu/student-emergency-fund/>.

Current COVID-19 Graduate Student Issues

Tuition

There have been messages from the university around a 25% discount for summer tuition fees that applies only to Columbus-campus undergraduate students. This issue was raised to the Provost, the Grad School, and Business and Finance. While the Council of Deans was sympathetic and wanted to solve this inequity, they do not think it can be changed for this SU20 term as it would require a Board of Trustee change. I am continuing to push this issue.

Employment & Hiring

We were assured that all Graduate Associates are still *EXEMPT* from the OSU hiring freeze. Please advise folks to speak with their advisors about continuing their GA. All GA appointments now have to be approved by the Dean of the College or VP of the unit. As enrollment numbers are solidified, we will have a better understanding of the effects on GAs. We continue to remain committed to

Graduate Student Emergency Fund

In response to COVID-19, the Graduate School's graduate student specific funds are available through the Office of Student Life Student Wellness Center here:

<https://advocacy.osu.edu/student-emergency-fund/>.

COVID-19 Resources - <https://cgs.osu.edu/covid-19-resources/>

Full list w/ Policy Changes: <https://wexnermedical.osu.edu/features/coronavirus/staff-and-students>

Mental Health Support: <https://ccs.osu.edu/ccs-covid-19-updates/for-students/>

Wexner Medical Center: go.osu.edu/coronavirus

Office of the President updates: <https://news.osu.edu>

Student Life Student Support: go.osu.edu/buckeyesupport

Office of Research: <https://research.osu.edu/news-events/coronavirus-and-your-research-program/>

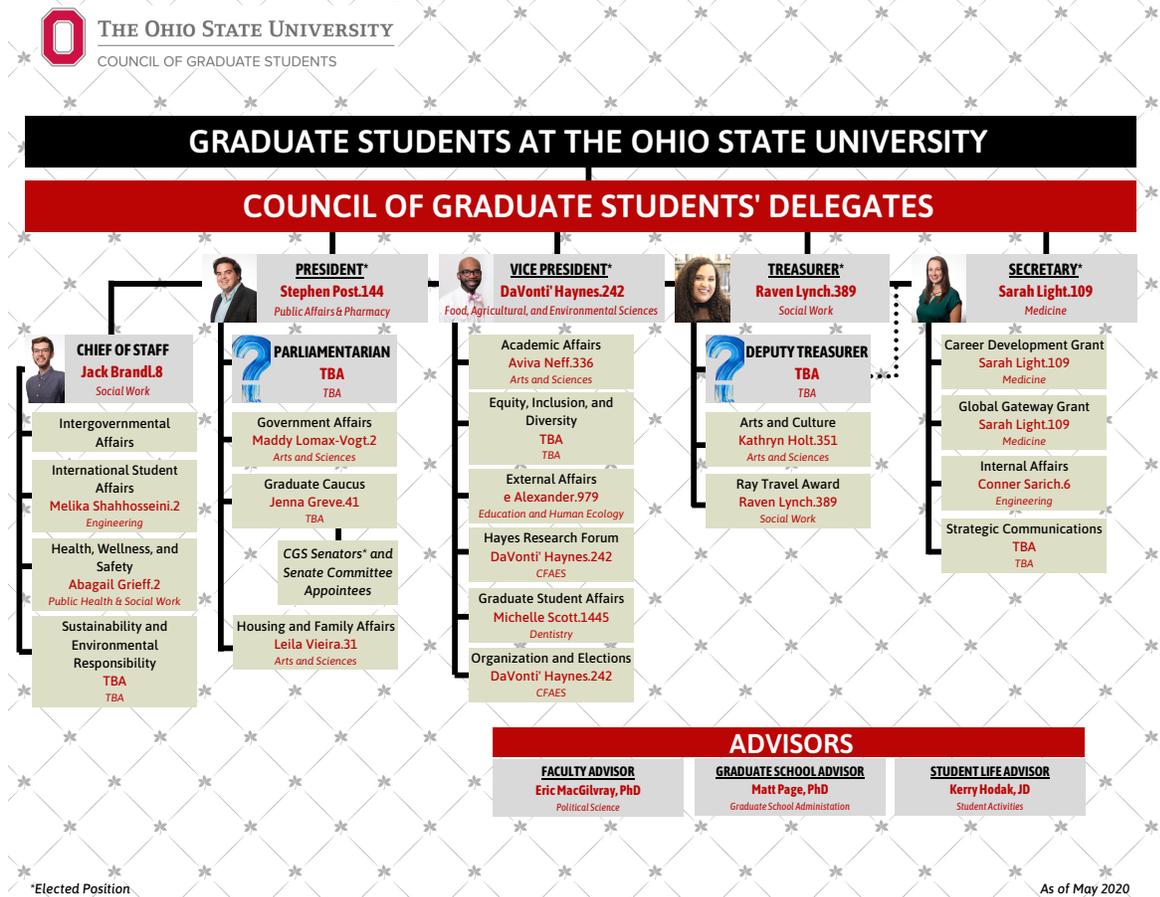
Human Resources: <https://hr.osu.edu/coronavirus/>

For e-learning success: KeepLearning.osu.edu

For GTAs and Candidacy Exams: KeepTeaching.osu.edu

All Graduate Associates and Staff: KeepWorking.osu.edu

New Executive Team and Org Chart (courtesy of VP DaVonti' Haynes)



CGS 2019-2020 Feedback Survey

Whether you will be returning to CGS or moving on, we would greatly appreciate your feedback as to how you thought your CGS experience went and if there are any things we can improve for future delegates. Please fill out the short survey here:

https://osu.az1.qualtrics.com/jfe/form/SV_8IGeGIfxJq55fk9

CGS Resources

As always, the CGS.OSU.EDU website should be up-to-date so you have easy access to any necessary resources and know where to point fellow grad students when they ask for more information! Additionally, the CGS Carmen page is updated to provide delegates access to any info, documents, or other resources you may need.

Please follow CGS on social media via our pages on [Twitter](#), [Facebook](#), and [Linkden](#). This will allow you to stay up-to-date with programming, event/meeting reminders, and other great resources that we encourage you to share on these platforms. Our handles are @CGSOSU.

I want to make sure you are all taking care of yourselves mentally, physically, and socially during these unprecedented times. Check out the resources at the [Student Wellness Center](#) to make sure you are keeping balanced in this busy time!

Always feel free to reach out to me with any concerns via email at post.144@osu.edu!

Stay well and Go Bucks!

A handwritten signature in black ink that reads "Stephen J. Post". The signature is written in a cursive style with a horizontal line striking through the middle of the name.

TO: The Council of Graduate Students Delegates

FROM: Leila Vieira

DATE: 5/1/2020

RE: Housing & Family Affairs

On April 27 there was a meeting with Student Life and Facilities Operations and Development to discuss the future of BV/family housing. In this meeting we learned that:

- The move from BV to UV will not happen before June 1.
- Construction of the lacrosse field (which will be where the 3 buildings in Tuscarawas Ct. are currently located) is paused indefinitely (they will continue design but nothing beyond that). Ruth Miller, from FOD, is pretty sure this project won't be picked up again before Summer 2021.
- Project to demolish the remaining BV buildings is also paused. Since these construction projects have been halted, I asked if they can reconsider our move to UV or at least delaying it. They said they will pass that question along to "senior leaders" of the university.

TO: The Council of Graduate Students Delegates
FROM: Blake Szkoda, Chair of CGS Senate Advisory Committee
DATE: 5/1/2020
RE: Senate Advisory Committee Chairs Report

Delegates,

I hope you are all doing well amid the COVID situation. Thank you for your recent participation in senator elections. Please know that meetings of the university senate have proceeded virtually and that your senators have been advocating for you (by zoom) per usual.

I'm also pleased to announce that Jenna Greve.41 will be the next chair of Senate Advisory (which will later be referred to as the Graduate Caucus). I know that she will serve you all well!

Please review the senator's reports and let me know if you have any questions at Szkoda.1@osu.edu! The newly elected senators do not begin their terms until August.

-Blake

Meet our 2020-2021 Committees Chairs!



International Student Affairs - Melika Shahhosseini (.2)

I am a 4th-year Ph.D. student in Mechanical Engineering and my research is focused on biological and biomedical applications of DNA nanotechnology, specifically for cancer detection. I am originally from Tehran, Iran and I came to OSU in 2016. I have been a CGS delegate since 2017 and I was also a member of a couple of other organizations such as the Persian Student Association, Mechanical Engineering Graduate Association, and Engineering Graduate Ambassadors.

Plans for this committee:

1. Improve the International Student Orientation materials provided by OIA. We started working on this matter last year and we found many areas for improvement. Orientation material doesn't include enough information about off-campus housing, general academic resources (such as Carmen), medical resources, and general info about how to live in Columbus.
2. The writing center scientific services: Many graduate students, specifically in STEM majors, are not able to use writing center services because they don't have personnel familiar with these areas. We need to negotiate with them to see how they can help those students as well.



Housing and Family Affairs – Leila Vieira (.31)

I'm a PhD candidate in the Department of Spanish and Portuguese. My concentrations are Latin American Literatures and Cultures and Latinx Studies. My current research focuses on domestic placemaking in cultural productions by Brazilian-American authors.

I am originally from Brazil I and went to Notre Dame for an M.A. before coming to Ohio State. I enjoy cooking, running, and spending time with my family. The Olentangy Trail is my favorite spot in Columbus.

Plans for this committee:

1. Hold the university accountable to their committee to graduate housing (for students with and without families).
2. Continue to work with the Parenting Students Working Group to ensure a space for students to study and hang out with their children is available on campus.
3. Extend the hours and availability of the childcare space at the RPAC.
4. Make childcare expenses be a refundable expenditure when applying for grants and awards from the university, especially when those funds are to be used for travel to conferences that provide subsidized childcare.



Health, Wellness, and Safety – Abigail Grieff (.2)

Hi everyone, I am thrilled to be serving as the health, wellness, and safety committee chair on CGS and I look forward to combining my passions for overall wellness with advocating for the graduate student population. I am from Cincinnati, Ohio, and graduated from the University of Kentucky with a psychology degree. I am currently in a dual degree program, pursuing my Masters of Social Work and my Masters of Public Health. I have an interest in working with the aging population with an emphasis on grief, loss, and terminal illness on both an individual and community-wide level. Social work values teach aspiring professionals to meet people where they are at, to always look to find strengths within a person/community, and to work with others to create meaningful goals. I am eager to do this with the committee, to have the opportunity to be a part of CGS, and to work with CGS to support graduate students at Ohio State.

Plans for this committee:

When it comes to health, safety, and wellness, specifically among graduate students, we don't place it as a priority. As a committee, it is important to establish an environment of open communication when discussing wellness. From this, I would like to make resources more widely known to graduate students so that they are able to utilize them to enhance their graduate school experience. I would like to focus on providing more information on the importance of overall wellness to the graduate student population, as a committee, in order to create a community that encourages evaluating and prioritizing mental health and physical health. Broadly, all graduate students should feel both included and supported in a multitude of ways, and I would like for the health, wellness, and safety committee, along with CGS, to work towards that goal.



Graduate Student Affairs – Michelle Scott (.1445)

I am a 4th year fellow in the College of Dentistry's dual-degree DDS and Oral Biology PhD program. I am an Ohio native and have called Columbus home since my time as an undergraduate here.

Plans for committee:

With the difficulties and transitions that we have all been facing this year, my plans for this committee are to work on the financial and mental health needs of our graduate student population. I also plan to continue our work from last year on concerns with the turnaround time for residency applications and the OSU Lyft partnership.



Graduate Caucus (formerly Senate Advisory) – Jenna Greve (.41)

I am looking forward to serving as the graduate caucus chair this year! I am a fourth year PhD candidate in the Ohio State Biochemistry Program (OSBP). I have served in CGS as a delegate and look forward to continuing that role as well as taking on this new role as Senator. I hope to continue to advocate for graduate student needs and create a more unified block of senators. My biggest goal for the year is to foster effective communication between the senate committees and CGS so we can stay on top of what issues are coming up and advocate for our needs accordingly!

Government Affairs – Maddy Lomax-vogt (.2) Returning Chair



Arts and Culture – Kathryn Holt (.351) Returning Chair



External Affairs – e Alexander (.979) Returning Chair

Internal Affairs (formerly Delegate Relations) – Conner Sarich (.6) Returning Chair

Academic Affairs – Aviva Neff (.336)

Equity, Inclusion, & Diversity (formerly Diversity & Inclusion)- TBA

Sustainability & Environmental Responsibility- TBA

Strategic Communications- TBA

Name and Senate Seat: Coralie Farinas, Plant Pathology Department, College of Food, Agricultural, and Environmental Sciences

Senate Committee Member of CAFR: Academic Freedom and Responsibility Committee.

The committee met this month to discuss O4 rule change.

The change has been a long process over the year, and will be voted on in the fall in the senate.

The change comes to address the following issue:

Misconduct cases are being filed under the 04 rule against administrators who also hold faculty appointments based on disagreements with administrative management decisions. The 04 rule is a protection of academic freedom for faculty and should be used for complaints against faculty in their role as faculty, and not to report concerns about actions taken by administrators with faculty appointments in their role as administrators. Concerns about administrative actions should be handled through the normal supervisory hierarchy and HR processes.

The proposed 04 Rule revision is organized along three tracks with a consistent structure. The first track is for grossly deficient performance and other violations of rule, policy or law; the second for research misconduct; and the third for sexual misconduct, equity violations, whistleblower retaliation, and workplace violence. Duplicate investigations have been eliminated so that timeliness is enhanced and due process is rigorously protected.

The Committee has expressed concerns about complaints filed against an administrator that also hold a faculty position. It is unclear if measures would be taken against both positions, or if it will only target the position held when misconduct was reported.

The **April senate meeting** was a time to recognize work achieved by Committee chairs.

It is possible that another Senate meeting will be held in June to continue the communication between the students and the administration at a time where many decisions have to be made.

April 2020

Name and Senate Seat: Gala Korniyenko, City and Regional Planning, College of Engineering

Committee(s) on: CGS Housing and Family Affairs committee (HFA), Senate Committee
Member of COPE: <https://senate.osu.edu/committees/physical-environment>, Task Force on Buckeye Village Issue, Task Force on Resources for Parenting Students

April Meetings Attendance Record:

University Senate

April 16th: Attended

CGS Meeting

April 3th: Attended

COPE

No meetings were held

Task Force on Resources for Parenting Students:

April 17th: was conducted via zoom. Attended

Summary of important activities from the committees, and anything important that I feel should be added to the CGS agenda/that delegates should know about:

The Senate meeting was conducted via Carmen Zoom and was focused on fiscal impacts of the COVID-19 crisis on university operations, and annual reports. Agenda and materials can be found here <https://senate.osu.edu/senate-meeting-april-16-2020>
The Senate is considering holding meetings in Summer.

The CGS meeting conducted interviews with applicants to represent CGS on University Senate. I have been reelected for 2020-2021 term and will continue to work with the committees on the issues of physical planning and housing.

Task Force on Resources for Parenting Students

There is a specific disaster pay for graduate associates or students-staff with families who might be affected by the loss of childcare or other family COVID19-related issues. More information is available at hr.osu.edu/coronavirus/leave/
Task Force is working on applying for the grant available through the OSU for funding for Parenting Student organization.

CGS Housing and Family Affairs committee (HFA)

The new chair committee is Leila Vieira (Vieira.31). BV residents meeting is scheduled on May 26.

April 2020

Name: Blake Szkoda

Committee(s) you are on: CGS Executive Committee, CGS Senate Advisory Committee (Chair), Senate Council on Academic Affairs, Graduate Council (governing board of the Graduate School), Senate Council on Academic Affairs/Graduate School Sub-Committee

September Meetings Attendance Record:

CGS Delegate Meetings

Cannot go to CGS delegate meetings due to meetings of my lab at the same time

University Senate

Cannot go to University Senate meetings in SP2020 due to teaching. Jenna Geve.41 went as my alternate.

CGS Executive Committee

Cannot go to CGS exec meetings due to meetings of my lab at the same time
Did not have one on March 20th, attended

CGS Senate Advisory Committee

No meetings held (these will be on an as needed basis)

Senate Council on Academic Affairs

February 19th meeting: attended

March 4th meeting: attended

April 1st meeting: attended

April 15th meeting: attended

Graduate Council

No February meeting

March 13th meeting: attended

April 1st meeting: attended

April 8th meeting: attended

April 20th meeting: attended

Council on Academic Affairs/Graduate School Sub-Committee

February 13th meeting: sent comments/attended electronically

February 27th meeting: attended

March 26th meeting: attended

April 23rd meeting: attended

CGS Org and Elections Committee

No meetings

Summary of important activities from your committees, and anything important that you feel should be added to the CGS agenda/that delegates should know about:

Dean Alicia Bertone has emphasized that all graduate students should continue to read President Drake's update emails very carefully- there is more information in them than one might think.

The senate did approve pass/no pass for graduate students, the deadline to decide has passed as of the time of writing this report.

Here is a link to the post-pandemic task force that you may find useful:

<https://news.osu.edu/covid-19-ohio-state-preparing-for-transition-back-to-on-campus-operations/>

ACT 2021 -SU-002
AN ACT ESTABLISHING CGS MEETING DATES 2020-21
Author: Stephen J. Post (.144), President
Sponsor: Executive Committee

Section 1. The purpose of this act is to establish the CGS meeting schedule for the 2020-2021 academic year created in accordance with “Article VII – Meetings” of the CGS Constitution.

Section 2. The CGS meeting schedule for the 2020-2021 academic year shall be set as the following:

Autumn 2019

Friday, September 11th - 3:30pm-5:30pm	1 st Autumn Delegate meeting
Friday, October 2nd - 3:30pm-5:30pm	2 nd Autumn Delegate meeting
Friday, November 6th - 3:30pm-5:30pm	3 rd Autumn Delegate meeting
Friday, December 4th - 3:30pm-5:30pm	4 th Autumn Delegate meeting

Spring 2020

Friday, January 15th - 3:30pm-5:30pm	1 st Spring Delegate meeting
Friday, February 5th - 3:30pm-5:30pm	2 nd Spring Delegate meeting
Friday, March 5th - 3:30pm-5:30pm	3 rd Spring Delegate meeting—Officer Elections
Friday, April 2nd - 3:30pm-5:30pm	4 th Spring Delegate meeting—Senator Elections

Summer 2020

Friday, May 14th - 3:30pm-5:30pm	1 st Summer Delegate meeting
Friday, June 4th - 3:30pm-5:30pm	2 nd Summer Delegate meeting
Friday, July 9th - 3:30pm-5:30pm	3 rd Summer Delegate meeting

Section 3. All CGS Delegate meetings will begin at 3:30pm, with an expected length of two hours, though all members should be prepared to stay later if business requires it.

Section 4. This act will take effect immediately upon approval at a regular meeting of the Council of Graduate Students.

Approved: Yes/No

Date: _____

Stephen J. Post, President

Council of Graduate Students
at The Ohio State University

44 *CGS Executive Committee Meetings* | **Full Delegate Body Meetings**

45

46 *Friday, August 23rd – 4:00pm-5:30pm*

47 **Friday, September 6th - 3:30pm-5:30pm**

48 *Friday, September 20th – 4:00pm-5:30pm*

49 **Friday, October 4th - 3:30pm-5:30pm**

50 *Friday, October 25th – 4:00pm-5:30pm*

51 **Friday, November 8th - 3:30pm-5:30pm**

52 *Friday, November 22nd – 4:00pm-5:30pm*

53 **Friday, December 6th - 3:30pm-5:30pm**

54 *Friday, December 13th – 4:00pm-5:30pm*

55 **Friday, January 10th - 3:30pm-5:30pm**

56 *Friday, January 24th - 4:00pm-5:30pm*

57 **Friday, February 7th - 3:30pm-5:30pm**

58 *Friday, February 21st - 4:00pm-5:30pm*

59 **Friday, March 6th - 3:30pm-5:30pm**

60 *Friday, March 20th - 4:00pm-5:30pm*

61 **Friday, April 3rd - 3:30pm-5:30pm**

62 *Friday, April 24th - 4:00pm-5:30pm*

63 **Friday, May 8th - 3:30pm-5:30pm**

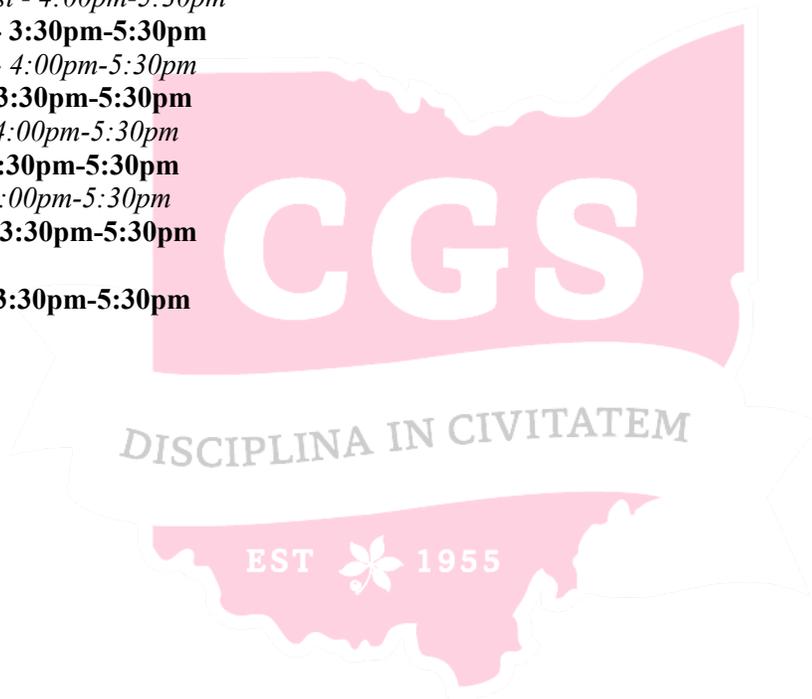
64 *Friday, May 29th - 4:00pm-5:30pm*

65 **Friday, June 12th - 3:30pm-5:30pm**

66 *June – TBD*

67 **Friday, July 10th - 3:30pm-5:30pm**

68 *July – TBD*



Council of Graduate Students
at The Ohio State University