

**Agenda**

Meeting Date: February 22nd at 9am-11am (CST) 10am-12pm (EST)

**Members in Attendance:** Joey Tapia-Fuselier (UNT),Missy Butts (UNC Charlotte), Leah Howard (Mercer), Cheri Keene (UT San Antonio), Donya Wallace (U of South Carolina), Nils Palma (Liberty), Karlesia Montague (UNC Charlotte), Genee Glascoe (U of South Carolina), Amanda Stuckey (U of Arkansas), Jyotsana Sharma (Virginia Tech), Daisy Zhou (Stetson), Jordan Beasley (Mercer), Marcella Rolle (Walden), Raven Cokley (U of Georgia), Mahsa Maghsoudi (UT San Antonio), Keshia Ross-Williams (Argosy)

* Brief Introductions:
  + Sub-Committee Assignments:
    - These assignments are fluid. Every person who submitted interest was assigned to one committee. These committees can change and individuals can decide how many committees they would like to be involved with
    - Don’t overcommit—take a realistic look at your schedule and decide how you can contribute.
  + Subcommittees:
    - **Blog** (total members assigned: 7)
      * Monthly blog will be sent to the entire SACES graduate student listserv, will be posted on the website, and will be posted on social media
      * The purpose of the blog is to give students a voice, give them experience with professional writing, and give them experiencing with reviewing and editing submissions
      * Proposed Blog submissions processes:
        + Assign one person on the committee every month to write something for the blog
        + Submit a call for blog posts and get submissions from outside of the GSC
      * Feedback from committee:
        + Put a call out, but always have a back up from the committee
        + Have an open calendar and interest areas leaving it to the subcommittee to decide if it is appropriate
        + Large committee serving as a backup and submitting as needed
      * Topics and Interests
        + Decided by subcommittee and approved by GSC Co-Chairs and SACES EC
      * Reviewers
        + Determine which subcommittee members might be willing to serve as the reviewers
      * Determine Policy/Procedures and Structure for Blog:
        + Length of submissions
        + Design and platform
        + Proposed timeline for rollout
        + Schedule of publication
    - **Website** (total members assigned: 6)
      * Purpose: Collect resources relevant for graduate students and new professionals transitioning to counselor education positions/practitioner roles and work with Dr. Wolf to post on website for graduate students
      * Potential Content:
        + Articles
        + Powerpoints/Presentations
        + Upcoming Trainings and Webinars
      * Determine Policy/Procedures
        + What do we want this process to look like?
    - **Counselor Educator Interviews (total members assigned: 21)**
      * This committee is going to have the most moving parts
      * Identifying Participants
        + Positions of Interest

Joey & Missy already have a list going, but the committee can decide what they want to use for the process

* + - * Platform
        + Accessible platform (closed captioning option)

Zoom?

Needs to be able to record

* + - * Editing
        + Determine who will edit the interviews
        + Needed software?
      * Interviewers
        + Who will conduct the interviews?
      * Interview Questions/Timeline/Schedule
        + Roll-out the process in March

Decide plan and schedule to be carried over into the new academic year

* + - * + Decide on Interview Questions

Missy has a running list, but committee can decide what they want to know and adapt as they please

* + - * Work with Dr. Wolf to post on website
    - **Newsletter** (total members assigned: 3)
      * We have a full page every issue to advertise and submit information in the SACES newsletter
        + Committee responsible for collecting materials/resources to advertise every issue
      * Design of submission
      * Joey will forward the contact information of the co-editors of the newsletter
      * You will know the SACES theme ahead of time, should be on website or co-editors should be able to share it
    - **Collaboration with Interest Networks** (total members assigned: 5)
      * Contacting each interest network
        + Some interest networks want to work with the GSC but don’t know it might look like
        + List of INs on SACES website

Contact INs and determine how GSC might get involved

* + - * Suggestions:
        + Potential for mentorship program/networking?

Collaboration with the interest networks in a mentorship way

Group mentorship option for students?

* + - * + Lunch & Learns hours—lunchtime once a month and Ins lead an open discussion once a month

Share what they do, relevant content, and interacting with the interest networks

Getting students more involved

* + - **Social Media** (total members assigned: 3)
      * Currently managed by Joey & Panos
      * Committee members would help manage platforms:
        + Facebook
        + Other platforms?
      * Material to share/Resources
        + Relevant News & Resources within the SACES media policies

Policies are listed on the SACES websites

* Important Information for Subcommittees:
  + Joey will email everyone what committee they are in
    - Email Joey or Missy if you have any concerns about where you are assigned
  + Committees will start rolling out their programs in March
    - Committees need to create a plan and timeline to present at next large GSC meeting
  + Chain of Command:
    - Committees will make decisions about their processes
    - This information should be submitted to GSC co-chairs, Joey & Missy, for approval.
    - Missy and Joey will send the subcommittee ideas and suggestions to EC for approval before subcommittee can implement plans
  + Google Drive:
    - We will give you access to our committee folders on google drive
    - These folders have committee information and committee charges
* Timeline for GSC
  + Subcommittee Meetings
    - Subcommittees need to meet before next meeting and have at least one member attend the full GSC meeting to report progress
  + Full Meetings
    - Doodle poll for the next graduate student committee meeting
      * Last week of March/first week of April
      * Potential informal in-person meetup at ACA
* Complete the google form for committee interest if you have not already

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Committee Co-Chair: Missy Butts

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