

GEA

Meeting Minutes

March 7, 2018

Opening

The regular meeting of the GEA was called to order at 1:45 pm on March 7, 2018 in 23rd Floor Conference Room by Shari Arnold.

Present

Shari Arnold
Jennie Carter
Ben Leake
Brittney Byrom

Agenda

1. Discuss Potential Mentoring Program Pilot
2. Expos Facto, A Priori, and National Day on Writing
3. Finding Activates GEA Members Want for Fall 2018
4. Money (Additional \$300 Approval!)

Open Issues

1. Planning for Expos Facto
 - a. A Priori and National Day on Writing planning will occur closer to events
2. Budget News:
 - a. \$300 awarded additionally to 2018-2019 budget.
 - b. Funds to be split evening between Mentor Program and New Voices Graduate Conference.
 - c. These additional funds bring New Voices Graduate Conference 2019 budget to \$650.
3. Continue discussion about Mentoring Programs and partnerships with Sigma Tau Delta.

New Business

Mentoring Program

1. Goals:
 - a. Help bridge the gap between graduate and undergraduate (junior and senior) students.
 - b. Graduate Mentors help undergraduate Mentees with applications to graduate schools (highlighting what our program has to offer), and

applications to two conferences (Undergraduate Research Conference and New Voices Graduate Conference).

2. Application/Pairing Process:
 - a. Mentors:
 - i. Graduate Students answer a call for Mentors by filling out a form showing their interests in helping and defining their strengths so we can pair them appropriately with Mentees.
 - b. Mentees:
 - i. Self-nomination process, in which students email a filled out a form showing their interest along with a faculty's signature or email of endorsement.
 - ii. Mentee form will ask what the student would like to gain from the Mentoring Program and GEA board members will pair Mentees' with Mentors' that can help them achieve their goals.
3. Preliminary Steps:
 - a. Call for GEAs who are interested in mentoring
 - b. Find students and pair them with appropriate Mentor
 - c. Reminder: this is only a pilot for this year, but next year we'll reconsider how the GEA board can partner with LDS for this program depending on how the pilot goes.
4. Partners:
 - a. Sigma Tau Delta
 - i. Help with proportions to undergraduates.
 - ii. They can supply a representative to sit in on board meetings pertaining to the program.
 - b. Underground Literary Journal?
 - c. English Department Faculty
5. Structure:
 - a. Market
 - b. Match mentees interest with the strong suits of mentors.
 - c. One collective meeting a semester with all mentors, mentees, and program directors.
 - d. Two required individual meetings between Mentors and Mentees:
 - i. During which Mentor provides guides for projects and conference advice.
 - ii. However, Mentees are responsible for setting up meeting times, starting the conversations, and staying on top of projects.
 - e. One social group function with all mentors, mentees, and program directors.

Agenda for Next Meeting

1. Shari
 - a. Check for GEA Gmail account or open a new one, or @gsu.edu account.
 - b. Meet with Malamud about partnership with Sigma Tau Delta.
 - c. Meet with Gaillet (post spring break) about mentor program.
 - d. Attend April Faculty Meeting
2. Jennie
 - a. Craft the form for undergraduate to fill out to join the Mentor Program.
3. Ben
 - a. Develop survey questions for GEA members who attend Expos Facto.
⇒ Survey Questions pulled in Google Doc for GEA board to discuss.
4. Brittany
 - a. Call Twain's for reservation and catering info
⇒ Follow up with Shari by March 26th
⇒ \$250 put aside for Expos Facto event
⇒ If Twains cannot accommodate the GEA event, check in with:
Manuel's, Imperial, and Leon's
 - b. Expos Facto scheduled for Thursday, May 3rd at 6 pm

Adjournment

Meeting was adjourned at 3:00 pm by Shari Arnold. The next general meeting will be at 1:30 pm on April 11, 2018, in 23rd Floor Conference Room.

Board Members Reminder: Join the online conversations through Slack.com or the Slack app. Email Jennie if you have any questions about the app.

Minutes submitted by: Brittany Byrom

Approved by: [Name]