

Doctoral Student Organization Minutes

Texas State University, San Marcos

April 28, 2003

Meeting began 2:35

Attendance: Dr. Reese (Organization Advisor), Tamara Clunis, Elaine Jones, Susan Maxey, and Linda Muñoz

Dr. Reese expressed her excitement about being involved with the organization and apologized for not making it to the first meeting. There was some miscommunication regarding the time and location. She also thought the inclusion of two presidents (one from SI and one from APCE) was an excellent decision, and that this should continue.

Tamara told Dr. Reese that she was in the process of adapting the AERA Graduate Student Council bylaws to conform more to the direction and scope in which our organization hopes to move. Registration packet must be submitted by Friday, May 2, 2003 for the organization to be considered for the 2003-2004 school year.

Dr. Reese shared some of the benefits of having a registered student organization on campus (access to school vans for outings, bulletins, greater recognition). She also offered ideas for activities and suggestions for defining how we see the organization's role on campus and for ourselves. These are briefly explained below:

Inviting speakers (from our campus but also from other campuses) to share with us their perspectives of being PhD students and their post-doctoral careers

Share information after members attend national conferences as well as research interests and ongoing projects

Supporting each other as we prepare for the dissertation process

Remembering that as students we have access to the Rec Center on campus; members of the program can meet once a week for activities at the center.

Disseminating information to members regarding activities on campus in which we could attend as a group (Philosophy Dept. Dialogue Series, cultural events/ theater performances). Dr. Reese remarked that as doctoral students we may not remember that we need to look up and see what the university is doing and sharing. She pressed this point throughout the meeting.

Clarifying and defining our purposes for the organization: social, professional? (Tamara remarked that we see the organization as fulfilling both these needs, and perhaps even in the first year being a social organization.)

Working on a political awareness/action committee (socio-political concerns) because knowledge of legislation and bills pending is vital. Organization should focus on the impact of our individual or collaborative research projects and how this research might influence legislation. Using our separate policy interests and sharing our research with appropriate committees in state legislature could affect policy in the state.

Posting areas of interest and need on website. Creating an efficient flow of process and policy, procedure (all in handbook).

Susan suggested we develop our own Distinguished Speaker Series. This will bring more exposure to the program and the organization.

Tamara wondered about the creation of an organization handbook. Dr. Reese thought it would be fine to develop one but that leadership is what is needed now. The handbook could house the purpose of the organization, bylaws.

Dues will be collected, but it will be rough the first year because the university will not provide funds for any organization events during that time. The plan is to have one big event each semester and smaller ones throughout semesters with a big kick-off event in the fall. The exact amount of the dues has not been determined, but Susan suggested \$5.00 but contributions for more than that will not be refused.

Tamara asked about how the president positions should rotate, but that still needs to be decided. Linda suggested it be a one year appointment but that past presidents become support for the incoming presidents. Again this will be clarified in the bylaws.

Elaine asked about now the organization can become involved in the community through community service activities. There was not time to talk about this, but there is an option to have a committee or individual (Elaine?) that will work as community liaison.

Meeting adjourned: 2:55

May 14, 2003

Start: 5:00pm

Officers present: Jimmy Hand, Lisa Korth, Susan Maxey, Linda Muñoz, Tamara C. Thorton. Officers absent: Sharon Fillion, Jane Butters.

Meeting began with Susan and Jimmy volunteering to research and hold meetings based on 'Robert's Rules of Order.' Jimmy made a motion that the meetings would precede under these rules, Lisa seconded the motion and the motion was passed.

Agenda Items

1. The minutes of the previous meeting with Dr. Reese were reviewed. Jimmy will post the minutes on the website. Tamara made a motion to approve the minutes, Susan seconded and the minutes were approved.

Lisa suggested that members of the DSO fill out an application with their dues. All agreed this would be good, but this will be discussed at a later meeting.

Tamara wrote up the minutes from the first DSO meeting (when Linda was not present). These have not yet been approved.

2. Tamara sent in the paper work into the university to officially recognize the the DSO in late April. We should hear back in 2-6 weeks but nothing yet.

3. The official name of the organization according to the paperwork that was submitted is College of Education Doctoral Students' Organization (COEDSO). This may be the only one on campus, but we are not sure-geography may have one as well.

4. Linda suggested the DSO include other PhD students (geography and aquatic biology) in order to broaden our own scholarly endeavors in cross-disciplinary collaboration. Tamara and Susan pointed out that our organization needed to focus on the Education PhD organization and its students now but that in the future we may propose a Doctoral Student Council that would represent all the PhD students and organizations on campus.

First, we have to find out what organizations already exist and talk to the program coordinators in Aquatic Biology and Geography. Lisa says that she did a search for organizations similar to ours in geography and there is no geography organization now. This will be discussed more at a later meeting.

5. Member dues were discussed at some length. Tamara wants to keep the organization inclusive meaning that if you are a member in good standing (paying your dues), you are a member. Susan thought it best to distinguish between

'active members' (those who pay dues and can vote on issues and for the board, publish/share research interests in newsletter) and 'non-dues paying member' (those who would be members in name only but without getting the benefits of membership-the newsletter, directory access on the web, CV support, etc).

The board members present agreed that \$5.00 a year for dues was not enough to cover the cost of much of anything although the overhead for the organization would not be great. The newsletter could be electronic and linked to the DSO website. Access to these websites would be free but it is possible for 'active members' to use a password to access some items that non-paying members could not.

It was suggested that the dues be \$25.00 a year--\$10.00 for each long term and \$5.00 for the summer. Another perk of paid membership would be membership cards that Jimmy will make and distribute. The cards would be 'free' with your complete payment of dues.

Jimmy suggested that the DSO should make business cards for the '03 cohort as welcome gifts. These could be distributed at the Fall welcome/get together. The business cards would also be available for other members through the website or Jimmy.

The membership issues raised at this meeting will be raised at the June member meeting and put to a vote at that time.

6. Dates for future meetings into the Summer session were set. Linda suggested that all officers' meetings should be closed in order for the group to be better prepared to present issues that need to be voted on at the all-member meetings. Tamara wants to try to rotate meeting days so that APCE and SI people in the different cohorts would be on campus for every other large group meeting. The following dates were agreed upon for the summer:

June 5-DSO Officer meeting at 5:00; place TBA

June 9-DSO member meeting at 5:00; place TBA

June 26-DSO mixer and membership drive; time and place TBA

July 10-DSO Officer meeting at 5:00; place TBA

July 14-DSO member meeting at 5:00; place TBA (this is to finalize August plans for big Fall kick-off event)

August 24-DSO Fall Kick-off /Gathering (all members + '03 cohort and families invited)

Tamara will check to reserve either Sewell Park or University Camp (on the Blanco) for the August 24 event.

7. Jimmy did some research on the web regarding other DSO websites at other universities and found that all sites were approved university websites. He will find out how to get access to an approved site for the organization. While researching other sites, Jimmy developed a list of possible pages or links to include on our DSO site. These include

- a. a calendar of events
- b. a directory (with name, email address, website link, collaborative research interests, other research interests)
- c. a link to research interests/strand
- d. a 'hall of fame' to highlight members who receive honors awards or grants, do presentations at conferences, or publish
- e. dissertation defenses-dates/times and abstracts on the link
- f. tips for doctoral students (a top 10 list of sorts)
- g. PhD manuals (student handbook and DSO handbook)
- h. information regarding the IRB procedures and a link to the SWT page
- i. frequently asked questions (FAQs)
- j. sample Vitas
- k. testimonials regarding the program
- l. links from and to SWT College of Ed site

- m. DSO mission statement and philosophy
- n. minutes of the meetings
- o. DSO membership application
- p. links to professional organizations (publications?)

Jimmy will talk to Allison regarding the space on the School of Ed server for the DSO website. Tamara motioned to let Jimmy take on the website. Susan seconded the motion and it was approved.

8. Lisa handed out a brainstorm list on what she envisioned the newsletter to look like. All officers agreed that the newsletter not be a repeat of or attempt to supercede the website. In addition, even though the newsletter would be available online via the DSO website, a paper copy (nice looking-Dr. Slater said some of the cost for this can come from the program) should be distributed as well.

Tamara suggested the newsletter have themed issues as its major focus. Included will be references lists, book reviews, qualitative software reviews, research articles, conference experiences (giving everyone an opportunity to publish). Linda suggested that the themes be decided on at the beginning of every year and published in the newsletter so that all members can look to a future theme in which they might publish.

The name of the newsletter is still undecided. Tamara suggested that members come up with possible names for the newsletter. The winner of the name will get a pizza coupon.

9. The next item in the agenda dealt with doctoral program feedback. All the officers agreed that the first review must be that of the survey done this past spring. All also agreed that the review and the subsequent presentation/write-up of that review to Dr. Slater gives all PhD students an opportunity to improve the program. It is important that all understand that the purpose of the feedback is to build and improve the program and not to tear it down. The PhD program has asked us to contribute to its own improvement. We all must remember that the faculty is learning as we are.

The group discussed steps that might have to be taken to obtain and present the feedback. As we compile the feedback (both negative and positive) regarding the PhD experience here at the university, we need to remember to offer creative suggestions or solutions for change.

Susan pointed out that all members need not agree to all suggestions/solutions made by other members; instead the feedback is representative of individuals and not necessarily that of the whole DSO membership or any particular cohort.

Some of the issues that need to be raised might regard function, rules, feedback particularly regarding policy making. Two (2) DSO member representatives would be able to attend PhD Advisory Committee meetings and present feedback from members of the DSO. The DSO would be responsible for doing an annual survey and to present this at the meetings to possibly affect policy.

Tamara pointed out that another issue that needs to be brought up in the feedback is issues of equity. Not all members in the PhD program speak up for themselves. How can this be resolved? Susan thought that in a PhD program, you should know how to speak up for yourself; however, there was a discussion as to whether all in the program feel comfortable doing so. Tamara thought it might be a good idea to discuss with Dr. Reese how we would or could shape issues.

Regarding the collaborative project, we all agreed that there needs to be better clarification in terms of dates items are due (semester to semester) and agreement between the PhD Student handbook, the Fall semester syllabus, and the Spring semester syllabus.

10. Tamara gave everyone a copy of the AERA Doctoral student Bylaws and asked that we read through them and make note of the wording and how these might be utilized for our own bylaws. Jimmy will scan them and send them

to us all and we can work on them separately. Linda will compile all the suggestions and come up with one document (send all your suggestions or rewrites to her).

10. Action Items that Tamara will take care of for the next DSO officer's meeting:

Find out how/where the DSO can set up an account to house the dues.
Reserve a pavilion at University Camp (in Wimberley) for the Fall get together.
Talk to Drs. Ross-Gordon and Fite regarding the time for the DSO membership drive and mixer.
Talk to Dr. Slater regarding the results from the Spring '03 survey.

June 5, 2003

Start: 4:45-Facilitator: Lisa Korth

In attendance: Tamara Clunis, Sharon Fillion, Susan Maxey, Jane Butters, Lisa Korth, Jimmy Hand, Linda Muñoz, and Dr. Reese.

1. Lisa welcomed Dr. Reese to the meeting and general introductions were made.

Prior to the approval of the minutes for the May 14 meeting, there was a discussion on who will facilitate officer meetings in the future. Tamara thought it a good idea to have the officers facilitate the meetings in a revolving fashion. Sharon wanted to know if conducting the meetings wasn't the responsibility of the presidents. There was a general discussion that either way would be okay for the group. At this point, the two options were put forward for a vote, and the majority in the group voted on revolving facilitators.

Susan motioned for the meetings to be facilitated by officers on a revolving basis. Linda seconded the motion; no one opposed. The motion was passed.

2. The May 14 meetings were reviewed with the following corrections noted:

ÿ Regarding #1, para. 2: Lisa wanted to clarify that all members fill out an application with or without payment of dues.

ÿ Regarding #4, para. 1: Lisa wanted to point out that she did not do an extensive search for a DSO in geography only that it did not appear in the Geography PhD homepage.

ÿ Regarding #5, para. 4: Sharon noted that making doctoral student cards with the SWT logo is illegal as it deals with copyright infringement. We would need to get approval before using the logo.

DISCUSSION-Dr. Reese will check on whether it can be used. She also said that graduate assistants can get SWT business cards so she thought it would be possible for students to get student cards. Tamara noted that she received a business card from a graduate student in geography. Jimmy will talk with Allison about business cards for PhD students.

ÿ Regarding #6, final para: Rio Vista and City Park were also mentioned as possible sites for the fall kick-off/get together.

NOTE: The May 14 minutes were not approved.

3. There was a brief discussion about how to get access to Robert's Rules of Order. Lisa said she will download the information and share it with the group.

4. Tamara reported on action items she was responsible for doing since the last meeting. She contacted Dr. Slater regarding the PhD evaluation forms and was told that the data is still being compiled. Linda updated Tamara's information reporting that Allison had finished compiling the data and that Dr. Slater would like to first present this to the faculty at a meeting on June 19. After this time, the information will be forwarded to us so that we can share it with students.

Tamara told the group that the university approval of the DSO is near at hand. We will be able to set up an account under the DSO when the paperwork is approved; however, we can still accept dues prior to approval.

Tamara found out that the cost for reserving University Camp (for the Fall Kick-off) is \$4.00 per student, so we might consider getting together at Sewell Park-it is free. Other places (Rio Vista, City Park) can still be considered.

There was some discussion on a date change for the Fall Kick-off being on the same day as the '02 cohorts qualifying exams. Final decisions about the date change will be tabled until the next meeting.

5. Regarding the Bylaws, Jimmy thought they needed to be internalized more to make them more specific to the DSO. Tamara recognized that the drafting and final approval of the Bylaws may be a summer project especially regarding officer descriptions. As per Dr. Reese's question regarding the Bylaws turned into the university, Tamara told the group that the Bylaws she turned into the university were just a shell briefly describing the organization and the officers. The COEDSO officers will spend a meeting during summer going over the Bylaws and will approve them. There was no date set for that meeting.

6. Lisa spoke about possible names for the newsletter. After some discussion and suggestions (The Doctoral Distributor, SPECIAL), Dr. Reese suggested The Doctoral Student Oracle. The officers liked the name but no motion was made to reject or approve the name.

Some themes for the issues were Accountability, Professional Development, Best Practices, Social Justice, Software for the Doctoral Student, Professional Conference Presentations.

Susan suggested Lisa and the Newsletter committee review a copy of *Educational Leadership* and use their format for the newsletter. Sharon noted that the DSO officers be responsible for certain issues (this can be incorporated in the Bylaws). Susan said that each issue should have an opening letter written by the DSO presidents or perhaps the officer 'in charge' of that issue. This letter would review/introduce the themes in that issue.

7. Regarding membership dues, officers again agreed that the dues be set at \$25.00 a year (September to August). There was some discussion of active and inactive membership. Jane wants the DSO to be inclusive but that membership should be tied to dues. If the option of being a member and not paying dues is presented to the PhD students, few students will pay. Also, it is best that the dues be paid in full and not through installments. Sharon noted that we could separate paying from non-paying members by saying that paying members not pay for parties while non-paying members pay.

Tamara asked the group to consider what the benefits are to paying dues and joining the DSO for PhD students; in other words, what can the DSO offer students to get them to become involved? Dr. Reese talked of the ability of DSO members to use SWT vans to take groups to conferences in the state. In addition, DSO members can participate in committees on campus. Dr. Reese reminded the officers that the DSO needs to be a balanced organization in which academic discourse and social mixers coexist but that the focus always be on academic advancement. The newsletter will give faculty throughout the campus access to doctoral students' research interests.

Sharon made a motion to set the dues at \$25.00 a year. Lisa seconded the motion, none opposed. The motion was passed.

Tamara noted that this year dues will be different because we are starting to collect from June 9, 2003 and it will go through August 2004. The dues will be set at \$25.00 regardless of when you sign up to join the organization.

For Monday's member meeting, tentative agenda items will be dues, application, and possible committees. At the point in the meeting, there was more discussion on who leads a committee-a DSO officer or a member-at-large? If a member-at-large led a committee, they would be responsible for contacting a member or attending officer meetings to report on committee happenings. Jimmy will reserve a room.

Applications for the DSO will go in Jane's box (with a check) in ASB-South. Linda will keep track of application forms; Jane will collect the checks. It was decided that the DSO open an account at an off-campus bank as going through SWT accounts is time consuming. Jane will look getting information about opening an account.

Sharon or Tamara will contact Dr. Slater about having all DSO officer meetings in the conference room in ASB-South. Sharon will facilitate the next meeting. There was some discussion about officer's meetings held on Mondays, but nothing was decided.

Meeting adjourned: 5:44

June 9, 2003

The meeting began at approximately 5:00.

Officers present: Sharon Fillion, Tamara Clunis, Susan Maxey, Jimmy Hand, Lisa Korth, Jane Butters, Linda Muñoz

PhD students present: A mix from '01 and '02; two from the future '03. Approximately 20 interested PhD students present.

Faculty and staff present: Dr. Slater and Allison H.

1. Sharon and Tamara introduced the officers and welcomed the students.
2. Sharon and Tamara talked about the benefits of joining the organization (including: strengthening discourse, contributing to PhD program, access to secure information on website, join university committees). Later in the meeting, she and Tamara also talked about study groups, writing workshops, writing circles, connecting with faculty throughout the university.
3. Tamara announced the June 26 membership mixer and invited all three cohorts. Drs. Payne, Ross-Gordon, and Fite have agreed to dismiss class at 8:15 on that night to allow for time for the mixer; however, we recognize this is too late for many students who have some ways to drive to get home. Therefore, we are looking at meeting earlier on that day. We will let you know the time and date soon.
4. The big event for the organization will be the Fall Kickoff on August 24. This is on a Sunday. Some members requested that it be changed to Saturday. Tamara will look into available reservations for Saturday and Sunday. The important thing to remember is there is a commitment from each cohort to get together with family and fellow PhD students.

The place for the event will be announced in the future but it will be at Sewell Park or a San Marcos city park. Tamara told the group that the DSO has no university money the first year, so initially there will be much financial challenge.

Mike ('02) suggested we use evite.com to send emails to each cohort to let them know about the upcoming events. This software allows people to RSVP their reply and to maintain an address book. Mike says it is easy to use.

5. Jimmy talked a little about the website. He let students know about what he plans to put on the site and asked for input from participants about what they may want to see on the site. Jane (Butters) suggested that as more cohorts join the program/DSO, we might have a carpool link on the website. Tamara noted that the site would also have links to organizations relevant to SI and APCE. She named APCE links being AERC, AAACE, NADE. She also noted that the site may have links to how to write or get input from faculty on producing a CV.

6. Lisa told the group about the newsletter and its thematic focus. Tamara talked about the newsletter being professionally written and presented-a "vitae worthy" newsletter. Lisa welcomed suggested for themes and for volunteers to join the newsletter staff. Linda said she will join.

7. Tamara and Sharon stressed the importance of the organization belonging to its members and that everyone in the membership make a commitment to become involved in one or more interest sections. These will be better defined later once we know (from membership applications) what interests people have. Gabriel ('03) was interested in knowing about scholarship and grants open to PhD students that others in the group had tapped.

8. Allison said that she will set up a Blackboard site for the DSO in which interest sections can be explored.

9. Jane Butters (treasurer) reported that there was a zero (0) balance in the account but that she would be collecting membership dues after the meeting.

The meeting ended at approximately 5:30.

July 7, 2003

I. The meeting was called to order at 4:50pm.

Officers present: Sharon Fillion, Tamara C. Thorton, Jane Butters, Lisa Korth, and Linda Muñoz; Officers absent: Jimmy Hand; Facilitator: Sharon Fillion

II. Minutes

Minutes for the June 5 DSO Officer meeting, the June 9 DSO general member meeting, and the corrected May 14 DSO Officer meeting were reviewed. One correction on the June 9 member meeting (#6): Judy Bentley said that she would be willing to help with the newsletter.

Motion: Jane moved to approve the June 5 minutes

Sharon seconded the motion and the minutes were approved.

Motion: Sharon moved to approve the June 9 minutes

Tamara seconded the motion and the minutes were approved.

Motion: Sharon moved to approve the May 14 minutes

Tamara seconded the motion and the minutes were approved.

III. Reports from the Officers

A. Secretary-

1. There was a discussion as to whether the recording secretary should facilitate meetings (while someone else takes notes). It was decided that the recording secretary not be included in the meeting facilitator rotation. **Motion:** Sharon moved to approve secretary not facilitating meetings. Jane seconded and the motion was passed.

2. Regarding the membership list and other secretary duties: Secretary will be responsible for keeping and updating the membership list and sending it electronically to the webmaster of the DSO webpage. Treasurer will see that the secretary gets all new member applications. Tamara said she will buy a portable carrier for DSO files (applications, lists, meeting minutes, bylaws, etc.).

3. July 14 member meeting was cancelled; July 28 officer's meeting was scheduled.

B. Treasurer

1. Unable to move to opening bank account until DSO is fully approved by the university. University still needs a description of officers' duties. Jane presented the pros and cons of going with an SWT account vs. an outside bank.

Motion: Jane moved to open the account with the SWT treasurer; Sharon seconded the motion and it was passed.

2. 2003-2004 budget: At this point the DSO has under \$300.00. Once the account is set up, the officers will get together and work on allocating money for different committees (newsletter, activities).

C. Newsletter

1. Tentative scheduling for first newsletter will be late Fall, 2003. No theme decided as yet.

2. The email account is: coedso@txstate.edu

The user name: **coedso** The password is: **droracle**

D. Web Secretary

Jimmy was out today so this will be discussed in the next meeting.

IV. Reports from Standing Committees

A. Newsletter-nothing yet to report although there was a brief discussion about inquiring from members as to their

interest in becoming involved in the committee; Lisa will be in charge for the upcoming year but tentatively because she wants to ensure support from other s. It is a big project for which she does not want to have sole responsibility. Tamara suggested a committee meet but no definite time was suggested.

B. Entertainment/Activities-These two committee merged. Jane will be chair of this committee for the upcoming year.

C. Election Committee-Primary task in Fall is to elect a new VP now that Susan Maxey has resigned.

V. Unfinished Business

A. Description of officers' duties were decided for the Bylaws. Linda will type and send to all. (See at tached for descriptions.)

VI. New Business

A. Vice-president resigning-She will not be replaced until the fall (IV.C)

B. No refreshments are needed for officer meetings.

C. ASB 308 is a great place to meet for officer meetings. Should be our first choice if available.

D. After party/potluck functions, be aware of what needs to be cleaned up and help out. Share duties (if some have class and others do not).

Meeting adjourned at 5:50.

July 28, 2003

Meeting Started: 4:50pm

Officer's present: Jane Butters (treasurer/facilitator), Sharon Fillion, Lisa Korth, Linda Muñoz, Jimmy Hand, and Tamara Clunis.

Sharon told everyone that she and Tamara received notification from the university that the DSO is official.

I. Approval of July 7 officer's meeting.

Note the change under standing committees; correct "chair" to "committee representative." Jane moves to approve the minutes; Jim seconds, and the minutes were approved.

II. Bylaws:

a. Change "chair" to "representative"

b. Now that the DSO is official, Tamara and Jane will meet and pick up the organization's packet at the LBJ center. The organization is PO Box 176 (Student Center)-unsure whether it is a combination lock or a key. Tamara will check.

c. Jim suggested we talk to Allison about getting a COEDSO box in the PhD offices. This would be easier for all. Tamara will talk with Allison about the box. Jane will open up an acct. with the SWT cashier next week.

III. August Mixer:

a. The tentative date is Aug. 24 at 4:00pm. Jane will be in charge of sending out electronic invitations. She will distribute to officers prior to sending out to students and faculty. She will indicate on the flyer: Potluck-Bring foodyou're your family + 4 other.

b. Jimmy will call for reservations to (1) Sewell Park and/or (2) A San Marcos city park. He will also talk to Susan and her boyfriend about entertainment.

c. Tamara wants info to be gathered regarding the qualifying exam-cohort '01 can talk with '02 about what to expect.

d. Sharon will invite Dr. Trauth on our behalf.

e. COEDSO covers drinks and ice, and we will all scavenge for paper products throughout the education building.

f. Rec Jam on Friday may cause a problem with Sewell park.

IV. 2003-2003 Academic events

a. Tamara pointed out that the organization must show people other benefits beside gatherings like the potluck. Perhaps we can have 2 symposiums throughout the semester prior to classes (times 4:45-5:45).

b. One early topic might be one on qualitative and quantitative research with Dr. Price, Dr. Beatty, and Dr. Waite.

Can send out an email to get feedback on topics. Other suggested speakers/topics:

ÿ Research methods

ÿ Conferences (Sharon is SWT rep for AERA; TACSCE conference in the Fall, students can volunteer and then go for free; ASCD, encourage student participation in conferences)

ÿ Mitte chair

ÿ SI focus

ÿ APCE focus

ÿ Critical Theory (Dr. Hanks from philosophy)

c. Jimmy suggested we have invited speakers each week (professors, students)-maybe something to think about for the future.

d. Tamara pointed out that the setting up interest for the symposiums would be difficult because there are 3 different cohorts all with different interests, and attending classes on different days.

e. Tamara says that preparing for symposiums will be her focus for the Fall.

f. There was some discussion about preparing an orientation for the 'O3 cohort. All thought this a good idea but logistics were not determined. There was some discussion about having the orientation a few hours before the mixer, but eventually the orientation discussion was tabled and it was decided to continue the discussion via email.

V. Newsletter

a. Lisa is thinking that the focus of the first newsletter will be on collaboration (process and projects). Later the focus might be on accountability, social justice, leadership. The tentative date for the newsletter publication will be late November.

VI. Website

a. Jimmy promised that the website will be up and running by the start of fall term.

VII. Committies

a. Tamara reminded the group that we need to form committees: Newsletter, Website Committee, Activities. This is the only way we can avoid doing all the work.

VIII. The next meeting be August 27 (Wednesday night). Jimmy will facilitate at 4:45.

Meeting adjourned at 5:45.

September 8, 2003

Meeting began: 4:55

Attended: Sharon, Lisa, Jimmy (facilitator), Linda, Jane

1. Approval of July 28 minutes and General Business

a. Sharon will use a different email address since Linda can't connect with her through her AOL account

b. Meeting facilitator will check mailbox in LBJ; Lisa motions that this be done on prior to officer meetings; Sharon seconds and the motion is passed.

c. Website is up but not yet running; no URL is available from Texas State.

d. Tamara bought a file box for meeting minutes and other DSO documents that need to be maintained. This box and the organization of its contents will be the responsibility of the recording secretary.

e. Jane will label her mail box in ASB-South with JaneButters/COEDSO

f. Jim approves the meeting minutes; Jane seconds and the minutes are passed.

g. Jim (facilitator) suggests we use a generic template for each of the officer's meeting-but it was decided that this was probably not doable.

h. Tamara: Thoughts from the drive-Regarding seminars and inclusion

i. COEDSO is on the official SWT organization page. Jane gave us copies of the official approval letter (Recording Secretary will keep the original filed).

2. Website-Jimmy

a. DSO Bylaws in editorial mode

b. Linda suggested that on the DSO officers' page, there might be a link of their duties (according to the Bylaws).

c. Jimmy has put the application on Acrobat Reader.

d. Cohort Rosters are on the site-but still haven't addressed privacy issue (Jimmy has all the applications with information about what information cohort members want about them on the site.)

- e. Jimmy has the calendar of events linked to SWT academic calendar
 - f. Other pages on the site include meeting minutes, top ten tips for doctoral students, faqs, link to PhD homepage, SWT disclaimers and webmaster information.
 - g. Tamara suggests that there also be a link to the PhD faculty homepages and email addresses.
- Sharon mentioned the need to get the '03 cohort more involved with giving suggestions, etc. She suggested we ask Caverly and Ross-Garcia to give us time to recruit members from '03 into the organization, and at that time to recruit a specific person interested in being the '03 cohort liaison.

3. Future general meeting dates-Jimmy

- a. Tamara suggests we make dates for general meetings throughout the semester.
- b. A good idea to do it soon: Monday, Sept. 29 @ 5:00
- c. Location: 2nd floor of the den (Brown-bag)-The focus of this meeting will be dues, other discussion items later
- d. Lisa will produce the flyer using the template and send it from the COEDSO email-Jimmy will put the COEDSO email address on the webpage.

4. Member needs assessment-Tamara

- a. Tamara suggests us sending an electronic needs assessment or a word document with simple questions-Tamara wants to get it out by the 22nd and have it compiled by the 29th. Linda and Tamara will draft the assessment and send out for perusal to the officers.

5. Committees--Tamara

- a. Tamara-which committees will we open for member participation? All.
- b. Which committees are we ready to start? All.
- c. At the general meeting, we will have sheets for members to sign up for various committees: Newsletter, Events (Academic and Professional), Website Liaison for '03. Another paper with invitations to anyone who wants to run for the VP position.

6. Checks for Reimbursement--Sharon

- a. No one wants reimbursements for any of the picnic supplies, but we talked about the need to do this if necessary.

7. Topics for seminar presentations-Sharon

- a. Sharon-Qualitative/Quantitative panel discussion or workshop (Paradigm Wars).
- b. Tamara-Wait on topic until the needs assessment returns
- c. Good point but it might be better to start setting it up now: best to use the needs assessment to start with popular topics in the Spring; Tamara moves to have the first one on Paradigm Wars, Sharon seconds.
- d. Tamara wants us all to be Open to analyze the needs assessment and change it if necessary; All agreed.
- e. Tamara-ask Monday night professors if they would want to participate. We also need to know when students are willing to participate, and specific dates.
- f. Sharon-Because the Paradigm Wars will be the first seminar, it is okay to make the decision to get it started.
- g. Paradigm Wars is slated for the November 3 (THIS HAS DISCUSSED AND CHANGED VIA EMAIL TO BE NOVEMBER 13. IS THIS CORRECT?)

8. Newsletter Topics-Sharon and Lisa

- a. Initially, we should highlight some projects that have been or will be published or papers accepted at conferences.
- b. We will include a question on the assessment concerning the members' interests in newsletter topics.
- c. Linda might add a request for topics when she sends out the letter asking for collaborative inquiry synopses.

9. Treasurer--Jane

- a. \$300.00 in account and \$100 in checks that need to be submitted
- b. No pertinent issues at this time.

10. Vice President-Open discussion

- a. We can't open it only to '03 because it would be unfair. However, we should encourage members from '03 to run.
- b. Tamara: we are meeting on the 29th; we can accept nominations at that time, and then they vote (they can self-

nominate).

c. Some discussion on this. Jimmy will send out the election announcement so that members can think about whether they want to join or not.

11. Bylaws-Sharon will resend to all.

12. Next officer's meeting will be decided electronically

Meeting adjourns at 5:53.

October 26, 2003

Meeting began at 5:15

Members present: Tamara (facilitator), Sharon, Becky Sandifer (new VP), Jane, Lisa, Jimmy, Linda

1. Welcome to Becky Sandifer, the new COEDSO Vice President. Tamara explained about the DSOs intentions and the initial reasons why she started the program. She pointed out that she envisioned an organization that was functional and had the participation of members. An organization that would be used to support the scholarly experiences of all the members.
2. Fall General Meeting summary: Because of the low attendance, Sharon noted that email notices are not working. Communication through email didn't work for the last meeting. Jane pointed out that we need to verify that the email addresses are correct (people are checking them). Lisa pointed out that future notices should go through because all email addresses are in the COEDSO address book. All agreed that it might be a good idea to also put up fliers. In addition, we might take advantage of mailings: We can mail things out through the education PhD itself.

Tamara says we need to have someone go plug the meetings in classes. Tamara noted that we were not compelling people to come to the meetings, so we really need to push the scholarly endeavors. Cohort '03 just went through the qualitative/quantitative presentation, but Becky said that she knows that others in the cohort would still be interested in the panel discussion.

3. 5:30-7:30 for dinner. Tamara invited all of us to the dinner at the president's for 'student leaders.' It is from 5:30-7:30, Wednesday, November 5. Sharon, Tamara, Linda, and Lisa would all like to go (Tamara was invited and will RSVP to Karen Munoz to find out if the entire board can go or just the presidents.)
4. Research Methodologies Discussion Date. There is much support for the research methods panel discussion and all agree it has to be this semester. Tentative dates are: Tuesday, Nov. 11 (first date) and Nov. 10 (alternate). Possible titles: Things I wish I should have known back when... Tamara will play with the title name and email it to all for a vote.

Tamara and Linda will write the letters to PhD coordinators in Aquatic Biology, Geography, and Dr. Slater. The coordinators will then send it out the PhD faculty. We will ask that the faculty respond no later than Nov. 3 or Nov. 5.

Jimmy and Lisa will be responsible for finding a room on campus. Refreshments: Jane and Sharon will be responsible for the water for panelists (guests: brown bag it). Other places to meet: Evans Liberal Arts (ELA) or ASB North (Lecture Hall).

5. Newsletter: Lisa will send out emails for recruits. The first meeting will be on Nov. 3 at 5:00 upstairs from the Den. We need to promote that idea that this is an opportunity to publish in a peer review journal (the COEDSO staff are the peer reviewers!); Linda will keep minutes for newsletter meeting.

6. Open Agenda. Tamara: the data from the survey will drive what we do next semester. Tamara will make copies of the survey & Becky will distribute to '03, Sharon to '01, and Tamara to '02.
7. Next meeting will be virtual & Dates TBA & will plan a holiday party.

Adjourn: 5:55.