

GSWC Meeting Minutes 10/30/06 (Dwight Stoll)

In attendance – Betsy Edhlund, Bryan Fonslow, Kathleen Schreck, Dwight Stoll, Carolyn Wanamaker

1. Surveys sent out by Chuck – The student and faculty surveys sent out by Chuck are due Friday November 3rd. Betsy will collect and organize the results for discussion at the next meeting.
2. Handling of the workshop email account was discussed. Since it is cumbersome for Betsy to handle all of the email traffic irrespective of who happens to be running a particular event, we will change how the account is handled. The person who is organizing an upcoming event will take care of the email account. Once that event is completed, the organizer will hand off responsibility for the account to the next events organizer. Ideally, each time responsibility for the account is transferred, the password should be changed so that only one person has access to the account at a time, per Bruce Moe's request.
3. The oral exam help session will occur Wednesday December 6th from 5:00~6:30 PM. Nile has agreed to organize this event and will call upon people for help with some of the jobs outlined below.
 - a. Send out email to recruit 'helpers' and organize groups by specialty area; we would like to have 2-4 people per specialty area.
 - b. Send out email to students reminding them about the event and ask them to RSVP so we can get an accurate head count for food. Also, we should 'cc:' faculty so they can encourage their 2nd-years to attend.
 - c. Order food
 - d. Get commitments from a couple of people for setup/cleanup
 - e. Prepare handouts
 - f. Reserve room (117/119)
4. Dwight will be preparing a web-based evaluation of the written help session; we will be emailing a link to students during the week of 11/06/11-10 to ask them to complete the survey.
5. The next workshop after the oral help session will be the academic careers workshop organized by Pete Carr and Tom Hoye. Carolyn has agreed to organize the committee end of things. We discussed providing food on Friday night as well as breakfast and lunch on Saturday. Bryan and Carolyn will talk to Chuck about getting money for these meals.
6. We also talked about ideas for a workshop in the spring. We decided to wait with serious discussion until we have the feedback from the surveys organized, but two possibilities were raised:
 - a. Something like "Non-Traditional Careers in Chemistry"
 - b. Something like "How to Succeed in Graduate School"
7. The next GSWC meeting was tentatively scheduled for Monday December 11th at noon, which will be held in Smith 221.