GSAC – Graduate Student Advisory Council Meeting
November 21, 2019 at 2:00 p.m.
Kansas 2 Room – Overman Student Center

Minutes

- Welcome/Introductions – Shane opened the meeting at 2:00 p.m. and welcomed/thanked the group for attending the meeting. The students in attendance were: Josh Hudiburg and Abbey Sommerauer from HHPR; Amy Mammesfahr from Biology; Shane Adcock, Kate Allred, and Amanda Bustamante from Communication; Tenzin Ingsel and Jonghyun Choi from Materials Science; and J.P. Parlade from Psychology & Counseling.

- Dr. Pawan Kahol, Dean of the Graduate School gave remarks to the GSAC members letting them know he appreciates and supports their voice on the PSU campus. Dr. Kahol shared his experience working with graduate students at WSU, MSU, and now PSU. He let the group know that GSAC can be as strong as the students would like it to be and he supports the issues that are important to this group of students. GSAC has asked for more information and direction on several issues important to them such as Blue Permit Parking for GA's, GA pay and responsibilities, etc.

- University Committee Representation
    - University Academic Honesty Committee – Kelsey Colwell – no report
    - Library Services Committee – J.P. Parlade – no report – have not met yet
    - Information Technology Council (ITC) – Manaswini Bhamidipati – see attached report
    - Student Sustainability Fund Committee – Amy Hammesfahr reported that this group has met and are discussing the recent AAHSE conference (The Association for the Advancement of Sustainability in Higher Education) and are working on initiatives for solar charging and food service compost for gardening at PSU
    - University Committee on Student Learning – Shane Adcock reported the committee has met and they are assisting the Strategic Planning Council on co-curricular learning activities, what it is, the departments involved in co-curricular learning, and how should it happen and be tracked. In addition, they are learning more about the new Pitt State Pathway.
    - Athletic Fee Council – (meets in the spring)
    - Health Fee Council – (meets in the spring) - Abbi Morgan

- Additional Tasks/Events for group 2019 - 2020
    - GSAC Representatives to staff a booth in the Gorilla Crossing area of the student center - a suggestion of the event name is "The Grad Gab at the Crossroads – Come learn more about Graduate School". After discussion with the group, we will plan several dates in the spring semester to staff this table. Dates are Feb. 5, Mar. 4, Apr. 1, and May 6 from 11:00 to 1:00 p.m.
    - Collegio – Graduate School News
    - GSAC Constitution/By-laws document – Exec team will work on a draft of changes and will bring back to the group at the next meeting.
    - Other ideas – Create a Canvas Community for GSAC members
    - Graduate School Essentials workshop – Early in Spring 2020 - TBA

- Old Business –
    - Ways to increase discussion within the group – Shane has created a GSAC group on the "group me" app.

- o Events for Graduate students – would like to see more professional development opportunities for graduate students such as a Time Management workshop.
- o Blue Parking Permit proposal – Next steps were discussed. Dr. Steve Erwin has been invited to a GSAC meeting for next semester, which he plans to attend. It was also suggested that Shane Adcock, GSAC President, schedule a meeting with Dr. Erwin prior to the semester ending.

- New Business/For the Good of the Order – A handout concerning a product demo by Unifyed was given out and students were encouraged to attend on December 4, 2019. Ways to have more online students be part of GSAC were discussed and it was proposed to see if a ZOOM meeting might be arranged for those who would like to join the meeting online.

- The meeting was adjourned at 3:00 p.m.

Pittsburg State University
GRADUATE AND CONTINUING STUDIES

TO: Dr. Steve Erwin, VP of Student Life

FROM: Pawan K Kahol, Dean of Graduate and Continuing Studies

SUBJECT: Blue Parking Option for Graduate Assistants

DATE: December 20, 2017

Dear Dr. Erwin:

Please find attached a scanned copy of a request from the Graduate Student Advisory Council that would allow Graduate assistants to purchase blue parking permits with an additional payment of $30.

I am supportive of this request for many reasons a few of which are: (i) all PSU staff have the option of parking in blue areas and GA's are PSU employees; (ii) GA stipend rate at PSU is rather very low, so we could give them this "small" benefit; (iii) the number of such requests is going to be very small; (iv) and GA's will be parking in parking lots spread all over campus which will not overload one or two parking areas.

I hope you will give this request favorable consideration.

Best regards,

Sincerely,

Pawan K. Kahol
Dean of Graduate and Continuing Studies
Dean of Research and Professor of Physics
Pittsburg State University

To whom it may concern,

We, the Graduate Student Advisory Council, would like to request that Graduate Assistants be eligible to purchase Blue Parking Permits providing they pay an extra $30 fee (faculty Blue permit fee: $110 - student brown fee included in tuition: $80 = $30). We propose that this option be made exclusively available to Graduate Assistants. We estimate that, if given the opportunity, roughly 40% to 50% of Graduate Assistants would take advantage of this. Given the staff employee status that Graduate Assistants receive under the school guidelines, we believe it is only fair for this option to be given to us.

Thank you for your consideration,
Graduate Student Advisory Council

_____
Dr. Pawan Kahol
Dean of Graduate and Continuing Studies

_____
Emilia Cardenas

_____
Michaela Joines

_____
David Hollie

_____
Eric Mullins

_____
Jessica Macy

_____
Claudia Carter

_____
Victoria Carter

_____
Allen Parrish

_____
B.B. Stotts
Director of Graduate and Continuing Studies

_____
Rance Schoenhals

_____
SAMANTHA WAY

_____
Daniel McDill

Lucy Lotspeich
Lucy Lotspeich

To: PSU Parking Committee

From: Graduate and Continuing Studies and
         Graduate Student Advisory Council (GSAC)

Date: April 4, 2019

RE: Blue Parking Permit for G.A.'s proposal

On behalf of GSAC and the Graduate and Continuing Studies office, we would like to re-submit our request to propose that G.A.'s be given the option to purchase a Blue (Staff) Parking Permit at a discounted rate (approximately $25-$30 – the difference in the blue ($108) to brown ($84) parking permit price).

Attached is the proposal GSAC submitted last year with signatures of 2017-2018 members. This initiative is very important to our current graduate assistants as well and the current 2018-2019 GSAC members feel strongly about this and want to submit the request again for review with additional information to support the proposal.

Rational to support the proposal include:

- G.A.'s are considered staff on the PSU Campus through the HR system. They are employees of the University, instructors in the classroom, and follow the same expectations and guidelines as other adjunct instructors and staff on campus.
- All other KBOR regent schools allow their G.A.'s to have a staff-parking permit.
- Allow us to give our G.A.'s a little more respect for the job they do and to show that they are valued. (G.A.'s do not earn a high salary and this benefit would be appreciated; GTA's impact a lot of students and support faculty with important research).
- Safety – increase the safety of our students who work late hours.
- PSU has allowed G.A.'s to have a staff-parking permit in the past.
- Could produce increased revenue for the Parking Permit budget.

We currently have about 100 G.A.'s on our campus and estimate that about 50% of them might be interested in this option. Most teaching G.A.'s work on campus in Grubbs Hall, Yates, Heckert Wells, Hartman, and Whitesitt hall during all times of the day. These added blue parking permits would be used in different locations across campus on different days and times, which should have a small impact on available blue parking spots.

Please consider our proposal. A GSAC member and I will be at your meeting on April 4, 2019 to answer questions and give additional information.

Respectfully submitted by,

B. B. Stotts on behalf of GSAC

September 26, 2019
ITC Meeting minutes 9.26.19

In Attendance: Manaswini Bhamidipati, Hazel Coltharp, Austin Coughlin, Vince Daino, Christina Davis, Scott Donaldson, Heather Eckstein, Brenda Frieden, Luecrita Haraughty, Diane Letner, Kelley Manley, Jordan Harding, Tracy Rampy, Randy Roberts, Jim Truelove, Randy Winzer, Gail Yarick

Welcome new members: Heather, Jordan and Manaswini.

IT Project update – Luecrita Haraughty
- Three Project Pipelines –Approved by IT Project Governance Committee (which includes the President and VPs).
    - Pipeline 1 – Currently working on Degree Audit and side pieces, FA new year development changes.
    - Pipeline 2 – System maintenance, including identity, Oracle, Fall reporting.
    - Pipeline 3 – Maintenance, support tickets, Oracle, Tableau.
- ITS also keeps "Unofficial Requests" list of possible upcoming work that may go to the governing committee. This list was shared.

Axe Library Update – Randy Roberts
- Grand reopening of first floor remodel is planned for October 8th at 2:00PM.
- Downsized number of computers and changed the spaces they were in.

Changes to state security policy – Amanda Williams
- Password policy per state of Kansas. PSU hasn't updated our policy in 6 years.
- Password length will go from 7 to 12 characters.
- Remembered passwords are going to 24.
- Will vote on these changes at ITC's November meeting.
- Randy W asked if there was a maximum limit to # of characters. Tim P replied it was very long; 250 plus.
- MFA Committee:
    - Policy
    - Frequency
    - Funding Recommendation
    - One product is Duo – will Demo Monday
    - Heather E. commented that they use Hobsons, Retain and Connect and other systems; how are these protected? Should they have MFA? Amanda said that bringing these to her attention was appreciated and as the committee works through the details this kind of information is very helpful.
    - The above policy is for SSO and employees/faculty/student employees . . . not students who do not work at PSU.
    - Contact Amanda or others in this committee with questions or concerns.

Grant Update –
Scott Donaldson
- $176,000 grant received – Customer Relationship Management System Grant.
- Campus Consortium is doing the grant.
- CRM that would replace Hobsons.

Angela Neria

- ITS received $140,000 grant for fourth year in a row, which helps offset expenses of upgrading infrastructure. Now have 1G to desktop ability.
- Student Information System Grant: Made the first cut!
- Heather asked if Unifyed was a whole package. Yes, encourage everyone to look into Unifyed and see what they think.
- Scott – Not limited on how many applications we create. Can include international and graduate admission also.

Outlook Migration and Zimbra Vulnerability – Tim Pearson
- Schedule to switch from Zimbra to Outlook was accelerated due to a Zimbra vulnerability. For a first layer of protection ITS implemented VPN for Zimbra use while off of the campus network, and then switched to Outlook six weeks earlier to move away from Zimbra and the vulnerability.
- 12TB of data migrated from Zimbra to Outlook. Now have higher storage quota in Outlook than Zimbra had.
- Will turn off Zimbra system at the end of this semester, which will free up 18TB of storage and improve other applications and run on SSD space.
- Heather E thanked ITS for the smooth switchover, especially during CARES.

ACLSG Recommendation – Angela Neria
- Purchased LabStats to monitor campus computer labs. Used peaked usage data for reporting.
- Chromebooks and iPads can't be tracked by LabStats.
- PSU is extremely over licensed on some software packages and savings can be gained for areas across campus..
- Recommended eliminating oldest machines first, and waterfall good machines where needed, for instance when an employee needs a replacement computer.
- Every area is asked to have 12 and 24 month milestones. (Library has 12/24/36 month milestones)
- Randy W commented that he gives mediated tests, so he uses laptop carts for these. (7 times in 16 weeks). Problem he sees with sharing carts is having a scheduling problem based on set course schedule.
- ACLSG group recommended that the Deans work with their faculty to think about ideas and solutions.
- Randy W offered that some schools make a requirement for bringing own devices.
- Austin – Will S2 be available for Macs? S2 is working on this and it is coming but not 100% yet.
- Randy W says managing laptop carts is difficult, because there isn't a contact person managing the carts. COT manages them department by department, so there are several different ways they are being managed. Angela commented that many institutions use a scheduling system for faculty/staff for all sorts of labs.
- AN commented that checkout of machines was researched and discussed with other institutions including Emporia State and Wichita State. There are vending machines that can facilitate this. RW suggested looking at what Washburn is doing about loaning devices.

- Manny asked if PSU had a place to check out laptops, as she is facing this problem since her laptop has broken down and can't afford to purchase a new one.
- The full report, presentation and data were shared with ITC by Angela Neria. In addition, Angela summarized the data and recommendations for the group.

Pitt State Pathway System Demo – Jeff Burns

- Olson wanted a new schedule and degree audit by mid-April, which was not doable in such a short time frame.
- Degree Audit – complete rewrite – found some discrepancies in Admin system that needed to be fixed.
- Old degree audit wouldn't work with new Pathways system. Results and output now offer much more information, some needed by KBOR. Also working on making this mobile friendly.
- Also working on a roadmap so students can map 4 years.
- Randy W commented that some courses aren't guaranteed to be offered in the future.
- Randy R commented that planning future needs of course offerings would be beneficial part of roadmap.
- Randy W asked if there is an option for students to look at "what if" they change their major. Jeff answered that there will be a "what if" option. It is in development now.
- Schedule of Courses – Wanted to make mobile friendly. After Pathway was done, went on to refresh Course Schedule.
- Course Schedule and Degree Audit were demo'd by Jeff Burns for the group.

Please find the Prezi used during the meeting:
https://prezi.com/nm5lu7l4y5c-/?token=2e045665ef47b8c141cb0fd652ff11a8a1301b9af57e82ce206f81f0b5de9ab3&utm_campaign=share&utm_medium=copy

![Unifyed logo]

Unifyed SIS Demo for Pittsburg State University

Time:	Demo:	Who should attend:
8:30 am 9:30 am	Introduction of Unifyed	Anyone interested in how students interact the Unifyed Student Information System: *All Students, Faculty, and Staff are welcome!*
9:30 am 11:00 am	Registrar Functionalities, Course Catalog, Curriculum Management, Course Offering, Student Records, Scheduling	Registrars, Student Success, Graduate and Continuing Studies, Anyone else interested in these topics.
11:00 am 12:00 pm	Intermediate Reporting & Advanced Reporting (Executive Dashboards)	Institutional Effectiveness, Student Success, Any others interested in the reporting functionalities of Unifyed.
12:00 pm 1:00 pm	LUNCH BREAK	
1:00 pm 2:30 pm	PowerFAIDS by College Board (integrated if possible)	Financial Assistance, Cashiers/Student AR, Advancement (those dealing with scholarships), Scholarship Committee Members, Anyone else interested in these topics.
2:30 pm 3:30 pm	Registration, Add/Drop, Grades, Graduation, Advising, Course Catalog	Faculty, Deans, Chairs, Advisors, Admissions, Student Success, Graduate and Continuing Studies, Marketing and Communications, Center for Teaching Learning and Technology, Institutional Effectiveness
3:30 pm 4:30 pm	Technology Team Q & A about integration / data, etc.	Information Technology Services, Center for Teaching Learning and Technology