



## Open Meeting Agenda

Wednesday, November 5, 2014

Start Time: 6:35pm

### 1. Election!

#### a. At-Large Representative for International Students

Last time 5 students ran! 36% of GSAS students are International  
Responsibilities: attending meetings (open, deans, executive), help choose the mini courses, commencement marshal committee, mentoring awards

Any interest?

Carolin Roeder ([cfroeder@fas.harvard.edu](mailto:cfroeder@fas.harvard.edu)) – from Germany

G5 from History

She won! Email:

#### b. Members for Standing Committee on the Libraries (2)

The library underwent a huge restructuring, very controversial, we have a standing committee on the libraries. Need two students that are interested in issues dealing with libraries (bag being checked, resources, etc.).

Meet with faculty 2 times a semester. Most likely monthly or a few times a semester.

Darcy and Greg

Emails: [dlfrear@gmail.com](mailto:dlfrear@gmail.com) , [gdarwin@fas.harvard.edu](mailto:gdarwin@fas.harvard.edu)

### 2. Guest: Luke Leafgren: Issues of Sexual Assault and Harassment Meeting Announcement

Luke: Invites you to a few meetings coming up in a few weeks. Teach in Arabic and works as a dean in the undergrad houses. Working this semester on how to reduce sexual misconduct and provide better support. The FAS policy has been looking at it, but this is different (more focused on helping)

Researching best practices and working on a survey and conducting some outreach committees across the community

Few open meetings coming up:

a. Longwood: Thurs 11/6 10-11:30am, Minot Room, Countway Library  
Encourage your longwood friends!

b. Dudley House: Mon 11/10 6:30-8pm, Graduate Student Lounge

Get your thoughts about the problem and how to help solve the issues.

Questions: [leafgren@fas.harvard.edu](mailto:leafgren@fas.harvard.edu). Should also have heard from your departmental administration

### 3. Mini-Courses announcement – due November 20<sup>th</sup>

Everyone has heard about mini courses!

Great way to receive money while spending time in Cambridge, Boston, wherever

Hope that you and your colleagues will apply if interested

Co-teach is also an option (\$500 per person instead of \$750 total)

Hope to advertise these classes in places where people are interested in taking courses – hopefully more than just grad students will show up

Encourage people in your department to apply

How will you figure out how much is paid? In the past, determined on how many hours you will prep and teach. May also just have everyone paid the same.

Contact us if the deadline is difficult. But only have 4 days to get that info out

### 4. General Education Review Committee – Input on Teaching

There will be a meeting with the committee about gen-ed:

Food will be provided.

Very important! We need to get graduate student's voices heard!

- a. Weds 11/12 7:00-8:30PM in Dudley, Graduate Student Lounge

### 5. GSOs: How to Form Them and What They Do

Graduate student organizations

How to form them and what they do.

They can facilitate the election of reps to the council, can supply beer on Friday, etc.

Want to cultivate relationships within departments by giving groups money to spend time with each other

Forming a GSO is easy!

1. Meet with dept chair and admin for approval and 33 digit code access
2. Fill out form on GSC website:
  - a. Need to identify the student who will take leadership on financial issues
3. Plan events and apply for GSC funding
  - a. Henry Adams holds a lot of info panels about general topics and other events that help answer questions
  - b. Wine Cheese and archive event – discuss archive experience
  - c. Will speak with funding committee to discuss events and funds
  - d. Attend meeting that discusses funding
4. Spend loans with dept money, seek reimbursement directly to dept!

5. Extra: leadership structure, elections for dept rep, write a constitutional or by laws for future G-years

Pilot program: Programs that want to form GSO and directly link that to representation in GSC. Will give you a higher status. It will look great on a CV!

Questions:

How much money is typically given?

Depends on your application, events, and size of your department

Retroactive reimbursement within department

Deadlines for funding? All on website – next one is Nov 19<sup>th</sup>

What happens when a GSO disappears and wants to resurface? You can do it, just tell us.

What if we are involved in a GSG that would be better as a GSO?

GSG could go inactive and then fill out GSO application

Pilot scheme:

Music department already has people elect reps for GSC

6. GSC Survey Results Presentation & Discussion
  - a. Groups based on Natural Sciences, Humanities, Social Sciences

John: Survey results are attached of the teaching survey

Student satisfaction survey was also tested. Found interesting results (like how you feel about Harvard depends greatly on how you feel about your advisor)

Tried to use these results to find the problems that students have.

Gender was represented well. Only one area that was different

Point out some data points:

Significant delay in being paid in teaching? Yes, 200 people said that  
Expectations – 40% thought there was clear expectations about misconduct in courses

Only half had an understanding of what they were doing and about that of understand the time commitment

Many felt uncomfortable saying no about being given too much work

Should be teaching 7 hours/week/session – but only a fifth said they were teaching that amount. Most said they taught more.

Other note:

G3/4s should be paid automatically now – new to us. Is this the case?

Some have heard this happening

Would like your help to determine if this is true or not. Also want to hear about the cases where a student has not been paid on time.

Want to get information about what you think about these problems!

Breakout session

Solutions:

Q for TFs

Other students can access this information and decide whether to take on that section or not

TF evaluations

Log of Hours

Time sheet for TFs that can be downloaded from GSC website

Way to communicate between course head and TF

Student or faculty must write down what the responsibility of the TF are  
Syllabus for teaching

Take advantage of head TFs – curriculum fellows

Someone appointed as unbiased judge – to mediate across different courses

Instructors should be evaluated, with syllabus for the course – like a job description

Sharing the names and contacts of past TFs – at least have someone to ask

Share materials from past courses

Enough complaints – confidentially tell the instructors

Compensating TFs who teach in two different classes

It is more work!

Where does this information go?

It will be in the minutes, presentation to the Admin Dean of GSAS

Final recommendation for the statistical report of the teaching survey

Enacting these ideas will be different – cannot be the sole responsibility of the GSC

Will be presented to Shawn Kelly? (Gen Ed meeting)

We encourage you to bring up these issues!

## 7. Open Floor