**GSC Committee Meeting Form**

**Instructions:** Please complete this form and send it to the GSC president and web master/VP of communication no later than 48 hours after you attend any committee meetings or other meetings on campus where you represent GSC. This form will be made public on the GSC website for graduate students to review.

**Name (GSC and other members who attended this meeting, bold name of individual filling out report): Arryn Robbins,** Dean Reyes, Dr. Martha Desmond (Fish/Wildlife, representing URC).

**Name of meeting/committee: URC/GRAS planning**

**Meeting date: 10/11/2017**

**Start time: 10:00am**

**End time: 11:00am**

**Brief summary of committee purpose:**

Discussion about creating a research event between GRAS and URC fair.

**Meeting Summary/Main points of interest (include a bullet point list of any announcements for upcoming events, topics discussed, changes made, and relevant points here):**

Accomplished

* Gave feedback from GSC
* Examined templates from other universities to see how they run their Research Weeks (UT, West Australia, UNLV)
* Created draft of event and set tentative dates to April 2nd-6th
* Wrote up white paper to distribute to stakeholders (including URC, Honor’s college, AMP, Career Services, the Foundation, HRTM, University admissions)

Next steps

* Tier 1: Dean Reyes to send out invitation to initial stakeholders for a luncheon where Arryn and Martha will present the proposal for Research Week. Arryn and Martha are working together to draft the presentation.
* Tier 2: Get colleges and departments involved, get marketing going with a website to submit event proposals
* Tier 3: Form planning committees for outreach, marketing, poster session planning, Kick of Reception planning, and closing reception planning.