

Comparative and International Education Society (CIES)

CIES SIG-SAIS Leadership Meeting Agenda

Wednesday, January 19, 2022/8 pm (EST)

Join Zoom Meeting

<https://bsu.zoom.us/j/95559617530?pwd=LzdIV1ZmSTdZb0lqV1NCakhERjNQOT09>

Meeting ID: 955 5961 7530

Passcode: 8Spvq0

Attendees: Shuning Liu, Chris Glass, Max Crumley-Effinger, Rosalind Raby, Thatcher Spero, Adam Thomas Grimm, Roy Y. Chan.

1. Welcome (Shuning).
2. Monthly Newsletter (Dr. Roy Chan).
 - a. Sent tomorrow (January 20, 2022) at 3:00 p.m.
 - b. Sent to 122 people on a listserv.
 - c. Share with colleagues & students to increase engagement.
 - d. CIES Perspectives page 48 found [here](#); 10 new members joined
 - e. Seeking contributions to the newsletter—highlighting work, research, etc.
3. Conference program planning, business meeting(s), and other relevant things (Dr. Rosalind Raby and Dr. Chris Glass).
 - a. SAIS 2022 Conference Schedule Shared:
 - i. Online: two virtual sessions
 - ii. In-Person: five in person sessions
4. Update from the Awards Committee (Dr. Adam Grimm and Seyoung Hong).
 - a. Sent an email to reviewers for the awards. Deadline February 11th.
 - b. Meeting next week with the committee to go through the submitted reviews.
 - c. In previous years, towards the deadline, some people do not submit reviews and would need to reach out to reviewers on stand-by.
 - d. Following up on student nominees (e.g., missing information)
5. SAIS SIG Research Grants (Shuning)
 - a. Call for research grant proposals, to be sent out evening 1/19/2022
 - b. Revised Call for Research Grant Proposals by Dr. Spero and Dr. Raby
 - c. Shared the call for proposals: was 500 word limit—expanding to 1,000 word limit to provide more details about the study, capacity to successfully conduct the project.
 - d. Call for five members in the committee reviewer
 - e. Spring CIES Perspectives (for the following academic year), quarterly published—can share the research grant opportunity for future opportunities).
6. SAIS-SIG Leadership Team Handbook and other plan(s) (Dr. Thatcher Spero)
 - a. Message to the working culture/theme of the group (to add into the handbook).
 - b. Section on references and helpful information:

- i. suggestions for content: links to a website, pdf form
 - 1. Example: newsletter is a digital copy to print out for their own pdf copies.
 - ii. Creating a template for roles and responsibilities so the organization is more consistent and structured.
 - iii. Storing information that is private or only shared by leadership team—how to safely share information.
 - iv. Job aids for accessing the SAIS website, newsletter, using mail chimp, etc. to maintain sustainability
 - c. Future Workshop Format: Live Zoom session, accessible to those not available in a synchronous session. Interactive on demand slide show with speaking, part-way through and has an activity to complete on their own in case they cannot attend the session.
 - i. Opening it up to those not available at the synchronous time, would asynchronous have a similar experience.
 - ii. Planning stage, maybe it will change based on the audience.
 - iii. Length of session: start short and then build? Aiming for 1.5 hours
 - iv. To complete by March 2022
- 7. SIG Report Preparation Plan(s) (Dr. Erika Saito).
 - a. Due six weeks after the annual conference
 - b. “Additional details such as copies of newsletters, meeting minutes, copies of newly-created webpages, and information about other publications that are sponsored by the SIGs. These reports shall be publicly accessible on the CIES website.”
 - c. Links to information on the news letters or pdfs? Link
 - d. Will follow-up with individuals on specific items.
- 8. Update from Shinji Katsumoto.
- 9. Member recruiting strategies (Dr. Jason Li).
- 10. Update from Webmaster Max Crumley-Effinger.
 - a. Working on the website, moving old information and recentering other pices.
- 11. Update about our SIG budget from Dr. Asada Sarah (Treasurer).
- 12. Other items.
 - a. Business Meeting:
 - i. Rosalind to follow up on the time and date, Zoom
 - ii. activity to put forth research grant awardees highlighted in the business meeting
 - 1. separately highlight the research grant awardees in the special panel

- iii. CIES Business Meeting Slides from 2021 shared:
https://docs.google.com/presentation/d/1IrjUPsC4TQWioVz9MiWexy_aBUTj2EZUGggcbSrlFHo/edit?usp=sharing
- iv.

13. Next SIG monthly leadership meeting—February 16, 2022.

14. Meeting adjournment.