

1. Department Social / Reception with Advisory Council on March 5th, 2020

A department social is being discussed as a social event for all in the department. This social will be organized by both ChEGSA and the department. This would be a professional event open to all in the department, with a strict dress code. Currently this event is being planned to be held in the JEB atrium. Tables and food budget are being developed with Ashley and Dr. Jayaraman. We will talk with other departments which hold similar events to see how they do this.
2. Department Career Fair

We are looking into holding a department career fair. The current idea is to hold the department career fair on the Monday or Tuesday of the week of the SEC career fair as many industry representatives will be in College Station around that time for the SEC career fair. We cannot do this for the upcoming Spring 2020 semester, as that is coming up too soon. However, we are considering the Fall 2020 semester. We will talk with other departments which hold similar events to see how they do this.
3. Origin License in Grad Lab

We are going to propose buying a group origin license for the grad lab to the department. Currently, if advisors require the use of certain software, such as Origin, the advisors must provide that software.
4. Chemical Engineering Chemical Stockroom

The department already has agreements with Biology and Biochemistry/Biophysics for use of their stockrooms. Students just need to fill out a form from those stockrooms with a signature from their advisor. The department will look into setting up access with the Chemistry department.
5. Yearly agendas

GSAC is going to set up a website page with links explaining appropriate department practices in the following areas. We will refer incoming students to this page, and we will occasionally send out reminder emails about department practices. We welcome suggestions on more practices that students would like to add to this website page!

 - i. Chemical waste disposal
 - ii. Placing purchase orders
 - iii. Contacting the maintenance staff and submitting maintenance requests
6. Review on Previously Discussed Items
 - a. Survey – GSAC will be sending out an elaborate survey asking for general information from graduate students in the department. We will use this information for presenting grad student welfare issues to the department administration and the faculty. Please fill out this survey when sent out!
 - b. Website – GSAC is in the process of updating our website. We will add bios for GSAC members soon.
 - c. By-laws editing – Edited by-laws will be brought to the next meeting for discussion and approval.
 - d. QPR Training – A QPR Training session is being planned for some time in December/January. Specifics will be sent out via email at a later date.
 - e. Office cleaning – No new updates on a cleaning schedule from the cleaning staff. We will keep asking about this.

- f. Cardboard Waste Disposal – Cardboard waste disposal bins should be next to the service elevator on all floors. Please break down boxes and put them in this bin.