New York City College of Technology

IDS Committee

Meeting minutes for April 15, 2024

**Attendance**: Tamrah Cunningham, Renata Lansiquot, Sean MacDonald, Amanda Almond, Christopher Swift, Olufemi Sodeinde, Monica Berger, Laureen Park, Robert Walljasper

**Excused**: Gwen Cohen Brown, Wanett Clyde, Isis Marsh, Denise Sutton

**Absence:** Candido Cabo, Ezra Halleck

**Meeting Start Time: 1:03 pm**

1. Approval of the minutes from March 21, 2024
	* Motioned: Christopher Swift
	* Seconded: Sean MacDonald
2. IDS Proposal
	* Commendations: All reviews submitted with constructive feedback
		1. Problematic Proposals:
			1. 3 proposals that did not have all yes
			2. CUNY BA was rejected (2 maybes and 1 No)
		2. All proposers will be sent an email with our feedback tomorrow morning. They will have until May 1st to confirm the changes and their attendance
	* Space: A-105. Can hold about 104 people.
		1. No reason to split the attendees among several rooms. Not enough presenters to create concurrent sessions.
		2. Suggestion to have multiple rooms either as a break room or break the presentations by themes.
	* Break between the 5 individual presentations
		1. Suggestion: breaks in between presentations.
		2. Section them out by theme and wait for confirmation. If more than 3, then a break will be included.
	* Everyone who did the reviews should register for the conference.
3. Next meeting (Monday, May 6th)
	* Discuss the new course, Introduction to Girlhood, updated proposal and vote if appropriate
	* Discuss how many presenters confirmed
	* Discuss the keynote speaker and promotion of the conference
4. IDS Conference Logo
	* Monica currently working on the website
	* The schedule and program have been updated
	* Registration page:
		1. Name, affiliation, discipline, email, address (city and state), other contact information.
		2. For the presenters: update the bio and send photo (300x300). Request will be included in the email sent out tomorrow.
5. Social Events
	* What are the main highlights of New York City during the afternoon or weekend of that conference?
	* Robert sent a brief general list. Will resend comprehensive list to Reneta and cc Monica.
	* Robert will send a survey to committee members for additional events
	* Amanda suggests including a list of place-based learning opportunities nearby. Separate from the social event
6. Fall Schedule
	* Always the 3rd Thursday of every month
	* Robert suggests changing the September Meeting from Sept 19th to Sept 12th meeting due to the Undergraduate Research Mixer that he and a few members will attend
7. Last-minute proposal from Pace University
	* Table the review until someone drops out.
	* The proposal was very late.
	* If reviewed: Need 3 reviewers to review the short-talk proposal. Related to A/V
		1. Reviewer: Laureen, Tamrah, and Monica
			1. Deadline: Friday, April 19th at noon
			2. Proposal sent to reviewers by today.

**Meeting Adjourned:** 1:40 pm