

Steering Meeting Minutes

August 16, 2023 – 12:30-1:30 PM Eastern

In attendance

Aakanksha Singhvi, Steering Committee advisor
Balint Kacsoh, GSA Engagement staff
David Peede, Multimedia co-chair
Hassan Bukhari, Multimedia co-chair
Jessica Vélez, GSA Engagement staff
Julio Molina Pineda, Policy and Advocacy co-chair
Shreyasi Mukherjee, Policy and Advocacy co-chair
Uyen Linh Ho, Community and Membership Engagement co-chair
Walid Mawass, Community and Membership Engagement co-chair

In absence

Caroline Aragón, Communication and Outreach co-chair
Jadson C. Santos, Career Development co-chair
Jessie MacAlpine, Communication and Outreach co-chair
Jillian Freese, Accessibility co-chair
Jordan Ward, Steering Committee advisor
Pravrutha Raman, Accessibility co-chair

Agenda

1. Round Table: 1 positive from the past month
2. Administrative updates
 - a. ECLP Certificate of Completion Requirements Review
 - i. Clarifications and questions!
 - a. Certificate of Completion
 2. To best ensure your success in the ECLP, the following requirements must be met in order
 2. to receive the ECLP Certificate of completion:
 - b. Complete a Spotlight Interview to be published in Genes to Genomes
 - c. Produce at least two subcommittee deliverables per calendar year
 - ii. Example: a Career Development representative may write a Decoding Life
 - b. Co-organize a #WorkshopWednesday seminar

- d. Complete the equity and inclusion ITBOM™ Consulting trainings developed by Shari Dunn. Please see the required courses below:
 - a. Origins: Why We Talk About Race (1.5 hours)
 - b. Unconscious Bias (1 hour)
 - c. Communicating Across Difference, Part 1 (1.5 hours)
 - d. Expert Voices: Disability Inclusion in the Workplace (15 min)
 - e. Expert Voices: LGBTQI Inclusivity (15 min)
- e. Participate in at least one additional training course per calendar year
- f. Complete a two-year term within the ECLP
- g. Engagement staff will confirm deliverables completion with subcommittee co-chairs.
 - a. Note: Production is output from the program. We would like to keep this flexible as many people will have other activities in addition to ECLP requirements.
 - b. Suggestions
 - 1. Have more guidelines in the onboarding in terms of workload expectation and what to do if a project starts falling behind (i.e. meeting with co-chairs, engagement staff, etc.)
 - i. Monthly ECLP Summaries Document
 - a. This document spans the updates of each committee across the ECLP
 - b. https://docs.google.com/document/d/1mmIHem85jzBZHAmU2_Sl_H6_M-7yaNelm4VNiAelaU/edit
 - c. Action item: Engagement will email steering committee at the end of the month with the latest updates
 - ii. Question for discussion: Should GSA decrease the monthly hour commitment for ECLP representatives?
 - 2. Justification: we've had annual engagement drop-off over the course of the year for subcommittees - possible burnout?
 - 3. Decrease to 5-6 hrs. per month, and potentially decrease co-chair hours to 10? Should we decrease, we would not need to change programs offered to ECLP members in terms of training.
 - 2. Feedback:
 - ii. Hours not counted by some members. Task is completed as needed, not based on time. Some committees also have less activity if there are things needed for GSA approval. If we lessen the time requirement, people who already are not active may have justification to do less.

- iii. What is the overall output? How is it meant to change as a function of lowered hours (goals shifting)? We are not sure about how many people track hours; therefore, accountability may be difficult.
 - ii. Output expectation: adjust output/productivity as needed to match the hours expected. ECLP as a whole is a very productive program.
 - 1. Hours not tracked internally either. It is a way to estimate how much time is required for projects and other ECLP related activities (existing 10/15 hours. a month are guidelines).
 - iv. The idea of having dates to track for each project or person or both over the months seems very positive! It would really help simplify the milestones and help everyone break up their projects into 'smaller' deliverables. But I wonder if members might feel it's too restrictive? Or if it might be more work for the co-chairs etc.?
 - 1. Work as a team to set up and run the document each month as an agenda addition.
 - v. Advisor feedback: Perhaps have a shared google drive folder/file that shows each member's goals per quarter. That way, you can observe differences between individuals. These goal posts may help keep members accountable for tasks and projects. This can be a living, working document where people can not only hear about updates at the monthly meetings, but *at any time*. This helps keep track of how people are working. This helps view progress over the two-year appointment to get perspective over the entire timeline.
 - 1. Perhaps making an internal smart sheet (ECLP roles and resources page) to have visibility on what everyone is working on.
 - 2. CME committee: members are distributed to the projects where one member takes co-lead. Here, each member is part of two subgroup projects as a lead and co-lead. This even distribution is helpful.
 - 3. Multimedia Feedback: Tends to be the same core individuals that are always jumping in when others may have difficulty in finishing a project.
2. Consensus: treat more as everyone needs to complete 2 projects each year. Monthly summary emails will be sent to the co-

chairs. To this document, add names of individuals on what they are working on, so that it is easy to track.

1. 2024-2026 Cohort ECLP applications are open TODAY!
 - a. Website is updated.
2. Statement added in the application on language learning models (i.e. ChatGPT)

2. Some applicants may want to use LLMs to enhance their written answers. This is acceptable; however, please note that applications are not judged on technical writing proficiency but on content. Writing training is available through the program to those who would like it, and we most prefer a representative writing sample.

c. Socials postings:

1. LinkedIn:

<https://www.linkedin.com/feed/update/urn:li:activity:7097586038197387264>

2. Instagram: <https://www.instagram.com/p/CwAmiW6sl6R/>

3. Facebook:

<https://www.facebook.com/photo/?fbid=633654772234578&set=pb.100067701814323.-2207520000>.

4. Twitter:

<https://twitter.com/GeneticsGSA/status/1691817952260063267?s=20>

d. Reach out to your 2nd year members - is anyone staying for a 3rd year?

iii. Note: co-chairs can stay as a regular member for a 3rd year

3. Co-chairs would step down from co-chair role

1. Please confirm with engagement on which members are stepping down and which are continuing for a third term.

ECLP Process	Date
ECLP Application Open	August 16, 2023
ECLP Application Close	October 18, 2023
Applications sent to Steering Committee for Review	October 23, 2023
Application Reviews Due at November Steering Committee Meeting	November 15, 2023

First and Second Interviews (for co-chairs)	November 15 - December 15, 2023
Acceptance/Non-acceptance Notifications Sent	December 18, 2023

- a. November 15 meeting–engagement will highlight who is going to be brought in for an interview internally (interview with engagement staff only). We will then place them into different pools based on the interview and desired location of the subcommittee.
- b. For co-chairs applicants, these will have a second interview with the current year 1 co-chair to ensure that the subcommittee vision and continuity will be maintained.

4. Co-Chair Q&A Session

- a. How to balance projects globally vs maintaining activity of individual members on each project?

Reach out to individual members about status of projects

- a. Co-chairs always present in each project i.e. split projects where there is at least 1 co-chair in each project (not necessarily as a lead, but just being present)
- b. Create an atmosphere at the beginning of the appointment of openness by starting off playing games. This allows members to open up and see that they are appreciated, allowing them to be kept on track.
- c. Potential games: scribble.io (<https://skribbl.io/>) ; counting 1-20 on zoom with coordination (cameras off). Another option is JackBox party games

1. Advisor feedback.

- 1. Review what project updates have been done since the last meeting. Review goal for next month. These allow both long- and short-term perspective over work done on a longer timescale. Daily, it is difficult to know how the progress is going.
- 2. Also have team building activities.

Action Items

Action Item	Owners	Deadlines	Status
Reach out to members to see who is staying for an additional year	All co-chairs	8/30/23	In progress