

# Steering Committee Meeting Minutes

August 19, 2021, 3-4pm EDT

## Attending

### GSA Staff:

Erin Suderman  
Jacqueline Treboschi  
Rachel Fairfield  
Tracey DePellegrin

### Advisor

Jordan Ward  
Akanksha Singhvi

### Cochairs:

Adelita Mendoza  
Balint Kacsoh  
Gavin Rice  
Katherine Maniates  
Kaushal Kumar Bhati  
Madhumala Sadanandappa  
Malgorzata Gazda  
Molly Matty  
Seyma Katrinli  
Karyn Onyeneho

## Agenda:

1. Introductions and Discussion with Dr. Akanksha Singhvi
  - a. Molly question to Dr. Singhvi - what were some resources that you used/wish you could have used as you navigated your job search/decision making as a new PI?
    - i. Support systems are critical - could Career Dev / other subcommittees help organize mentoring circles / networking circles for ECLP members?
  - b. Things to think about for the future: how to support international scientists in the GSA
  - c. Job simulator resource shared by Jordan Ward:  
<https://intersectjobsims.com/library/>
  - d. Questions from Akanksha Singhvi:

- i. To Katie & Balint: How does your committee define policy & advocacy? What is the focus?
  - ii. To Seyma: How do you think about disseminating science communication?
  - iii. To Adelita: She has experience from working on 2 DEI committees in the past and is excited to help in ways she can!
  - iv. To group: What can she do as an advisor to be the most helpful?
- 2. Round Table: 1 positive from the past month - updates moved to Slack Steering channel
- 3. ECS Newsletter Discussion - Jacqueline Treboschi & Rachel Fairbank
  - a. Organizational Structure and Plan
    - i. Resource section will have a hard limit of 300 words
    - ii. Resource draft **due to Rachel 14 days in advance** of the assigned newsletter. This helps with a better back-and-forth learning process.
    - iii. Sign up sheet is full through the end of the year!!
    - iv. **Action item:** Share updated procedure document with Steering committee
- 4. Follow Up Discussion: [Co-Chair selection Protocol/Procedure](#) - Erin/Tracey
  - a. For consideration: protocol for no applications/suitable candidates.
    - i. Suggestions/comments?
      - 1. Could a person be nominated?
      - 2. Or reach out to the past/present ECLP community (like the Slack channel group)
- 5. ECLP Applications
  - a. Opening **September 15th**
  - b. [2022-2023 Application](#) comments and suggestions?
    - i. Include a note about how many words applicants typically write for question responses
    - ii. Ask a prompt for why they ranked the subcommittees the way they did
  - c. Testimonial Videos
    - i. Need at least one member from each subcommittee
    - ii. Will schedule a call with Jessica Vélez
    - iii. Please have volunteers contact me by **August 27th**
    - iv. **Action item:** Co-chairs communicate this within their subcommittees
  - d. Accessibility and Disability Advocacy Subcommittee
    - i. Recruit members?
  - e. Application review process
    - i. Can we add Zoom interviews to the process....especially for co-chair appointments.
    - ii. **Action item:** GSA Engagement will set up "Meet & Greet" calls for those interested in applying and learning more about what each subcommittee does.
- 6. Professional Development: focus for 2021
  - a. Leadership and Management in Action Program
    - i. Aim to begin in October 2021

1. 6 week program
    2. Available to 2nd year ECLP representatives
  - b. CV/Resume Writing and Career
7. Admin
  - a. [Canva Pro](#) is now available for use!
    - i. Can set up a team account for each subcommittee
    - ii. Notify Jessica Velez if your subcommittee needs an account
  - b. Reminder: Engagement is compiling and formalizing processes, procedures, and protocols
    - i. We will be rolling these out as we finalize them.
    - ii. [Please enter in this Google Drive spreadsheet](#) a requested process for any ECLP-specific or overall GSA processes, protocols, or procedures for which you or your team members:
      1. Need more clarification on
      2. Want us to consider formalizing
      3. Have questions about
    - iii. We will use this to help prioritize our efforts.
    - iv. Procedures will be updated in the [Roles & Resources Smartsheet](#) as they are finalized (currently on Row 20 but that may change!)
- 8. Discussions for next meeting:**
  - a. Discuss application review process
    - i. Scheduling Meet & Greets with GSA Engagement Admin & Steering members
    - ii. Incorporating Zoom interviews into process
    - iii. Provide updated application review process document
  - b. Provide ECLP promotion materials to subcommittees to advertise