Steering Meeting Minutes

August 25, 2022 at 3 PM Eastern

In attendance

GSA Staff
Balint Kacsoh
Jessica M. Vélez

Advisors
Jordan Ward

Co-chairs
Jiae Lee
Julio Molina Pineda
Kaushal K Bhati
Madhumala Sadanandappa
Mubaraq Opoola
Riley Kellermeyer
Uyen Linh Ho

ECS Representatives to the Board
Jacob Ortega

In absence

GSA Staff

Advisors
Aakanksha Singhvi

Co-chairs
Caroline Aragón
Jadson Carlos dos Santos
Jillian Freese
Lita Bozler (on hiatus)
Oindrila De

ECS Representatives to the Board

Agenda Items

1. Round Table: 1 positive from the past month
2. Co-chair selection process
   a. Feedback, suggestions, improvements
   b. Methods tested in 2022:
      i. Communication and Outreach: test period
      ii. Policy and Advocacy: appointment after 2 months of activity
      iii. Other subcommittees: invited at start of cohort
         1. Feedback: stemming between classical approach vs appointments
            after activity.
            a. Classic approach favored to avoid awkward interactions of
               lacking folks who step up; immediate start of new cohort
               launch could be made better by the appointment---attrition
               could negatively affect this.
               i. Maintain a backup method in case a traditional
                  method leads to a newly appointed co chair
                  leaving.
   c. Feedback
      i. Caroline: Summary of feedback - Mubaraq and Caroline are both 2022
         cohort representatives. Caroline feels that it is helpful to have a co-chair
         who started in the same cohort - work together to figure out role and less
         intimidating to approach problems and topics together
      ii. Linh: (Feedback provided prior to meeting due to inability to attend)
         Looking back at the application process, I like the second Interview with
         the co-chair a lot. First, one gets to know the other co-chair, second, I got
         a certain feeling how it is to be a co-chair in the subcommittee and which
         projects are running currently and last, I could ask all my questions about
         the GSA (the 2nd Interview was not as frightening as the first one so I
         could ask more questions).
         I find it important that the co-chair has a certain amount of leadership
         experience (as it takes reliability, discipline, responsibility, determination
         and intuition what to do to run a sub-committee).
         I also find it important that the co-chair is diplomatic and knows how to
         communicate in a certain way (respectful+considerate) that everyone
         understands.
      iii. Riley:
         1. Julio self-selected from new cohort after a few weeks of activity in
            the program and subcommittee
2. Liked this method, particularly the self-selection process
3. Method:
   a. Monitor activity of new members
   b. Ask who is interested in 3-6 weeks
   c. Review application to confirm

iv. **Jiae**:
   1. It would be good to ask the members for their opinion
   2. After a few weeks they would have a better idea of what’s required for the role
   3. Co-chair duties can be difficult to remember - guideline for each subcommittee would be helpful

v. **Mubaraq**:
   1. Caroline and Mubaraq were selected from 2022 cohort
   2. Karyn reached out to ask if they would be interested in becoming a co-chair
   3. Interviewed with Karyn and would be selected after trial period

d. **Consensus**:
   i. Have current co-chairs interview potential new co-chairs of the incoming group. Then appoint at the start of the cohort.
   ii. Have a secondary method to appoint folks if there is an unexpected loss of a co-chair during the appt period.
      1. Make clear to new members during onboarding that this secondary method exists and is in place.
      2. Of note–co-chairs would want to be part of interview for prospective co-chairs and not all candidates
   iii. Engagement will still do initial interview
   iv. Having a write up from co-chairs of duties they have as co-chairs would be beneficial for each committee. This can then be used to inform incoming people

3. **Event Registration Updates**
   a. Integration into the GSA Web Portal
   b. Fall 2022 target for implementation

4. **Co-chair Q&A**
5. **Topic-Based Advisor Discussion**
   a. What topic would you like to discuss?
      i. Peer mentorship cross labs in the department

### Action Items

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<thead>
<tr>
<th>Action Item</th>
<th>Owners</th>
<th>Deadlines</th>
<th>Status</th>
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<tbody>
<tr>
<td>Create write-up of co-chair responsibilities for</td>
<td>Steering Committee</td>
<td>ASAP</td>
<td>In progress</td>
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<tr>
<td>each subcommittee</td>
<td>Engagement staff</td>
<td>August 1, 2022</td>
<td>Completed January 6, 2023</td>
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<tr>
<td>Add backup co-chair selection method to ECLP Co-chair Guidelines</td>
<td>Engage staff</td>
<td>August 1, 2022</td>
<td>Completed January 6, 2023</td>
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