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

Action Item	Owners	Deadlines	Status
Create write-up of co-chair responsibilities for	Steering Committee	ASAP	In progress

each subcommittee			
Add backup co-chair selection method to ECLP Co-chair Guidelines	Engagement staff	August 1, 2022	Completed January 6, 2023