Steering Meeting Minutes

December 13, 2022 at 3 PM Eastern

In attendance

GSA Staff

Balint Kacsoh
Jessica M. Vélez

Advisors

Jordan Ward

Co-chairs

Caroline Aragón
David Peede
Jadson Carlos dos Santos
Jiae Lee
Jillian Freese
Uyen Linh Ho

ECS Representatives to the Board

In absence

GSA Staff

Advisors

Aakanksha Singhvi

Co-chairs

Julio Molina Pineda
Kaushal K Bhati
Madhumala Sadanandappa
Mubaraq Opoola
Oindrila De (unable to join due to time zone)

Riley Kellermeyer

ECS Representatives to the Board

Jacob Ortega

Agenda Items

1. Round Table: 1 positive from the past month
2. Admin
   a. 2023 ECS Newsletter schedule is ready for sign ups!
      i. Sign up for at least 2 months; new members can fill in after this time once they're comfortable in the program.
   b. Reminder: submit weekly updates in the provided Google Drive folder
      i. Fill these out each week! A brief update is fine.
      ii. Please use subcommittee Smartsheets for documents and links. Let Balint and Jessica know if you need any help with updating Smartsheet.
   c. ECLP 2022 Feedback Survey
      i. Thank you!
      ii. Responses are in analysis and will be provided to Engagement in mid-January
3. Check in with 2nd year ECLP Representatives
   a. Are any staying for a 3rd year?
      i. Eligible if project(s) are still in progress or if they weren't able to be active for the previous years due to situations outside of their control (connectivity issues, time constraints, etc.)
      ii. **Co-chair action item**: check with subcommittee members to determine who is staying for a 3rd year. We will assume the rep is completing their term if we don't hear.
4. ECLP Applicant interviews progress
   a. Scheduled to complete Dec 16th
   b. Review and make comments if needed
   c. Along with reviewing your scores and comments, we also took a full review of the applicant, including their preferences, best fit based on their application, and their interests expressed in the interviews.
5. ECLP Onboarding meetings and dates:
   a. ECLP Program - January 10, 2023
   b. GSA staff and roles - January 17, 2023
   c. Software - January 24, 2023
   d. **Subcommittee onboarding: February date?**
      i. **Virtual meeting with breakout rooms for subcommittees**
      ii. **Game days**
      iii. **Etc.! Co-chairs can take the lead on scheduling and what type of meeting this will be**

6. ECLP Application Process
    a. Suggestions and feedback
    b. Did the timing work?
        i. Jillian: Potentially advertise or open earlier in year
            1. Balint: highlight for each subcommittee as part of advertising
                a. Can interview/speak with co-chairs and post videos to YouTube for sharing
        ii. Jadson: add question to ECLP application regarding career goals - what are your goals? Are you still exploring? Etc.
7. ECLP Steering Committee Board Report
    a. Madhu presenting for the Steering Committee!
8. ECLP Guidelines and Code of Conduct - must be finalized by this Friday December 16th, please submit feedback ASAP!
    a. Code of Conduct: suggestions?
    b. Member Guidelines: suggestions?
        i. Accessibility has drafted a well-organized set of guidelines - can use as template for other subcommittees
        ii. Must be finalized by this Friday December 16th, please submit feedback ASAP!
        iii. General Early Career Leadership Program Guidelines + Expectations
        iv. ECLP Co-Chair Guidelines + Expectations
9. Topic-Based Advisor Discussion
    a. What topic would you like to discuss?
        i. What advice do you have for selecting a position such as a co-chair?

Action Items

Action Item	Owners	Deadlines	Status
Confirm which members are staying for a 3rd year	Steering Committee	December 31, 2022	In progress
Review ECLP application process suggestions and update if appropriate	Engagement staff	Fall 2023	In progress