Steering Meeting Minutes

July 19, 2023 – 12:30-1:30 PM Eastern

In attendance
Balint Kacsoh, GSA Engagement staff
Caroline Aragón, Communication and Outreach co-chair
Hassan Bukhari, Multimedia co-chair
Jadson C. Santos, Career Development co-chair
Jessie MacAlpine, Communication and Outreach co-chair
Pravrutha Raman, Accessibility co-chair
Shreyasi Mukherjee, Policy and Advocacy co-chair
Uyen Linh Ho, Community and Membership Engagement co-chair

In absence
Aakanksha Singhvi, Steering Committee advisor
David Peede, Multimedia co-chair
Jessica Vélez, GSA Engagement staff
Jessie MacAlpine, Communication and Outreach co-chair
Jillian Freese, Accessibility co-chair
Jordan Ward, Steering Committee advisor
Julio Molina Pineda, Policy and Advocacy co-chair
Uyen Linh Ho, Community and Membership Engagement co-chair
Walid Mawass, Community and Membership Engagement co-chair

Agenda

1. Admin updates
   a. Career Development co-chair needed!
   b. GSA Twitch channel is live with branding and ready for initial streams.
      i. www.twitch.tv/geneticsgsa
      ii. Please help spread the word about the stream
   c. ECLP Application materials review
      i. For co-chairs, please review and make comments on the following points:
1. **ECLP Application suggestions:**
   a. Make note international students welcome
      i. Add note for time zones
   b. Commit to monthly meetings, or committing to achieving tasks offline
   c. Add into application “subcommittees have met at x time historically this past term”
   d. Add note of yearly evaluations taking place based on completion of tasks
   e. Add a question of languages spoken by applicant. Check this point with the contact person of the Equity and Inclusion committee. Perhaps having the interview rather than an application is better.

2. **ECLP Application rubric**
   a. For interview with engagement, ask directly if there would be interested as cochair if good feel

3. **ECLP Application Checklist**
   a. Add note for time zones

4. Commit to monthly meetings, or committing to achieving tasks offline

5. Add note of yearly evaluations taking place based on completion of tasks

2. **Co-chair Q&A**

3. **Advisor discussion topic**

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**Action Items**

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Owners</th>
<th>Deadlines</th>
<th>Status</th>
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<tbody>
<tr>
<td>Review survey to identify new potential questions needed to be added (engagement reviewed participation expectation question to be added)</td>
<td>Co-chairs</td>
<td>8/5/23</td>
<td>In progress</td>
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<tr>
<td>Review application rubric – add any</td>
<td>Co-chairs</td>
<td>8/5/23</td>
<td>In progress</td>
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<td>Section</td>
<td>Responsible</td>
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<td>section that would benefit the ranking system</td>
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<td>Review application checklist and ensure explanations for what questions are asked make sense</td>
<td>Co-chairs</td>
<td>8/5/23</td>
<td>In progress</td>
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<td>Ask members of subcommittees if they would volunteer to be contacted by new applicants</td>
<td>Co-chairs</td>
<td>8/5/23</td>
<td>In progress</td>
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<tr>
<td>New co-chair for Career Development</td>
<td>Jadson C. Santos</td>
<td>21 July 2023</td>
<td>In progress</td>
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