

Steering Meeting Minutes

June 17, 2021, 3 - 4pm EDT

In attendance

GSA Staff:

Jessica Velez
Erin Suderman

ECLP Co-chairs:

Kaushal Bhati
Gosia Gazda
Katherine Maniates
Balint Kacsoh
Seyma Katrinli
Angel Fernando Cisneros
Karyn Onyeneho
Madhumala Sadanandappa
Jiae Lee

Other:

Oindrila De
Jordan Ward (Steering Advisor)
Gavin Rice (ECS Board Representative)

Agenda Items

1. GSA Board Meetings Updates
 - a. Updates from GSA Board of Directors responses
 - i. High response from all!
 - b. Scheduling process
 - i. Propose specific day / time between August - October for GSA Board of Director sign-up
 - ii. Topic will depend on PI availability
 - iii. Proposing Thursdays at 1pm EDT
 1. (Jordan) set a time and see who can make it
 2. (Katie) later in the afternoon is more helpful
 3. (Jessica) Schedule on the Thursdays at 3pm EDT on non-Steering committee meetings
 4. (Gosia) Is it a concern that it will be every week?

5. (Jessica) possibly record the calls for sharing within ECLP/PMI. Jessica will confirm with BoD if this is possible. Will start with time and day and see if it works with BoD.
 - c. Anticipated meeting starts: Fall 2021 (August - October)
 - d. **Action item:** Jessica and Erin will begin the scheduling for Thursdays at 3pm EDT
2. Surveys
 - a. [Advisor Survey Results \(so far\)](#)
 - i. The above link is permanent - you can check the results any time
 - ii. Members can contact Engagement for the full information as needed
 - iii. Update on Multimedia: Nele Haelterman has indicated interest in advising Multimedia. The multimedia subcommittee will discuss.
 - iv. **Action item:** Erin will download CVs and create a Google Drive folder
 - b. ECLP Mid-Year Check In Survey
 - i. Encourage your subcommittees to fill this out!
 - ii. **Action item:** co-chairs continue to ping committee members to fill out.
 - iii. **Action item:** Find and share survey link
3. New Accessibility Subcommittee Proposal
 - a. Oindrila De
 - b. Currently group of 10 people from all subcommittees
 - c. Professional training to be an active ally
 - d. Group meets bi-monthly to discuss relevant topics and tools. Build ideas and actionable steps for the ECLP.
 - i. Closed captioning turned on at all meetings within ECLP. This push was used for the full Worm21 meeting!
 - ii. Ask for special accommodations in programming and applications
 - iii. **Action item:** Add this language to all ECLP protocols and procedures
 - e. Group communicates through Oindrila at ECLP Steering and liaisons within subcommittee
 - f. The group would like to form a full subcommittee within the ECLP
 - g. Search for advisors
 - i. **Action item:** Jessica to add the search to the current advisor survey
4. Professional Development Conference Programming
 - a. ECLP-led workshops:
 - i. Early Career Leadership Program Welcome and Conference Success (Community and Membership Engagement)
 - ii. Getting Involved in GSA's Early Career Professional Development Programs (Community and Membership Engagement)
 - iii. Career Exploration Panel (Career Development)
 - iv. Science Communication Workshop (Communication and Outreach)
 - v. Accessibility Workshop (in development)
 - vi. Hill Day (Policy and Advocacy)
 - b. (Madhu) Can we approach these a bit more collaboratively between subcommittees?

- 5. Administrative
 - a. Worm21:
 - i. June 18th: Engagement Professional Development programming
 - ii. June 21-24: Worm21 scientific programming
 - iii. Rachel will serve as the primary ECLP contact during this time.
 - iv. Submit administrative requests through the [Requests Smartsheet](#)
 - b. [Calendar Invites Protocol now available](#) (Erin)
 - i. Engagement effort to standardize procedures in the fall
 - 1. Folder can be [found here](#) and will be available in the Roles & Resources Smartsheet
 - ii. Calendar invites must be sent for **all meetings** moving forward, both internal and external
 - iii. These should be sent directly from a calendar client such as Outlook or Gmail
 - 1. Engagement can send on your behalf if needed by submitting a request
 - iv. **Action item:** create infographic to help orient through all the files
 - v. Other ideas:
 - 1. Streamline multiple folders
 - c. Accessibility in ECLP Events - Oindrila De
 - i. Committee meetings
 - ii. Workshop Accommodations