

Steering Meeting Minutes

September 16, 2021

Attending

GSA Staff:

Erin Suderman
Rachel Fairfield
Jessica Vélez

Advisors:

Jordan Ward
Aakanksha Singhvi

Cochairs:

Balint Kacsoh
Katherine Maniates
Madhumala Sadanandappa
Malgorzata Gazda
Molly Matty
Oindrila De
Jiae Lee
Kaushal Kumar Bhati

ECS Board Representatives

Gavin Rice
Nicole Torosin
Jacob Ortega

Other

Megan Waldman

Meeting Notes:

1. Introductions to ECS Board Representatives
 - a. Jacob Ortega (Baylor College of Medicine / MD Anderson Cancer Center)
 - b. Nicole Torosin (Rutgers University)

2. Professional Development Training Program
 - a. LMAP Status
 - i. 18 signed up
 - ii. Program starting this Fall
 - iii. GSA staff will not attend any parts of the program
 - b. Discussion with [Megan Waldman](#) on potential new training program
 - i. Introductions
 - ii. ECLP representative needs (identified from ECLP survey)
 1. Identifying a career path
 2. Mentorship
 - a. What should a mentor relationship look like when shaping your career?
 - b. How to identify a mentor? Begin the relationship?
 - c. When is it appropriate to ask for a letter of recommendation?
 - d. What if your PI is not a good mentor?
 - e. Internal vs external mentors
 - f. Difference between advisors, mentors, sponsors
 - g. Feedback from mentors
 3. How to put your skillset into a marketable position
 - a. CV/Resumes
 - b. Interviews
 - iii. How to grade this program?
 1. Takeaways for participants
 - a. Polished resume
 - b. 3-5 new contacts in their target industry
 - c. Identify a new mentor
 2. Tracking for GSA
 - a. Number of participants
 - b. Engagement rate
 - c. Satisfaction surveys
 - iv. Format
 1. Live sessions vs. Series of pre-recorded presentations vs. hybrid
 2. (Molly, Nicole) liked Rachel's writing workshop - hybrid of live and pre-recorded with assignments to work on. Kick-off "get to know you" meeting.
 3. (Madhumala) CJ Neely's workshop was also a helpful format
 4. (Gosia) Be aware of zoom fatigue and time commitments
3. [ECLP Co-Chair Guidelines](#)
 - a. Review and finalize
 - i. Can these be shared to the public? Allows interested applicants to review before applying.
 - ii. Reduce to main bullet points to include in application
 - iii. **Action item:** co-chairs to draft bullet points, update hours in document

4. ECLP Applications Open!
 - a. [2022-2023 Application](#) - link is active!
 - b. [Scoring Rubric](#) Review
 - i. Changes needed?
 - ii. (Aakanksha) Describe what constitutes each number. Helps to standardize across
 - c. Membership Information to gather
 - i. How many members per subcommittee needed
 - ii. How many 2nd year are remaining for a 3rd year
 - d. **Action items:**
 - i. Erin to share application cycle and review timeline ([document here](#))
 - ii. Jessica and Erin to describe the attributes of each number on rubric.
 - iii. Co-chairs to notify Jessica of how many new members are needed in their subcommittee, how many members are continuing for a 3rd year