

PMA Undergraduate Student Advisory Board Meeting Minutes

19th February 2020

In attendance:

- **Physics:** Morgaine Mandigo-Stoba, Helena Guan, Sophie Li, Shu Fay Ung, Jackie Lodman, Alexandra Klipfel, Nathan Suri
- **Mathematics:** Sara Fish, Allison Wang, Aru Mukherjea
- Nam Ung, Freddy Mora

Issues to discuss with Option Reps at the next meeting

- Would be good to get to know the option reps
- Avoiding misinformation between the Option Reps and the Registrar, e.g. for major requirements such as Ph 77 vs Senior Thesis, ACM 95 vs Ph 129
- Better communication between option reps and students
 - Office hours
 - Dedicated email
 - Update students whenever option reps change
- Resources for creating four-year course plans
- Should survey current juniors/Ph 106 students on the recent changes to the course
- TA trainings
 - Ensure that TAs know about the BOC and Title IX
 - Option-specific TA training for incoming graduate students

Establishing ground rules for the UG SAB

- Attend meetings when possible (and consistently)
 - Meetings will be scheduled on a month-by-month basis so that as many as possible can attend
- Uphold the honor code
- Respect others' opinions and give time to everyone's voice
- Provide agendas for each meeting in advance

Creating a mission statement

- Brainstorming
 - Liaison between students and faculty
 - Provide connection between different organisations/departments within PMA
 - Address concerns of students, e.g. feedback from TAs about courses (but should be a secondary focus so as not to overlap too much with the ARC)
 - Bridge gaps within existing groups such as the ARC - address "edge cases" and bring issues to the appropriate groups
- Nathan to create a draft statement

What we want to accomplish

- Adding information to the PMA website
 - Advice for students in Math on research opportunities
 - Advice on taking Ma 2/5/6 freshman year
 - Information on studying abroad
 - Updating broken links and outdated information (course schedules, Math prizes, retired

- faculty, course information in the Catalog)
 - List research areas of all faculty
 - Freddy: Provide feedback about which pages are most important to update, and PMA admin can do it
- Community building - access to resources for freshmen declaring into PMA third term
 - Host in-person events such as the Math Welcome Tea
 - Send out information about resources such as Option Reps via email
- Research
 - ARC polls faculty on term-time research opportunities
 - Promote on PMA website
 - Encourage faculty to provide this information
 - Set up a similar resource for the summer
- Concerns over Student Engagement and Equity/Diversity/Inclusion committees consisting only of representatives from a single option
- Further discussion occurred within committees

Action items

- Find representatives in the Astronomy option
- Decide discussion topics for upcoming meeting with Division Chair and EOs on March 3rd
 - Send out Google Doc for brainstorming (Morgaine)
- Reassign committees for better balance between options
- Draft a mission statement (Nathan)