PMA Undergraduate Student Advisory Board Meeting Recap (first UG SAB meeting!)
January 16, 2020

At this meeting, we talked about goals and expectations, and in sum, we hope to work with this group to get a pulse of the student culture and needs, and to advise PMA on matters that impact student life. With the understanding that you are students first, we expect that you'll find a way to be as consistently involved as possible given your academic commitments.

We also talked about the structure of this group. Ultimately, an effective SAB should be student-run, so Freddy and I would like to empower you to take charge of the student experience. Of course, Freddy and I will be by your side every step of the way as your primary advisors, advising, guiding, and supporting the SAB.

- We'd like to appoint a Chair and Vice Chair of the SAB (more below) to assist with the administration of this group. The Chair and Vice Chair positions will not hold additional "power" over any other member of the SAB. These positions were purely developed to help move the group forward in a productive manner, checking in with folks regarding the status of projects and events.
- We'd also like to establish a couple of standing committees (more below) to provide for a more intentionally organized experience that distributes workload across all students on the SAB. It also allows for accountability measures as there will be designated groups responsible for specific work.

Chair and Vice Chair

- The Chair will be responsible for corralling the group, calling and presiding over meetings, and being a point of contact/representative for the SAB at large. The Vice Chair will be responsible for working with the Chair and SAB to set the meeting agendas, take minutes at the meetings, and work with Nam and Mika to maintain the SAB website.
- **Action:** if you are interested in either of these roles, please reply directly to this email indicating your interest. If we only have one or two people self-nominate for either position, those people will automatically be named in that position. If there are more self-nominations, I will then ask you to write a couple of sentences about why you'd like to be Chair or Vice Chair to share with the group and we'll take an anonymous vote via email.

Committees

- The group discussed at length ideas for a couple of committees it deemed most relevant to undergraduate student life at PMA. Nam and Freddy suggested two uniform committees that mirror those of the Grad SAB in case there is room for cross-collaboration.
    - Committee 1 – Academic experience (responsible for exploring the student academic experiences like the core and ways to improve it)

- o Committee 2 – Student experience (responsible for exploring the student life experiences and ways to improve it; including social programming and student engagement)
  - o Committee 3 – Equity, diversity, and inclusion (responsible for exploring further education and advancement of EDI efforts)
  - o Committee 4 – Research engagement (responsible for exploring research opportunities, implement research programming, share research resources, etc.)
- **<u>Action:</u>** please reply directly to this email indicating your top 2 preferences for committees; we will put form the committees based on your response and have this information ready by our next SAB meeting. Additionally, if you have feedback about any of these committees, or would like to toss another committee out there for consideration, please let me know.

Meetings to schedule

- February meeting **<u>action:</u>** please fill out this when2meet: https://www.when2meet.com/?8662549-WVvQL.
- Winter meeting with Fiona (and possibly EOs as schedules permit) – I'm currently working with Sue Mitchell (Fiona's Executive Assistant) to gather some dates she's available for a lunch meeting. I'll get back to you ASAP with those dates.

Roster

- I plan to put together a SAB roster for your use with name, option, email, and phone. To do so, I need your permission.
- **<u>Action:</u>** in your response, please also let me know if you're OK with this and provide your cell (if you'd like).