

## SAB Meeting Minutes

2020-03-12

Minutes by Ashay Patel

### Agenda:

- I. Intros and high/low (5 minutes)
- II. COVID-19 discussion with EOs/Option Reps (20 minutes)
  - A. Online teaching
  - B. Is there anything SAB can do to support grad students?
- III. Debrief lunch with Fiona (20 minutes)
  - A. What are the main takeaways?
  - B. What are the updates we should bring to a townhall?
  - C. Was this productive/how can we make next meeting more productive?
- IV. Committee check ins (5 minutes)
  - A. Academic Experience
  - B. Student Experience
  - C. Equity, Diversity, Inclusion
  - D. Student Community Engagement
- V. Mission statement (5 minutes)
- VI. Respect as a Part of Research update (Shreya or Mia, 5 minutes)
- VII. Bridge program (Shreya, 5 minutes)
- VIII. SAB Website (5 minutes)
- IX. SAB Slack? (5 minutes)
- X. Astro visit check in (if time, 5 minutes)

### 2:02 PM: COVID-19 Discussion

- Lynn: Caltech guidance will probably be sent out soon, about how to prevent spread while continuing work. Lab research and instruction is difficult to do online, but options are being considered. Faculty are prioritizing figuring out coursework.
- Introductions
- Gil: Thinking about how we can TA during this time. Tablets could be useful.
  - Could we share tablets? Could set up grading room with tablets and staggered grading times.
- Lynn: Could consider SmartBoards
- From Duxing: Notability, ScannerPro, GradeScope, Piazza
- Shreya: friends given ZoomPro accounts for instructions, labs
- Nikita: how to modify class structure with little or no collaboration
  - Perhaps using chat rooms
- Gil: require all instructors to set up classes on Moodle
  - Nam: highly recommending Moodle would be institute-wide
- Duxing: how will recitations be handled?
  - Gil: TAs will be provided the same tools as professors
- Angus: what about office hours? Will grad students be sent home?

- Gil: probably Zoom plus tablet. Some kind of shared blackboard perhaps.
- So far there is no policy to send people home. Keep people here at some reduced capacity. Might be done option by option.
- Explain to EOs what we are working on. Gil wants to encourage more grad student events in physics. Reach out if we need more events for first-years, given the reduced social interaction.
- Sean: more clear guidance for grad students would be nice, given variability of advisor situation. Feels obligated to come into work.
- Nikita: prospective visits were cancelled, and concerns about how this will impact the incoming class

### **2:35 PM:** Debrief lunch with Fiona

- Main takeaways: proposal for grad student input in faculty hiring
- Was meeting productive? How can we make it more productive next time?
  - Nikita: Academic Experience committee agenda item was not hit during this meeting with Fiona. A targeted follow-up meeting with Fiona at a sub-committee level would be good, given her term is ending in several months
  - Nam: can help organize staggered follow-up meetings with Fiona
- Sean: would be nice to bring our proposals to the student body at large. Virtual town hall. Climate survey? Etc.
- Nam: can get a list of all students (bcc'ed) from PMA email with google link to proposal drafts, and then have a town hall when appropriate
- EDI committee, SAB at large can write proposal for a PMA EDI committee
- Academic Experience committee could begin work on the faculty hiring input proposal and then solicit input and final approval from SAB. Academic Experience Committee can organize the overall formation of the faculty hiring proposal
- We can have a climate survey to solicit student opinions on an EDI committee and for grad student criteria for faculty hiring
- Nam: be more intentional about our survey, take into account what GSC is doing with their surveys. Make sure to not derail our process. We don't want to derail our low-hanging fruit for getting a change.
- Mia: don't think that it would take too long to form a climate survey. Not comfortable with not soliciting input from the larger PMA community.
- Shreya: perhaps two surveys: 1) short one about faculty hiring, mentoring, what people value in professors and 2) broader climate survey that builds off of the one Dillon already has and customizing it for PMA
- Sean: Community engagement can work on the surveys while other committees are working on preliminary ideas. Survey can solicit not just input, but *involvement* from other students who can join our meetings/Zoom calls.
- Duxing: soliciting input will help advertise ourselves
- Nikita: we shouldn't repeat work GSC has already done.
- Shreya: we should circulate criteria to get feedback before we finalize anything, even if the survey results are delayed
- Duxing: we could use our website? Or Google Poll?

- Nam: SAB could ask Fiona how to ensure changes we're pushing for will last beyond Fiona's term.
- Duxing: input from students will give our proposals legitimacy

**2:50 PM:** Housekeeping:

- Slack
  - Mika will set it up
- Action items
- Respect as a Part of Research (RPR)
  - Mia: workshop aimed for sexual violence and harassment prevention. Workshop held at Berkeley. Laying groundwork for overall climate of our departments. Replaces Berkeley's Title IX training with in-person training for first-year grad students.
    - Presentation with Title IX mandated part with essential definitions included (e.g. microaggressions)
    - Hands-on case studies in smaller groups
    - First-year grad students sit with older grad students who are trained as facilitators for these discussions
    - Would like to bring this to PMA
    - Discussions with Nam and Mika about how to make this happen for PMA graduate orientation
    - Budget completed, looking for 10-15 facilitators
      - Many astro facilitators, need more physics facilitators, need 1-2 math facilitators
      - Free food and end-of-year meeting about the role, as well as debrief after the event
    - Astro event for sexual violence and sexual harassment prevention where some of these case studies will be previewed
    - Email Shreya or Mia, or other organizers if interested. Interested in particular in older grad students, especially allies
  - Shreya:
    - Formulated list of case studies which are being discussed with Title IX office
    - Need more physics-and-math-specific case studies
- Bridge program discussed at WiPMA journal club
  - Shreya:
    - Potential to instate Bridge program at Caltech
    - If anyone has ideas, speak to Rebecca Glauddell, physics students
    - Nam: SAB has ~ \$1000 for outreach programs
- Send around website and discuss over email

**3:08 PM:** Meeting concluded

**Action Items:**

- Ashay:
  - Send around mission statement, and post to google drive
- Community Engagement:
  - Start working on survey
- EDI:
  - Put together preliminary proposals
  - Organize meetings outside of this meeting
- Academic Experience:
  - Put together preliminary proposals
  - Organize meetings outside of this meeting