

Agenda:

- I. Names, pronouns, high/low (5 minutes)
- II. Committee check-ins/follow-up (20 minutes)
 - A. Academic Experience
 1. Faculty hiring proposal
 - B. Student Experience
 - C. Equity, Diversity, Inclusion
 1. Division-wide EDI committee proposal
 - D. Student Community Engagement
 1. Community building during COVID-19
- III. Climate survey (20 minutes)
 - A. Solidify goals and follow-up
 1. COVID-19 and working from home
 2. Input for faculty hiring and EDI proposals
 3. Some general climate questions
 - a) EDI, advising, mental health, PMA community
 - B. Assign sections of the survey to different committees
- IV. Mission statement update? (<5 minutes)
- V. SAB Website update? (<5 minutes)
- VI. Respect as a Part of Research update? (<5 minutes)
- VII. Bridge program update? (<5 minutes)

Minutes:

Sean: check in with subcommittees, facilitate subcommittee meetings

Sean: go around names, pronouns, highs and lows

Sean: go around to each committee for a progress update

Mia: (academic experience): haven't met yet, put together a list of potential criteria including questions and a rubric, post it on slack so others in the committee can see it

Nikita: probably don't need to proceed with same level of urgency, since Caltech will be cutting down on hiring as a whole

Dillon: (student experience): haven't met yet. No updates.

Sean: I can help draft agenda items for the student experience meeting in the future

Shreya: (EDI), ashay, raj, and I had chance to meet last month - couple of action items for each of us. We looked at EDI committees from other universities. UMD is well-developed and documented. Resources from meeting with head of the UMD EDI committee. Identified areas in which work needs to be done, and student demographics that need support. Raj drafted areas of concern, including international students, class-related experience, and family care experiences (having formal or informal dependents). Need to define the roles of the people in the EDI.

Ashay: think about having other people involved in EDI meetings so we don't miss anything

Sean: (community engagement) Have questions about EDI issues in survey and ask people whether they want to be involved so we have a list of people

Sean: let's have EDI meet with a wider group of students and draft a proposal before next month's meeting

Sean: survey to check in with students to see how students are doing

Sean: Angus is interested in social engagement during quarantine. Astro seems to be doing a good job. What is astro doing to maintain student connection and engagement.

Mia: two weekly standing meetings (grad donut hour and astro dept happy hour). And graduate journal club - two talks a week. These are well-attended events. We celebrate birthdays. Birthday czar coordinates slack birthday celebration for people

Nikita: Discord server for group gaming. Would be great if we can expand the discord use among physics and math. Thinking about movie nights. Virtual form of events that fun czars would normally do.

Mia: Have made effort to do PMA wide things. E.g. recent talk swap

Nam: need to be careful of overprogramming during time like this.

Dillon: astro attendance has decreased significantly during their social events. More engaging to do something together rather than just conversational since the latter relies on previous social relationships whereas the former requires active engagement

Sean: individual invitations are the best way to get people involved as opposed to otherwise

Sean: maybe have another talk swap

Mia: had 12 talks submitted, postdocs asked to join, people outside Caltech asked to join even if just in attendance

Mika: events will be better attended if students send out invites, even if Nam and Mika were developing the programs

Nikita: previous talk swaps have been organized by GSC. could be worth working with GSC.

Mia: working with GSC is useful if we want to get people outside of PMA. perhaps limited utility if we'd like to keep it within PMA

Dillon: GSC social has a lot of money that we could use to e.g. get Grubhub gift cards for people to deliver a talk. Is the goal to build social connections between people?

Nikita: leverage GSC funding and GSC connections to host a PMA-wide talk swap.

Sean: coordinate a PMA-wide talk swap. Get in touch with GSC social to help put this together.

Nam: PMA has some money.

Dillon: Raj is on GSC social and we should get in touch with him

Nikita: might be difficult to get people on the PMA discord

Shreya: time zones are difficult - try to find a time that works for most people

Sean: let's talk about the climate survey. Check in with students. Are they getting the resources, advising, and help students need. We should be able to have some follow-up from these. Decide on two or three concrete asks for administration in PMA

Sean: main topics: milestones, housing, input for faculty hiring and EDI proposals (with checkbox to get people more involved)

Sean: get input on climate survey questions right now.

Nikita: who will survey results be sent to

Sean: we compile report from survey reports. Reports will probably go to Fiona. Nam and Mika can use this information. Would be anonymous

Nam: what is the timeline for this?

Sean: as quickly as possible. Would like to have everything ready to go out in two weeks.

Ashay: questions related to healthcare.

Dillon: is this survey going to be pandemic-focused? Or broader in scope?

Sean: prioritize how people are doing right now. But still have some general questions about EDI and faculty hiring. Question about what would get people socializing.

Sean: topics include: healthcare, EDI, anxiety about professional futures, housing security, TA and classroom experience, connectedness and isolation, financial security, family situation, work-life balance, milestones/thesis timeline

Mia: have a COVID-related impact question for each of these categories. Add a question about what would get people to be more engaged with PMA

Nikita: ask what is preventing people from coming to social events

Dillon: develop a list of goals that PMA could implement. Tailor data we collect into short-term goals

Sean: separate Zoom meeting to flesh out this meeting

Sean: Mission statement?

Ashay: Draft is there. We can talk about it in the slack. Website: haven't made progress here just yet. Anonymous feedback form would be great in general.

Shreya: RPR, certain aspect of this have been afflicted by budget cuts. Presentation almost complete. Scenarios for breakout sections are in progress. Need to put in a call for volunteers to be facilitators (something to do soon). How do we best reach people.

Shreya: Sexual Violence Sexual Harassment art project, see slack

Mia: asynchronous and virtual trainings could be difficult. Need more moderators in physics and math.

Sean: we can have an organized outreach campaign to get people to get involved

No updates yet on the bridge program