

PMA Undergraduate Student Advisory Board Meeting Minutes

20th November 2020

In attendance

- Physics: Daniel Delgado, Audrey DeVault, Wenyan Guan, James Jusuf, Adrian Lopez, Zihao Qi
- Mathematics: Arushi Gupta, Zhengyuan Shang
- SPO: Nam, Freddy

SAB Structure

- Our office will be responsible for the administrative tasks for the UG SAB
 - Setting the agenda
 - Coordinating meeting times and other logistical planning
 - Taking minutes
- Student members will focus on everything thing else and are to help navigate the direction of our efforts

Ground rules

- There are no wrong answers
- Please acknowledge that we all come from different backgrounds and lived experiences. Therefore, we all need to be mindful of that, working to understand one another and the intent behind what's being communicated
 - We are a diverse group, and we need to respect differences and consider different points of views
 - Part of being respectful to other people is listening and interaction
- Intentionally share what needs to be communicated
 - Don't be a gatekeeper, especially on key issues that impact the broader community
- Use "I" statements (we can only speak for ourselves, not for a group) and always use positive language
- Participate fully
- Understanding the importance of self-care and always check in with yourself and others, especially in today's world

Committees

- There needs to be a fair balance of support across our SAB committees while maintaining structure within each group. This will keep us grounded in our work and add clarity to everyone's role within each committee.

- We are looking at continuing with the following committees that were established last year (but happy to consider any feedback on them in our future discussions!):
 - Committee 1 – Academic experience (responsible for exploring the student academic experiences like the core and ways to improve it)
 - Committee 2 – Student experience (responsible for exploring the student life experiences and ways to improve it; including social programming and student engagement)
 - Committee 3 – Equity, diversity, and inclusion (responsible for exploring further education and advancement of EDI efforts)
 - Committee 4 – Research engagement (responsible for exploring research opportunities, implement research programming, share research resources, etc.)
- Committee efforts won't formally take off until the winter term

Action Items

- December meeting to schedule (fill out Doodle):
https://doodle.com/poll/2qn8p4s5eadgrz3q?utm_source=poll&utm_medium=link
- Astro student representation: we are still looking for astro students to be part of our SAB. If you know of anyone that you'd like to recommend, please let us know.
- SAB roster: let us know if you're OK with being included in the roster and provide your cell (if you'd like). Roster information will contain the following information for now: name, option, year of study, email address, and phone number.
- Survey of first-years: reached out to Dean of Undergraduate students about polling the first-year students and seeing if a survey already exists. We will follow-up once we hear back.