

GSO Executive Committee Meeting Minutes: August 21, 2019

Prepared by Erin Conley

In attendance: Adryanna Smith, Jay Runge, Elise le Boulicaut, Collin Malone, Baran Bodur, Ryan Kozlowski, Tyler Johnson, Erin Conley, Emily Philips Longley

Agenda and notes (action, tasks, and upcoming events are in red):

- Introductions
- Vision for the year
 - Integrating new students
 - GSO meeting with first-year students, for lunch after first-year seminar on Wednesday August 28 at noon
 - Focus on first-years but invite all graduate students
 - Potentially have Bass there
 - Hoping for first-year students to have representative election near the end of September
 - Science outreach
 - Put newsletters/flyers in other buildings: FEL, TUNL, French
 - Types of science outreach: demo tables, science fairs, opportunities with Yuri with stargazing, tutoring
 - Emily and Erin to prepare a list of resources for volunteering and mentoring
 - Ryan talked with Derek about Science Under the Stars
 - Event on Duke campus, family-oriented, elementary and middle school kids expected
 - 2-3 hours in length, probably will be held in October
 - Looking for volunteers (depending on turnout, can set up shifts for volunteers)
 - Ryan will be point person
 - Presentation + Q&A aimed to undergraduates about applying for grad school
 - Prefer to happen before early admission deadlines (Oct 15)
 - Tyler and Baran expressed interest in helping to organize
 - Ask Duke SPS to do joint events?
 - Talk to Ayana to find out who to contact in SPS (cc Bass)
 - GRE prep?
 - Would have to organize before end of September
 - Tyler and Baran expressed interested in helping to organize
 - Newsletter: according to survey (35 respondents), most people read it!
 - Katherine indicated she would help out with this
 - Bi-monthly, could try monthly; depends on events/news
 - Professional development
 - Helping students change their Duke Scholars page

- Discussed what we could advertise through GSO:
 - Free professional photos
 - Seminars preparing students for post-school life
 - GPSC events – figure out which events are relevant
 - Encouraged committee to have heightened awareness of upcoming events and opportunities
- Changes/concerns for the department
 - Elevator in FEL
 - Being cognizant about turning off lights in the classrooms/offices
 - Physics machine shop class – Collin will advertise to grad students
 - Appoint a fridge monitor so we don't get another fruit fly infestation
 - Making signs for the bathrooms so people will be less confused!
- All things to serve the physics graduate population
 - Collin: discounted bowling on Thursdays
 - Emily: is there a panel or survey to get feedback about admissions and recruitment? What can GSO do to help with this?
 - Gain better understanding for recruiting women
 - Jay will email to get class representatives for 6th/7th year students
 - Party monitoring/training so GSO can have alcohol at events
 - Jay will send link to grad students
- Planning upcoming meetings/seminars
 - Executive Committee meet (approximately) once a month
 - Ryan set up Google Calendar to have a system of knowing what other people are planning – can extend invites
 - Upcoming GSS on Friday August 30
 - Next Cookie Time organized by second-year students for Friday August 30 at 3p – will pass this event onto first-year students afterward (day and time could change)
- Identify committee chairs
 - Social activities: Elise, Jay, Achint, Adryanna
 - Recruitment & Integration: Utsav (Elise asked in meeting and he agreed), Emily, Baran?
 - PDCAC: Tyler, Collin
 - Colloquium: Derek (Elise asked in meeting and it leaned toward no), Achint? Class reps need to ask for volunteers
 - GSS: Ryan
 - Elections Commissioner: Jay
 - Curriculum: Andrew, Ethan, Jay, Baran
 - News/web: Adryanna? Class reps need to ask for volunteers
 - Computing: Class reps need to ask for volunteers

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- Outreach/volunteering: Ryan, Adryanna, Jay, Elise, Collin, Baran, Tyler, Erin, Emily (!!)
- Budget planning
 - Erin will meet with Katherine to discuss the budget on August 27 and will report back at a later GSO meeting
 - Erin and Katherine briefly discussed an idea to have singular Excel-type sheet in Duke Box or another Duke site that would contain all GSO financial information
 - Erin will also ask about reimbursement information; what's the best way to teach new students? Who should we talk to for more information?
 - Figure out Duke Groups/accounts
 - Get training (for at least Adryanna and Erin) taken care of (?)
- Mentorship program (to help first years acclimate)
 - Survey results
 - Mentors/mentees didn't meet more than one time
 - Mentees didn't find the program super helpful but were happy that it existed!
 - Some mentees met other older grad students/were interested in mentors working in the same research group
 - Revamp the program given the feedback:
 - Incorporate more lab relationships?
 - Discuss future job prospects?
 - Proposed two surveys to do the following:
 - Reach out to older grad students who are interested in mentoring (either a random student or someone in their research group)
 - Attempt to connect mentor/mentees with similar interests
 - Meeting with mentors to discuss goals, encourage them to invite their mentees with GSO events, etc.
 - Schedule: work on and release the surveys to gather volunteers and start making preliminary mentor/mentee matches
- Graduate Student Survey results were not ready for this meeting