

## GSO Executive Committee Meeting Minutes: December 13, 2019

Prepared by Erin Conley

In attendance: Erin Conley, Adryanna Smith, Collin Malone, Ryan Kozlowski, Baran Bodur, Jay Runge

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

- GSS talks: class reps to encourage graduating and prelim-ing students to sign up!
  - Let Adryanna know for the newsletter
- Alumni industry panel: no progress from the last meeting
  - Will start working on the panel in January; Adryanna will need someone to help plan (Tyler?)
  - GPSC has money set aside for alumni-related events; maybe we should try to apply?
- Outreach updates:
  - Derek and Ryan produced a list of events/ideas to apply for funding
  - Erin and Adryanna have passed the officer tests; we can start using the funding code for Physics Outreach (once we get money)!
  - Derek has zero volunteers for driving a shared car
    - General outreach events
    - Must complete 2-hour mandatory training
    - Class reps: reach out to get volunteers!
  - Encourage other grad students to become involved with outreach opportunities in the spring!
  - Ryan: Star Party (weekend of April 24/25)
    - Applied for materials, advertising
    - Tentatively Friday night (weather permitting)
      - Might need alternative dates in case of bad weather
      - Alternative location in French? Use fake stars?
    - Open house; posters, demos set up away from telescopes
    - Will need lots of volunteers (both grads and undergrads)
      - Pre-event training for demos; setup and takedown
      - Advertising: Duke, Chapel Hill, community colleges
    - Class reps: forward information for volunteers!
  - Erin: Physics Circles updates
    - 10 people signed up for talks!
    - In contact with physics department at NCSSM:
      - They require NCSSM staff member present at all seminars
      - Staff members would prefer week-day seminar from 4:30-5:30
      - They want tentative dates ASAP to start setting that up
    - Plan going forward:
      - Erin will apply for funding through GPSC and Physics Outreach (funding kicks in after February 11, 2020)

- Start organizing weeks for talks; contact speakers to set up dates/times (preferably 4:30-5:30 on weekdays)
  - Women in physics events: Superbowl party? (February 2, 2020)
    - Potato skins mandatory!
    - Co-ed event organized by women in physics
    - Combine with Physics Quiz?
- Budget updates: plenty left over for next semester (especially for GSS talks)
- Recruitment: no updates...
  - Utsav via Baran: nothing to work on at this time
  - Utsav will follow up with Baran
  - Will continue work in the spring
- Curriculum: no meetings, no updates...
  - Remind Teitsworth in the spring about scheduling meetings and discussing curriculum (e.g., graduate advanced, math methods)
- Textbooks: ordered for classical mechanics
  - Jay hasn't been reimbursed yet (go get reimbursed, Jay!)
  - Jay will talk with the first-year grad students to figure out additional textbooks and resources; can obtain PDFs/textbooks later
- Updates about undergrad events (Baran)
  - SPS likes the idea!
  - March event/presentation about graduate school, GRE, etc.
  - Before March: graduate students sharing research, logistics (day-to-day life, what goes on, etc.)
  - Baran will send an email if he needs volunteers
  - Snacks or baked goods? (Collin volunteered)
    - Talk with Katherine to arrange this
  - Use as advertisement for summer students?
- Survey for TA feedback (evaluate how the semester has been)
  - Ryan will do that ASAP; write up a survey and have GSO-exec screen the survey before sending it out
    - Core quantitative part, optional qualitative part?
  - Would also like to get TA feedback from undergrads:
    - Standard course evaluations do not include TA evaluations
    - Lab TAs are included in the evaluations, but may not have access to the results
    - Make a template survey from GSO, starting with Ryan's
      - Ryan: send to GSO-exec as a starting place
    - Would want a quantitative portion to the survey
- Additional follow-up from previous meeting:
  - Adryanna emailed Steffen about the faculty updating their bios
  - Ryan: update about spring break event
    - Sequence of visits throughout spring break week (more flexible)
    - Several different schools in Durham (conveniently located)
    - Lunch provided? Reflective group discussion?

- Adryanna will add to funding application
  - Will need volunteers for the spring break event!
- Adryanna sent an email about mentors/mentees
- Put off tea time/journal club idea until the spring
- Adryanna will draft mentorship award documentation over break
- How did the fall go? Dreams/goals for next semester?
  - Lots of outreach!
  - Interactions with SPS?
    - SPS tour of TUNL building? Talk with SPS president
    - Baran will send Collin an email with contact info
  - Industry event!
- Thanks to Jay for organizing the event!
  - Jay will send out a poll for meeting times; planning for either the week of January 13 or week of January 17