Steering Meeting Minutes

November 17, 2022 at 3 PM Eastern

In attendance

GSA Staff

Balint Kacsoh
Jessica M. Vélez

Advisors

Aakanksha Singhvi

Co-chairs

Caroline Aragón
David Peede
Jadson Carlos dos Santos
Jiae Lee
Julio Molina Pineda
Kaushal K Bhati
Madhumala Sadanandappa
Mubaraq Opoola
Riley Kellermeyer
Uyen Linh Ho

ECS Representatives to the Board

In absence

GSA Staff

Advisors

Jordan Ward

Co-chairs

Jillian Freese

Oindrila De (unable to attend due to time zone)

ECS Representatives to the Board

Jacob Ortega

Agenda Items

1. Round Table: 1 positive from the past month
2. Admin
   a. 2023 ECS Newsletter schedule is ready for sign ups!
      i. Action Item–send out call for signups for 2023
         1. Spare articles are available in case someone cannot make deadline, just let us know
      ii. GSA Education Committee has committed to contribute for 2023
   b. Reminder: submit weekly updates in the documents in the provided Google Drive folder
      i. Action item–please provide weekly updates. Career Development subcommittee sheet is a good example of guidelines
         1. Minimum ask is one update a month
   c. Slack workspace updates
      i. Subcommittee alumni accounts will be deactivated
      ii. GSALeaders Slack workspace will also be cleaned out due to limit in Slack account numbers
   d. ECLP 2022 Feedback Survey
      i. We need at least 51 responses for the results to be robust
         1. Currently at 39
         2. **Action item**: please encourage members of your committees individually. Please have them notify you (committee chairs NOT Engagement staff) when they complete their surveys to try to boost survey participation.
      ii. Touch base with your individual members to encourage them to submit the survey as soon as possible and notify you when they have submitted the survey
      iii. Surveys must be **complete** to be part of the analysis - partial completion cannot be included
      iv. **They do not need to let Engagement staff know, just their co-chairs!**
3. ECLP Applicant discussions and assignments
   a. **Final scores due tomorrow November 18th**
      i. Engagement will tally scores and send confirmation of who to extend invite to on Monday
   b. Review applicants to be interviewed
      i. If duplicate selections, determine which subcommittee to assign the applicant to if they are approved pending interview with Engagement

  c. Questions and comments
    i. Co-chair process: Engagement does the first round of interviews to prescreen applicants. Anyone who is indicated to be considered as a co-chair, we schedule a second interview with ongoing co-chairs and co-chair interviewees to assess if they are a good fit to the committee.
    ii. If someone is suggested for a different committee, then we examine how they fit the other subcommittee.
    iii. Engagement will assign members to have similar numbers across committees to populate committees
      1. **Action Item:** let Engagement know if there is a certain number of members you would like (not including a new co-chair)
    iv. **Engagement Action item**: send combined list of where candidates are going

4. ECLP Application Process
  a. Suggestions and feedback
    i. Kaushal and Linh: Co-chair questions to be broken out into 1-2 more specific questions
    ii. Having a column in rubric for leadership→this would be in the context of co-chair not in general as this is a training opportunity. Scoring sheet–***engagement will update the scoring sheet*** *to reflect the changes. Rubric was updated but columns were not. To be updated for next round*
    iii. Treat some questions like a bullet point list rather than a descriptive paragraph
      1. Can also ask for additional information of relevant links
    iv. Make the survey to provide options for answers based on responses. For example, if they would like to be a co chair, additional answer sources are unlocked.
      1. Checking an optional button to be yes/no which then could unlock the next answer
    v. Ability to reach out and ask questions may have been hindered by nervousness or fear. Engagement can try to encourage potential applicants to ask questions and reach out with existing ECLP members
      1. Perhaps do a small seminar about what each committee does prior to the deadline of the application in order to demonstrate what the committee is about (zoom gathering)
      2. A yearly blog post covering yearly achievements may also help demonstrate this (or in combination with above point)
    vi. Indicating that leadership roles could be counted as giving a presentation, talk, etc and not just being a mentor. Taking a wholistic approach into what is considered as a leadership role
      1. Future plans. Give guidance into what CVs should include, including a potential limit on page number of CV (2-3 pages).

Tailor your CV to the program (which is teaching applicants a unique skill)
  a. Encourage that this is not about publication history but rather other training chances, posters, mentoring, etc.
    2. Define examples of what is leadership (add examples to the application checklist)
      a. Add a brief CV primer to the checklist. Even an example CV (not necessarily a real one, but one tailored towards how to apply to the program)
  5. ECLP Steering Committee Board Report
    a. **Action Item: please give suggestions on the provided document in suggestion mode as soon as possible for board reports.**
      i. Active and proposal approved projects are included
      ii. Projects in proposal process are not included
    b. Intention: overview of the Steering Committee and current ECLP subcommittee projects
      i. What has your subcommittee achieved?
    c. Submit any edits or comments ASAP
  6. ECLP Guidelines and Code of Conduct
    a. **Due by next Steering Committee meeting**
    b. **Action Item**: Make comments for review by next Steering Committee meeting
    c. Code of Conduct: make comments for review
      i. For example, adding Zoom guidelines
      ii. Language changes
      iii. Topics that need to be added/reworked can be noted
    d. Member Guidelines:
      i. General Early Career Leadership Program Guidelines + Expectations
      ii. ECLP Co-Chair Guidelines + Expectations

Action Items

Action Item	Owners	Deadlines	Status
Make suggestions on: ECLP Code of Conduct ECLP Member Guidelines ECLP Co-chair Guidelines Steering Committee Board report	Steering Committee	December 2022 Steering Committee meeting	In progress
Encourage	Steering Committee	November 2022	In progress

subcommittee members to respond to ECLP feedback survey			
Submit ECLP application reviews	Steering Committee	November 18, 2022	In progress
Update ECLP scoring sheet to match application rubric	Engagement staff	Fall 2023	In progress
Send finalized subcommittee assignments sheet to Steering Committee for approval	Engagement staff	November 18, 2022	In progress