I. CALL TO ORDER:

II. ROLL CALL OF MEMBERS

Members: Chris Tom, Phil Saccone, Janakiraman Balachandran, Alexander Gutierrez, Kaitlin Flynn, Brooke Horton, Erin Sullivan, Julian Bahr

Present:

Excused:

Unexcused:

III. OUTSTANDING ACTION ITEMS

a. [Phil] action plan for Best Practices document (attachment 1)
   i. Also thank you for booking a meeting room
b. [Chris] Legal advice for Non-discrimination policy expansion
c. [Alex] JoVE survey creation and distribution
d. [Ram] Edits to instructor evaluation bank resolution
e. [Julian] Questions to the deans for the forum & status of RSVPs
f. [Brooke] In progress resolutions removed from website and check on progress on women’s forum event
g. [Everyone] fill out leadership survey

IV. INSTRUCTOR EVALUATION RESOLUTION EDITS

a. Revisit board comments (attachment 2)
b. Go over edits (attachment 3)
c. Discussion and vote to send it to the board

V. DEPARTMENT-ONLY TRAINING

a. Introduction from Alex
b. Next steps

VI. OPEN ACCESS IN PROGRESS DOCUMENTS

a. Discussion on the value of open access as well as how to do this responsibly
b. Vote on uploading in progress documents
VII. LEADERSHIP & AAC IMPROVEMENTS (attachment 4)

a. The good
   i. Autonomy & project ownership, strong organization, timeliness & clarity.

b. The less good
   i. Too much concentrated authority, inability to gracefully accept criticism, committee members want more of a voice.

c. The suggestions
   i. Documents saved in a format for lexicographical ordering, preservation of institutional memory via better documentation of events and contacts, Brooke should be less intense with people of a different opinion.

d. Discussion

VIII. ACTION ITEMS

a. [Alex]
b. [Brooke]
c. [Chris]
d. [Erin]
e. [Julian]
f. [Kaitlin]
g. [Phil]
h. [Ram]

IX. OPEN DISCUSSION

X. ADJOURNMENT: