I. CALL TO ORDER: 7:01 pm

II. ROLL CALL OF MEMBERS

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

Present: Brooke Horton, Phil Saccone, Alexander Gutierrez, Erin Sullivan, Julian Bahr

Excused: Chris Tom, Janakiraman Balachandran, Kaitlin Flynn

Unexcused:

III. OUTSTANDING ACTION ITEMS

a. [Phil] action plan for Best Practices document (attachment 1)
   Completed
b. [Chris] Legal advice for Non-discrimination policy expansion
   Chris was referred to the Title IX coordinator
c. [Alex] JoVE survey creation and distribution
   Survey created. To be included in next newsletter tentatively scheduled for Monday
d. [Ram] Edits to instructor evaluation bank resolution
   Work in progress
e. [Julian] Questions to the deans for the forum & status of RSVPs
   Worked out well today for Central Campus with a turnout of over 40 people despite
   email issues. Julian to order food for North Campus lunch.
f. [Brooke] In progress resolutions removed from website.
   Completed
g. [Brooke] Check on progress on women’s forum event
   Tentatively postponed to next semester (Winter)
h. [Everyone] fill out leadership survey
   Completed

IV. INSTRUCTOR EVALUATION RESOLUTION EDITS

a. Revisit board comments (attachment 2)
b. Go over edits (attachment 3): More changes need to be incorporated from the board
   votes. Need to change “must” to “shall”. Strike, due to redundancy, the second half of
   first resolved clause “except as it serves…”
c. Discussion and vote to send to board: Ram needs to make changes as above and
   according to previous board votes. Vote to send to board will occur at a later time
   (possibly online).
V. DEPARTMENT-ONLY TRAINING

a. Introduction from Alex: Machine shop training largely restricted to ME students and undergraduate student projects. Many grad students, particularly in EECS, need access to machine shops for help in research. Training is necessary to access machine shops. LSA Student Shop is currently the only place for all students to get trained, but wait list is months long. Only other option is off-campus private machine shops. North Campus has plenty of physical resources, but currently restricted as previously mentioned.
   i. Related issues of resources being restricted to departments also exist such as software licensing. Listen to constituents for potential future projects.

b. Next steps: Alex is meeting with Michael Folts of LSA Student Shop this Friday and Michael Benson, whenever he finds him, to learn more about the cause of the issue.

VI. OPEN ACCESS IN PROGRESS DOCUMENTS

a. Discussion on value and responsible execution: Could possibly host an online open forum for feedback on documents. On the website we could post some information about a working document and post the actual language after second reading. Short summary about the purpose of the document and a comment box for public feedback.

b. Vote on uploading in progress documents: No vote.

VII. LEADERSHIP & AAC IMPROVEMENTS (attachment 4)

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

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

c. The suggestions: 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: None.

VIII. OPEN DISCUSSION

a. Phil reminds committee members to be more open and creative in looking for issues to address.

b. Phil discusses issues not covered consistently across all departments. These areas will be topic of next meeting regarding how to write into the best practices document.

IX. ADJOURNMENT: 8:04 pm

X. ACTION ITEMS

a. [Chris] Meet with Title IX coordinator

b. [Alex/Julian] Make sure newsletter is sent and keep track of responses

c. [Ram] Make further changes to instructor evaluation resolution

d. [Julian] Order food for North Campus LwtD (committee should consider better acronym)

e. [Alex] Meet with Michael Folts of LSA Student Shop and Michael Benson

f. [Alex] Make action plan for machine shop training project

g. [Phil/Julian] Make sure comment box and related ideas get pushed to new website