I. CALL TO ORDER: 7:06 pm

II. ROLL CALL OF MEMBERS

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

Present: Chris Tom, Alexander Gutierrez, Kaitlin Flynn

Excused: Phil Saccone, Janakiraman Balachandran, Erin Sullivan

Unexcused: Julian Bahr

III. OUTSTANDING ACTION ITEMS

a. Lunch with the Deans write up
   Postponed, Julian not present.

b. Women’s forum action plan
   Tabled.

c. Machine Shop training action plan
   Completed.

IV. JoVE SEMINAR

a. Sent out in the gazette this week: It’s been a week, only three responses. Handing over to Val with this information. AAC’s pledge is completed.

b. Responses & next steps: A few responses from fields related to medicine.

V. MACHINE SHOP TRAINING

a. Recap of meeting with Michael Folts: LSA is large source of machine shop training and access for graduate students at CoE. Training there is not relevant at other machine shops because of lack of communication and standardization of training.

b. Next steps: Meet with Chris Gordon of Wilson Center and Dean Gallimore of College of Engineering to discuss the issue.
VI. EXPANSION OF NON-DISCRIMINATION POLICY
   a. Recap of meeting with Title IX coordinator, Anthony Walesby: Added points into resolution about existence of discrimination and added further to the definition of sexual expression. Anthony helped delineate scenarios that are not covered by current policies and are highlighted in the preamble.
   b. Next steps: Motion to send to board by Chris, seconded by Kaitlin, and approved unanimously.

VII. BEST PRACTICES DOCUMENT
   Postponed, Phil not present.
   a. Research on best practices documents at other institutions
   b. Overview of the intended document

VIII. ASSESSMENT OF PROJECTS
   a. Inactive or near inactive
      i. GSBOR
         1. With the board
      ii. Course Evaluation Bank
         1. With the board
      iii. JoVE Seminar
           1. Finished, with minimal follow up still to do
      iv. Lunch with the Deans
          1. Finished, other than documentation
   b. Active with a plan
      i. Best Practices Document
      ii. Machine Shop Training
      iii. Expansion of Non-Discrimination policy
   c. On the agenda, but nebulous
      i. Google Accessibility Issues

IX. OPEN DISCUSSION

X. ADJOURNMENT: 7:52 pm

XI. ACTION ITEMS
   a. [Julian] Lunch with the Deans write up
   b. [Alex] Email Val with JoVE survey results.
   c. [Alex] Meet with people for machine shop training