

GSO Executive Committee Meeting Minutes: November 1, 2019

Prepared by Erin Conley

In attendance: Adryanna Smith, Erin Conley, Collin Malone, Jay Runge, Tyler Johnson, Ryan Kozlowski, Baran Bodur, Elise le Boulicaut, Charlie Prior, Utsav Patel (for the first 30 minutes), Katherine Siler (for the first 30 minutes)

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

- Adryanna: is there funding for gym memberships for 6th+ year graduate students?
 - Katherine: The graduate school will not fund gym memberships past the 5th year of guaranteed funding for the student. And, unfortunately, departmental funding is not available for 6th year students and above for gym memberships. However, a PI can choose to pay for the membership if they have the funds in their discretionary account or it is an allowable expense for a research grant (not normally the case)
- Recruitment/open house discussion:
 - Utsav sent out survey to 1st-3rd year grad students
 - 12 responses; good feedback!
 - Video chat: students in favor if they don't come to open house; chat with faculty/grad students
 - GSO organized?
 - This, along with phone interviews, currently happening but more on a faculty level. For the upcoming recruitment season, the grad students are interested in being a part of this process.
 - Huge support for graduate student contact
 - Prefer less time with faculty unless specific to research interests
 - Possible to involve students in the meetings?
 - **For planning/approaches, Utsav will follow up with Katherine**
 - **Utsav, Charlie, Katherine meeting on Nov 12**
 - Katherine: how the airfare reimbursement/budgeting works for open house
 - All students visiting the department for an open house or recruitment visit are guaranteed \$400 airfare plus lodging
 - **Open house dates set for Feb 20-21**
 - Encourage students/faculty to save the date to increase turnout!
 - Skype is alternative option, but we really want to encourage students to attend open house
 - Katherine: hard to increase faculty AND student interactions
 - Ideas: encourage student volunteers for dinner on Wed night, lunch with students the next day
 - Can't specify housing options beyond word-of-mouth due to liability
 - Plan to hand out notebooks with all information printed in the first few pages (can print up to 5 pages) along with fancy pen!
 - Welcome, agenda, research interests at Duke, Durham information via QR code, contact information, personal itinerary via sticker
 - Quick tour of Durham for the prospective students
 - **Katherine will follow up with Utsav/Charlie on the details**

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- November/December newsletter:
 - GSO EC to send social events, information for GPSC, GSS talks
 - Tentative plans for pizza party for first years during reading week
 - Dogs for de-stressing? Can we bring dogs to the department? Follow up with Katherine
 - Gratitude event with thank you cards (cleaning staff, faculty, etc.)
 - Need to find a day to do that (Elise will find a good time for 1st/2nd years for card signing party)
- Jay: curriculum discussion
 - Faculty need to agree to meet on time regarding changes to curriculum
 - Need to improve math methods course
 - Minicourses? Not straightforward...
- Jay: textbook discussion
 - Looking up the most important textbooks first (\$80)
 - Already available: Goldstein, L&L, Jackson, quantum textbooks
 - Need to order fluids textbook ASAP
 - Jay will order textbooks ASAP
- TA feedback discussion:
 - Ryan will take lead by making survey regarding TA feedback
 - Adryanna: formal statement on responsibilities/goals of faculty/students in TA/prof relationship – things to offer TAs?
 - Mentorship, treatment, description of tasks
 - Does this already exist on a general level? Need to follow up with Bass about that
- Industry panel discussion (date TBA):
 - Katherine volunteered to help with finding/contacting people
 - Tyler agreed to help Adryanna with planning the event
- Ryan: need to notify grad students about updating their bios on the Duke scholars website; will send blurb to Adryanna to include in newsletter and will send email
- Budget discussion:
 - Baran to follow up with Katherine about the survey pizza costs
 - Erin to follow up with Katherine about the welcome picnic funding
- Follow-up from last meeting:
 - Adryanna will send email to Steffen about asking the faculty to update their bios on the Duke website
 - No update about prior cookie time budget concerns
 - Science Under the Stars:
 - It went well, although turnout was lower than previous years
 - Awesome volunteer work!
 - Brainstorm better ways to advertise the event
 - GSO to help with advertising earlier (undergrad involvement; in other buildings); increase advertisements in August/September 2020 before event

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- Joint events with SPS: focus on grad student panel in spring 2020
- Update about GSO survey data:
 - Emailed survey data from past four years to Adryanna
 - Jay: put all information in central location on DukeBox or OneDrive
 - Erin to take point on setting up “GSO library”
- Update on Thanksgiving event:
 - Probably too late to plan event, but other events (e.g., thank you cards) exist and can be planned
- Follow-up on GSS events (Ryan)
 - Have a ton left in the budget for this semester!
 - Jon volunteered to give GSS talk (Ryan will send to the newsletter)
 - Baran will plan to give a Jan 2020 talk
- Follow-up on end of October outreach opportunity
 - Elise and Derek attended; it went well!
 - 3rd-5th grade; presentation format!
- Ryan will follow up with Derek about spring break event; need to apply for GPSC funding for the event
- Event on October 15 w/ Divinity School was cancelled due to no attendance
 - Opportunity still available if people are interested...
- Women in physics event:
 - Hosted at Erin's house; 7 people attended
 - It went well! Interest in future events (co-ed?)
- Follow-up with mentors; Adryanna to send email to mentors
- Tea time update: RIP
 - Put off until spring 2020 due to other journal club opportunities available to students right now
- Physics Circles:
 - Triangle Science Share has funding available for pizza
 - Might have to work in applications to cell biology OR general STEM knowledge that's useful foundation for biologists
 - Email individual people:
 - Some options from Charlie, Elise
 - Class reps to ask people in their year, send names to Erin
- Mentor award (name redacted):
 - Adryanna: establish mentorship award for graduate students
 - Nominate grad students that excel in mentorship
 - And then people would vote
 - Could happen every semester/year; 2 recipients per cycle
 - Present at picnic?
 - List of requirements for mentorship?
 - Adryanna to talk with Kate about mentorship award