Agenda for 6-26-2020

1. Introduce MRS & MRS’ goals to any new people @Harry & @Emily
2. Mentorship update from @Devi & @Ajay
   a. The department seems enthusiastic about making sure the incoming first years, and especially the Black & URM incoming first years are well mentored - are we well situated to do that?
   b. What additional resources would we benefit from or advocate for? Be ambitious - shoot for the moon!
   c. Actionable items:
      i. Training for mentor-mentee relationships (!)
         1. Mentorship On-boarding
      ii. Kickoff Event
         1. Do the 20 Q&A exercise
      iii. Need to change the method of matching mentors to mentees; Keep everything as opt-in; build affinity groups within our department and facilitate grouping of these students together - not necessarily a direct offshoot of the mentorship program
      iv. What is the actual number of MRS undergraduates? Might just be really small overall
         1. Raj says close to 10-12
   d. Deliverables:
      i. What we need: Money, networking & volunteers
      ii. Devi & Ajay will handle networking with offices at Stanford
         1. Training for mentor-mentee relationships (Ajay & Devi will find)
         2. Office of VPGE has tons of mentorship training
      iii. Justin Chen has been in contact with SUMS for social collaboration, we will proceed assuming we’re friends

3. AoS Update
   a. Great participation - highest ever submissions
   b. Starting point for selling art - Alberto will buy a piece
      i. Potential for fundraising and selling art in the future years to come

4. EDI efforts
   a. Recap from yesterday’s meeting (15 minute limit)
      i. Emily & Harry start
      ii. Thoughts from group members
      iii. The department does a good job on direct action but not soft action, i.e. they are energized regarding funding etc., but don’t see their own rule in establishing best-practices for things such as
      iv. Encouraging professors to give more talks in other universities
         1. One professor/student - Tom - gave a talk at Howard (?) and got big uptick in Black students
2. We have to establish relationships with other universities
   a. Inviting professors from those universities to give colloquium talks
      i. Ajay brought up a good point that this is a slow and steady process since colloquium invitations come out a year in advance so it’s not immediate action and we need to think of immediate actions additionally.

3. Reaching out to nearby universities proactively to try to get invited.
   v. How can we include diversity training into the formal curriculum? Not just “In your own free time workshops” but actually real classes
      1. Andrew working with Knight-Hennessy program to create a curriculum for the KH program. He will follow up to see how we integrate
      2. Harry and Jaime bring up there is a possibility of a strong rebound effect where people look negatively on these classes.
      3. Having a 1 credit course that can possibly replace colloquium credit.
   vi. Also discussions on graduate student, post-doc hiring processes, need to make them more transparent
      1. Harry mentioned that there will be a separate meeting for transparency talks with the department (Will and Sarah) and there is already a structure to break it down into multiple talks.
         a. Chemistry department has a lecture series on advancing diversity and inclusion, could be a good model - Swati
   b. Brainstorming doc
      i. Assign tasks to people
      ii. Set deadlines & accountability
   c. Ideas for letter to the department
      i. The department letter will be finalized before the Faculty Retreat (so within 4 weeks), the meetings on transparency with the department will happen before then. Faculty Retreat is July 24th.
         ii. In this meeting we are just brainstorming to add new ideas - editing happens later
      iii. Final draft needs to be turned into the department before faculty retreat
   d. Discuss meeting with Sarah & Will
      i. Start putting together list of questions
      ii. Determine what additional resources we should contact before, during
   e. Moving of DEI efforts to separate meeting
      i. After this week DEI subcommittee will meet separately

5. Social update from @Justin
   a. Trivia in weeks following July 6 event for incoming 1st years
   b. What support do you need from us?
   c. Ideas for events in the summer?
d. Yes, we can have small amount of funds ($ amount not sure) for prizes. No funding restrictions

6. **IT update from @Michael and @Andrew**
   a. How can we fix the email listserv problem?
      i. What is the email listserv problem?
      ii. Should be resolved, can add new members to listserv via workgroups

7. **Quick AoS Update**

8. **ADD FURTHER AGENDA ITEMS TO THIS LIST**
   a. Can we post meeting minutes on the MRS webpage?
      i. Absolutely! Easy to do - Andrew
         1. We should take better minutes - Ajay
         2. Dante signs up as secretary for meeting minutes.