PMA Undergraduate Student Advisory Board Meeting Minutes
19th February 2020

In attendance:
  • **Physics**: Morgaine Mandigo-Stoba, Helena Guan, Sophie Li, Shu Fay Ung, Jackie Lodman, Alexandra Klipfel, Nathan Suri
  • **Mathematics**: Sara Fish, Allison Wang, Aru Mukherjea
  • Nam Ung, Freddy Mora

Issues to discuss with Option Reps at the next meeting
  • Would be good to get to know the option reps, but should avoid becoming their mouthpiece
  • Avoiding misinformation between the Option Reps and the Registrar, e.g. for major requirements such as Ph 77 vs Senior Thesis, ACM 95 vs Ph 129
  • Better communication between option reps and students
    ○ Office hours
    ○ Dedicated email
    ○ Update students whenever option reps change
  • Resources for creating four-year course plans
  • Should survey current juniors/Ph 106 students on the recent changes to the course
  • TA trainings
    ○ Ensure that TAs know about the BOC and Title IX
    ○ Option-specific TA training for incoming graduate students

Establishing ground rules for the UG SAB
  • Attend meetings when possible (and consistently)
    ○ Meetings will be scheduled on a month-by-month basis so that as many as possible can attend
  • Uphold the honor code
  • Respect others’ opinions and give time to everyone’s voice
  • Provide agendas for each meeting in advance

Creating a mission statement
  • Brainstorming
    ○ Liaison between students and faculty
    ○ Provide connection between different organisations/departments within PMA
    ○ Address concerns of students, e.g. feedback from TAs about courses (but should be a secondary focus so as overlap too much with the ARC)
    ○ Bridge gaps within existing groups such as the ARC - address “edge cases” and bring issues to the appropriate groups
  • Nathan to create a draft statement

What we want to accomplish
  • Adding information to the PMA website
    ○ Advice for students in Math on research opportunities
    ○ Advice on taking Ma 2/5/6 freshman year
    ○ Information on studying abroad
    ○ Updating broken links and outdated information (course schedules, Math prizes, retired
faculty, course information in the Catalog)
  ○ List research areas of all faculty
  ○ Freddy: Provide feedback about which pages are most important to update, and PMA admin can do it
- Community building - access to resources for freshmen declaring into PMA third term
  ○ Host in-person events such as the Math Welcome Tea
  ○ Send out information about resources such as Option Reps via email
- Research
  ○ ARC polls faculty on term-time research opportunities
    ■ Promote on PMA website
    ■ Encourage faculty to provide this information
    ■ Set up a similar resource for the summer
- Concerns over Student Engagement and Equity/Diversity/Inclusion committees consisting only of representatives from a single option
- Further discussion occurred within committees

Action items
- Find representatives in the Astronomy option
- Decide discussion topics for upcoming meeting with Division Chair and EOs on March 3rd
  ○ Send out Google Doc for brainstorming (Morgaine)
- Reassign committees for better balance between options
- Draft a mission statement (Nathan)