Quality of Life Committee Meeting
December 17, 2019

Attending:
Professor Matt Shoulders (chair)
Professor Moungi Bawendi
Professor Alex Radosevich
Professor Gabriela Schlau-Cohen
Professor Troy Van Voorhis
Professor Alison Wendlandt
Grace Ahlqvist
Maxx Arguilla
Michele Harris
Levi Knippel
Zach Nelson
Ben McDonald
Katie McGeough
Francesca Vaccaro
Jennifer Weisman

Introductions

Mentoring Program
- Reviewed slides/program to be presented to faculty & student groups
- Resources to support program
  - Specific staff “home” still needs to be finalized, likely ChemEd Office
  - Will be added to staff job description(s)
  - Funding for Tech Cash cards ($10 tech cash per mentor/mentee) and social events
  - Will submit for grant funding: School of Science QoL and/or MindHandHeart (possibly Innovation Fund and/or Departmental Support Project)
- Very helpful to have only 1 mentee per mentor
- Goal is to announce at Visiting Weekend
- Working on plans for mentor training
- Need to discuss more about structure beyond 1st year
- Have 2nd social event at the end of academic year
- Question about recognizing mentors from our program specifically, importance of recognizing mentoring across the department so decouple award from this mentor program
- WIC will continue to organize events focused on women students
- Will need to check with ChemREFS to see if they are still reaching out to incoming students, don’t want to overwhelm students
- Need to get mid-year feedback from mentors
• Mentee expectations – be specific about who to reach out to for different topics/concerns, when to go to ChemREFS or other resources
• Important to articulate vision of mentoring program and why department is supporting this
• Mentor expectations: thinking about key transitions (starting research during IAP, working in lab full-time at start of summer, post-Oral exams)
• Modeling expectations on GRTs (making sure mentors have resources, encouraged to refer students to resources, they don’t have to solve problems themselves)

Town Hall Follow-Up/Immediate Actions
• Increase information flow both to and from QoL
• Appoint student/postdoc reps, 2-3 staggered term, always have reps from each student group
• Discussion of open door committee meeting. May have semester or quarterly meetings that are open and dedicate section of those meetings to soliciting feedback
• Danielle & Jennifer will start work on website in January, including the following components:
  o What is our charge?
  o What have we done?
  o What should we be doing?
  o How does one get on/off QoL?
  o Web form or email for feedback?
  o Posting minutes from meetings
• Possibility of having Slack channel and/or Twitter account
• Include updates from QoL in Danielle’s emails with a link to website

Future topics:
• Plan to Finish Meeting (have student feedback, collect faculty feedback?)
• Sexual harassment training (on-track for renewal this Spring)
• Coffee hour, volunteering, lunch space
• Suggestions from QoL committee for meeting soon (long-term and more immediate)