

## June 23, 2019, Steering Committee Minutes

Attendance - Jacob Bortnik (Chair), Paul Cassak, Allison Jaynes, Lisa Winter, Howard Singer, Steven Petrinec, Masha Kuznetsova, Hyunju Connor, Christine Gabrielse, Raluca Ilie, Chris Mouikis, Shin Ohtani, Chih-Ping Wang, Seth Claudepierre, Joe Borovsky, John Lyon, Josh Rigler, Vania Jordanova, Mona Kessel, Matthew Cooper, Ryan Dewey, Dan Welling, Brian Walsh, Chia-Lin Huang, Umbe Cantu, Matina Gkioulidou

1. Presentation of Agenda (Jacob Bortnik)
2. Welcome (Jacob Bortnik)
  - a. Peter Chi stepping down as Communications Coordinator 7/31/19, there will be a change to how GEM coordinates communications
  - b. Discussion of last meeting's minutes, pointed out that we should redact the explicit vote count for focus group selections and only state the winner
    - i. Minutes approved by hand vote once the redaction of vote counts are made
3. New Canadian Liaison (Jacob Bortnik)
  - a. John Manuel replacing Robert Rankin
4. NSF Report (Lisa Winter)
  - a. Staffing changes at NSF – Irfan Azeem left, looking for replacement (rotator), new Aeronomy director
  - b. DASI program proposals are being looked at, FDSS proposals being looked at (2-3 to be awarded, end of summer)
  - c. 20 proposals awarded (not presenting funding rates anymore)
  - d. Few proposals submitted in the GEM program, no deadlines, not tied to GEM FGs anymore
  - e. AGS postdoc fellowship open again
  - f. CAREER proposals due soon
  - g. REU program opportunity
5. Meeting planning updates (Chia-Lin Huang)
  - a. This year, back-to-back with CEDAR, joint with MMS and LWS
  - b. This year - 86 students supported (3 international), 330 participants, 180 posters (all records)
  - c. In the first year of the program, 5 family care grants (\$400) were awarded
  - d. Student activities this year – student day, dinner/party, student lunch, NSF office hour
  - e. 2019 Mini-GEM meeting planning – Parc 55 and Marriott Marquis in San Francisco being considered

- f. 2020 – back to back with SHINE, 7/13-7/17, joint 7/18, GEM 7/19-7/24, looking into Hawaii for next year (Alohilani Waikiki Beach on Oahu is an option), getting more proposals from hotels
  - g. 2021 – in discussions with CEDAR, one idea is to do a half joint meeting with CEDAR 6/15-6/20, GEM 6/18-6/23
    - i. Discussion – SC will have to police FGs to make sure there aren't too many parallel sessions, ans: GEM typically has 3, CEDAR has ~4, need to start planning early!; concern about GEM sessions on the weekend (CEDAR preferred this to half-joint in the same week)
    - ii. Result of discussion – see if we can get CEDAR to support not meeting on the weekend, and doing semi-joint during the same week
    - iii. New idea – 2021 is 30<sup>th</sup> anniversary of the GEM workshop; let us consider having a separate individual meeting that year and postpone joint meeting. Discuss more at Friday SC meeting
  - h. 2022 – for future discussion, maybe not joint with anyone or maybe joint with CEDAR if on own for 2021
6. Student Rep Report (Ryan Dewey and Matthew Cooper)
- a. 67 students attended summer session (some had travel delays)
  - b. Positive feedback – shortened number of tutorials based on feedback from last year, 10 tutorials basic for newcomers, 4 more detailed on specialized topics
  - c. Student dinner will occur
  - d. Student poster competition will take place (made easier by including poster judging at registration time)
  - e. Changed student rep election approach – will wait to announce candidates until Wednesday, voting opens at Thursday student lunch and continues until the start of the Friday plenary session
  - f. Needs – more volunteers for student poster award judging, could make it an opt-out at registration; feedback – older folks may avoid poster sessions because they are too crowded and too loud
7. Underrepresented lunch (Paul Cassak)
- a. Discussed plans for Wednesday session
8. New SC member selection (Jacob Bortnik)
- a. Christine Gabrielse and Dan Welling rotating off at-large, need new Vice-Chair as Jacob Bortnik rotates off Chair and Paul Cassak becomes Chair
  - b. Vice-Chair first – Discussion of the two candidates for the position, tabled for now
  - c. At-large (2 positions) – Discussion of the seven candidates
  - d. Vote
    - i. Details redacted; Yihua Zheng and Adam Kellerman were selected
9. GEM White Paper Discussion (Jacob Bortnik)

- a. Brief background on white paper from 2013 solicited by Ray Walker, led by Bill Lotko
- b. One best practice – Research Area Council (RAC + Chair + Vice Chair) that meets as a Council and RAC meet with FG leaders; we have not been doing this
  - i. Discussion – extra communication between RAC and FG leaders would be good, it's important to note that the lines between GEM and MAG have been blurred, and there is concern that the GEM program has lost its identity, the Council should also consist of at-large members, doesn't have to be top-down approach – can just be interpreted as identifying research areas that FGs could pursue, if we do this we have to decide if we want to make GEM what it used to be and distinguish it from MAG or keep doing MAG science
  - ii. Purpose of discussion – do we want to do this as a steering committee?  
Result – mull over, might need to re-envision what GEM is

10. Numerous other topics tabled until Friday noon SC meeting (Jacob Bortnik)

11. Meeting Adjourned

---

## **June 28, 2019, Steering Committee Minutes**

Attendance - Jacob Bortnik (Chair), Paul Cassak, Chris Mouikis, Chia-Lin Huang, Umbe Cantu, Dan Welling, Agnit Mukhopadhyay, Ryan Dewey, Matthew Cooper, Brian Walsh, Joe Borovsky, Christine Gabrielse, Vania Jordanova, Allison Jaynes, Hyunju Connor, Matina Gkioulidou, Shin Ohtani, Chih-Ping Wang, Steven Petrinec, Josh Rigler, Howard Singer, John Lyon, Yihua Zheng, Alex Glocer (via Zoom)

1. Presentation of Agenda (Jacob Bortnik)
2. Selection of new Vice Chair (Jacob Bortnik)
  - a. VC applicants on the SC committee were asked to leave the room for discussion
  - b. Discussion of candidates
  - c. Vote
    - i. Details redacted; Vania Jordanova selected as Vice-Chair, she accepts the role
  - d. Now we have an opening for at-large SC position
    - i. Discussion on how to fill the position – use votes from previous applications or do fully new search; new search enhances transparency
    - ii. Vote on whether to reopen search

1. Motion passes – search will be reopened, previous applicants must reapply if they desire
3. Metrics and Validation discussion (Jacob Bortnik)
  - a. The FG proposed potential options – a resource group for M&V, a new SC member championing M&V
  - b. Discussion
  - c. Voting on creation of resource group
    - i. Motion for creation of resource group for four years, steering committee decides after four years whether to retain, fill committee as proposed (by SC)
    - ii. Motion passes
  - d. Voting on creation of new SC member, options are:
    - i. Create new permanent voting SC member devoted to M&V (like current At-Large)
    - ii. Have At-large committee champion M&V (could encourage applications for new search), re-evaluate need for permanence after four years
    - iii. No new representation
    - iv. Create new liaison to SC, SC evaluates need after 4 years
      1. New liaison (iv) wins
4. Anti-harassment document (Jacob Bortnik)
  - a. Discussed suggestions from community, other desired updates to procedures.
  - b. Action – shelve until next meeting or address by email
5. Should students be allowed to lead focus groups (Jacob Bortnik)
  - a. Need to be clearer about whether graduate students are allowed to lead/co-lead focus groups
  - b. Discussion – beyond student leadership, there is a lack of clarity on how focus groups are judged; discussion of merits of their inclusion; Adam Kellerman’s document suggested no more than 1:1 ratio of students to mid/senior career; continuation of five-year position has challenges with grad students graduating; maybe not make restrictions but be clear about how the proposals will be evaluated in reference to student participation; maybe let them be on it but not be main chair; suggestion for special student-led sessions in upcoming meetings
  - c. Action item – clarify call for FGs to be clear about what info needs to be included for proposals that include students as co-chairs; let’s pursue the idea of student-led sessions, including figuring out logistics and whether there are students interested in doing so
6. Discussion of GEM White Paper (Jacob Bortnik)
  - a. Table big-picture strategic planning, make future subcommittee
7. Discussion of future meeting planning (Chris Mouikis)

- a. Finalize decision about whether to do joint meeting with CEDAR in 2021.
    - i. Result – let’s put it off.
  - b. Note for 2020 – timing with SHINE may conflict with the Boulder summer schools (CISM, NASA Helio)
8. Term lengths (Paul Cassak, Matina Gkioulidou)
- a. Is there interest in shifting terms so that all RACs don’t cycle off at the same time?
    - i. Discussion – yes.
  - b. Is there interest in changing terms of both RACs and At-large to four years, since 6 years for RACs is a very long term
    - i. Discussion – yes.
  - c. Will finalize plan and vote either by email or at next SC meeting
9. Subcommittees (Paul Cassak)
- a. We previously discussed the possibility for adding standing subcommittees to the GEM SC. However, we have enough going on that we need subcommittees regardless of whether we make standing ones
    - i. Discussion - table the discussion of permanent standing committees
  - b. Potential subcommittees include: SHINE/GEM meeting organization, website maintenance, outreach/social media presence, DEI, M&V?, strategic planning
10. Suggestions from Seth (Jacob Bortnik)
- a. Make “Queer Beer” an official GEM event, similar to CEDAR
  - b. Have a “women’s breakfast” event, similar to CEDAR
    - i. Both were thought to be good ideas

11. Meeting Adjourned