PMA Undergraduate Student Advisory Board Meeting Minutes
4th June 2020

In attendance:
- **Physics**: Morgaine Mandigo-Stoba, August Chen
- **Mathematics**: Arushi Gupta, Aru Mukherjea, Allison Wang, Michael Rupprecht
- Nam Ung, Freddy Mora

**Structure of SAB for next year**
- SAB members won’t carry over to next year, there will be a separate sign-up (similar to how Graduate SAB is organised)

**Newly declared UGs**
- Event should be held after Caltech has made its Fall Term decision, but not too close to a SURF deadline
- Event format considerations
  - Casual conversation should happen at some point so that it’s easier to connect to people
  - Ensure upperclassmen are present by asking people beforehand to commit to coming
  - Would also be good to get a group of people who say they’ll come to ensure upperclassmen are there
  - Better to reach out to graduating seniors before they graduate
  - Send out a form for PMA students/SAB members to volunteer to help run the event
  - If the event will include Astronomy freshmen, at least one student from the Ay major should be present
- Communicating with students now
  - Email with information about who EOs and ORs are, and their roles/relevance to UG students
  - More casual forums would also be good
    - Caltech Physics Slack exists - similar platforms could be created for other departments

**Preparing for possible online fall term**
- Ensuring access to technology
  - Some programs exist, such as the library loaning out iPads
  - CTLO is chairing an institute-wide teaching group
  - Some summer programs/companies pay for better internet for employees - could Caltech do this?
    - Deans asked people to go to them if they’re having such issues but unsure if there’s a more formal method
  - Ensuring classes provide good lecture notes/lecture recordings
- Other considerations
  - Office hours are more challenging because students can’t show their work to a TA without also showing it to all other students present
    - CS classes have an OH queue - creates more work for the TA but fixes this issue
  - Benefits of submitting work via email vs Gradescope, particularly for smaller classes

**Status check on action items discussed throughout the year**
• Achievements
  o Established SAB and committees; Set ground rules; Created website with roster, minutes, and feedback forms; Met with Division Chair, Option Reps, EOs; Updated PMA website to fix broken links, limited information on research areas of faculty, etc
• Pending action items
  o Mission statement
  o Getting research area information from all PMA faculty
  o Resources for 4-year plans for students
  o TA trainings (TIX, BOC, option-specific)
  o Communicating with newly declared students
  o Polling faculty about research opportunities
• Next year’s SAB should think about its organisation, particularly with respect to committees

Other comments/concerns
• PMA merchandise