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
- 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  - Updating broken links and outdated information (course schedules, Math prizes, retired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)
  o List research areas of all faculty
  o 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
  o Host in-person events such as the Math Welcome Tea
  o Send out information about resources such as Option Reps via email
• Research
  o 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
  o Send out Google Doc for brainstorming (Morgaine)
• Reassign committees for better balance between options
• Draft a mission statement (Nathan)