



The University of Texas at Austin Dell Medical School

Student Senate Agenda

Location: HLB Conference Room 4.105

Date: Wednesday, December 12th, 2018

Time: 6:00pm - 7:30pm

Agenda Items:

- I. Observation of Attendance and Quorum
 - A. Attendance logged digitally [here](#).
- II. Approval of Minutes from Last Meeting (11/28/18)
 - A. Minutes found digitally [here](#).
- III. Task Force Reports:
Please let the leader speak fully with no interruptions. Raise your hand with questions and each question will be addressed before any follow up questions will be taken.
 - A. Budget
 - B. Bylaws
 - C. Coffee Break
 - D. Committees
 - E. Communication
 - F. Senate of College Councils
 - G. Constitution
- IV. Student Affairs Report
- V. Feedback from Eddie Erlandson
 - A. Virginia Waldrop
- VI. Connection Event Planning
 - A. Brooke Wagen
 - B. Sign up sheet:
https://docs.google.com/spreadsheets/d/155mZ9Z64bI9_HPwBeoztKgLbewQwNzRYItf_tawklZso/edit?usp=sharing
- VII. Student Body Feedback
 - A. Senate is being asked to address the idea of a school-wide Slack Workspace
- VIII. Open Time Items

IX. Violets

Meeting Minutes:

1. Approval of prior meeting minutes
 - No corrections - approved by unanimous consent
2. Task Force (TF) Reports
 - Budget: Khaled

Members: Khaled Abdelrahman, Dekoiya Burton, Anish Patel, Aydin Zahedivash

Purpose: To work with the student body, student senate, Student Affairs, and key partners at UT Austin to coordinate and advise funding for student groups, student events, and other DMS student-related issues.

Committee updates:

- This task force conducts most of its work in the transition period between school years, when student groups submit budget proposals to student affairs. This past summer, the committee worked with the Funding Allocations Board consisting of Student Affairs representatives, Senate members, and main campus representative Susan Buckenmeyer to review applications from 16 student groups. Close to \$15,000 were allocated.
- This committee has also sought out to explore alternative funding sources for the Student Body in collaboration with other senate members. This includes HornRaisers, Student Government Board, and Senate for College Councils (thank you Will and Taylor).
- The committee regularly serves in an “advisory” role with student affairs for issues such as student travel funds for conferences.

Deliverables:

- Work with student affairs to conduct any necessary revamping of the FAB application process in Spring 2019.
- Work with committees such as special events to coordinate funding for any events.
- Be available to students and student groups who have concerns or questions regarding funding available from the school.

Question to Senate:

- What can this TF be working towards?
 - Will: It would be great if y'all could better communicate with student groups on how to ask for funding. They struggle to know what they need to do to get funding.
 - Agree
 - Brooke: Does your TF need more members?
 - No, bulk of work is done during the summer
 - Virginia: Issue with groups submitting funding and it ‘not being approved’
 - As far as I know, all groups should have been approved by now
 - Groups applied to Student Affairs and got TF input then allocated funds themselves

- Will: Steve said not allowing different departments to fund student groups was important. Does not seem to be enforced. Is this a real rule?
 - As far as I'm aware, it's not real and departments have definitely been funding groups
 - Dekoia: Would like Senate be more informed of how money is used throughout the year. Maybe quarterly? How many people are requesting interim money or even know about it?
 - Travel money is a different pool and this TF has minimal input into it.
 - Could be a part of either Budget or Comms TF to inform people of these dollars
 - Bylaws: Dekoia as proxy for Megan
 - Goals: pending how today goes, have senate organization and task force organization bylaws ready for editing at first meeting of the new year and to be voted on at the following meeting
 - Between now and first meeting of next semester, we will continue to clean up both Senate organization and task force bylaw once we know how this new senate meeting structure goes and get feedback on how to continue to tweak
 - Proposed bylaw:
 - <https://docs.google.com/document/d/1zuf8K5n9zX-YsKkLGMck5MVa4qjv9eyheZTgwzXJPWU/edit>
 - Questions:
 - Charlotte: Do we need to further define a timeline for this TF and its projects? Possibly a PRN bylaw committee?
 - **Coffee Break:** Helen (updates on Coffee Break pasted below)
 - **Chair:** Helen Schafer (MS1)
 - **Members:** Taylor Taliaferro (MS2), Virginia Waldrop (MS3)
 - **Scope:** Oversee the management, operations, and growth of Dell Med Coffee Break.
 - **Deliverables/Timeline:**
 - Continue monthly coffee breaks - *January - May 2019 (Goal of getting more C suite engagement as this was the goal of starting Coffee Break. Good leads to start with: Dean Johnson, Elizabeth Teisberg, Beth, Sue, Steve Smith)*
 - Collaboration with Community First Village and highlight other community organizations and businesses to keep connecting DMS with the community (Rosen's bagels in spring)
 - Purchase new gear:mugs- should we use the same design or revamp the style or model?
 - Deliver quarterly financial update to MSS - *January & April 2019; remaining dates TBD better*
 - a. Revisit payment for mugs (Square?)
 - DMCB How-To Guide - *complete by May 2019 in preparation for leadership transition (this folder and guide has been started)*
 - Questions:
 - Charlotte: What was attendance at HDB like?
 - a. I did see more HDB people. It's more difficult, but once per quarter is fine. Not more attendance overall.
 - b. Maybe more personal invitations

- Brooke: Are you willing to pester us as a Senate to do personal invitations?
 - a. Yes!
 - b. Make spreadsheets of who we invited
 - Woody: Should we re-visit making an online type of finance account?
 - a. We can try
 - Virginia: How do we clarify who is on the TF? Is it everyone on the Slack
 - a. We can keep it just the 3 of us and ask for help as needed
 - Elections (formerly Committees): Virginia
 - **Scope:** The Elections Task Force is responsible for running all Senate and Academic Governance (UMEC and GSA) elections.
 - MS1 Senate Elections: after C2P exam
 - MS2 Senate Elections: first weekend of December.
 - MS1/MS3/MS4 UMEC/GSA Elections: right after MS1 Senate Delegates begin their term in the fall
 - MS2 UMEC/GSA Elections: spring of MS1 year
 - Bylaws explain the specific term dates and protocols.
 - **Deliverables/Timeline:**
 - Debrief on recent (MS2) election and propose updates to bylaws if necessary - *January 2019*
 - Check-in with current student reps to ensure they are getting the support they need from Senate - *February 2019*
 - Create Elections Task Force Handbook, including Academic Governance Calendar w/ clear info on start/end dates of student reps - *March 2019*
 - Conduct MS1 UMEC Committees elections (for students to serve on UMEC during MS2 year) - *April 2019*
 - a. Work with Darlene Bosking on key information that should be included in official letter to new members of UMEC/GSA - *April 2019*
 - b. Schedule training & overview session with Darlene Bosking for new members - *May 2019*
 - Questions:
 - Brooke: I'm supposed to offer the people in Capitol their position by the minutes (but not in the constitution), but we didn't do it that way. If we are supposed to do that, then we need to actually do it. If not, then we should decide that.
 - a. We like that idea
 - b. It's possible that it would be harder to turn down Brooke on the phone as she is a peer
 - c. Elections TF will discuss whether we need to involve SF and, if so, where should we further clarify lines?
 - Communications: Will → Taylor
 - **Scope:** Create tools and guidelines for student body to communicate with one another most effectively and for people outside student body to communicate with us
 - **Deliverables/Timeline:**
 - Updating, maximizing the usefulness of, and brainstorming improvements for the student body calendar. *Continuous task*

- a. Shared Google Calendar - Adding class specific events/sub-calendars that can be toggled on/off for event planning. *Date/Timeline needed*
 - i. *Timeline limited by year-level calendar editor needs - is there another way to get this done?*
 - b. Student Affairs' calendar(s) and Canvas calendars and how students have to juggle those *Date/Timeline needed*
 - Guidelines on use of Listservs. *Draft by the end of January.*
 - Consult Student Affairs on how to improve EBM. *Spring task.*
 - Draft and send out emails with info/events/etc. relevant to the student body that Senate organizes or Senate feels should be announced by Senate itself (ex: USPHS nomination email, Snow much fun event, etc.). *Continuous Task.*
 - Possible project on the best ways to communicate to get people to events.
- Questions:
 - Virginia: Who will take this over from Will?
 - a. Taylor volunteers!
- Student Body Slack
 - Ask about it at town hall?
- Dell Med Know It: Will
 - **Scope:** Maintain and update student website with information for incoming and current Dell Med Students
 - **Deliverables/Timeline:**
 - Create recommendations for the MS2 Year Clerkships. *Spring task*
 - Create recommendations for the MS3 Year projects/dual degrees/etc. *Spring task*
 - Create recommendations for the MS4 Year. *Spring task*
 - Keeping student groups information up to date for student use. *Continuous task*
 - Invite non-senators -- focus groups. *Spring Task*
 - Questions:
 - Woody: MS3s are starting to learn about MS4 and I just wanted to put that on your radar
 - Brooke: Is it possible to increase the access for everyone to edit?
 - a. Yes, but we can't just give access just to single pages
 - b. We don't like forms for communication, but love emails
 - c. A good idea might be a recommended template for email
 - Dekoia: Who are y'all training from MS1 to take over this website?
 - a. So far it's just MS3s/MS2s
 - b. It needs to be a volunteer because this takes a lot of time
 - i. Bonnie volunteers!
 - ii. Marielle volunteers!
 - Marielle: Is there anything on there about the budget?
 - a. Yes! But it might not be up to date
 - Virginia: Do you want to continue being a part of both Comms and Dell Med Know It?
 - Marielle: Have you asked the students what they want to see on DMKI?
 - a. Yes, and we will continue to do that

- Senate of College Councils: Jonathan
 - **Scope:** To (1) serve as a channel between medical student government and other college councils on the main campus in addition to being a task force committed to (2) the maintenance and allocation of funds that are forthcoming from that partnership.
 - **Deliverables/Timeline:**
 - Recruiting from our invaluable Dell student general populace for representation in Senate of College Councils as the Spring will bring logistical issues that can be solved by increasing personnel. *Spring Task*
 - Snowmuch Connection (12/13): \$174 allocated and used for the purchase of food. *Fall Task - Completed.*
 - Maintenance of good standing via attendance of GSAs (assemblies) *Spring Task - begins anew in January with next session*
 - Organization of upcoming budget forms for the request and subsequent acquisition of funds. (Summer/Fall) *Spring Task.*
 - Questions:
 - Will: Based on prior experience, the other deliverable you have is money for the summer semester
 - a. Perfect, thank you
- Constitution: Brooke
 - **Scope:** To gather input from the student body (all three classes) on who elects the student body presidents from each society and propose modifications/amendments to the constitution based on this gathered information.
 - **Deliverables:**
 - Design survey for the student body
 - Deliver survey
 - Discuss findings and respond with appropriate constitutional change proposals if warranted
 - **Timeline:** Survey in January 2019, report back to Senate and amendments proposed (if applicable) in February 2019. To be modified if consensus is lacking or further surveying seems warranted.
 - Questions:
 - Charlotte: can we include the ability to campaign in the survey? Recently asked, “Why can’t we?”
 - a. What if we framed it as, when the election was originally written we envisioned an election without campaigning, What are your thoughts?
 - Marielle: I think the questions about how we elect our President are leading. Make it more open-ended. “What are your views on the current election system?”
 - a. Great idea! This was a first draft
 - b. Informally, most don’t care but a few do
 - Bonnie: What are we going to do on our end to ensure the widest spread of replied. It’s possible that those that reply are the ones with certain strong views.
 - a. Would simply denoting class in reply be enough?
 - Toli: Might be a good idea to have a forum or town hall run by the MS1s to talk about this?

- a. Bonnie thinks this might be a good idea
 - Virginia: We've learned in #DesignThinking that the questions you assume are the right ones often aren't. Might be a good idea to do some Field Research (ie, interviews) first to better frame the problem.
 - a. Agreed
 - How did this go? Jonathan
 - Please voice your feedback on the Bi-Weekly chat channel
3. Eddie Erlandson's Feedback - Virginia
- Overall
 - "I want to be sure that you're not doing too much"
 - Ultimately people start out with a lot of enthusiasm and then they flip back
 - Purpose statement is fantastic, but it's just a purpose statement
 - Needs to be turned into a strategic statement and then an operating plan
 - That's where you start to prioritize
 - Identify what's most important and what's doable with the resources you have
 - To be successful, orgs/businesses have to turn their purpose statement into more of roadmap and then a scaffolding
 - Use peoples' gift & styles
 - "As you turn something into more of an operational plan, you've got to get the visionaries out of the way."
 - We need preservation energy + resilience
 - Eddie is open to scheduling regular check-ins regarding roadmap and scaffolding
 - Some Thoughts based on Minutes
 - "A monthly update and newsletter from the Senate (maybe co-written by presidents) could enhance and inform the internal stakeholders (medical school classes) and external stakeholder e.g. faculty, Dell Med leadership, key partnerships e.g. Seton, Central Health, UT and even key donors"
 - If willing, the Presidents could refine their piece of what they're already doing
 - Stakeholders need to know where they are being led
 - Summary could be:
 - a. What did we discuss, what did we decide, what are the next steps/what will we have an update on the next time
 - The President's could distill the minutes a little more for the Student Body
 - "Minutes are only as good as what you're going to end up doing next"
 - Perhaps postpone external stakeholders for the time being
 - The way to have good meetings:
 - a. Somebody runs it, somebody tabulates, somebody summarizes, somebody states what the next steps are, start the next meeting with what we discussed and decided - do we have that right?
 - It can be really simple - what did we decide, what did we discuss and not decide, what're the specific things that'll be done in the next two weeks
 - You've got to leave some time @ the start of meetings to digest where we are at this point - then you go on to new business
 - Task Force Updates
 - a. Here's what we've done, here's what we've not yet done, and here's what we need from you (the ask)

- “Creating a communication function could be helpful coordinate”
 - 1-2 people that are good at that - are we communicating? are we even summarizing our meetings? small assessment role, making sure we live up to transparency as one of our key values
 - “A secretary/archivist could be very useful as activities and accomplishments and projects move through their cycles.”
 - 2-3 people that are pretty good at this, it could rotate around, really important to help groups not develop resentment
 - Not only look at content but also style - they might advise the presidents on how they might want to tweak summaries
 - “The presidents might think about a bi-annual report to further energize and inform Town Hall type of format.”
 - Eddie is happy to be a light-touch advisor - “here’s maybe some scaffolding”
 - Goal: keep the organization out of the Karpman drama triangle
 - “Your appetite seems large with the multiple task forces, be sure to do periodic “check-ins” on doable scope and scale. You all have other ‘day jobs!’”
 - Questions:
 - Taylor: What are next steps?
 - Virginia: I move that the Senate creates the role for 3 Delegates to take minutes, develop best practices for taking minutes, and continuously improve our minute taking.
 - Second: Charlotte
 - Vote: Approved

4. Snow Much Connection: Brooke

- We have arranged for the kitchen to leave things open so
- We have scissors and a ream of paper from Student Affairs
- There is a screen in the 4th floor lounge now for yoga
- Be present and aware of engaging with people
- If you have something spontaneously to do, go for it
- I want to keep people from coagulating in the lounges, if possible
 - We have the whole 3rd floor, let’s use it
- Violets to Brooke (from Khaled and Taylor) for all of her work on this
- Bonnie: Each class should advertise this to each class
 - Should someone post this in Dell Med All Class? Each class page
 - Toli nominated
- Bonnie: We need help with clean-up
 - Woody volunteers (he feels guilty for not being able to attend)

5. Classwide Slack: Jonathan

- Has been proposed to the Senate that we make a school-wide slack led by the Senate
- Taylor: could we put it in the town halls that we’ve been talking about?
 - When are these happening?
 - Maybe we should circle around and let her know we are working on it but it might take time
- Charlotte: Slack is a hamstrung version of Discord and it bothers me

6. Violets

- Brooke and Bonnie for their amazing work on Snow Much Connection!

- Khaled for being such an amazing Senate teammate
- Oliver for being such a Snow Much Connection baller and Josh for inviting people into his home for our wellness - thank you!
- Sharmila and Priyanka for writing sweet notes to everyone
- Whole election committee for running the election (Virginia, Oliver, Bonnie, and Marielle)
- JoLo grateful to the Senate members for their time
- Oliver and Helen loves how all the upperclassmen have been so welcoming
- Zack Timmons, Hannah Rosenthal, and Hannah Kay for coming back from serious injuries