



The University of Texas at Austin Dell Medical School

Student Senate Agenda

Location: HLB Conference Room 4.105
Date: Wednesday, January 30th, 2019
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 (01/30/19)
 - A. Minutes found digitally [here](#).
 - B. Approved by unanimous consent.
 - C. Motion by Jonathan: "Motion to rearrange the agenda and move task reports to Open Time for today's meeting." Seconded by Brooke. Passed unanimously.
- III. **Academic/Professional/Personal Development**
 - A. BLS Recertification (Woody)
 1. BLS expires before going into 3rd year, but we re-cert in ACLS. A few schools require both BLS and ACLS, but there are not currently any plans to provide recertification for BLS. EMIG is working on possibly providing this for students that require it but this is not a long term solution. Doing BLS cert on your own is \$65 with an online and in-person component in front of an instructor.
 - a) The general feel is that ACLS alone should be fine. As a senate, we can work with Student Affairs to identify the (small) number of programs that require it and that it is communicated to the appropriate people at the appropriate time.
 - b) The reason this is difficult for us is that because we do it at the beginning of our second year it expires earlier than most schools
 2. Vaccinations or Titters might also be something that's a time crunch to get together paperwork for aways (HepB is an example)
 - a) There is a policy under draft to require the titer for med students at an earlier date - to match the CDC
 3. **Action Item** - Woody and Steve will do research on BLS (follow-up in 6 weeks)
 - B. Student Mentorship/Directory Tool (Charlotte)
 1. Made a directory for each class -- an internal "Face Book"
 2. Realized the need for a resource to contact people from other classes
 3. This just needs to be done once per year and then it becomes a living document

4. Could incorporate columns for anything
5. Everybody is excited and impressed
6. This document lives on the Senate Google Drive
7. Steve: everything here is considered public under FERPA through UT unless the student has suppress
 - a) Can we add address?
 - (1) No, we don't like that idea
8. Oliver: Do we need an opt-out measure? How do we keep people from editing other's info
9. Brooke: It's up to the individual student to populate their row
10. Taylor: Should this be in a non-editable PDF form? Could this live on a Dell Med Know It tab? This seems like it needs a prominent spot.
- 11. Action items:**
 - a) Ask questions about directory: timeline for sharing to the class? Do we need permission to share picture and contact info from the students? Do we need to add/remove columns? Do we need to make it editable?
 - b) Jaime to talk to the registrar about FERPA rules and how we can legally do this on a UT server

IV. Emergency Time

- A. Noah: Getting a sense of what's happening at this school from and innovation and creative standpoint. Only a couple of people have an idea of what's happening.
 1. Multiple things happening with: Catalyst, Health CoLab, Masters in Technology and Commercialization program at McCombs
 2. Propose something like a task force to monitor ongoing things going on with these different programs
 3. I've heard an interest from med students to get involves, but don't know how
 4. Brooke: Are you envisioning a pipeline?
 - a) Yes, a hub-and-spoke type model
 - b) There are already students at all of these places, just need to see what is going on
 5. Taylor & Sam: This sounds like an interest group
 - a) Organize events, have a listserv
 - b) Noah not interested because IGs are an opt-in sort of situation and Dell should be a top down push to get people involved in innovation. Wants this to be part of the culture and mission and thus part of the Senate mission. The concept is to become the "MIT for medicine"
 - (1) Most productive graduate school for getting ideas to the market and Noah wants everyone to feel connected to that
 6. Taylor: is this actually something everyone wants? Is this actually why people come here
 7. Brooke: this could be a pipeline of people involved in bringing ideas to market, similar to the population health pipeline for community health ideas
 - a) I think this needs more clarifying and input from students that may not share your drive
 8. Jonathan: I agree that a task force may be a good idea to take the pulse of the student body whether they want this or not
 9. Motion by Noah: creation of an Innovation Task Force led by Noah Minor

- a) Motion passed

10. Action Items

- a) Noah to reach out to I&O people who are working on project and identify gaps.
- b) Innovation Task Force will determine how to bridge the gap between Dell Med's mission statement and curriculum/culture

B. Jonathan:

1. Leonard wanting the Senate to advocate for more flexibility for spending interest group funds
2. There seems to be some opacity to the process and students not clear why decisions are made
3. Jaime thinking about talking about this in the Town Hall
 - a) To get a better sense of people's concerns
 - b) Going to be recorded via WebX
4. There has been some growing pains in figuring out how to work with Finance
5. Taylor: possible that budget approvals should be itemized so groups know how much they have for various categories in their budget rather than a single number
6. Jonathan thinks this is more about not agreeing with the official policy rather than a lack of understanding

C. Brooke:

1. Should there be a permanent link in Everything But Medicine (EBM) that details how to apply for funding for various things like IG money, travel money
2. Steve would like to rotate what topics they highlight in EBM

V. Student Representation

- A. See discussion of Budget, Innovation TF, Interest Group funding flexibility, BLS recertification, Bylaws TF**

VI. Culture of Wellness

- A. DOCS group 6 outing is planned, Coffee break, Student Affairs update**

VII. Communication

- A. See Communication TF, Dell Med Know It,**

VIII. Task Force Reports:

A. Budget

1. Lessons from last year:
UT Finance is small, and we underestimated the time it takes to get things approved.
Jaime needs at least 10 business days to get proposals to finance. Students must request monies before this deadline or they risk funding.
Also, we need more examples of what to spend money on (i.e. speaker fees, materials for workshops, event spaces, etc..)
We cannot spend UT DMS Student Affairs funds on swag like T-shirts, mugs, etc..
2. Numbers:
\$7090 has been spent from the total \$15000 as of 2/8/19.
Most of these groups are new and small.

Larger groups such as Global Health, EM, Surgery, Primary Care Progress, etc... are not using funds. Not sure why? Perhaps, they are restructuring or other departments are funding them?

Students may be unsure of how to use funds.

3. Next year goals:

See if larger groups are just using other avenues for funding.

Need students to register with main UT campus for other avenues. (Perhaps not as restrictive on swag and food)

Create a formalized means of communicating funding requests on the Wiki page that will streamline the process.

Find a way for students to know their funding status amount throughout the year (hopefully that is less time consuming for Jaime)

We will have a town hall in April prior to FAB proposals to answer questions, give ideas, etc...

4. Senate/FAB needs:

Onboarding process for two more senate members on Budget Task Force.

Application for next year will include contact info for Jaime and these members.

B. Bylaws

1. Now on hold

a) still trying to figure out Senate processes

b) Still coordinating between Elections and Constitution

C. Coffee Break

1. What we're doing: -Next coffee break is 2/26/19 to avoid MS1 FOD exam → move to Thursday 2/28? MS1s have LGI on 2/26

2. Where we're headed:

-Financial update (next meeting, 2/27/19)

-Ordering new swag

-Coffee break at HDB in March

3. What we need:

-Volunteer sign-ups

(<https://docs.google.com/spreadsheets/d/1A7y3BkZTAFcsge4bxvuViiMCUEzThGRDf2ncszDXtT4/edit#gid=0>)

-Personal invites

-Best if you plan to attend

-MS2 can reasonably send invite, explaining that they can't make it but would love for their support

-Otherwise, if you think of people we should invite, add them to list

D. Communication

1. Created and email listserv best practices

2. Oliver: when are we releasing information to class of 2023 about things like a Calendar?

- a) Group may change significantly before matriculation
- b) They can be directed to Student Affairs
- c) We should probably not give them access to Dell Med Know It until matriculation

3. Action items:

- a) Student Affairs to make sure that the housing map is shared on the 2023 Facebook group

E. Constitution

1. Update from Class Survey:

- a) From poll, received 19 responses out of 150 students
- b) Some of the input was regarding confusing language of the constitution, some didn't see point of two presidents, some saw no point in societies. Some requested that candidates have some official positions before elections. All saw merit in current system, as well.

2. Action item:

- a) Provide recommendation at next Senate meeting

F. Elections (Implementation of Senate and Committee elections)

1. What we're doing:

- Working thru kinks with Qualtrics
- Checking in with committee reps, making sure they have what they need
- Will report back on both of these next meeting

2. Where we're headed:

- Elections Task Force Handbook, including Academic Governance Calendar w/ clear info on start/end dates of student reps - March 2019

3. What we need:

- Nothing at the moment

G. Dell Med KnowIt

1. Talking with Steve and Jaime about Wiki

- a) Idea with Wiki is to get student leaders and their own groups maintaining their own pages
- b) Things change too quickly to have a centralized information source
- c) Working out details with Jaime

H. Senate of College Council

- 1. We are still in good standing - attending all meetings
- 2. There are undergoing elections soon - not much happening
- 3. A form posted in Slack re: application for Emergency Funds
 - a) Deadline in March
 - b) Has to be spent before May
- 4. Will need to put in an application for the summer soon
- 5. Action items:
 - a) Let Jonathan know if we have anything to submit to the Emergency Fund

I. Student Affairs

1. Contract submitted for the Spring Celebration - waiting on signature back (95% of the way there)

IX. Violets

- A. To Taylor for helping to keep us on task

X. **Action Items:**

- A. **Woody** and **Steve** will do research on BLS (follow-up in 6 weeks)
- B. **Charlotte** ask questions about directory: timeline for sharing to the class? Do we need permission to share picture and contact info from the students? Do we need to add/remove columns? Do we need to make it editable?
- C. **Jaime** to talk to the registrar about FERPA rules and how we can legally do the directory on a UT server
- D. **Noah** to reach out to I&O people who are working on project and identify gaps.
 1. Innovation Task Force will determine how to bridge the gap between Dell Med's mission statement and curriculum/culture
- E. **Elections and Constitution Task Forces** extended report at next meeting
- F. **Student Affairs** to make sure that the housing map is shared on the 2023 Facebook group
- G. **All:** let Jonathan know if we have anything to submit to the Emergency Fund