



The University of Texas at Austin
Dell Medical School

Student Senate Agenda

Location: HLB Conference Room 4.105

Date: Tuesday, April 2nd, 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 (03/13/19)
 - A. Minutes found digitally [here](#).

- III. Task Force Reports:
 - A. Budget: Chair - Dekoiya
 1. Dates from FAB--Application window: mid April to June 30.
 - B. Bylaws
 1. Plan: within the next month have an updated draft for constitution revision for senate to review.
 2. People interested in helping to contact Megan Lewis
 - C. Coffee Break
 1. Mugs picked out with Bat City
 2. Low turnout at last coffee break, fixes to come
 - D. Communication: Chair - Woody
 - 1.
 - E. DellMedKnowIt
 1. Transfer of Dell Med KnowIt to Wikis.Utexas.edu is in progress
 2. Word on the street: wikis.utexas.edu is going away for intranet
 - F. Elections
 1. Full agenda item to follow
 - G. *Financial Policies (no Money, Mo probs) TF*
 1. Sam attended funding meeting that Jaime put on--10% limit on food, possibly increase to 15% to next year

2. Department-specific accounts have funding for medical students to travel--standard operating procedures to follow
3. Sam feels we can archive this task force now that it has served its purpose

H. Innovation

1. Noah met with alumni leadership of Genesis--outcome: partnership to come for health tech collaboration with the med school

I. Senate of College Councils - Jonathan

1. In good standing as far as attendance to GAs; recent drama in elections has resulted in a few emergency meetings
2. Deliverables: Looking towards the Summer budget request for MSS
3. Maybe jonathan to run for president in 2020??

J. Student Affairs

1. Jaime to attach slides for how-to about procedures he's leaving behind
2. Financial Advisory Board
 - a) Sharmila has joined the FAB--thanks for your help!
 - b) Tamara to be point-person for the FAB until Jaime's replacement is found

IV. **Communication**

A. Review of process during agenda items (Brooke)

1. Speaker takes floor, they can see everything they need to say
 - a) Intended for more efficient meetings and more respect to the speaker
2. Followed by period of question & answer (raise hands)
3. Follow-up questions saved until end

B. Objectives and Key Results (OKRs) (Noah)

1. OKRs is an industry-validated system of outcome setting and management. I recommend Senate implement these to improve Task Force professionalism and productivity.
2. Goals are transparent and everyone is held accountable to the shared goals. These can be i-smart, and can be answered with y/n. Should be connected with the wider purpose of the organization (i.e. our Preamble)
3. TF's should have objectives, people could/should have objectives within TFs.
4. Problem: if you talk to your average med student at our school, they have no idea what Senate is up to. :(
5. Can we align Senate and all its goals and tasks with this model? How would this work? (Megan)
 - a) Yes, we can do it. Start at top with Preamble. Go all the way down to the level of each Dellegate so people have jobs that they understand and are passionate about.

- b) Also, they allow you to represent what you personally accomplished (as an indiv and an organization) in terms of story-telling and also your CV.
 - 6. How would we implement? (Jonathan)
 - a) Presidents should lead us in a dev meeting of key objectives. Making what we have already done more management and goal focused.... Then move down to the level of the TF's and looping in all indiv members of group.
 - 7. Work where things like this happen are usually retreats (doesn't have to be out of town, could be someone's house) → Virginia's great idea.
 - a) Idea seconded by Sam. But also he astutely points out that this set of goals will need to be updated regularly.
 - b) Noah counters that the goals, if made well, are stable, but the key results may be changing over the course of time and could be evaluated every semester.
 - 8. Timeline for this work? Maybe trying to get everything together before the end of the semester.
 - a) It does add work but it will give us more focus.
 - b) Med students don't work in a consistent way across time, but in revealing truth it will be a chance for us to improve (Aydin) and seems worth the shot.
 - c) OKR expected success rate: 50-70%
 - 9. Positive thoughts from Virginia about a chance for us to have a sense of our own efficaciousness.
- C. Course Summary Dissemination f/u (Brooke)
- 1. Easy access is an issue. Important because it would be ideal for students to see the feedback regarding the courses to keep the course directors accountable for changes. Brooke is working on this.

V. Academic/Professional/Personal Development

- A. Quartile Determination? (Jonathan)
 - 1. In reference to AOA, top 25% of class is eligible (13?)
 - 2. For class of 2020, rank is determined by 2nd year honors count
 - a) From there, there is an application process
 - (1) From that, 16% of people are selected for AOA membership
 - (2) AOA status will not likely be ready for for residency applications
 - (3) Important for students to know that this is the policy upfront--right now, honors status is an opt-in process
 - (4) Policies about how to get honors grades in clerkships should be more transparent if a status such as AOA will be based on this. (i.e. quotas for number of students that can get honors)

B. SB free printing update (Helen)

1. Helen reached out to Kamran
 - a) Money is lost if every student doesn't use their quota of printing allowances--this is potential for waste
 - (1) ITS is not willing to alter the financial structure of a system to pay for printing in a way that would let DMS reabsorb unused printing costs.
 - b) Helen is still working hard to get this done

C. Financial Policies further discussion (Sam)

1. Question: appeal catering rule to increase portion of funding that can be used for food? Or do we subvert and ask for funding from campus that can be used for anything?
2. Change in funding policies for travel--would be awesome if students were informed of changes as they unfold
3. There is lack of clarity about financial policies as perceived by students
 - a) Administration should understand that there is a disconnect--students don't understand the policies too well
 - (1) This should be done via a note to administration to inform them

D. Student Affairs Time (Jaime)

1. Steve is advocating for higher allowance for student group food funding
2. Petitions help quite a lot, great way to show the collective student voice on school matters
 - a) This could be a great way to communicate student priorities about raising quota for food funding
 - b) Megan: can we explain to stakeholders why there is a cap on food funding?
 - (1) Some groups feel that there's a limitation on how they can attract attention to events

E. Student Body Orientation BRAINSTORMING TIME (Brooke)

1. Orientation dates for 2023: June ____
 - a) Brooke has been given 1 hour at orientation by Steve
2. Scope of work: what do we need to better onboard new students?
 - a) To come...after formation of task force
3. Deliverables:
 - a) A handout?
4. Orientation TF: (motion by Brooke, seconded by Jonathan) *That Senate create an Orientation TF to prepare a student body onboarding plan and documents to be used for Orientation starting with class of 2023 and to continue to review, revise, and update this plan/document/resource set in an ongoing manner.*
 - a) *Passed unanimously*

b) *Slack channel to come*

VI. **Culture of Wellness**

- A. Coffee break update (Helen)
 - 1. Poor turnout at last coffee break
 - a) Possibly because right after spring break
 - 2. Going forward: need someone else to take ownership of the event due to how busy the founders of the event are
 - 3. Some awesome conversations and relationships with faculty and colleagues have developed
 - 4. Expectations should be clear for people working on the task force, as well as all of the Coffee Break events.
- B. Spring Wellness Event
 - 1. Woody, Bonnie, Taylor, Marielle, Brooke (so far)
 - 2. **Date: Thursday, May 16th.**
 - 3. Funding: Oliver → Brooke to f/u with him about budget.
 - 4. Ideas?
 - a) The event will be in HLB
 - b) Already a channel on slack
 - c) Excitement!!!

VII. **Student Representation**

- A. Elections TF handbook update (Virginia)
 - 1. Link to draft of Election TF Handbook [here](#).
 - 2. Recommended changes to bylaws
 - 3. Questions for MSS as a whole
- B. Proposed changes to meetings/task force work every other meeting? (to be carried over to next meeting - Brooke/Jonathan)

VIII. **Violets**

- A. Jaime “for being a caring, responsive, enthusiastic person to work with”
- B. Violets to Noah for putting a lot of thought into how to create efficiency and transparency among Senate task forces and for the student body
- C. Violets to Helen for continuing to work on free printing despite roadblocks!
- D. Violets to Virginia for always coming to Senate meetings prepared with powerpoints and thoughtful reflections and ideas and violets to the entire task force for a beautifully created document!
- E. Aydin for being our intelligent, handsome scribe and doing a great job.

IX. **Action Items**

- A. Brooke: Announce applications to funding board (Mid April - June 30th) for interest groups. Announced on Sept 1, 2019 (to be in SB email).

- B. May Block issue? (Charlotte to report at next mtg)
- C. Sam: draft a letter to leaders about difficulties in SB, etc.; talk to dept chairs about whether they have money to fund student travel; appeal the 10% rule for food.
- D. Noah: Work on planning an OKR formation retreat for Senate, which may or may not happen at Brooke's haus.
- E. **Senate to-do (Sam (?), Jonathan):** Look into a petition to see where students believe it reasonable for % of group expenditures to be food. *Collect data from interest groups in other schools? Ask students?*
- F. Jonathan: Do stuff!