Location: HLB Conference Room 4.105

Date: Wednesday, Sept 18 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 (09.04.19)
   A. Minutes found digitally here.
   B. Approved by unanimous consent.
   C. Motion by Will. Seconded by Johnathan. Passed unanimously.

III. Task Force Objectives and Key Results Reporting
   A. Constitution & Bylaws
      1. Revise DMSS Constitution to correct perceived shortcomings and deficiencies, and provide internal direction and external transparency.
         a) By the end of Fall 2019 revisions will occur, for presentation to the student senate, regarding:
            (1) Providing a definition of senate quorum
            (2) The number of student senate members per class
            (3) Outlining election proceedings and procedures for mid-MS2 elections
            (4) Outlining the process for nominating and confirming a student body president(s)
            (5) Setting a process for revisiting and addressing possible changes to the Constitution.
            (6) Defining necessary proceedings for DMSS meetings.
      2. Codify internal DMSS processes
         a) By mid-October 2019:
            (1) Define, through a bylaw, senate member requirements and expectations, including: expectations of Dellegates, criteria

and process for dismissal of a senator, attendance requirements.
>
>>b) By Fall 2019, create living document for details of internal senate operations to provide to future senates for guidance.
>
>3. Provide Task Forces, and Senate as a whole, with assistance in Bylaw Formation
>
>>a) Serve as a liaison to create legislature for senate proceedings and task force content

B. Coffee Break

Foster a sense of community between Dell Medical Students, Faculty, Staff & Residents

-Host 1 coffee break per month during the following months of AY 2019-2020: August, September, October, November, January, February, April, May (dates decided by task force)

-Dellegates are encourage to attend, and if so, will send at least 3 personal invites to faculty/staff/residents

Foster a sense of community between Dell Medical and organizations in the Austin Community

- Host one coffee break per semester with invited guest from Austin Community (could be nonprofit organization, external guest recommended by faculty, course director)

-Coffee break task force will have guest organization selected and/or invited for November Coffee break by October 16

-Consider Community First Village invitation for Spring Invite local coffee roasters to showcase their coffee at coffee break.

Maintain financial health and independence of DMCB.

-Present coffee break financials 1x/semester at MSS meeting.

-Sell entire travel mug inventory by November 2019.

-Order new sets of swag by Winter 2019

-Research and write memo how to streamline cash from DMCB merchandise sales (maybe open account)

-Maintain living document to establish institutional memory on how to run DMCB

C. Communication

>1. Disentangle room reservations from collection of student group data
>>a) Meeting with Student Affairs by the end of September
>>b) Student group report template
>>c) Person info report template
>2. Universal calendar (curriculum, students, faculty)
>>a) Explore different platforms by the end of the semester
>>b) Present best idea back to Senate
>3. Paid Slack Workspace
>>a) Meeting with Steve Smith by the end of the semester
>>b) Not being laughed out of the office when I mention the cost

D. DellMedKnowIt

>1. Goal for semester

        a) Reevaluate progress of DMKI, Wiki, and Slack -- where is the info, is it the right info, is it in the right place, etc.

        b) See below Key Results for further info

  2. OKRs

        a) Transition appropriate info currently stored on DMKI, Slack, and Wiki to appropriate places and establish mechanisms for continuing to collect info

            (1) Restructure DMKI info, including advice and more curating of resources

        b) Develop student generated advice/recommendations for all years, especially the MS2 year rotations

            (1) Poll at least 50% of Class of 2021 for advice on their last MS2 rotation

            (2) Have 1-on-1 meeting of choice (coffee/drink/etc.) with at least 3 members of Class of 2021 to debrief year with a focus on obtaining recommendations from that individual by Dec 2019

            (3) Reexamine and pass on forms for collecting advice for MS1 and MS2 years

            (4) Create best practices for distributing forms to the class to collect info moving forward

        c) Reengaging with Student Affairs to evaluate what we can provide students through DMKI

            (1) Reach out to Student Affairs to figure out who is the most relevant staff member to meet with

            (2) Meet with said staff member to come to compromise for what we can distribute to interested students

E. Elections

  1. Ensure that Medical Student Senate and Academic Governance (UMEC & GSA) elections are conducted fairly and in accordance with Student Body Constitution and MSS Bylaws

        a) Timelines for Senate and UMEC elections updated to reflect 2019-2020 academic year

  2. Foster broad student participation in MSS, UMEC, and GSA elections.

        a) Goal percentages specified for application and voting participation

  3. Help student reps be as effective as possible through orientation and ongoing support.

        a) Will be conducting October Check-in survey for new UMEC members

F. Innovation

  1. Encourage students to pursue enriching experiences that elevate their standing and the DMS culture of innovation by

        a) Replicate Genesis Venture Fund application for the Student Innovation Fund

b) Connect 20% (40) of medical students with a hands-on entrepreneurial experience, defined as a pitch contest, health tech commercialization venture, investor-side project (e.g. due diligence), or market validating a personal idea

c) Coordinate with interest groups to ensure Dell Medical School representation in all key innovation organizations and institutions at UT Austin: Health Innovation Fellows, Health Catalyst, Healthcare CoLab, Graduate Student Assembly Entrepreneurship & Innovation Agency, Entrepreneurs Society, Genesis Program, Design Institute for Health, Value Institute for Health and Care, Herb Kelleher Center for Entrepreneurship & Growth, Texas Venture Labs, IC2

2. Innovation Task Force will improve DMS Senate visibility, accountability, and connecting work within DMS by

   a) Develop two process, workflow, visibility improvement recommendations for Senate based on industry leaders and supported by business research

   b) Once a month, have each task force report back to the Senate and update their OKR progress

G. Senate of College Councils

1. Practice good stewardship of funds from SoCC

   a) By the end of December, lets have spent X% of allocated $$$

   b) Inform each DOCS group of their upcoming event and aid them in the creation of ideas (year-long)

   c) Create a pamphlet describing monthly DOCS wellness events to increase awareness among MS1s by December

2. Maintain good relations with leadership

   a) By the end of December, we will have at least 4 members of the DMS-SoCC

3. Encourage Dell Medical School participation to increase campus wide visibility

   a) By the end of December, solicit and present at least (2) opportunities to interact with main campus (e.g. Texas 2-Step)

   b) Reach out to ALL leadership of DMS student organizations to discover potential opportunities/ideas to bring to main campus

H. Student Affairs

   1. Nothing to report

IV. **Culture of Wellness**

   A. Society competitions- Sam

      1. The ask: We would add attendance sheets to encourage student involvement

2. Concerns:
    a) Do we have any proof that this would actually improve participation
    b) Do we have capacity to beef up society points?
    c) We created a similar document in the past but nothing was done
3. Solutions
    a) Reasonable to serve as sounding board
    b) Set our boundaries yet being open to help
    c) Maybe focus on unifying vs. dividing
    d) Reach out to Arianne and special events committee
    e) Discuss at next meeting

V. **Student Representation**
   A. SB Feedback:
      1. Concern over 3rd year scheduling. One time issue between the schedule of IPE and the design course, was resolved internally. However, concern remains that all schedules aren't being looked at.
      2. If you are a 3rd year and you are having scheduling conflicts email Stacy Abrams

VI. **Academic/Professional/Personal Development**
   A. How will we as senate manage resources at this school?

VII. **Communication**
   A. The Parking: There and Back Again- by Jonathan R. R. Lopez
      1. Nursing students at Dell Seton have parking privileges and medical students do not
      2. Since we write notes that are billable, does this help us? We don't want to make a fuss and nursing students get kicked out
      3. Is the better solution for prorated parking permit at UT garage?
      4. MS1 update: MS1s have a 3 question survey asking how do you park for class, how do you park of rotations and what student options are available? Stay tuned for results.
      5. Senate of College Council can be an opportunity to re-bring it up
      6. Define the scope of our problem,
      7. Gather the expectations are for each year and publish them
      8. **Plan**: Girija and Natalie will continue the survey and keep track of what days the parking lots are closed

VIII. **Housekeeping**
   A. Meeting dates moving forward- Megan and Sam
   B. The ask: Do we want Senate meetings on the same day every other week? Is Wednesday a good day?
   C. **Plan**: Sam will make a poll

IX. Violets:
   A. Garrett for jumping in head-first as the first Dellegate with non-consecutive terms
   B. Natalie and other MS1s for taking initiative to gather parking data from other schools

       C. Will for setting up the first Black Ops division
       D. All MS4s for submitting ERAS

X.   **Action Items**
       A. Discuss society points events with Events Committee
       B. Research parking questions
       C. Poll Senate about future meeting days