

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	02/21/14
Meeting Location:	eGSA Lounge	Meeting Time:	1:10 pm
Meeting Called by:	Nancy T.	Meeting End:	2:10 pm
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	02/22/14
Next Meeting Date:	Friday, March 7, 1-2 pm		

Attending	Not Attending
Nancy Tseng, graduate director	Kristine Mayle, commission member
Gabriela Bran, vice graduate director	Najva Akbari, membership chair
Bahar Fata, commission member	Amy Wang, social chair
Michelle Myers, publicity chair	Tina Phan, commission member
	Amy Zimmer-Faust, commission member
	Stephanie Delgado, networking chair

2. Meeting Summary

Item	Item No
Approvals	3
Publicity	4
AWiSE Events	5
EmpowHER Day	6
Next Quarter Events	7
Future Company Site Tours	8

GradSWE @ UCLA Meeting Minutes

Item	Item No
Committee Treat	9

3. Discussion Item: Approvals

Item No	Description	Motion/Second	Approval
1	N/A		

4. Discussion Item: Publicity

Discussion			
<p>Matthew? — he's been busy and is still thinking about us; will put us in a magazine (School Spring Magazine) to the whole school</p> <p>Photos: Wow! That's Engineering (Amy/Gaby will post photos), Wine & Cheese (Michelle will upload to website), Life Lessons (Nancy); -add Bahar to FB friend & make her admin on FB page</p> <p>GradSWE shirts - discussed shirt design. White SWE gear with gold letters on back -E-mail Amy shirt design and order shirts!! ; lady cut for committee; normal cut for others ?</p> <p>eGSA Winter Social - make flyers (Gaby)</p> <p>QR Glitches: Steph is not here</p>			
Decision			
All committee members need to e-mail Nancy their head shots.			
Action	Action Item	Responsibility	Due
1	E-mail Nancy head shots	All	3/7/14
2	Post photos to FB & website; Wow! That's Engineering	Amy/Gaby/ Michelle	3/7/14
3	Post photos to website Wine & Cheese Social	Michelle	3/7/14
4	Post photos to FB & website; Life Lessons	Nancy/ Michelle	3/7/14

GradSWE @ UCLA Meeting Minutes

5	Make Bahar admin on FB group page	Nancy	ASAP
6	GradSWE Shirt Design - email Amy	Nancy	ASAP
7	Make eGSA Winter Social Flyer	Gaby	2/28/14

5. Discussion Item: AWiSE Events

Discussion			
GradSWE will publicize two other panel sessions AWiSE is holding. The series is entitled "Beyond Your PhD"			
Decision			
Action	Action Item	Responsibility	Due
1	Advertise	Nancy	2/24/14

6. Discussion Item: EmpowHER Day

Discussion			
<p>AWiSE is holding an EmpowHER STEM Day on Tues, May 27, where 60-120 girls from around Los Angeles will come to UCLA and learn about science & engineering. GradSWE will be given the Engineering table and will probably need to come up with activities. AWiSE may also need help in other areas as well but more details are still to come.</p> <p>E-mail sent by AWiSE: For our first EMPOWHER STEM DAY this Spring, we plan to bring approximately sixty middle school girls to UCLA, where they will be involved in hands-on activities run by graduate students from different science programs. We hope that exposing these girls to different STEM fields will get them excited about science!</p>			

GradSWE @ UCLA Meeting Minutes

We are looking for volunteers from all fields of science (especially physics, chemistry, mathematics, astronomy and engineering), who would be interested in helping organize these hands-on activities! The girls will rotate through all the different stations, so you will be hosting a short 10-15 min interactive activity to 4 different groups of girls.

Some examples of activities that we will be doing with our biology volunteers include a DNA extraction from cheek cells or a brain evolution station where we point out differences between various animal brains. We are currently applying for funding, mostly for buses and lunches for the girls, but we could also ask for funding for some supplies if you have a specific demo/activity in mind.

Astrophysics department has a lot of experience with outreach events and actually has an outreach staff; they might get a station

Decision

Research various activities to do within 30 min. and vote on activity next meeting. The current list of activities includes:

- Stomp Rockets (BEAM)
- Cat Poop (Jenny Jay)
- Cabbage/pH (Jenny Jay)
- Rotating seesaw - more Physics; Physics will probably have a station with us
- Boat competition - use aluminum foil to build a boat and see which boat is best by weighing down with rice; buoyancy (this was best activity at meeting)
- Earthquake simulation; build a structure
- Build a bridge with popsicle sticks ; weight competition
- Vacuum tube; gravity & drag

Action	Action Item	Responsibility	Due
1	Review activities before next meeting	All	3/7/14

7. Discussion Item: SWE Next Quarter Events

Discussion

Week 1:
GradSWE General Meeting?
April 3 - Navy Infosession

GradSWE @ UCLA Meeting Minutes

Week 2:

Career Center (MS & Grad Career Week)

April 9 - Professor Networking Dinner

Week 3:

April 15 - SWE Spring General Meeting / Undergrad Mentoring

April 17 - Qualcomm Infosession

Week 4:

April 22 - Hyperion Wastewater Treatment Plant Tour

April 26 - Annual Banquet*** All committee members invited! Great things will be happening here!

Week 5: May 1 - Cisco Infosession & Career Center Grad Symposium

Week 6:

????

Week 7:

May 15 - Infosession ; Wine & Cheese/chocolate (MUST serve the wine & use the bigger room located on 6th floor with couch area)

Week 8: May 21 - GradSWE Life Lessons (Gaby - friend is structural engineer but works in San Diego; Ingrid; Carollo)

Week 9: May 27 - EmpowerHER Day

Week 10 / Finals:

Decision

For flyers, put a picture of previous events with guys & girls

Gaby is gone April 12-28

Action	Action Item	Responsibility	Due
1	N/A		

8. Discussion Item: Future Company Site Tours

Discussion

GradSWE @ UCLA Meeting Minutes

Nancy is still continuing to handle the company site tour list.

A. JPL tour - Sept 1, 1-3:30 PM; can also look into JPL Research Day

B. Northrop - Oct 22 (Time TBD)

C. Hyperion - April 22 1 pm

Decision

Action	Action Item	Responsibility	Due
1	N/A		

9. Discussion Item: Committee Treat

Discussion

GradSWE Committee is allowed to treat themselves up to \$10 per person.

Decision

Have dinner with eGSA officers

Action	Action Item	Responsibility	Due
1	Send out Doodle for scheduling; Thurs/Fri only	Nancy	ASAP