

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	04/09/2014
Meeting Location:	BH 4275	Meeting Time:	5:00 PM
Meeting Called by:	Nancy T.	Meeting End:	6:00 PM
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	04/11/14
Next Meeting Date:	Wednesday, April 23rd from 5 - 6 PM		

Attending	Not Attending
Nancy Tseng, graduate director	Stephanie Delgado, networking chair
Gabriela Bran, vice graduate director	Amy Wang, social chair
Shu Zhang, secretary	Bahar Fata, commission member
Michelle Myers, publicity chair	Penny Wang, outreach chair
Tina Phan, commission member	
Najva Akbari, membership chair	

2. Meeting Summary

Item	Item No
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4. Discussion Item: New Committee Members/Next Year

Discussion			
<p>Shu Zhang (secretary) and Penny Wang (outreach chair) have joined the GradSWE Committee.</p> <p>Next year's committee: Najva - Definitely will be available for Fall and maybe Winter Michelle - Available Fall & Winter Gaby, Tina, Shu, and Nancy - Available the whole year.</p>			
Decision			
<p>Shu & Penny - send Michelle headshot to upload to the website</p> <p>Michelle - update website with Shu & Penny headshot, contact info, and position; take off Kristine Mayle from committee list.</p>			
Action	Action Item	Responsibility	Due
1	Headshot	Shu/Penny	4/23/14
2	Update website	Michelle	4/23/14

5. Discussion Item: Publicity

Discussion			
<p>Matthew — posted the article on the website! http://www.engineer.ucla.edu/newsroom/featured-news/archive/2014/grad-swe-debuts-at-ucla-engineering</p> <p>GradSWE shirts - \$10 for SWE member; \$12 for non-SWE member</p>			
Decision			
<p>Nancy - give Najva a S size shirt next meeting</p>			
Action	Action Item	Responsibility	Due
1	Bring S size for Najva	Nancy	4/23/14

6. Discussion Item: EmpowHER Day

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Discussion

AWiSE is holding an EmpowHER STEM Day on Tues, May 27 (CNSI), where 90 middle school 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.

Gaby attended the AWiSE meeting and discussed doing Cat Poop and Boat Competition during EmpowHER Day. AWiSE plans to have 2 sections: 9:00 - 10:00 am & 10:30 - 11:30 am. The girls will be split into two groups and will rotate through each station (20 min per station), so not all the girls will be able to do all the stations.

Nancy talked with Prof. Jay about the Cat Poop experiment. Procedure:

1. Add only a FEW grams of cat poop per 200 mL and shake. This makes a very WEAK sludge. If the sludge is any stronger, the experiment will not work.
2. Split the sludge into four different conditions: (a) ionic + pH effects, (b) ionic effects, (c) pH effects, and (d) control. (a) and (b) will have 50% sea water. (c) and (d) will have pure water. (a) and (c) will have 4 pellets of NaOH.

Decision

Determine whether committee members can be present on EmpowHER Day (Tuesday morning, May 27)

Determine how many girls will be present —> determine how much material is needed

Materials needed:

Cat Poop

- Cat poop
- NaOH
- Mason Jars (dollar store)
- Sea water
- DI water

Boat competition

- Aluminum foil
- Pennies
- Bucket (eGSA)
- Water
- Prize — UCLA item like a keychain

Action	Action Item	Responsibility	Due
1	Figure out schedule	All	5/01/14

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2	Ask AWiSE how many girls will go through one station	Gaby	4/23/14
3	Ask AWiSE to purchase materials	Gaby	5/01/14

7. Discussion Item: Upcoming GradSWE Events

Discussion
<p>***APRIL 26*** <u>SWE-UCLA Banquet</u> (2 committee members for \$15 OR individually \$20 ea)</p> <ul style="list-style-type: none"> -Tina has Hawaiian leis for us to wear -Committee pairs going: Bahar—husband?? ; Najva—Bahar?? ; Shu—Nancy ; Tina—Michelle -Food choices: Five Cheese Tortellini Pomodoro Poached Maine Lobster Ravioli Maple Leaf Farms Duck Confit Normande -Theme: “Aloha” or colorful cocktail attire <p><u>Career Week (April 7 - 11)</u></p> <p><u>Alaina Levine (April 16)</u></p> <ul style="list-style-type: none"> • Najva is attending the dinner (6:30 - 8:00 PM) —> Nancy will e-mail AWiSE to add to the list • Nancy: send committee RSVP for workshops <p><u>DIY Girls at UCLA (April 17 from 1 - 2:15 PM)</u> - ~15 girls from DIY Girls group will come to UCLA for lunch and lab tours after touring SpaceX.</p> <ul style="list-style-type: none"> • Shu & Michelle will help Nancy show the girls around their lab • Najva & Cathy (volunteer from DIY Girls Open Lab) will ask their adviser whether the girls can visit the Optics Lab • Louis (officer from eGSA) will ask their adviser whether the girls can visit his lab. <p><u>Company site tours</u></p> <ul style="list-style-type: none"> • Hyperion (April 22) - 13 people attending, including Bill Goodin! • SCE (April 25) - Gaby really wants to go but cannot! Will make sure to do SCE again next school year • General Atomics (cancelled for this quarter) - postponed for Fall quarter 2014; they will also be hiring for summer internship position
Decision

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All committee members think about going to the SWE-UCLA Banquet (Deadline is April 21 to fill out the form)

Nancy - email committee the SWE banquet info again

Action	Action Item	Responsibility	Due
1	E-mail committee	Nancy	ASAP
2	Let Nancy know if going to the banquet and fill out the form; give money to Nancy	All	04/21/14
3	Ask adviser if can visit Optics Lab	Najva/Cathy	ASAP
4	Remind Louis to ask adviser	Nancy	ASAP

8. Discussion Item: Previous GradSWE Events

Discussion			
<p><u>General Meeting (April 2)</u></p> <ul style="list-style-type: none"> • Turnout was pretty good for last minute advertising (~30-40 people). • People were also taking photos for us when we announced that we needed a historian! However, we've only received two photos. • Need to have someone to make sure people sign-in — only had 16 people sign in • Ice breaker before or after — still have 30 min of time for the room & it would be great to know all the members! <p><u>DIY Girls Open Lab (April 5)</u></p> <ul style="list-style-type: none"> • About 20-30 underrepresented elementary-middle school students (one 2-year old girl!) • 3 volunteers from UCLA; total had 6 people helping the kids • Taught "Art Bot" and "Squishy Circuits" to the kids 			
Decision			
Remember items to improve next general meeting.			
Action	Action Item	Responsibility	Due
1	N/A		

9. Discussion Item: Professional-Grad Mentoring Program?

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Discussion			
Najva met a Chemical Engineering professional who switched to Associate Editor for Science Translational Journal. She's based on Washington, DC & at this journal, all the editors are women. GradSWE could start a long-distance mentoring program with her and with other company professionals for graduate students OR we could find funding to have her come to UCLA and speak to graduate students.			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	N/A		