

## CHEN-GSAC Meeting Minutes | October 26th, 2020

1. Takeaways from the meeting:-
  - Prepare a survey questionnaire for this year
  - Career fair committee outreach, e-mail to be sent to other departments.
  - Contact list of department presidents, graduate advisors etc
  - Bi-weekly career fair committee meetings (Currently 9 members)
  - Need to promote student-faculty dialogue
2. Ideas discussed on Department Career Fair
  - Extend CHEGSA research symposium and form a research and career-oriented event/fair
  - Invite companies attending SEC's Engineering Fair to a separate department focused fair on the same day
  - Make use of the platform of research week to call companies. Partner with students groups with similar research/field focus
3. Current Agendas
  - Weekly check for student queries (Anas/Vaishnav/Rachit)
  - Prepare an annual survey for this year / and add a clause for it in the constitution
  - QPR training inputs from CHEGSA (Rahul).Combine with USAC
  - Refer new students to the GSAC website for suggestions [Ashley/Anas]
4. Review on Previously Discussed Items
  - GSAC website and new leadership update – done.
  - Elect a GESAC representative, discuss roles and responsibilities – done [Anas]
  - Survey analysis followed by a meeting with Dr. Jayaraman and Dr. Green –done
  - Send recurring emails to students to anonymously collect questions on Townhall (Through GSAC Website/Google Doc) - Emphasize Anonymity [Done]
  - Drafting an email for career planning committee recruitment[Done]
5. Yearly Agendas [Reminder emails – Anas/Vaishnav/ Zhuoran]
  - Chemical waste disposal
  - Placing purchase orders
  - Contacting the maintenance staff and submitting maintenance requests
  - Email about Student Counseling Services and CAPS Office Hours in Zachry and Sanvello

## GSAC team 2020-2021

- Chair - Rachit Gupta
- Secretary - Vaishnav Meduri
- Executive Assistant - Muhammad Anas
- Webmaster - Zhuoran Zang
- Scheduling Officer - Christopher Gordon
- GPSG Representative - Rachit Gupta/ Vaishnav Meduri
- Council Member (ChEGSA representative to GSAC) - Rahul Kakodkar