



**CAREER ADVANCEMENT COMMITTEE  
Zoom Meeting  
Tuesday, October 15, 2021 – 12:30 pm ET  
MINUTES**

<b>Participants:</b>	<b>Unable to participate:</b>
Kalpana Katti, Chair	
Sepideh Akhbarifar	
Stephen Albright	
Rebecca Anthony	
Zak Al Balushi	<b>Also participating:</b>
Nico Hernandez Charpak	Natalie Larocco
Michele Feder	Lorri Smiley
Sean Rodrigues	
Chi Chin Wu	
	<b>Recording Secretary:</b> Kris Uher



**ACTION ITEMS**

<b>Responsible</b>	<b>Task</b>

**MINUTES**

- I. Review survey results
- II. Discuss approach for SIG launch event(s)
  - a. Boston
    - i. Overall format
    - ii. Day/time
    - iii. Target audience / Marketing
    - iv. Follow-up steps
  - b. Virtual
    - i. Overall format
    - ii. Day/time
    - iii. Target audience / Marketing
    - iv. Follow-up Steps
- III. Introduce SIG rosters/assignments
  - a. SIG Description
  - b. Goals
  - c. Launch plans/format
- IV. UREM Member Needs Survey and Member Journey Working Group

Results of the committee member survey were discussed and assignments were made to committee members based on their interests in various Special Interest Groups (SIGs). Committee volunteers were advised to let HQ know if they wish to be reassigned to a different SIG or member needs working group.

The format for the SIG launch event to take place at F21 was presented with a request for feedback. Chi Chin, Sepideh, Rebecca, and Kalpana will be in Boston. Nico is a maybe. There will be 4 SIGs launched in Boston as indicated by survey results.

**Action:** Michele to poll other committee members to ask who will be in Boston and then circulate the list.

Action: Michele to send detailed charges to all CAC committee members.

The format for the SIG launch event will be as follows:

- Panel discussion, 1 rep from each SIG
  - Discuss interests and goals and why others should participate at a very high-level.
  - Allow interaction
- Following panel discussion, each sig has a station with white board
  - Audience would visit stations to discuss common issues and what of needs their community are
  - Brainstorming. How often does this SIG want to get together and in what format? Monthly zoom? Chat rooms?

Although the launch event will be at F23, the SIGs will be rolled out to full membership and any member is welcome to join any SIG. Michele is drafting a web page and will send link to CAC members.

Kalpana suggested that each SIG have a “lead” and asked the group to let her and HQ know if they would like lead one of the SIGs. It was also noted that SIGs may have overlapping interests and member should be encouraged to belong to more than one SIG if they have an interest to encourage collaboration among the SIGs.

HQ will be promoting the SIGs and encouraging members to sign up. Kalpana encouraged committee members to reach out to recruit colleagues to join. Zak suggested that a good pool of people to recruit is post-docs. Rebecca suggested setting up booth at a poster session to introduce the SIGs and encourage people to sign up. Since many people attend the poster sessions, this is a way to meet them where they are.

The next step would be to have each sig meet separately – to brainstorm topics and issues in these communities and to put together a framework for how they want to operate. Also to come up with a brief description of their SIG and goals.

### **Adjournment**

The call adjourned at 2:06 pm ET