

Scientific Education Council Meeting Minutes

Date Monday, June 5, 2023

Time 2 pm CT

IN ATTENDANCE	
Scherezade K. Mama, DrPH (Chair)	Erica Soltero, PhD
Mei-Wei Chang, PhD, FSBM	Jacob Meyer, PhD
Stephanie Goldstein, PhD	Lindsay Bullock (staff)
Larissa Mickelson (staff)	

**quorum = 5, excluding staff*

REGRETS	
Jessica LaRose, PhD	Kellie Cooper
Heather J. Leach, PhD	

Approval of the minutes

MOTION: Dr. Meyer moved to approve the minutes from the May meeting. Dr. Chang seconded. The motion passed.

The council briefly discussed the Annual Meeting survey results and are hopeful to find themes to help build out the survey that will go out in August. It was also discussed that this survey will not need to be board approved prior to sending out.

ACTION: Dr. Mama and Dr. Goldstein will start a draft survey based off of the data found from the Annual Meeting Survey Results. A draft will be formed for the July meeting.

ACTION: Ms. Mickelson will provide information on survey timeline going out in August (if there are any conflicts or deadlines).

The council is aware that the Bridging the Gap Research Award is now open for applications, and discussed the process and timeline for when reviews will need to happen.

ACTION: The council will start reviewing the applications after July 17th and will make final decisions during the August call.

The council touched base on both the progress of the Poster Mentoring Program changes and review of the webinar statistics. Both updates are in progress and will be discussed further during the July call.

ACTION: Dr. Mama and Dr. Chang to make final changes to the abstract system prompt students see at the point of sign up.

ACTION: Ms. Cooper and Dr. Chang will review the communications to suggest edits, including a list of instructions for mentors and a separate list of instructions for mentees. These updates should be ready for the July call.

ACTION: Drs. Meyer and Leach will review the webinar stats and existing proposed topic files to identify the following for the July call: unmet webinar topic needs; and top attended topic areas to date. This will inform future training provided and the August membership survey.

The meeting adjourned at 2:35 p.m. CT.

Minutes respectfully submitted by Larissa Mickelson on June 7, 2023.