

## August 12 SECDEI Agenda

### 1.) Introduction and Resources

- Announce new meeting time ([Results of LettuceMeet](#))

### 2.) Candidates for the ETC

- Candidate not specifically from this group but a lot of nominations would be interesting
- We should organize to back a couple of candidates (grad student + postdoc)
  - i.) Amber Roepe (grad student)
- Deadline: September 15th

### 3.) Ethics Task Force comment in our anonymous dropbox

- The TF want to make sure that at least 2 people looking at answers
  - i.) We initially wanted a fixed group of volunteers, as we got none we moved into having the active leadership group (3 people), which make sense since the form is run by the google account we setup for the leadership group
- Johan brings up we need to discuss the subject of archiving the answers we get on that box
  - i.) We want to keep track of the comments and make sure we addressed what had to be addressed. We do not want to just keep the raw information since it can identify the sender.
  - ii.) The current idea is to have a summary of each case and remove the original entries before leadership changes (2 months)

### 4.) Update on Leadership Diversity Survey

- [https://docs.google.com/forms/d/e/1FAIpQLScdvYcAP\\_1AcU9\\_dja4Ud52tk6YJuyUI9Asgz-1de1ZWQKHTA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScdvYcAP_1AcU9_dja4Ud52tk6YJuyUI9Asgz-1de1ZWQKHTA/viewform?usp=sf_link).
- Both parts of the survey online, decreasing response on both. We will be sending emails reminding the leadership groups to answer it

### 5.) Best Practices for Meetings

- **Organized in advance**
  - i.) With a clear agenda that includes time for "other business"
- **CoC**
- **Captioning and other special needs**
  - i.) **Who to contact for it?**
- **Consider timezones**
  - i.) Check often if the time still work
  - ii.) Use Doodle/LettuceMeet
- Avoid Holidays and Observance days
- Might be a good Lol?

## 6.) **Begin Discussion on Letters of Interest**

- Begin planning idea
- Next week: dedicated Lol meeting
- Lols in Progress:
  - i.) Accessibility ([link](#))
  - ii.) REU for URMs ([link](#))
    - (1) Persons interested: Johan S Bonilla, Sara Simon
  - iii.) Vocabulary and DEI Terms
    - (1) Johan S Bonilla, Erin Hansen
  - iv.) [Computing Resources Lending](#)
  - v.) Science Outreach and low-income, minority ethnic groups
    - (1) Mateus F. Carneiro, Johan S Bonilla
  - vi.) Best Meeting Practices? (incl. Code of Conducts)
  - vii.) [SEC-CE Spreadsheet](#)

## 7.) **Other Business**