

From: [Wang, Daria](#)
To: "[Randal Ruchti](#)"; "[Sudhir Malik](#)"; "sijbrand@hef.ru.nl"
Cc: "[Assamagan, Ketevi](#)"; "[Breese Quinn](#)"
Subject: Physics Education Meeting 2.16.2021 - Summary and Action Items
Date: Tuesday, February 16, 2021 4:24:00 PM
Attachments: [image001.png](#)

Dear Randy and All,

Below is a summary and action items from today's meeting.

Physics Education Meeting

Tuesday, February 16, 2021

1:00 PM – 2:00 PM EST

Attended: Randal Ruchti, Chris Rosenzweig, Marge Bardeen, Kenneth Cecire, Ketevi Assamagan, Yining You, Sijbrand de Jong, Vetri Velan, Olivia Bitter, Daria Wang (ORISE)

Summary:

- We have 5 WP groups. Goal is to be ready to resume action by end of June 2021.
- Vetri created Snowmass CEF4 White Papers google drive folder. It is in Vetri's drive and it is sharable. For now, everyone with the link can edit. Need to sign in with a google account. Different folder for each WP. Inside each folder there is a blank google doc with LOIs included. People can share their ideas and notes here, work collaboratively. Can create other documents within folders. Might be good to copy LOIs into the folders. Here is the link: <https://drive.google.com/drive/folders/1evkFhL5OV7k8FYR6YLIPvPE8liEumsXw?usp=sharing>
- There are different options regarding the type of access that can be setup for these folders. It can vary for each WP working group. Leaders of WPs should have access to these folders, but some might choose to limit editing rights for other contributors. In that case need to change settings accordingly. Vetri would need to know the details in order to change access rights. It is possible to change access rights for separate files – so that people can only make comments without actually editing the text. The main editor can decide whether to accept those comments or not.
- What are the requirements in terms of editing the White Papers and the final documents? Ketevi will pass on this question further to the Steering Committee. Some WP leads and contributors might prefer to have a clear guidance in terms of formatting while others think that fixed limitations on the format will raise expectations which will not be met at the end.
- Another question is what do you expect to come out of this process? TG Conveners to reference WPs and put together their report. Then it gets to Breese and Ketevi, and they will summarize that information and pass it on up the chain. At each level there will be summarizing. Need to identify the major topics that need to end up in the final summary. Each WP will exist as a separate article regardless.
- The next 10 weeks is the time before the pause ends. Based on K-12 WP which requires input from teachers, summer is a good time to work on that – it's hard to write WP when workforce is not there to fill in the details. But maybe preliminary organization can help prep things before work resumes. Particle Physics Specific Education (Vetri and Yining) - this work might have to be done earlier. Career Education (Sudhir and CEF2) – this WP could be spread around the calendar. How do people want to see the next couple of months?

- From high school teachers perspective school year is a busy time, summer is more open. If some preliminary organization can take place during summer, that would be good. High school students could be included in this work. QuarkNet research students could also participate. Students could share their opinions and what motivates them. We could have focus groups, panels to chat and they could tell us what they think. Should be done this summer so that we can start writing in the fall.
- For Particle Physics Specific Education WP the best time to start is before semester ends if we want to do the survey. Need to get into a discussion and start planning that. Need to get started asap.
- Let's schedule 1-hour brainstorming sessions for WP 1, 4 and 5. We don't have to define anything specifically, just need to get the conversation started and provide some direction on how to proceed:
 - March 2 – WP#1 (Career and Education)
 - March 16 – WP#5 (Public Education and International Connections)
 - March 30 – WP#4 (Global Software Issues and HEP)

Action items:

- Ketevi to bring up the question of whether there are specific requirements regarding format and editing for WPs to the Steering Committee.

Please, let me know if any changes are needed.

Thank you,

Daria Wang, CMP, DES

Event Project Planner

Scientific and Technical Resource Integration (STRI)



865-839-7754 (cell)

Daria.Wang@ornl.gov

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