**Physics Education Meeting**

**Tuesday, February 22, 2022**

**1:00 PM – 2:00 PM Eastern Time**

**Attended:** Randal Ruchti, Sijbrand de Jong, David DeMuth, Sudhir Malik, Kenneth Cecire, Steven Goldfarb, Kétévi Assamagan, Vetri Velan, Daria Wang

**Summary:**

* TG Convener meeting this Friday, Feb 25, 2022. Expectation of TG inputs during the meeting:
	+ A list of links to all CP drafts (either Word, PDF or Overleaf). Action item: All authors should send CP draft links to conveners by Thursday afternoon so they can share it during the CEF Convener meeting on Friday.
	+ For papers without a draft, the link should be to a document with a plan including milestone dates for completion. Particularly for the papers without a draft, an author should present the linked completion plan document in the meeting.
	+ For completed drafts, the TGCs should tell us if there are any portions for which we should expect significant revisions or additions. This could be done on your slides in bullet points under each draft link. The main point being that the status and location of each CP draft, and plans for completing all unfinished drafts need to be written down and posted for the meeting.
	+ CP authors can attend the meeting.
	+ Detailed review of each paper is not required due to limited time and the number of papers being worked on. Only present links to the papers, mention areas that still need to be developed in bullet points, and the timeline to finish that up. If anyone wants to see papers in detail, they can visit the link at their own convenience.
	+ Action item: Kétévi will send indico and zoom details later today.
* APS Innovation Fund: <https://www.aps.org/programs/innovation/fund/> This fund has support for up to $200k for some things that are directly CEF-related.
	+ A task force, workshop, or study to explore a critical issue facing the physics community;
	+ An innovative public engagement experiment;
	+ A new approach to science advocacy;
	+ A means to advance key APS member interests including diversity, careers, education, or member services; or
	+ A path to enable APS to have greater engagement of physicists in industry or around the world.

Pre-proposals are due on March 21, 2022. Proposals are due in June 2022. Open to APS members. This might be applicable to the entire CEF. Action item: Feel free to attend the webinar on February 23 at 2-3pm ET to learn more. David will try to attend and give a quick summary during the next meeting.

* CP5 is in good shape. Manuela added the last piece. Ken is working on updating the document. Next step – share the document with all authors and ask for their comments, take those comments into consideration and produce the final draft. Conveners are also welcome to comment, make suggestions, edits. Paper has 18 recommendations, they might not all fit into the final report. Many of them are very detailed, but they can be summarized and made more general. Action item: Narrow it down to 5 takeaways and list them at the top of the paper.
* CP3 update: Received 200 responses so far. Paper is to be done. Paper is taking longer due to delay with survey approvals. Kétévi and Breese have been alerted that this paper is going to be delayed. Will be sending a reminder email to fill out the survey to the full Snowmass list once again. Action item: Vetri will share the link to the CP outline with conveners to be presented at the Friday CEF meeting.
* CP1+4 update: Draft in Overleaf. Action items:
	+ David will review the paper this week.
	+ Sudhir will contact Ken Heller and Matt Muether about the slides and cc’ Randy.
	+ Sudhir will share viewable link with Randy for the CEF presentation.
* CP2 update: Olivia added her address. Sudhir has to remove the text version of references which he will do later once the paper is finalized. Marge Bardeen mentioned she is fine with any edits. If Olivia and Sijbrand are satisfied with its current form, we can say it is done. However, the form of the paper is very different from its original version while the context stayed the same. We should make sure to circulate it among the original authors, especially if their names are on it to avoid any surprises. Authors should have a sense of ownership so they are not surprised with the changes we made after the paper is published. Action item: Sudhir will circulate the updated draft among all authors and ask them to check all references.