



UA Cabinet + Operations Meeting Agenda - Thursday, March 15, 2017

5:30 pm - 5:45 pm:

- Officer Updates

5:45 pm - 6:00 pm:

- Committee Updates

6:00 pm - 6:30 pm:

- Discussion
 - UA Survey Usage
 - Committee Best Practices
 - How to maintain control of a large group
 - How to retain committee members

5:35pm UA Survey Usage

Committee on Education sent out a survey to undergrads about advising and originally wanted to ask for kerberos to cross reference with other Institutional Research (IR) data. We're not doing that for this survey, but wanted to talk about it.

Wellcomm is also looking into doing this.

- You need to explicitly state in the survey what you are doing with the data.
- Would be useful to have clearly defined categories for the UA, so if any committees choose to distribute surveys they can clearly point to what basket it falls into, have it on the website as well. Ex. something like Creative Commons licenses with mini-icons.
 - Mo can work on this. If it was in conjunction with Wellcomm, CoE, working together we can get something by the end of the year
- It's common to think of things after you've distributed the surveys you'd want to ask

- Wellcomm and CoE have individually interacted with IR about their respective surveys, they've offered to help with analyzing data.
- IR has said trust in them has fallen since Senior Haus
- Another thing to note is for the UA to keep our own internal data, for example from committee surveys.
- Noah: IR and administration really like Qualtrics, using a 5 or 7-point Likert scale, or same format as other IR things is nice. Having a large response rate.
- Tchelet: Going to IR and working with them is a good way to move forward.
- Malte: Should we stagger surveys?
 - Yes, and we could ask IR when they are sending their surveys.

5:46pm Committee Best Practices

Public Affairs is currently trying to manage a larger committee and wanted feedback and ideas other committees do.

- Malte: Chief of Staff
- Mingshi: We have 6 active subcommittees, exec meetings with sub-committee chairs every week, subcommittees meet separately, monthly GBMs for people across subcommittees to meet, also events in the group. Having exec and subcommittee leads is helpful for more autonomy, we facilitate and keep track of what is going on, but subcommittees are pretty self-sufficient.
- How do you pick subcommittee leads?
- It's usually pretty obvious who is very involved, sometimes there are elections or interviews. We privately talk to people to figure out who leads. We do elections for co-chairs and technically treasurer and secretary.
- Joaquin: Community Service took in 6 people, divided it into 3 groups, because in terms of chairs and co-chairs its me, Kelly, and Bamlak so things are pretty divided. It's not perfect but it's worked pretty well.
- Malte: We have short, 30-minute general meetings, along with longer 1-3 hour lunches at the ICA or MFA or another area. Onboarding process is an interview, accept them, then follow-up coffee chat where you talk about their personal goals and how the committee be a platform for them.

Alexa: I also wanted to think about how to keep committee members in the UA next year. Right now it doesn't matter if you leave a club, but it's comforting for students to know if there is a trial period, and afterwards you could have a dinner or onboarding to make it seem like more of a legitimate choice. It would make it so the first three weeks you might have a decent amount of people who might then leave.

- Caitlin: framing it as a trial period can make people hesitant about joining, makes it less about learning about the position and more about judging their actions. More exploratory or shadowing period might be a better way to frame it.
- Soma: Some of our committees need to move fairly quickly to meet their deadlines. We ask people to do things, but for whatever reason they don't do it, and it delays everything because the whole committee relies on those tasks.
- Mingshi: It would work well for some committees who have events throughout the year or spring semester.
- Jon: Sounds like two competing philosophies: on one end there is a lot more structure, versus delegation.
- Mo: In both models people feel valued to do things that are important or feel like they can always come back to a committee even if they did less things in a certain semester.
- Sophia: Wellcomm is a very small committee but everyone has their own project, but if people don't feel like what they have to do is important they aren't going to do it.
- Soma: Our subcommittees with the least definition have the most drop-off.
- Drop off is around 4 out of 10 ish per committee.
- Grace: Since our committee is so small right now, we don't know what sorts of jobs we can pull off because of lack of capacity. This semester we were trying to build ourselves and have a solid foundation for next semester.
 - Collaborate with other student groups, admin
 - 8-ish people is enough to run a pretty substantial event
- Sophia: Clothing is a big part of building the UA as a whole. Have all the new members do a new UA introduction, over dinner, or having like a State of the Union speech
- Caitlin: Representatives on the Institute COmmittees are out of touch with the UA, even though they are nominated by the UA, those connections aren't always made, so if there are start-of-semester things for better connections to committee members, should extend to relevant members to institute committees.
- Noah: We tried doing office hours, now shifting toward running forums, but it's hard because people need to care and feel like the UA cares, and also have the time.
- Sophia: Does it make sense for the UA as a whole to hold office hours?
 - Last year the officers had office hours once a week, might be because it's on the fourth floor of the stud. I would like to do it again in a better place.
- Mingshi: Unclear to incoming freshmen what the UA does, like Sustainability has a straightforward name, but I remember freshmen year I didn't know what the difference between Class Council and UA is.
- Soma: Identifying why students join a committee, eg sustainability its because of sustainability, not for student government. All the UA events for UA members, sustain members doesn't realize the emails are relevant to them.

- Joaquin: Physically broadcasting things (i.e. posters, lobby 10 booths) is better than emails or websites. For example the posters for GEL is good because you know the people on the posters, and other things that are effective campaigns.

6:17pm Committee Updates

Talk about things you've done in the last 2 weeks and things you're planning on doing in the next 2 weeks.

Education: Sent out education survey, and parse through the data in the next few weeks, hopefully have convincing data to send to Ian and relevant people, pull some ideas from the text. Launched student faculty dinners, tell your friends! Clarifying plans for having a public discussion forum for undergraduate education, if you have topics to talk about, right now we are thinking about present and future of education at MIT.

Sustainability: Have had 2 meetings about the large garden, right now it's very optimistic. Current proposal is for the McDermott Dot, narrowed down the number of locations, we have a few more meetings set up, write a proposal for funding, give to Resource Development. Will reach out to Media Lab, other research places on campus because we want this to also have a greenhouse, research, etc. Planning on Earth Day booths. Gardening committee is moving forward with building a green wall in MIT Medical.

Public Affairs: Planning an event for next semester on how to integrate civic engagement into their lives, thinking about reaching out to career fair directors for having an event, and public service representatives. Also CPW breakfast, possible study break.

Wellcomm: Met with IR to go over tutoring survey, needs to be resent to a bunch of people to get their eyes on it. Booking Kresge for the red flag campaign, which show the number of people affected by intimate partner violence, usually in August but now having in April. A bunch of sanitary hygiene machines have been converted from paying to free ones. Got a bunch of new members. Looking forward, will continue working on the survey, will need to find funding for sanitary hygiene products, everything wants to fund it to say they did it. Scheduling meeting with Ian and UAAP to discuss the survey.

Alumni Affairs: Talked to MIT Alumni Association, they're more than happy to help us with a mixer event. Next two weeks will have engagement back on track and start pubbing.

Innovation: CSL meeting on Friday on social spaces, launching our pilots next week and after spring break, working on that report. Organizing trip for people who set up a makerspace in Baghdad to come back to MIT.

Community and Diversity: Working with all of the Class Councils to plan MIT I Messed Up, everything in terms of budget and timeline is working well. My committee was in the process of planning OneWeek, which is a week of cultural events leading up to OneWorld, then went to the OneWorld planning meeting, theme is sustainability this year.

Community Service: We were thinking about new projects. Kelly is working on more things with the Prison Initiative, Joaquin is working on Week of Service, similar to Innovation Week, so students know that it's happening, combined with PKG initiative.