

SLC Meetings Minutes
April 22, 2000
Submitted by Ann Marie Kammerer

This meeting was held in San Diego, California at the Holiday Inn "On the Bay" from 9-5. In attendance were Allen Jones (jonesalA@u.washington.edu), Kenneth Cox (kecox@ucsd.edu), Siu Kui "Ivan" Au (siu@caltech.edu), Ayhan Irfanoglu (ayhan@caltech.edu), Sandrine Lermite (lermite@ucla.edu), Charley Hamilton (chamilto@uci.edu), Lelli Hose (yhose@ucsd.edu), and Annie Kammerer (kammerer@ce.berkeley.edu), Chair.

This quarterly meeting covered a large number of items of both old and new business. The Topics are immediately below and discussions are summarized in the remainder of the document.

1. WELCOME/INTRODUCTION

2. OLD BUSINESS

- 2.1. Student Day
- 2.2. Newsletter Update
- 2.3. Mentoring program
- 2.4. Outreach
- 2.5. Annual Budget
- 2.6. Education Committee update

3. NEW BUSINESS

- 3.1. EERI meeting
- 3.2. NSF site visit
- 3.3 Next meeting (annual retreat)
- 3.4 CUREE Clearinghouse

4 ADDITIONAL ITEMS

- 4.1 New SLC chair
- 4.2 How to decide who should be each school's representative
- 4.3 Adoption of By-Laws
- 4.4 Communication/follow through within PEER

1. WELCOME/INTRODUCTION

The meeting began as the participants introduced themselves and a short introduction of the background and goals of the SLC was described.

2. OLD BUSINESS

- 2.1. Student Day

The PEER annual meeting is being held May 23rd, Student day the 24th, and the NSF site review the 24th and 25th. We will be asking students to register for the event. Among the information to be provided to students, both on the web page and for

students who register is information on the posters, information on how to get to the airport (this should include information on the shuttles to be set up), etc.

The schedule for student day was decided as:

I.	Coffee and Welcome	9-10
II.	Presentations on the PEER center mission, the PEER Student Association and Student Leadership Council	10-10:30
III.	Open Discussion	10:30-10:45
IV.	Break	10:45-11
V.	Thrust Area Overviews	11-12
VI.	Informal Poster Presentations	12-2
VII.	BBQ	2-4
VIII.	SLC Meeting*	4-5

**Required for SLC members only-others welcome*

The last item on the schedule has come up since the meeting. This is a result of the need to conduct business after the BBQ so that it is considered a meeting expense instead of an entertainment expense.

A registration form, attached was developed for two reasons: (1) to get student information and (2) to allow for a more accurate total of students attending. The registration form developed is shown as Appendix A. Communication with students (advertising) will be via an email to both the students and the PIs, and via the web page.

Thrust area talks will be 5-10 minutes long and will be general in nature. The following people have volunteered or will be asked to give the talks

- 1) *Socioeconomic performance (ayse)-charley to ask, if not perhaps Yueyue*
- 2) *Hazard Assessment (annie)*
- 3) *Global Design (ayhan)*
- 4) *Demand Assessment(ricardo)-charley to ask*
- 5) *Capacity Assessment (lelli)*

The NSF Site visit will be held the same day as student day and is discussed in new business. The NSF team will visit the poster presentation and the SLC will meet with NSF from 1-1:30 on the 24th.

Among the questions that were asked during the meeting were:

Where are the students staying?

It turns out that they will be staying at the same hotel as the profs as the UCB dorms will still be occupied.

Can we get more easels and poster boards this year?

The center has ordered 100 poster boards and has 100 easels already. It turns out that there were easels in the room last year that were not used by people for some reason (they were probably out of view-we need to keep an eye out this year)

How do undergraduate scholars attend annual meeting? Is there funding to send them? Can an undergraduate from each school-preferably an undergraduate scholar- be sent?

I still need to find this out at the time of posting these minutes

2.2. Newsletter Update

It was noted that the first article on the SLC appeared in the spring newsletter. However, the students were not added to the mailing list as requested. Lelli noted that several requests and all arrangements were made for this to happen. She noted that she will look into the problem. Annie will also bring the problem to Prof. Moehle. Lelli will also look into submitting an article for the next newsletter.

2.3. Mentoring program

We need to contact the undergraduate scholars and ask if we can add their emails to the mentoring web page. We also need to find a few good project reports to add to the web page to give applicants an idea of what is required.

2.4. Outreach

It was noted that the forms to be submitted for year 3 funding, included a section to add the names of graduate and undergraduate students. Charley is going to find out if providing this information is required and will work on getting the names of students that have been included. It was also noted that there is money for seminar series available in next years in the budget. The speakers for this years series held at Berkeley will be added to the web page to give an indication of the types of speakers that have come. It was noted that in the future, we may want to develop a speakers database for use by students trying to put these series together and included should be name, topic, contact information and email if approval is given.

2.5. Annual Budget

The submission of an annual budget based on last years cost (plus a 3% cost of inflation increase) was noted and discussed. It was further noted that this budget was primarily developed to give the PEER center a more accurate picture of the cost to them we represent. This does not prohibit future proposals for more funds to expand current programs or develop new ones. The proposed budget was submitted for the 6/1/00 to 5/31/01 time period.

2.6. Education Committee update

It was noted, as in the last meeting, that we now have a representative on the PEER education committee, our overseeing committee within PEER. Annie commented that our representation on this committee has been very worthwhile and productive for both groups. She further acknowledged the very supportive and respectful atmosphere in which the members of this committee have welcomed SLC representation.

Among the education committee items that were brought to the SLC were:

- (1) The need for the SLC to help the education committee with outreach to potential undergraduate candidates was noted. It has been unfortunate that the program materials have not been available for long enough periods prior to the deadline for us to be effective advocates. However, it was noted at the SLC meeting that

this has been one of the goals that we set for ourselves, that we have not met and we resolved to do a better job of outreach to undergrads. It was further noted that we must be effective with outreach to the undergraduates and that the upcoming Tri-lateral SLC workshop is an opportunity to deal with this issue that we must make excellent use of.

- (2) The new three year fellowships that are being developed by the education committee were introduced to the SLC so that we are aware of their existence when it is time to promote them. It was noted that we should be particularly active in recruiting under-represented minority groups to apply for this fellowship. The applications are on the web at <http://www.eng.uci.edu/civil/peer/>.

3. NEW BUSINESS

3.1. EERI Meeting

The education committee has decided to send 6 SLC members, along with the Undergraduate researchers to the EERI annual meeting held May 31 to June 3 in St. Louis, Mo. The responsibilities were spelled out in the meeting as:

- Support the undergrads, encourage them to make proper use of this opportunity for person growth, and instruct them on the appropriate behavior of a PEER representative if the need to do so appears obvious.
- Attend the undergraduate's required poster sessions on Friday night (remember they will be showing PEER sponsored work and may be a little nervous)
- Attend and participate in Tri-lateral SLC meeting (*time/date TBA-probably Friday 8-10am*)
- Attend Thursday student gathering (and make an effort to meet and chat with **other** students)
- Be a strong representative of the PEER center to other attendees
- Attendance at the "meet the mentors" icebreaker is strongly encouraged

The six reps were tentatively chosen as Annie, Charley and Lelli (experienced reps) and Allen, Sandrine, and the incoming rep from UC Davis, Jonathan Boland, who was not in attendance due to late notice of the meeting(Incoming reps). It was felt that some experienced representatives should attend to make the meeting with the other SLC's more worthwhile, but that several other incoming reps should be included as well.

The evening before this meeting Annie and Allen met to further organize the Tri-lateral SLC workshop. After consulting the EERI meeting schedule, the time was tentatively set for Friday 8-10. It was decided that the contents of the meeting should include a short presentation on the history and activities of each SLC, followed by discussions of areas of common interest to the three SLCs. Included in the discussion should be the mini shake tables and www courses, the NSF retreat in DC, outreach opportunities for reaching undergrads at the other centers for the summer intern program, and the needs of a multi-university organization, etc.

3.2. NSF site visit

The NSF site visit will be held May 24th and 25th after the annual meeting for the purpose of reviewing year 2 results and renewing PEER's support. The required SWOT (strengths, weaknesses, opportunities and threats) report was developed for presentation to the NSF panel. This analysis/report is ATTACHEMENT B. As

before, it was difficult to fit our perspectives into these four categories and so some “artistic license” was taken. It was noted that some of the issues that came up as negatives were very recent events that are in large part growing pains. We agreed that the PEER center director should, at the very least, be informed of certain problems and be given an opportunity to address our concerns prior to the NSF visit.

It was decided that we should include our SWOT report in a larger document to be presented to NSF to provide a more accurate picture of the SLC and what its role has been to this point. This report will include the following items: Overview of first year, Review of PEER center support for SLC, the SWOT report for this year, an assessment of performance based on last years "opportunities", and milestones and achievements which include *(in no particular order)*

Strong development of organization, web page, mentors, student day, upcoming tri-lateral SLC workshop, strong archiving system set up, greater outreach to students (newsletter), representation on education committee, upcoming CUREE participation, support of student initiated seminar series.

It was noted that our meeting with the NSF team has been scheduled for 1-1:30 on the 24th and that the panel will visit the poster session being held as part of student day prior to that time.

3.3 Next Meeting (annual retreat)

It was decided that the annual retreat will be held the weekend of August 12th and 13th in Monterey, California. It was further decided that we should try to rent a large house—or some other economical accommodations—for the weekend. It was further noted that among the items that should be included on the agenda are: assessment of past performance, setting of goals for the coming year, assessment of student day, the curee clearinghouse (discussed below), in addition to the regular topics.

3.4 CUREe clearinghouse (Information submitted by C. Hamilton)

Charley noted that we have been asked to take over the CUREe clearinghouse. Our responsibilities would include:

- Coordinating students from N. CA and S. CA to attend quarterly clearinghouse meetings
- Coordinating students to help staff clearinghouse in the event that it is convened
- Possibly offering (partial) funding for student participation in clearinghouse (I have to talk to Bob Reitherman about how they did this in CUREe)
- Other stuff to be added later as we think of it, as it comes up.

Charley has subitted a short article on the clearinghouse to better inform us. The article is attached as Attachment C

The SLC was supportive of the idea. Charley agreed to further look into the subject and provide more concrete details by the annual retreat in August.

4. ADDITIONAL ITEMS

4.1 New SLC chair

Annie stepped down as chair of the PEER SLC and is now the secretary and webmaster of the group. She will remain in an advisory "prop tem" capacity. Charley Hamilton was elected new chair with a vote of 7 in favor and 1 abstention (CH).

4.2 How to decide who should be each school's representative

This item was discussed due to concern over this issue among PEER administration. Charley noted that strictly speaking this issue is discussed in the by-laws. There was agreement, however, that if two students at the same school are enthusiastic about working with the SLC that both can take on "chair" positions within the SLC. For example, if a student is eager to work as the mentoring chair, that position can be granted them, even if they are not the official representative of their university.

4.3 Adoption of By-laws

The by-laws were adopted by a unanimous vote. It was noted that they had not been thoroughly read and digested by all members. So any comments or changes suggested by a representative will be discussed and voted on during the next meeting in a timely and respectful manner. It was further noted that the by-laws are posted on the student web page in the SLC archive section.

4.4 Communication/follow through within PEER

It was noted that there have been recent, specific problems have hindered our efforts. It was decided that these problems should be brought to the attention of PEER leadership so that they may be addressed and avoided in the future. We have appreciated very strong support from PEER leadership in the past and are confident that our comments will be appreciated and efficiently addressed.

It was suggested that the SLC have a representative on the executive committee to increase communication on items of interest to us. We are aware that there are times during executive committee meetings that the presence of a student would not be appropriate—or even legal. We are further aware that it may be uncomfortable for some members to "kick students out" at the appropriate times. However, all members of the SLC fully understand the need for this to happen and would rather have representation during half a meeting than not at all.



PEER Student Day Registration

May 24, 2000

PEER Student Day is a special day dedicated to communication and networking between students. One page technical abstracts can be submitted for inclusion in a special section of the Annual Meeting binder to be distributed. The agenda is shown below.

I Coffee and welcome	9-10
II Presentations on PEER, the PSA and SLC	10-10:30
III Open Discussion with Students	10:30-10:45
IV Break	10:45-11
V 5-10 Min. Thrust Area Presentations	11-12
VI Poster Presentations	12-2
VII BBQ	2 on

Registration deadline: May 17, 2000
Email to: psa@peer.berkeley.edu
OR Mail to : PEER Student Association
1301 S. 46th St.
Richmond, Ca. 94804

Name: _____ Grad ____ Undergrad ____

University Address:

Email:

Thrust Area:

Project title or number:

How does your project fit into the PEER center's objective of performance based engineering? (If unknown, leave blank. One or two sentences please.):

Are you sending an abstract for inclusion? (abstracts must be received by May 17th)

Will you be attending the BBQ?

Chicken ____ Burger ____ Garden Burger ____ Other dietary restrictions _____

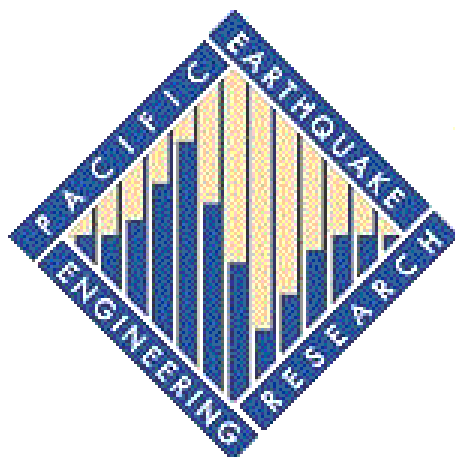
Would you like a shuttle from PEER to the Oakland or San Francisco airport?

Airport:

Time:

PEER Student Leadership Council

Annual Report



Annual Meeting &
NSF Site Visit
May 25, 2000

ATTACHMENT C:INFO ON THE CUREE CLEARINGHOSE

From "Activities of the California Post-Earthquake Information Clearinghouse", Sarah Nathe, CA-OES. March/April issue of California Geology

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A Plan is Born

Following the Northridge earthquake, the need was recognized for a clear plan to coordinate all field investigators, collect the findings, and integrate them into databases and response information networks. Accordingly, clearinghouse collaborators have been meeting quarterly since March 1996 to draft a plan that meets the needs of all the involved organizations. A significant part of the plan Provides for the securing of a space in which all field investigators can meet daily to share their observations. Another critical part of the plan is to indicate each organization's responsibility in the operation including: providing seismological and geological data, field investigators in various disciplines, or staff to orient and assist the investigators, conduct the evening briefings, enter data into computers, or answer phones. In summary, the plan states the clearinghouse will perform the following functions: 1) be the "check-in and check-out" point for all investigators and officials who arrive at the scene; 2) collect and verify perishable reconnaissance information; 3) convey that information to the Planning/Intelligence function of the OES Regional Emergency Operations Center (REOC); 4) provide updated damage information, through daily briefings and reports; 5) track investigators in the field; and 6) perhaps even direct their movements for maximum coverage with minimal disruption to residents.

Management

Within the clearinghouse management group DMG and USGS are responsible for conducting seismologic and geologic assessments of earthquakes. EERI has a charter from the National Science Foundation to investigate the structural and social effects of all major earthquakes in the US and abroad. The CSSC is the main seismic policy body in the state. ...

Operations

An earthquake in an urban area will trigger clearinghouse establishment when it is damaging and has a magnitude of 6.0 or above. In a remote, less densely populated area, an earthquake must be larger and damage a substantial number of structures in order to prompt clearinghouse establishment. If these criteria are not exceeded, but damage is significant for one reason or another, the clearinghouse may be established on the recommendation of initial field investigators. Recommendations will come from DMG staff deployed to survey the earthquake impacts. DMG, USGS, EERI and OES staff will then make a decision to establish the clearinghouse. A federal disaster declaration is not necessary to activate the clearinghouse, but the clearinghouse will always be activated when there is a federal disaster declaration. In the first 24 hours after a serious quake, the OPES region in which the earthquake strikes will provide, or work with other governmental units to arrange for, the clearinghouse space. Assistance will come from the other four managing organizations, or from other groups with available personnel and resources.

The duration of the clearinghouse operation is dependent on the extent of the damage and the length of the response period. While there is still a need for information to support response activities, or perishable data to be gathered, the field investigators will survey the damaged area. The managing organizations will close the clearinghouse when they decide that little additional information can be added by a continuous reconnaissance effort. Individuals with particular technical interests may continue their assessments, but the majority of participants will return to their homes and work. The five managing organizations have the costs of earthquake response or reconnaissance as a permanent category in their annual budgets. Other participating organizations do not, but have some flexibility to cover the costs of their activities.