

MINUTES

PEER SLC Retreat Meeting on 08/23/2003 in Santa Barbara

In attendance: Patxi Uriz (UCB), Lijuan (Dawn) Cheng (UCSD), George Gimas (U Washington), Yoojoong Choi (UCLA), Annie Kwok (UCLA), Leonardo Massone (UCLA), Alberto Salamanca (UCLA), Case Bradford (Caltech), Jack Baker (Stanford), Dongdong Chang (UCD), Barbara Chang (UCI), Sarah Vaughan (UCSD), Griffin Thornock (U Washington), Sarah Paulsen (U Washington), Emily Guglielmo (UCB), Mike Gebman (UCSD)

Minutes Prepared by Case Bradford

- 9:00: Welcome and introductions
- Patxi gives brief overview of SLC and reviews the last year (cf. meeting agenda).
 - Last year: Good!
 - Meetings 1/quarter, face to face for one or two meetings, but conference calls/webcasting makes for cheaper meetings.
 - Website redone, including an online SWOT
 - Groundwork laid for UG competition (supposed to be PEER, MCEER, MAE, don't know if they're on board yet)
 - Reimbursements: Keep receipts.
 - SWOT: NSF **really** focuses on threats. We had a large number of responses, but some technical difficulties that we will be ironing out this next year. Mike gave a short talk on the results (cf. Mike's presentation).
 - Strengths
 - Strong mentoring
 - Participation
 - Good for future
 - Weaknesses
 - Need more interaction with industry
 - **SLC rep did not inform PEER researchers about current activities.**
 - Opportunities
 - Pursue collaboration with other institutions
 - Mad props for the website
 - Excellent facilities exist for cutting edge research
 - Communication with industry for PEER
 - Threats:
 - **Need more information from the SLC**
 - **Lack of long-term SLC officers hurts the continuity and productivity of the SLC**
 - Note: Maybe next year we could re-work the SWOT questions to provide better questions, better targeted answers, so as to address threats to the PEER Center as well as threats to the SLC. The points are valid, of course, but the SWOT is supposed to be an evaluation of PEER in general, not just us.

- Speaking of things that the SLC didn't do, we never sent that e-mail to all PEER students telling them about the SLC, and inviting them to join and such. We should do that.
- A few miscellaneous things:
 - Parshaw has a quarterly newsletter, through the PEER center, maybe an SLC newsletter could be added. Is there a SLC Publications Chair?
 - How is PEER different from EERI, and how can we integrate PEER with other existing meetings such as ASCE, SWE, EERI etc. Once suggestion is to get SLC members to visit these groups at their regularly scheduled meetings and say "hello." Give a brief description of PEER, and use that as a jumping-off point for future inter-club activities.
- PEER Center Website
 - Parshaw Vaziri, Public Outreach Coordinator for the PEER center, has asked for feedback from the SLC on the PEER website,
 - All SLC members to look over the website and provide Parshaw with comments. A few notes that came up at the meeting:
 - Better interlinking for research projects/webpages and such
 - PEER Technical Reports not reliably updated
 - Ground motion database is glitchy, can't get more than 50 records in one request
 - Add a PEER newsletter/current events type of section to the main page
- Officer Positions: Each officer describes briefly their duties as we elect officers for the upcoming year. The SLC bylaws are deemed to be "not 100% accurate" and will be updated by the secretary. All outgoing officers will instruct the incoming officers in the duties of the office, and provide assistance, as needed, forever.
 - President
 - Patxi described his duties as including the following:
 - Increase SLC participation
 - Get students from all PEER core institutions on the SLC
 - Set meetings
 - Prepare the annual report
 - Coordinate Student Day
 - Aid the next president over the coming year
 - (Patxi had another cup of coffee... here.)
 - Mike is our new President!
 - Secretary
 - Casey described his duties as including the following:
 - Aid the president (there is no VP office, secretary's duties have been expanded)

- Take meeting minutes. Like these. These that you're reading now. Right now.
 - Update the bylaws.
- Emily is our new Secretary!
- Historian
 - Alberto takes pictures and archives them.
 - Alberto will continue as Historian through the end of the calendar year.
- Mentoring Chair
 - Leonardo has been working on getting a list of students together and integrating this with the website.
 - Leonardo will continue as Mentoring Chair.
- Internet/E-mail Chair
 - Mike described his duties as including:
 - Updating the website
 - Maintaining the e-mail list
 - Organizing the online SWOT
 - Casey is our new Internet/E-mail chair, Barbara will be co-chair.
- Seismic Competition Chair (note: I don't think this is the official name of the position, it's really one of the outreach chairs, yeah?)
 - Dawn and Mike gave a presentation later in the meeting
 - Dawn will be continuing with this project, and Mike will be assisting. (Help is still needed on this project.)
- Annual Report Chair (note: I think this is a new position, taking some of the load off of the president)
 - Jack will be our Annual Report Chair, preparing the annual report.
- Student Day Chair (note: I think this is a new position, taking some of the load off of the president)
 - Responsible for coordinating the Student Day activities
 - **Be sure to do a registration**, this was a comment from last year.
 - Yoojoong will be our Student Day Chair
- NSF Site Visit Coordinator (note: I think this is a new position, taking some of the load off of the president)
 - Responsible for coordinating the NSF site visit, BBQ, tour
 - Annie to serve as NSF Site Visit Coordinator
- Outreach chair (note: I'm starting to get confused with the names of the positions)
 - Pre college outreach and general outreach, possibly coordinating efforts with seismic competition committee?
 - Dongdong will hold this position, with one other student from UCD

- Events Coordinator ? (note: was listed as Summer Retreat/In Person Meeting Chair, but I think that must have been a typo, maybe we could call this “Events Chair?” “Meeting Coordinator?”)
 - Arrange meetings (begin 2 months in advance), good way to get more involved with the SLC
 - Sarah P. and Griffin to hold this position.
- SWOT Committee Chair
 - Responsible for SWOT analysis
 - Jack to hold this position, with help from Casey.
 - (Patxi had another cup of coffee.... here.)
- Engineering Community Liaison
 - Communicates with other engineering organizations on each campus
 - George to continue in this office.

Whew! Break for snacks.

- Patxi welcomes us all back from break, does mad jig of relief that he’s done being president after today.
- Mike and Dawn give a presentation on the Seismic Competition (cf. Mike and Dawn’s presentation).
 - FedEx totally destroyed the demo building.
 - Like, totally.
 - No, I mean it, it was in splinters.
 - Kinda depressing really.
 - Basic idea: ASCE/MBI does Concrete Canoe, ASCE/AISC does Steel Bridge, let’s get PEER to do something, some earthquake design competition.
 - Funding is a big issue, look for money from PEER, local ASCE (and other club) chapters, universities, local firms, ASCE Younger Members Thingy.
 - Need to get faculty support, perhaps have them mention it in classes,
 - Also, make sure skills needed to participate aren’t far ahead of where students will be in their studies.

Break for Lunch.

Mmmmm.... sandwiches.

- After lunch, we hold a conference call with Professor Scott Ashford, UCSD, PEER Assistant Director for Education
- Introduction and brief description of SLC, and how NSF highly values student participation in the engineering research centers.
- First topic: SLC members at each school are encouraged to participate in the BIP (Business and Industry Partners) fellow program. Through this program, we invite professionals to come give a talk at the individual

schools; as well as giving a tour of our school with a summary of research &c. PEER will pay for lunch, airfare, meeting room and such,

- Please contact Professor Ashford directly about this program if you would like more information, sashford@ucsd.edu
- Example: At UCSD, Bill Holmes was invited to talk about how to stay involved after graduation. The talk was given during a regularly scheduled class, but was widely publicized to students and faculty through e-mail and posters ahead of the talk. It was convenient to do it for a class, as there was a guaranteed audience, as well as having the room already arranged. (Individuals at different schools may do it differently, of course.) Took him to lunch, talked about life at UCSD, gave a tour of the facilities, a poster presentation with recent posters from other conferences, &c.
- The group of BIPs is quite large, e-mail Professor Ashford if you have something in mind, and he can help match your interests with available professionals. Multiple speakers (like a “perspectives” series) would be fine, as well as having joint talks combining nearby schools (Berkeley/Stanford for example. Go Bears.).
- Another program of interest: Get the PEER lecture series finally finally together and running. PEER will provide pizza/drinks at all schools, and we would have a webcast of the presentation. Prof. Mahle will be the first to talk, hopefully this fall. We want to aim for one talk each quarter, so we are all encouraged to think of names and topics for this program.
- Undergraduate Seismic Design Competition notes: we should make it simpler. We can pay for materials this first year (budget starts Oct. 1?), but the competition could stand a little streamlining to make for broader appeal. Also, for prizes, perhaps bring winners to annual meeting?
 - Mike and Dawn to provide a budget to Professor Ashford within 20 minutes of the close of the meeting.
- On a more general note: PEER is looking at changing the definition of affiliate schools, and expanding the affiliate program to more institutions. This would include opening the undergraduate scholars course to affiliate schools.
 - We would need to work out how affiliate schools would interact with the SLC.
 - (Casey’s note) Currently, the SLC bylaws allow for affiliate and core institution students to be voting members of the SLC, but only core members can hold office. We have discussed before maybe having two tiers of office, so that an affiliate member could hold any position except president and secretary, but this is something we need to talk about once the final affiliate situation (and officer list) is worked out.
 - (Casey’s note) Univ. Hawaii would be on the affiliate list. Which opens up a lovely possibility of a meeting in Hawaii.
 - I’m just saying.

- We should look into getting student representatives from each of the affiliate schools.
- Use this as a way to get students at affiliate schools to get interested in graduate school.
- Last topic: Annual Meeting. To be held February XX, in O___. Where XX is a secret, and so is ___.
- Closing Notes:
 - Get copy of minutes to Professor Ashford soon soon soon.
 - By end of January, all schools try to get a BIP on board.
 - Bye!
- Goals for next year:
 - Maintain increase participation in the SLC, at least 2 reps/university, and hope that all SLC members are active, preferably officers in some capacity.
 - Online presence of SLC improved, SWOT updated
 - Seismic competition looks great, looking forward to it
 - Mentoring webpage is also a great idea which we will all try and help with
- Future meetings:
 - Teleconference in fall, mid October. Testbeds meeting on Oct 21st, so we will schedule the next PEER SLC meeting for a teleconference on 18th October.
 - Winter term meeting TBA.
- Who wants to go to Washington, Nov1-3? Casey to send these names to Mike:
 - Jack
 - Sarah
 - Dongdong
 - George
 - Sarah
 - Anyone else? Things were getting a little haphazard there at the end, please contact Case or Mike if you are interested in attending.
- Okay, meeting adjourned, SLC to go kayaking! I love this job.