Topic: Goals and Requirements of BD Fellowship

- **Advertisement/ Creating Awareness:**
  - BD fellows are expected to let others know the benefits and impacts of the BD program through outreach and mentoring.
  - Report updates on grades, research outcomes, mentoring, outreaches, workshops and conferences.
  - Discussion underway to create podcast that highlights the importance of the BD program. Monthly podcasts maybe considered in the future; this will help fellows showcase their research projects as well as the important role BD program play in helping achieve their goals.

- **Discussion about BD program and what it expect from members**
  - Fellows are encouraged to spend time mentoring others and undertake in outreach activities
  - Fellows are expected to participate in all meetings, voice their concerns and suggestions. Develop new constructive ideas and recommendations that helps improve the goals and/or expectations of the program.
  - Fellows are require to participate in building and updating the BD program website; take a critical look at the website and provide relevant feedback.

- **Goals of BD program**
  - Make graduate school accessible to all.
  - Provide support for graduate research in STEM programs.
  - Assist underrepresented or minorities in graduate/higher level education.

- **References**
  - When presenting citations, follow the format discussed; Author(s): whether first or second **bold** your name in the citation(s).
  - Title, journal, year/date and number of pages.
  - Revise all references as discussed and find best approach to document.

- **Google Doc**
  - When reporting events such as conferences, talks, posters and other activities, please minimize acronyms and write clear descriptive sentences.
  - Provide status/ progress of event(s); example – I submitted, presented or in preparation.

- **Professional Development**
Bridge to Doctorate Meeting Minutes
November 8, 2019

- Outreach: Fellows are encouraged to participate in monthly outreach activities, and whenever possible take photographs.
- Mentoring: Fellows are expected to mentor other students either in their labs or through supervised teaching assistantship. Report mentoring summary and evaluation.
- Workshops are very important and must be attended. Please contact Roman if you need help attending workshops.
- When reporting on outreach activities (whether high schools or middle schools outreach events) provide approximate date, location, purpose, etc.
- It is recommended that fellows provide professional photograph for updating the program website.

**Concluding remarks:** Work on IDP and timeline for Ph.D. or master’s program of studies. Make sure to have this conversation with your advisor.

Upcoming meeting: November 15, 2019.
Facilitator: Aida Ghiaei
Minutes taker: I’Jaaz Muhammad

**Attendees:**
Victor Calle       Uche Anene
Pierre Fils       Jaseph Soto Perez
Aida Ghiaei       I’Jaaz Muhammad
Roman Mays        Godwin Dzidotor