



Bridge to Doctorate Meeting Minutes

November 8, 2019

Facilitator: Aida Ghiaei

Minutes Taker: Godwin Dzidotor

Duration: 2:00 pm – 3:00 pm

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**



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- 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'Jazz Muhammad

Attendees:

Victor Calle

Pierre Fils

Aida Ghiaei

Roman Mays

Uche Anene

Jaseph Soto Perez

I'Jazz Muhammad

Godwin Dzidotor