

2022-02-28 @4-5pm

Zoom Conference

Attendees: Michael Orr, Adrian Bautista, Peter von Allmen, Jina Mao, Mahesh Shankar, Leigh Wilton, Kirsten Hogenson, Andrew Bozio, Emilka Jansen

Scribe: Mahesh Shankar

Meeting commenced at 4.02 pm.

Agenda items:

1. Approve minutes
  - a. Minutes from previous meeting were approved.
2. ATC meeting on March 1<sup>st</sup>
  - a. Chair provided updates on scheduled meeting.
  - b. Committee briefly discussed approach to meeting.
3. Finalize training material for FYE students (filling out student rating and feedback forms)
  - a. Committee did further work on revising student rating and feedback training material/slide-deck.
4. Preliminary look at the comments from ATC about the motion on inclusivity in teaching
  - a. Agenda item canceled because ATC comments had not been received in time for meeting.

Meeting concluded at 5.00 pm.