

LMPSU Meeting Minutes (2019-07-24)

LMPSU Mentorship Program

- August 16 – September 8
 - Mentor-mentee pairing setup
 - Confirmation in following week
 - Confirmation email + Contract
 - Serious commitment for mentors
 - Signing (E-mail or hard copy during the window)
- September 9 – 15
 - Week before Mix and Mingle
 - Also, General Election day
 - (Around third week of September)
- CCR Record
 - Meet twice per semester and must attend 3 LMPSU events per school year
 - Reach out to Dr. Lee regarding CCR
 - Short summary of what they learned (in the online form/Google Docs)
 - At the end of the year, face-to-face meeting and Dr. Lee will verify (earlier in March or April)
- Clubs Carnival (September 4)
 - Signup form or sheet
 - Instagram tag
 - Trivia for upcoming conference
- Rolling admission/Delayed admission
 - Deadline will be extended if too few mentees sign-up
- Resources for mentors and mentees
 - September: Off-campus activities (VP Academic will compile a list)
 - October: Exam time theme (mentors can share experiences)
 - November: Research opportunities
 - December: To be decided
 - January: Focus on science and pathobiology (improving scientific communication) – Mentors can share their research (allow mentees to get to know some cutting-edge research)
 - Also, how to read articles and literature review papers better
 - Assign an LMP paper (for mentors and mentees to read together)
 - February: De-stress activities (e.x. Yoga)
 - March: Differentiate themes for 3rd year and 4th year mentors
 - What is LMP? What is unique about this program? Talk about LMPSU. Why did you choose LMP?
 - For 2nd year mentors: What are some resources available for choosing programs?

Academic Seminars

- E-mails to professors should be sent out in the next month
- One per semester
- Budget for refreshments and speaker gift

Past Test Sales

- E-mail the course coordinator of each course to confirm if they can distribute past tests
- Not very urgent (can be done in September)
- With permission, will scan and digitalize past tests (+add password protection)

Reimbursement

- New form provided

LMPSU Summer BBQ

- Tentative date is Monday, August 26th, but the plan is that week
- Food budget will be sent to the LMP department for funding
- Invite professors and advertise
- Will make a detailed plan of the day

Conference Topics

- **Personalized medicine**
- **Gut microbiota related topics**
- Patient experience (Translational medicine)
- Emerging and infectious diseases
- Will get back to this based on polling
- Reach out to professors for possible speakers
- Let Drs. Kandel, Mekhail, and Lee know when we have selected the topic

Meeting Methods

- Facebook + Google Drive
- Agenda
- Reminders

Personalized E-mail Template

- To contact people

Second Years and Group Chat

- Let them know of mentorship
- Fun and interactive things
- Introduce executive members of LMPSU
 - Personalized
 - Comment on the Facebook post
 - Something interesting about yourself + position
 - Easier for them to contact you directly
 - General format: name, year, programs of study, favourite course, etc.
 - Photoshoot
 - Pictures on website and Instagram
- Tips for university

Website

- Individual posts
- Changing the format

Social Media and Website Ideas

- How to get a research position? (October to November)
- How to write a resume and cover letter?
 - Each topic requires certain number of people to tell about their experiences
 - Voluntary? Separate meeting in which everyone coordinates together
- Posting about BBQ (website, Facebook, and Instagram)
- Photoshoot
 - “Humans of New York” style for executives, alumni, new students, and professors
 - Feature on Instagram page
- Executive team introductions on the website
- First-year forum
 - Post ideas and poll group chat
- Coordination with mentorship program
- Point first years to social media pages
- Coordination with graphic designer
 - Poster designs

Next Steps

- Next week – template of what to say in introductions
- Conference organization
- To-do list will be uploaded
- Next meeting in three weeks (second week of August)
- Mini-meetings and large meeting (week of August 12)
- Summer BBQ plan finalization