EECS GRADUATE STUDENT TOWN HALLS – Action Items (fall 2014)
EE – October 13, 2014; CS – November 17, 2014

Following is a list of issues that were discussed at the fall 2014 Town Hall, organized by topic area. Some of the items already had guidelines in place that just needed resurfacing and clarification, whereas others have action items that were assigned to specific members of the EECS community. The process will be ongoing. Updates, suggestions, and an archive of the documents distributed at the Town Hall can be found here, [http://www.eecs.berkeley.edu/Students/TownHall/](http://www.eecs.berkeley.edu/Students/TownHall/).

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| COMMUNICATIONS (EE)     | • How can grad students have more opportunities to interact casually/socially with faculty? | • This year, the GSAs will attempt to hold less frequent TGIF events, with more substantial refreshments in the hopes of better attendance.  
• GSAs to try to find a park that is closer to the campus for the EECS BBQ.  
• Faculty should solicit other faculty to attend events.  
• Students to encourage their advisors to attend events.  
• Create a faculty liaison position to encourage more faculty/student interaction.  
• Faculty should keep and maintain their office hours.  
• Send out a “let’s go get beer” email to the students (worked really well when Professor Kris Pister did this).  
• EECS café (which will hopefully be open in spring 2015 in the Cory courtyard) should encourage more spontaneous interactions between faculty and students. | 1) GSAs to look into possible locations closer to campus.  
2) GSAs to work with External Relations Group (XRG) to create more graduate student specific events.  
3) Students to create more filters for their email.  
4) Shirley, XRG, and ACG technology team to create a website for job opportunities and funding opportunities to decrease the amount of information distributed via email. | GSAs  
XRG  
ACG  
Shirley Salanio | 1) Ongoing  
2) Ongoing  
3) Ongoing  
4) Pending |
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| DIVERSITY    | • How effective are current efforts to ensure diversity amongst students and faculty?  
• How can we make sure that existing diversity initiatives are sustained?  
• What else can we do to recruit and welcome a diverse group of students and faculty? | • Any students that want to participate in outreach efforts should approach the Graduate Faculty Diversity officers.  
• Overall the community of faculty, students and staff can make a conscious effort to be more involved and inclusive of diversity efforts.  
• Faculty to look into grants that specifically could be used towards diversity efforts. | 1) Faculty to look into grants that specifically can be used for diversity efforts.  
2) GSAs to get involved in the department's diversity recruitment efforts, such as the EDGE conference and Rising Star conference. | GSAs Professor Arias Tiffany Reardon | 1) Ongoing  
2) Ongoing |
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| FACILITIES (EE) | • Can grad student spaces on the 3rd floor of Cory and elsewhere be improved/renovated? | • Students in labs on the third floor to speak with their faculty advisors about the possibility of securing funds to improve the spaces.  
• Build a secure bicycle space somewhere in Cory Hall.  
• Update security cameras to include footage of bicycle racks between Cory and Sutardja Dai Hall (SDH).  
• Grant access to EECS students to SDH.  
• Students that are interested in having bike hooks installed in their labs should contact the Cory Hall Building Manager, | 1) Chair King Liu should send a message to the EECS faculty with group members in SDH, to ask them to be receptive to requests for their sponsorship of EECS graduate students who would like access to areas of SDH in order to meet/collaborate with their group members.  
2) Chair King Liu to remind faculty to make sure that their posted office hours are accurate.  
3) Scott McNally, Director of Space Planning and Facilities to create | Chair King Liu  
GSAs  
Scott McNally  
Chris Delligatti | 1) Done  
2) Done  
3) Pending  
4) Pending |
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| GSI (EE)    | • How can we ensure that all EE GSIs take advantage of the departmental supplement?  
• Why are some GSI appointments sent out so late? Can this be improved?  
• Are there enough opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | • Any problems students are experiencing with their funding should be directed to Susanne Kauer, Director of the Center for Student Affairs.  
• Appointments for 20 hours should include the announcement for the GSI supplement.  
• GSI bootcamp has been a great addition and should be continued.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1) Staff GSI Coordinators to work on updating the GSI offer letter with information on the GSI/GSR supplement.  
2) Staff GSI Coordinators to work on updating the GSI offer letter with information on the GSI/GSR supplement.  
3) Staff GSI Coordinators to work on updating the GSI offer letter with information on the GSI/GSR supplement.  
4) Scott McNally to reach out to the College of Engineering about the possibility of getting a bicycle locker built in the Cory basement, or somewhere near, that would be card key accessible.                                                                                                                                                                                                                                                                                                                                                                           | Patrick Hernan  
Catherine Bouvier Dang                                                                                                                         | Done      |
### PRELIM BREADTH REQUIREMENTS (EE)

What is the purpose of the prelim breadth requirements? Do they make sense in the context of other departmental course requirements?

- Provide an explanation for the prelim requirements.
- Keep the prelim syllabi and list of courses up to date.

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<td>1) Shirley to update the Graduate Student Handbook with the explanation for the purpose of the prelim breadth requirements.</td>
<td>Professor Fearing Shirley Salanio</td>
<td>1) Done 2) Pending</td>
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<td>2) Professor Ron Fearing to make sure the list of prelim exam syllabi and prohibited courses is constantly up to date.</td>
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Status as of November 26, 2014

*Answers to additional topics that were not directly discussed at the Town Hall can be found in the “Questions for the EE Town Hall survey” document.*