Student Leadership Meeting
December 3, 2019
12-1 pm, GH B36
Agenda

• Overview of Student Org leadership responsibilities and expectations
  • Connecting with Equity, Diversity, and Inclusion Office
  • What does leadership @ DGSOM mean to you?
  • DGSOM Renewal Application & SOLE Application
  • Review of requirements/faculty advisor role
  • Event planning for spring and applying for funding
  • Mandatory meetings in Spring & Fall 2020
  • Advice from current leaders
  • Q&A
Equity & Diversity Inclusion - Team

Deans
Lynn K. Gordon, MD, PhD
Senior Associate Dean – Primary focus on GME

Kathleen Brown, MD
Assistant Dean – Primary focus on Faculty

Valencia Walker, MD, MPH
Assistant Dean – Primary focus on Students

Staff
Isadora Avendaño - Assistant to the Dean Gordon

Melanie “Mel” Bonilla - Program Coordinator
Equity & Diversity Inclusion - Mission

We aspire to celebrate a culture of inclusion where all medical students feel welcomed, included, respected, and heard.

Current students are welcome to discuss topics related to their academic trajectory, future career plans or concerns related to diversity and inclusion.
Equity & Diversity Inclusion - Student Events

Some events we sponsor

First Gen Community Dinner
First Gen White Coat Family Orientation
Minority Health Conference
Indigenous People’s Day Lunch Talk
Immigrant Health Documentary Screening
Welcome Week Mixers/Lunch Talks
EDI Cultural Awareness Week (this week 😊)
Quarterly Meet with the Deans
Equity & Diversity Inclusion – Office Hours

Dean’s Office Hours
Wednesdays from 12-1 PM

Geffen Hall B27E

Please stop by anytime to see Mel 😊
What does leadership @ DGSOM mean to you? (from current leaders)

- Leading by example
- Creating a shared community at DGSOM
- Welcoming new members into the DGSOM community
- Advocating for healthy spaces and communities, providing support to URM students
- Helping other succeed
- Knowing when not to be a leader
Student Leadership Opportunities Document

• Week of 12/3/19: Word Document emailed to all MS1’s, and posted on Student Organizations webpage
• Use Index & Ctrl+F to find opportunities of interest (109 pages)
• Must be in good academic standing
• Can accept a MAXIMUM of 2 head coordinator positions or 1 head coordinator and 1 MSC leadership position.
• Exceptions will only be made for students who meet with their Assistant Dean and have written permission to accept more than 2 leadership positions.
Organization Leadership Timeline

1/5/20: MS1s interested in student org leader roles apply by this date
1/31/20: MS2 leaders select new student org leaders by this date
1/31/20: ALL Student Orgs’ DGSOM renewal applications due
2/11/20: MSC votes on Renewing Student Orgs:
1/21/20-3/10/20: Org meetings with new leadership and at least 1 MS2 leader from Class of 2022
3/15/19: Dedicated study time starts for 2022
September 2020: Register with UCLA Main Campus SOLE
Register with SOLE

• Jan 13 at 12noon – Jan 17 at 5pm (if your group did not register in Fall 2019)
  • New signatory workshop is January 30th (multiple sessions offered throughout the day)
• September 2020 dates TBD (ALL GROUPS must re-register)
• http://www.sole.ucla.edu/

• Mandatory to Register
• Some Benefits:
  • Access to additional funding & insurance for events
  • Ability to reserve UCLA Rec facilities for free
Renewal Document

- Word doc will be sent out following 12/3 meeting
- Submit to Health Sciences Box Account by 1/31/20

- **Student Organizations Website:**
  
  http://medschool.ucla.edu/current-student-organizations
Organization Requirements

- **Career Specialty Interest Groups:**
  - Minimum 3 events per year and at least 1 event/semester
  - 3 events = 1 lunch talk, 1 collaborative event with another org, and 1 dinner/evening mixer

- **National & Regional/Volunteer & Community Service:**
  - Minimum 1 event per year

- **ALL ORGS:**
  - ALL EVENTS must be posted to Medical Student Calendar
  - Let Mary Ann know before opening a bank account & when planning large events: e.g. Minority Health Conference, UltraFest, Grad Games (AVOID CONFLICTS!!!
Faculty Advisor (s)

• New leaders to reach out in March/April 2020 to set up meeting with faculty advisor
• All events must be discussed with and approved by faculty advisor(s)
• Should attend at least 1 event/semester
Event #1 (Fall)

- **Plan Event**
  - Confirm guest speaker(s) and logistics
  - Confirm a date and time
  - Reserve a Room

- **Add to Med Student calendar**
  - Include "SAO Funding Pending" in title
  - No more than TWO events can be held at the same time

- **Advertise**
  - Listserv
  - Social media
  - Announce at lecture

- **AT LEAST 5 business days before event:**
  - Complete catering request form

- **After event:**
  - Fill out post-event evaluation form located under Quick Links on Student Org website

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Event #2 (Fall /Spring)

- **Plan Event**
  - Confirm guest speaker(s) and logistics
  - Confirm a date and time
  - Reserve a Room

- **Add to Med Student calendar**
  - Include "SAO Funding Pending" in title
  - No more than TWO events can be held at the same time

- **Advertise**
  - Listserv
  - Social media
  - Announce at lecture

- **AT LEAST 5 business days before event:**
  - Complete catering request form

- **After event:**
  - Fill out post-event evaluation form located under Quick Links on Student Org website

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Event #3 Collaborative (Fall /Spring)

- **Plan Event**
  - Confirm guest speaker(s) and logistics
  - Confirm a date and time
  - Reserve a Room

- **Add to Med Student calendar**
  - Include "SAO Funding Pending" in title
  - No more than TWO events can be held at the same time

- **Advertise**
  - Listserv
  - Social media
  - Announce at lecture

- **AT LEAST 5 business days before event:**
  - Complete catering request form

- **After event:**
  - Fill out post-event evaluation form located under Quick Links on Student Org website
Evaluations & Max # of Funded Events

After your event submit the Event Evaluation

• All events & RSVP links to events must be posted on the Medical Student Events Calendar

• Will be used to determine which organization scheduled an event first (2 SAO/MSC funded meal on any day @ same time)

• Will be used to inform other organizations when funding is being requested
SAO & MSC Funded Meals

• Ordering FOOD for your 1st events (occurring 8/24 – 12/31/20) – you should utilize your 1 SAO Funded Meal.
  • After you use your SAO funding, apply to MSC funding.

• Eligible Events:
  • Lunch Lectures
  • Faculty Mentorship Mixers

• Funding:
  • Max amount = $325
  • Based on an estimate of $6.50 per person x 50 people
Budget Proposal Deadlines

• Applications must be submitted at least 1 week before the Budget Committee meeting

• BC meeting - 1st Tuesday of each month

• Recommend submitting proposal 48+day prior to event date

• If you submit early, you can get feedback - please include FEEDBACK in subject line

• Notification of approval by email within 72 hours of BC meeting

• Plan ahead and get your proposals in ahead of time
Mandatory Meetings in Spring/Fall 2019

• **Second Look Weekend Student Org Fair**
  
  **Sat, April 2020** date TBD): Short org fair followed by lunch (2 hour commitment)

• Rising leader to represent org

• **Mandatory Budget Meeting**
  
  **Wed, Aug 12, 2020**

• **Student Organization Fair for Class of 2023**
  
  **Fri, August 14, 2020** (12-1:30 pm)

*No org events until after August 24*
Health Fairs & Health Outreach

• All groups that hold health fairs should contact Mary Marfisee, MD (MMarfisee@mednet.ucla.edu) when planning your fair.

• Must attend a pre-participation training with Drs. Marfisee and Napolitano in Spring 2020

• Review and complete the health fair application: http://apps.medsch.ucla.edu/healthfair/
Advice from Current Leaders

What worked for you during the lunch talks/mixers/hands-on events or training when you were an MS1?

• Higher faculty to student ratio
• More hands on activities for students
• Talks that encouraged participation
• Safe zone to ask questions
• Panels with introductions about each subspecialty, why did they pick their specialty
• Specialty interest groups that facilitated shadowing experiences
Advice from Current Leaders Ctd.

• Highly personal experiences of a clinician in a subspecialty, or of patients with certain conditions
• Less is better. Fewer events, better quality
• Higher workshop: panel/talk ratio
• Small groups that were more *intimate* and comfortable to ask questions, make environment casual (x3)
• Very practical comments about how they manage day to day scheduling, how they conduct research, etc
• More interaction with speakers & less formal
• Specialty interest groups that paired students with mentors
• PSA: Jersey Mike’s is not that bad