

Participants: Linda Akli, Jay Alameda, Marques Bland, Kate Cahill, Rosie Gomez, John Holly
Susan Mehringer

Discussion:

1. Conference Participation:
 - a. ERN 2020
 - i. Exhibitor registration completed with John Holly as the SURA lead
 - ii. Rosie confirmed attendance
 - iii. Valerie Herold, SURA, should be on board and will assist as well.
 - iv. Linda will be judging research presentations again
 - v. Still waiting to confirm workshop and panel participation
 - b. PEARC20 Submissions – Due January 21, 2020
 - i. Rosie submitted for ACSC – see Student Programs below
 - ii. Kate and Linda are working on a paper and panel for C²Exchange
 - iii. Marlon asked about BP participation on a panel on MSI CI, the focus was unclear and Linda needs to respond
2. Institutional Capacity Building
 - a. AUCC Data Science Initiative
 - i. January 9 – 10, 2020
 - ii. Registration is robust after just a few days
 - iii. Planning content call later today
 - b. ACSC/PEARC20
 - i. Linda and Kate will start designing the faculty workshop after the first of the year – by then we will have early evaluation data from Lorna
3. Student Programs – Rosie Gomez
 - a. ACSC/PEARC20
 - i. Rosie submitted request for the co-located workshop request which included enough rooms for the faculty as well
 - ii. With early start, Rosie will check with Janet about access to hotel block and other logistics
 - b. CSULA
 - i. Items for Friday call include training the proctors on XSEDE access
 - ii. Ensuring use of the XUP for all sessions
 - iii. Kate seeking suggestions on people she could visit at SDSC
 - iv. Investigating other potential campus visits to increase efficiency of travel including UC Santa Barbara Black Studies Center follow up
 - c. CSUSB – waiting to hear back
4. Admin
 - a. Wiki and Web Pages – Make sure all have edit access. Rosie, Kate, and Linda will work together to update the Workforce Development pages. Current structure is out of date. Encourage all to use the wiki for at least meeting notes and tracking projects similar to how Susan's pages are setup. Marques noted that the PMs update the metric tables on the pages and probably the staff list.
 - b. XSEDE website pages – Rosie and Kate will review their pages and submit a combined update with Linda.
 - c. Code of Conduct – updated text and form approved and just waiting for the updates to occur on the XSEDE website.
 - d. Mailing List Management

- e. Susan mentioned access to database has been tightened up and she had to re-apply. She pulls her own data for the IPRs. Anyone else who does so should also submit a request for access to avoid delays in the next reporting period.
- f. Recently Rosie was given access to JIRA.