

ACRL
AGENDA FOR FEB 21, 2018

Expected ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Withney **over phone, if feasible **
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco **unavailable** Sarah Crucilla **unavailable**
Faculty	Kevin Gilmartin (kmg@hss.caltech.edu) Richard Murray (murray@caltech.edu) ** over phone ** Antonio Rangel (CHAIR, arange@caltech.edu)

AGENDA

- I. Updates:
 - ++ Progress on survey 1
 - ++ Scheduling process for March and Spring Quarter
 - ++ Google Drive system & email list

- II. Review of ACRL charge & deadlines
 - Discussion of work plan, time-table and deliverables

- III. Discussion of ACRL work process:
 - ++ Minutes?
 - ++ Process and channel for sharing committee's work with rest of institute
 - ++ OHs?
 - ++ Interfacing with other groups
 - ++ Data needed?

- IV. Final remarks and adjourn:
 - ++ Looming deadlines
 - ++ Priorities for next two meetings

ACRL
AGENDA FOR FEB 26, 2018

Expected ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Withney **over phone **
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel
Other invited participants	
Housing office	Maria Katsas Marie Lara

AGENDA

- I. Review and approval of summary minutes for last meeting

- II. Updates:
 - ++ Survey 1 finished (N=622) and prizes announced.
Data will be available for analysis shortly (after it is anonymized)
 - ++ Updated time-table and deadlines
 - ++ Brief update on data-gathering

- III. Brief tutorial on key student organizations on campus

- IV. Work on report #1 (due March 9th)
 - Q1: Process for room allocation in Bechtel and Marks/Braun
 - Q2: Preliminary target number of freshmen beds in Bechtel
 - ++ Discussion with Maria Katsas and Marie Lara
 - ++ Time permitting, discuss:
 - >> Principles
 - >> Concerns
 - >> Constraints

- V. Final remarks and adjourn:
 - ++ Agenda/priorities next meeting
 - ++ Assignments for next meeting

**ACRL
AGENDA FOR MARCH 5, 2018**

Expected ACRL Participants	
Staff	Tom Manion Candace Rypisi
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel
Other invited participants	
Housing office	Maria Katsas Marie Lara

AGENDA

- I. Review and approval of summary minutes for last meeting

- II. Updates:
Next meeting 3/12: discussion on principles
++ Google Drive folder for discussion and background documents
++ ACRL HW: read background materials (CIT code of conduct + COUCH article)

- III. Discussion of results from housing survey

- IV. Work on report #1 (due March 9th)
Q1: Process for room allocation in Bechtel and Marks/Braun
Q2: Preliminary target number of freshmen beds in Bechtel

- V. Final remarks and adjourn:
++ Next steps
++ Agenda/priorities next meeting
++ Assignments for next meeting

ACRL
AGENDA FOR MARCH 12, 2018

ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel
Other invited participants	
Housing office	Maria Katsas Marie Lara Joseph Bennethum

AGENDA

- I. Updates and housekeeping:
 - ++ Discuss request to release data, code and pdf of house survey analyses
 - ++ Reminder of updates on schedule, including no meeting on Monday May 14.

- II. Work on report #1 (about the process for allocating rooms in Bechtel and MB for continuing students).

- III. If time permits:
 - ++ Review of future meetings preliminary agendas & discussion of groups to be consulted and data needed

- IV. Final remarks:
 - ++ Report # 1 due this Friday, 3/16. Editing and convergence to final report to be done electronically over the next few days.
 - ++ Next meeting after Spring Break: Monday 4/2 (noon-1:30, Brennen conference room)

ACRL
AGENDA FOR April 02, 2018

ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates and housekeeping:
 - ++ review updated schedule
 - ++ NO meeting on Monday, May 14.
 - Last scheduled meeting on Monday, May 28
 - ++ Next two deadlines:
 - >> Report #2 on freshman #s (currently due April 21)
 - >> Report #3 on recommendations for rotation revamp (currently due on May 11)
 - ++ Update on organization of ACRL's Google Drive system to facilitate discussion
 - ++ Update on posting results from housing survey

++ Update Gabi Tender suggestions from Al Roth at Stanford

II. Logistics items for discussion:

++ Should we change deadline for freshman #s to April 13 (week before preFrosh weekend)?

++ Release document on principles to be used in the evaluation of ACRL work on rotation revamp prior to preFrosh weekend?

++ Change minutes policy?

III. Discussion: Principles to be used in the evaluation of policies regarding student residential life, including rotation revamp

IV. Final remarks:

++ next meeting Monday April 9, 1-2:30 pm

++ assignment for next time:

>> participate in on-line discussion of the rotation revamp report through google drive
(report 3 discussion materials)

>> read latest version of document shortly before next meeting

ACRL
AGENDA FOR April 09, 2018

ACRL Participants	
Staff	Tom Manion Candace Rypisi
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates and housekeeping:
 - ++ update on Bechtel applications
 - ++ Next two deadlines:
 - >> Report #2 on freshman #s (currently due April 25)
 - >> Report #3 on recommendations for rotation revamp (currently due on May 11)
 - ++ Update on plan for next two meetings:
 - >> April 16: Continue discussion on rotation revamp
 - >> April 23: Discussion of freshman bed numbers

II. Main topic:

++ Discuss scope of interim principles report.

++ Conclude discussion of principles to be used in the evaluation of policies regarding student residential life, including rotation revamp.

III. (If time permits) Begin discussion of key questions, scope and design options for rotation revamp.

IV. Final remarks:

++ next meeting Monday April 16, 1-2:30 pm

++ logistics for interim principles report

ACRL
AGENDA FOR April 16, 2018

ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates and housekeeping:
 - ++ update on Bechtel applications
 - ++ Next two deadlines:
 - >> Report #2 on freshman #s (currently due April 25)
 - >> Report #3 on recommendations for rotation revamp (current target = May 11)
 - ++ Update on principles interim report
- II. Main topic:
 - ++ Discussion on target freshman #s for all houses, Bechtel and Marks-Braun.
 - ++ Discussion of issues of rotation revamp related to choice of target freshman #s.

III. Final remarks:

++ next meeting Monday April 23, 1-2:30 pm

Note different location: CSS 225

ACRL
AGENDA FOR April 23, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates and housekeeping:
 - ++ Next pressing deadline:
 - >> Report on freshman #s (currently due in two days, April 25, at latest)
 - >> Report on recommendations for rotation revamp
(current target = May 11, have some flexibility)
 - ++ AR will give update on ACRL work to student experience committee of BoTs on 4/25
and to faculty board on 5/7

II. Main topic: Conclude discussion on target freshman #s for all houses, Bechtel and Marks-Braun

++ Q1. Target #s?

++ Q2. House affiliation for students rotating into Bechtel?

III. (If time permits) Continue discussion on rotation revamp.
Key question: Will the houses be able to provide input into the housing assignments of incoming students and, if so, how?

IV. Final remarks:

++ next meeting Monday April 30, 1-2:30 pm

** Location: Avery 2nd floor conference room **

ACRL
AGENDA FOR April 30, 2018

ACRL Participants	
Staff	Tom Mannion Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates and housekeeping:
 - ++ Update on ongoing Bechtel room pick process.
 - ++ Next pressing deadline: Report on recommendations for rotation revamp
(current target = May 11, have some flexibility)
- II. Short topic:
 - ++ Dean Gilmartin leads discussion on problems during recent PFW and potential work from ACRL related to this

III. Main topic:

++ Continue discussion on rotation revamp

++ Potential simulation work to get a sense of potential outcomes using old data.

IV. Final remarks:

++ next meeting Monday May 7, 12-1:30 pm ** back at usual location **

ACRL
AGENDA FOR May 7, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates and housekeeping:
 - ++ Clarification on our ACRL process for sharing minutes and discussion of ACRL business with the community.
 - ++ Update on time-table for rotation revamp report. Current target deadline is May 11, but we have a couple of weeks of slack if necessary.
 - ++ Update on IHC simulations of potential new rotation algorithm.
 - ++ Sarah Crucilla: Proposal from IHC about plan to design improved guidelines for rotation related house meetings.

++ Kevin Gilmartin: Include Bechtel FCCs in next Fall's new student orientation?

++ Jarrid Whitney: Update on incoming frosh numbers.

II. Update and discussion on room allocation process for Bechtel-Marks-Braun round 1 and house picks.

++ Lessons and potential implications for next year's process.

III. Main topics:

++ Continue discussion on rotation revamp.

IV. Final remarks:

++ No meeting next Monday, May 14th.

++ Next meeting on Monday, May 21st. (Location = Brennen Conference Room, CSS building)

ACRL
AGENDA FOR May 21, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray **absent Antonio Rangel

AGENDA

- I. Updates and housekeeping:
 - ++ update on code and simulations for new proposed algorithm
 - ++ time-table for submitting rotation revamp report: target date = this upcoming Friday (May 25, 2018)
 - ++ update on ACRL time-table for Spring: will discuss the implementation on the new 4-yr residential requirement in the Fall
 - ++ discuss potential availability for ACRL meetings this Summer.

- II. Final discussion on rotation revamp report

III. (If time) Discussion on procedures for selecting future student members for the ACRL.

IV. Final remarks:

++ No meeting next Monday, May 28th (Memorial Day)

++ Next meeting on Monday, June 4th . (Location = Athenaeum)

ACRL
MINUTES FOR June 4, 2018 MEETING

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel **absent** Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

MINUTES

- Discussion on final details of rotation revamp. Final consensus reached. The report will be distributed over the next few days.
- Farewell and thanks to Rachael Morton for her invaluable years of service to the Caltech community and for her work in the ACRL.
- Agreement to ask the IHC to select another of its member to fill out Rachael's seat in the committee next year.
- Next meeting of the ACRL to be scheduled for next Fall, after the conclusion of rotation.

ACRL
AGENDA FOR October 1, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Simon Ricci Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Welcome Simon Ricci, Lloyd president & newest student member to the committee
- II. Update and discussion on preliminary ACRL agenda for 2018-2019
- III. Update and discussion on ACRL logistics and procedures
- IV. Begin preparatory work for report on “post-evaluation of rotation 2018-2019”
- V. Final remarks:
++ Next meeting Monday, October 8, noon

ACRL
AGENDA FOR October 8, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Simon Ricci Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates:
 - ++ Approval of minutes from last meeting
 - ++ As requested, JS has added one report to our charge for this year: we will submit a report on how to selected ACRL student members, and the structure of their terms, in the first part of Winter 2019
 - ++ Updates to ACRL software systems

- II. Work for report on “post-evaluation of rotation 2018-2019”:
 - ++ Review of objective data on the performance of the algorithm in Fall 2018

++ Discussion of preliminary ideas on how to improve the rotation process and the integration of Bechtel

III. Final remarks:

++ Next meeting Monday, October 15, noon

ACRL

AGENDA FOR October 15, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Simon Ricci Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates:
 - ++ Approval of minutes from last meeting
 - ++ As requested, JS has added one report to our charge for this year: we will submit a report on how to selected ACRL student members, and the structure of their terms, in the first part of Winter 2019
 - ++ Updates to ACRL software systems
 - ++ Discuss calendar for quarter

- II. Work for report on “post-evaluation of rotation 2018-2019”:
 - ++ Review of objective data on the performance of the algorithm in Fall 2018
 - ++ Discussion of preliminary ideas on how to improve the rotation algorithm, including the potential addition of constraints to minimize the number of multiple solutions.
 - ++ (Time permitting) Discussion of preliminary ideas on how to improve the rotation process and the integration of Bechtel
- III. Final remarks:
 - ++ Next meeting Monday, October 22, noon

ACRL
AGENDA FOR October 29, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Simon Ricci Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates:
 - ++ Approval of minutes from last meeting
 - ++ Update on conversation with Joseph Shepherd regarding the duration and timing of rotation.
- II. Work for report on "post-evaluation of rotation 2018-2019":
 - ++ Discussion of surveys design & details
- III. (If there is enough time) Initial discussion of the new residential requirement.
- IV. Final remarks:
 - ++ Next meeting Monday, November 5, noon

ACRL

AGENDA FOR November 5, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Simon Ricci Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

AGENDA

- I. Updates:
 - ++ Approval of minutes from last meeting
- II. Continue work on the new residential requirement report.
- III. Final remarks:
 - ++ Next meeting Monday, November 12, noon