**Open Science Student Support Group – meeting agendas and notes**

May 6th, 2021 – Eleventh meeting

Action items:

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| --- | --- | --- |
| **What?** | **By when?** | **Who?** |
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Agenda:

* Check-ins
* Approving agenda – mixed structure
* Recap of the year/semester
  + - **It all started with a couple messages on august 31st to see if people were interested at all**
    - **Many got involved in the next couple weeks**
    - **We set up the basic structures of the group**
      * **We set up OSF/Github and Sharepoint pages to collect, share and collaborate on documents**
      * **We set up a Slack workspace to keep in touch and discuss**
      * **We created the templates and lines of communication needed to organize and promote our sessions**
    - **First session on October 9th - about 15 people?**
    - **As the semester went on, we started to work on a community engagement plan and other important documents, such as the conflict resolution document**
    - **4 more sessions that semester, specifically about project workflow, preregistration, data sharing and ethics, and troubleshooting open science**
      * **10-15 people at every session**
      * **During the last session, we first tried out the one-on-one breakout conversations**
    - **Social in December - casual chats and games, skribble**
      * **First time we tried out gather ^^**
    - **Holiday break**
    - **Winter semester:**
      * **Changed our topic structure so we would have two sessions per topic, to give more time to reflect and act on what we learned**
      * **Introduced buddy pairs to our sessions**
    - **Double session on reproducible science, with the second being the first workshop of our group**
    - **Then we talked about EDI in Open Science and knowledge mobilization/research dissemination, with the second sessions turning into more informal discussions instead of more formal sessions we had been doing**
    - **With another minibreak to recover from the semester, we’re now here together again to close the semester, today more officially and then tomorrow more casually with everyone :)**
    - **Where we are now:**
      * **11 sessions organized**
      * **We had 11 general meetings + additional subgroup meetings**
      * **12 posts on Facebook (x2)**
      * **Appeared in 26 Monday Memo’s**
      * **Collected feedback from our participants**
      * **Our slack channel has slowly grown to now almost 40 people**
        + **3,641 messages sent in total**
        + **12-24 active members weekly over the whole period**
        + **4-14 people posting on Slack weekly**
      * **We created many organizational documents/structures**
      * **Formed a tiny bit of community ^^**
* Debrief/evaluation
  + General impressions/thoughts (single round)
    - **Went well, all things considered (virtual, pandemic, grad student led – all busy)**
    - **Attrition during April was likely due to circumstance (busy, tired, etc.)**
    - **Good job playing around with structure, style, discussions, etc.**
    - **Hard to tease apart what was beneficial personally vs. for the group**
    - **As a whole, the group is really valuable, reflecting on how it works for each person individually (as we are all so different)** 
      * **Fall semester was main topics (lecture) and second term was more about application and bigger theoretical issues, so depending on where you are at, different things are going to resonate more with you**
      * **Maybe more holistic at each session/time (so something for beginners and advanced people for each one)**
    - **Personally, was encouraged to see as good of a turn out (even when things slowed down)**
    - **Passionate and respectful about the topic, and people showed up every time (never just organizers)**
    - **Transition moving forward, sustainability (some take a lot of work, so we can run them again) moving forward, distribute the commitment workload more**
    - **Coming into year 2, how do we incorporate old and new things, who do we tailor it to? Building on existing members. New members. Etc.**
    - **We should be proud!!**
    - **Liked the encouragement to learn about open science, and having some accountability to learn something outside of classes (not alone)**
    - **Diversity of topics/content is good**
    - **How to get people engaged, appealing, easy to attend, etc.**
    - **Challenges did become harder to engage in over the semester**
  + Things we loved (rounds until we have no more to add)
    - **Everything was always there for each session (speakers, facilitators, topic, etc.)**
    - **Everything ran smoothly**
    - **Enjoyed each presentation (each presenter was really great, prepared, lot of thought into it)**
    - **Very organized initiative from the beginning (which helped it run, norms, group guidelines, etc.)**
      * **Self-driven by us the entire time**
    - **Sense of community (personal sharing, comfortable in the space)**
    - **Very respectful and opening space at meetings, sessions, etc.** 
      * **Everyone had a chance to speak, have their voices heard**
    - **Online presence (easy to communicate with each other)**
    - **Introduction of the buddy system**
    - **No matter how packed the session was, we always took whatever time was needed for check-ins, land acknowledgment, etc.**
    - **Mix of formal teaching and informal discussions/social time**
    - **Flexibility to experiment with different formats**
    - **The templates, documents, schedules, etc. were really helpful for everyone**
    - **Learning from each other! Getting to hear personal experiences of everyone** 
      * **Learned things I didn’t even know I didn’t know**
  + Things that could have been better (rounds until we have no more to add)
    - **Fund or reward people for presenting**
    - **Getting the word out (tough in pandemic)**
    - **Challenges might be too holding people too accountable (might have turned some people off)**
    - **Fridays at 4pm are hard! (extra 2 hours when it is the end of your week)** 
      * **Not as mentally attuned, zoom fatigue**
    - **Closing was typically pretty rushed**
    - **Slack engagement (not DM, but public)** 
      * **Not a lot of chat after each session**
    - **More social media engagement for promotions (Facebook for example)**
    - **Different communication for important topics (missing notifications on Slack)**
    - **Deviation from initial thoughts on how it would go** 
      * **longer intro than what was expected**
      * **Presentations are a bit more formal than initially thought**
    - **Attendees not involved in the creation of the content (some people are passive learning some of it, and not engaging fully)**
      * **Sustainability, people might want to talk about something (not organizers)**
      * **Get ideas out of the people who come (lots of interesting things to consider)**
      * **Bring up an open science thing that we might not of even considered**
    - **How to make sure the discussions are more informal (less structure)**
    - **Not as much engagement in OSF**
  + Thoughts/ideas for the future (rounds until we have no more to add)
    - **Maybe send a mass email for those not using Slack as much (for critical things)**
    - **Make it earlier in the day (make it part of a day, not after it)**
    - **Add in word of mouth**
    - **Maintain a virtual presence when we go online**
    - **Try to get more engagement in the OSF** 
      * **Mentioning it more often**
      * **Watch recordings, ask questions, etc.**
      * **More flexibility and engagement**
    - **Organizer meetings – stay online or in person?** 
      * **Revisit this closer to September (depends on what is going on)**
    - **Creating a course with open science** 
      * **Starting this in parallel – build more community but also give people more incentive (something to show for their efforts)**
    - **Challenges might be too restrictive** 
      * **Have them come up with their own**
      * **2-weeks might not be attainable, so maybe a more holistic goal at the beginning that they can work on through the semester**
    - **Engaging the community/non-core members in content creation + reducing load on content creators.**
    - **Doing projects that might get people engaged**
    - **Idea of broadening our scope**
      * **Some sessions have faculty welcome (speakers who are more advanced than us) and then still have student only ones that are less formal**
    - **Tapping into faculty – given the diversity of the department**
    - **Scope of who this group includes – students outside of the psychology? Students outside of the school even**
    - **Keep it digital? Or a portion of it, when we go in person, to keep it accessible for those who cannot come in person**
    - **Broadening it more beyond open science - science more generally**
    - **Reverse model?** 
      * **Informal things over the fall/winter semester and more formal sessions in the spring/summer**
      * **Might have more time in our schedules**
    - **Compile some sort of resource library so new people coming in have access to what has been done in the past years/sessions**
    - **Applying for funding** 
      * **Maybe shifting to a more formal club (as they get funding from uni)**
    - **Might be nice to include topical conversations more generally about scholarships, publishing, authorship**
      * **Thing that apply to grad students but we might not talk about them a lot (especially across labs)**
    - **Blend between open science and what is going on right now (topical)** 
      * **Examples of good and bad open science**
      * **Continue having fresh content – don’t shift from core open science resources, but something contemporary related to them**
      * **Social uptake of research in the pandemic is high, more than ever, fact checking, etc. solutions to these sorts of things**
      * **Someone always gets something out of it**
    - **Discussion with PGSA and GPPP**
      * **Maybe survey to look at student needs (maybe get ethics for this??)**
    - **How we get feedback for the sessions**
    - **Professional development so we have something to show for the work of the group**
    - **Student organizes something within themselves to meet their needs** 
      * **Want we want, is it achievable, don’t want to take on too much, etc.**
* Tying up loose ends
  + Materials/recordings
  + Email list
  + Writing up of gathered wisdoms
  + Other loose ends?
* Who’s staying/going/don’t know yet
  + **Chelsea – may not be able to have as large of a role if in person, less of a role because her next year is busy (last year)**
  + **Emiko – interested in staying on throughout the spring/summer, candidacy in fall so less of a role once that comes**
  + **Matt – stay on in organizational role, may want to switch up the role (more than tech support, critical role would be more motivating/invest more time)**
  + **Brittany – good with promo, good with minute taking, can’t take much more on**
  + **Gwen – stay involved, explore organization structure more, maybe take a step back (her last year next year), balance being here but making sure the group stays on after she leaves**
  + **Michael – stay on, discussing ideas in group meetings, tech support is good**
* Closing activity - random meme generator

Agenda:

* Check-ins
* Approving agenda – mixed structure
* Recap of the year/semester
* Debrief/evaluation
  + General impressions/thoughts (single round)
  + Things we loved (rounds until we have no more to add)
  + Things that could have been better (rounds until we have no more to add)
  + Thoughts/ideas for the future (rounds until we have no more to add)
* Tying up loose ends
  + Materials/recordings
  + Email list
  + Writing up of gathered wisdoms
  + Other loose ends?
* Who’s staying/going/don’t know yet
* Closing activity - random meme generator

February 22, 2021 – Tenth meeting

Action items:

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| --- | --- | --- |
| **What?** | **By when?** | **Who?** |
| Look into Quality money from GSA | Personal deadline | Chelsea |
| Logistics around session two structure more generally | Personal deadline | Community Feedback group |
| Session 2 for EDI | By the session | Emiko/Chelsie and Community feedback |
| Description and zoom link to Brittany | Wed 24th / Mar 3rd | Emiko/Gwen |
| Poll for community feedback and Emiko for EDI second session | asap | Gwen |
| Make google doc on community guidelines | Today | Gwen |
| Give feedback to Gwen about guidelines (from google doc from Gwen) | March 1 | Everyone (Emiko) |
| Adjust welcome message and guidelines |  | Gwen |
| Gwen to email Matt about mailing list | Feb 22 | Gwen |
| Matt to figure out email situation (including emailing Lisa if needed) | Personal deadline | Matt |
| Change facilitator guide to adjust breakout sessions | Personal deadline | Emiko |
| Comment on slack/FB about Fridays session | ASAP | Everyone |
| Conflict resolution document | Personal deadline | Jenelle |
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|  |  |  |

Agenda:

* Check-ins
* Action items
* Approving agenda/meeting structure
* Debrief – double session/first workshop/buddies (new stuff this term)
  + **Some advantages from not moving from topic to topic, maintain consistency**
  + **Always need formal information for the second session?** 
    - **Workshop should be a bit longer because it felt rushed so that there could be more time for practice things**
  + **Buddy system worked well (did not connect outside of the session)** 
    - **If buddy’s don’t show up, what do we do with pairs? At least one who has been to the first session (if second session people didn’t go to the first one)**
    - **Maybe a bit more time for the buddy time**
    - **Busy system does seem to be working out well, even if you are linked with someone random who you didn’t have in the first session**
    - **Throw people together if necessary**
    - **Better to have continuity from each session (same buddies), but even having 1 on 1 check ins that weren’t with each other, if that is still useful, then that is good**
    - **Give facilitators the sign ups**
  + **Preference for double sessions**
    - **Allows topic to simmer and hammer down ideas shared in the first session**
  + **Future funding** 
    - **Quality money from GSA maybe?**
    - **To compensate people who are doing the work for our group**
    - **GANT, make a course about open science, etc.**
    - **Lots of different ideas**
* Update EDI session(s) – Emiko
  + **Coming along, largely focused on core assumptions that underlie open science and whether they are fair in all circumstances**
  + **Challenges will look different, systemic ideas/inequities** 
    - **Not necessarily easy check list things to do**
    - **Learnings and prompts, and suggestions about actions**
  + **Another member of EDI coming to be facilitator**
  + **Still looking for zoom and main facilitator**
  + **Buddies** 
    - **What do we need to do?**
    - **Randomize and keep track of buddies**
    - **What prompts are needed?**
* Proposal from foundations team – Emiko
  + **Seeking more unstructured interaction time for people to discuss the topic of the month but also just being able to revisit to past sessions as well** 
    - **Could increase engagement** 
      * **Feedback that people wanted more time to chat, so it aligns with that**
    - **Some structure so that people stay on task** 
      * **Give people heads up that this will be the structure and they can think about the session and questions in advance.**
    - **Maybe ask them about what topics they want to discuss in the registration so we can incorporate that early**
    - **How to organize it** 
      * **People bring topics and go into breakout rooms to chat about it**
      * **Maybe have the community and feedback group organize the second session** 
        + **Creating resources**
    - **Would the topics be more general? Focused on the topic of the month or more general? Debriefing what you learned so far?**
    - **How would the buddy system work for this?** 
      * **Still discuss the topic of the month in pairs, but can get more informal after that**
      * **Still have a check in. Were you at first session? Challenges? Etc.** 
        + **More personal**
  + **Rather than always having double sessions that are content heavy, but could have first session be more formal conversation/workshop and have a second topic more conversational**
    - **Would help when we are revisiting older topics as well**
    - **This came up because trying to find panels of EDI that aren’t already overworked with EDI (often POC, marginalized groups) was conflicting and a hands-on workshop was not really relevant**
* Community guidelines/welcome message
  + **Disagreement in welcome message**
    - **Where to put community guidelines: first or last in the welcome message** 
      * **Front and centre is preference**
      * **Prevention over intervention**
      * **If last, they may not open it, but first, they may click on it more likely, can’t miss it**
      * **Increase likelihood of not reading it if it is last**
      * **Lots of time, EDI is put last, so I think putting these guidelines last would feed into that**
      * **Meant to establish respectful etiquette**
    - **Link to shortened document with only bolded points** 
      * **Maybe make the bolded statements bigger and in colour just for those who are skimming? But not sure you need a new document**
      * **Put the bullet points in the pinned message as an ongoing reminder about the group agreements we are making**
  + **How do people get the welcome message?** 
    - **When they join, they automatically get it.**
    - **Where to pin?** 
      * **Most general, so #members or #general** 
        + **Maybe not general, it might be nice to have the first message about the next session, so maybe just members instead**
      * **#Social group too so that people don’t forget there**
      * **If someone violates the guidelines, but if they are pinned in obvious places, they can’t say they didn’t see them (if there is issues)**
      * **Maybe have them in a poster like format?**
      * **So #members, #discussions, and #social seems to make the most sense**
  + **Guidelines:** 
    - **Pronoun conversation** 
      * **Linking what we do in sessions (pronouns and land acknowledgement) in the guidelines**
* Email list
  + **Matt will look up mailman, email Lisa to try to set up a mailing list**
* Making breakout discussion less formal
  + **Beneficial to still have some structure for first session but maybe as facilitators make a more relaxed format (organically let things flow)**
  + **Use prompts if needed, but not an agenda that needs to be followed exactly**
  + **Make sure there are still rounds so that everyone gets a chance**
  + **Making people feel less stressed about having to answer all the questions**
* Feedback on organizing
  + **Share with Gwen**
* Review of action items
* Check-out

Agenda:

* Check-ins
* Action items
* Approving agenda/meeting structure
* Debrief – double session/first workshop/buddies
* Update EDI session(s) – Emiko
  + Buddies
* Proposal from foundations team - Emiko
* Community guidelines/welcome message
* Email list
* Making breakout discussion less formal
* Feedback on organizing
* Review of action items
* Check-out

January 26, 2021 – Ninth meeting

Action items:

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| **What?** | **By when?** | **Who?** |
| Community guidelines and new welcome message on Slack | Personal deadline | Gwen |
| Intro for meetings about pronouns | Thursday night | Chelsea, with others checking it |
| Facilitators figured out and details sent to them | Thursday | Chelsea |
| Reach out to Jak Loree-Spacek (or Amir?) | Personal deadline | Chelsea or Michael? |
| Session 2 details to Brittany (including zoom link) | Feb 3rd | Chelsea and Michael |
| Add polls and finalize things for session 1 | Friday | Chelsea |
| Monday memo details | Thursday morning | Brittany |
| Comment on session 1 on social | Until Friday | Everyone! |
| Conflict resolution document | Personal deadline | Jenelle |

Notes:

* Check-ins
* Action items
* Approving agenda/meeting structure
* Pronoun practice

Normalizing but not making it a big deal, not asking specifically (for those still not sure about their pronouns)

Important how we engage in this

Some people might not be familiar, so hard for them to answer (not caring about it might be part of this, privilege), sharing pronouns can be more dangerous for others

Normalizing is just one little piece to make space more open

- reduces us to basic information

Goal is not to understand each other perfectly but know how to address each other

Normalizing the use of pronouns without requiring them

Brief explanation at the start for those who aren’t familiar (optional)

Pronouns in Zoom name

Some of us should name our pronouns while others do not have to (to normalize both)

Main things to cover: Normalize, optional, giving context

Call people what they want, instead of assuming by what they look like

Could context at the beginning put people on the spot as well.

- not use preferred pronouns, just pronouns

- major point after consulting with trans friends, if they attend, they would be most comfortable if pronouns in zoom names, and say them when introduce, instead of making it a big deal. Important to share pronouns but can be uncomfortable if people don’t want to share. Don’t put pressure on giving pronouns or make a big fuss. Not making it about non-gender conforming people, but just how everyone want to be address.

- just more general about what would they like to be called, like name or name and pronouns

- focus more on identity instead of just pronouns, but a focus on pronouns because they are always assumed while names are asked for so maybe putting them on the same level might not be good because we might want to make it aware in ourselves (our biases for example)

Model with some including and some not including it

Helpful to give some framing with pronouns

* First session
  + Check-in Michael & Chelsea (anything you need/needs to be discussed)

Shared his ideas to get feedback and is going to finalize things

Learn more about it: check out resources, listen to podcast

Talk about it: talk with collaborators,

Try to reproduce the first analysis you did,

See how well your current project fairs on the checklist

Write thesis in reproducible manuscript

Learn to code – sign up for a beginner workshop to R (directing them to research the most common coding language in their field and start some beginner coding) – needs to make more concrete/tangible

Demo – turing way, OSSSG-demo.netlify.app

* + Implementation of buddies
  + Jenelle to introduce buddy system
  + Facilitators finalized
  + General prompts for buddy breakouts
* Second session on reproducibility
* Focus on reproducible manuscripts, less about theory and more about a workshop (hands on things)
* Might need to have people install things beforehand so that they could work along (not everyone will do it but having the option is good)
* Writing down everything you do, either in main paper or supplementary
  + Highlighting all the little things that might be missed
  + Writing in code you can’t miss the small details, because they have to be there
  + Automated
  + Big learning curve that needs to be acknowledged
  + Your experience is not someone else’s and validating everything, struggles, etc.
  + Focus on bare bone script, simple analysis, something really accessible so that people can see the steps and what something theoretically is doing,
  + Maybe reach out to Jack (MDSC coding TA) to help with these issues, or identify common issues
* Second topic of the semester

EDI – spoke to committee and struck a task force who is going to cover content for this and it will be led by Chelsie Hart and Emiko and several other committee members and bring in feedback

Walk through components of open science and things related to EDI that might come up at all stages, both positive and negatives

Second session, creating challenges might be tough, no workshop because it is more about talking, awareness, challenging assumptions, recognizing privilege, etc. Invite more of a panel discussion or interview people who work with marginalized communities (western idea that openness is good, but openness can be negative for lots of people – marginalized by academia before)

* Making breakout discussion less formal
* Updating online platforms
* Feedback on organizing
* Review of action items

Check-out

Agenda:

* Check-ins
* Action items
* Approving agenda/meeting structure
* Pronoun practice
* First session
  + Check-in Michael & Chelsea (anything you need/needs to be discussed)
  + Implementation of buddies
* Second session on reproducibility
* Feedback on organizing
* Review of action items
* Check-out

January 11, 2021 – Eight meeting

Action items:

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| --- | --- | --- |
| **What?** | **By when?** | **Who?** |
| Figure out email list  Signing people to email list (logistics sent to Promotion) | Ongoing | Matt & Promotions |
| Add opt in email question for sign up registration | Before first session registration | Sessions (Chelsea) |
| First topic material finalized | By first/second session | Michael (input from others) |
| Chat about pronouns | Before first session (Jan 29) | Everyone |
| Reflection on organizational aspect (suggestions) | Ongoing | Everyone |
| Community guidelines - update welcome message on Slack | Jan 22 | Gwen |
| Conflict resolution document | Jan 22 | Jenelle |

Agenda:

* Check-ins
* Action items
* Approving agenda/meeting structure
* Buddy system
  + Assigned randomly during first session on topic and then buddies change with every topic (every two sessions) and we would have a buddy moment at the end of the first session and beginning of first session
    - Encouraged to meet between but not necessary
    - How to deal with buddies not showing up?
      * Couple of organizers who can buddy up if there are people who need partners.
  + Who should facilitate the buddy system each session?
  + Thoughts?
    - Jenelle would be happy to facilitate buddy system if the chat facilitator is doing too much each session
    - Matt – can be an unmatched person, have a reserve of people for impromptu partnering
    - Group facilitators matched together and then can be broken up to match with people w ho need partners session 2
    - Chat facilitator seems good, because they assign groups
    - Session logistics should be in contact with Jenelle or whoever to send the list to match partners, so do
      * Might be easier to just randomly assign to breakout rooms and then use those, remember to screen shot it for second semester
    - Cut the system if it didn’t work
    - We need to keep track so that people don’t get paired the same for each topic.
* Email list
  + Who is going to facilitate adding people
  + Who would we include?
    - Anyone who wants to be part of it!
  + Matt and Promotions to figure out logistics
  + Ask people if they want to join on registration page
* First session content
  + Workshop (session 2)
  + Reproducible reports in RMarkdown?
  + Making sure we aren’t loosing the new people or boring the experienced people
    - Maybe breakout on experience level to help with that?
  + Going to probably be a lot of new people to R, so it will be tricky
    - Overwhelming for some to adjust
  + Share a markdown file in advance? Or more intro can look at how to make headers
    - Show template for thesis?
    - Some can just look at the text part, some can look at the more advanced stat side of things
    - If they have something that runs, and connect to what they did in the code, it is a nice outcome
    - More experienced people might go further
    - People might be beyond assignments, so might not want to do that. Especially if you use the actual assignment from 615 (so people don’t have the answers)
  + Maybe tie in SPSS for the first session, how to make that reproducible
    - Syntax and comments
  + Add in python? MatLab? Might be too messy
  + Don’t want to highlight programs that cost money like SPSS and MatLab
  + Try to make code not intimidating by starting to pseudocode (English) and then going to syntax
    - Break down what pseudocode is and how it can be used if they aren’t comfortable with code
      * Can help bridge the gap between people
  + Maybe have RMarkdown/R run online so they don’t have to download for the session
  + Leveraging as much in the first session, benefits etc., so that people are more engaged for second session (prime them)
  + Having reproducible code, like a thesis, is pretty cool
    - What is important for this code to be reproducible
    - Expired codes, functions that don’t work anymore, things like that
      * Controlling packages
  + Maybe show text too, and not just analyses,
  + Citations can be easily changed from one style to another
  + Maybe a channel on slack about how to learn coding, place where we can share more, organize a workshop, little coding community set up, to keep the learning going
    - Maybe more
  + Make sure you talk about how important commenting your code is (can be neutral)
  + For those that will be using SPSS no matter what, maybe just reminding them that there are things that they can do to be reproducible there too!
* Pronouns practice
  + Later date
* Invitation to reflect on organizational practices
  + Think about and let Gwen know of any issues at a later date
* Overview of action items
* Check-out

December 17, 2020 – Seventh meeting

Action items:

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| --- | --- | --- |
| **What?** | **By when?** | **Who?** |
| Archive Slack | End of semester | Michael and Matt |
| Adjusting session guide to be more flexible? | Before organization of next session | Sessions |
| Decide on buddy system | First session | Sessions with Community |
| Send poll out | Jan 4-8 | Gwen |
| Decide on day/time | Jan 11 | Gwen |
| Reflect on who we aren’t reaching | Over break | Everyone |
| Make email list | Before first session – chat in next meeting? | Promotion and Platforms |
| Upload 2nd and 3rd session to YouTube | ASAP!!!! 😉 | Matt |