

Minutes: May 24<sup>th</sup> 1:00 pm CDT

Prisca presented the latest Mission Statement for the Program committee. Comments received: it should reflect the fact that membership is open to any DPF member with a PhD.

The proposed new text is:

*"The program committee will consist of a representative cross section of the DPF membership, covering the sub-fields of the Division (as determined loosely by the sorting categories which should be revised each year by early summer by said committee) and appointed by the Chair of the Program Committee (defined below). They shall serve for approximately three years. One third should rotate out each year, nominating a new member in their stead from their same sub-field. One member shall be a graduate student representative. The rest should hold an advanced degree. Their responsibilities shall include assisting the Vice-Chair of the Division in organizing the April APS Meeting contributed papers within the areas of interest of this Division, as well as the arranging, in cooperation with the APS Chief Executive Officer or his or her designate, of symposia and sessions of invited papers sponsored by the Division. For the biannual meetings of the Division, the Program Committee shall work with the local organizing committee in the solicitation and selection of invited and review papers. The Vice-Chair of DPF shall serve as Chair of the Program Committee in a cycle that begins shortly after the April meeting and ends with the following April meeting (at which time the Vice-Chair has become Chair-Elect). The new Vice-Chair should participate in the Program Committee meetings from January – April, in order to be prepared for taking over as Program Committee Chair after the April Meeting."*

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The committee was formed one year ago with the intent that its membership should be for three years, with one-third of the membership changing each year. Any member who wishes to drop out should help to find a replacement in their research area. She also reminded those members of the committee to make sure their APS membership was up to date.

Yong-Kee: Lessons learnt from Denver meeting:

- There were several problems with chairs not knowing the process of managing the sessions.
- A message was sent by Jodi to each chair to remind them of their upcoming session. It would be nice if this could be automated in future by the APS, who have access to the schedule.
- Uploading talks remotely was difficult.
- Some problems with wide-screen format being required.
- Need to have as many sessions as possible over the weekend.

Stephen Butalla: Outreach.

Many interesting ideas presented (see talk) by Stephen Butalla. DPP (Plasma) have an excellent program with fund raising etc. Budget of ~\$40k per year. Since next meeting is in Washington there are opportunities that we should explore. We could publicize the grad slam and move it to an outside venue. Organize a special Quarknet teaching session have dinner with a physicists etc.

Action items:

- 1) Investigate use of APS options for Instagram, Twitter, Facebook etc. (Prisca)
- 2) Connect with Quarknet and investigate organization of a day-long session with physics educators. (Roger & Stephen)

#### Sorters meeting:

The meeting will be on Friday January 17<sup>th</sup> 2020 in DC. Volunteers are needed to attend the meeting. Jodi Cooley, Matthew Szydagis, Steven Sekula. and Tao Han can probably attend the meeting. Need at least one more who can go.

Categories: Cosmic Explosions and Inflation had no submissions – should be renamed and joint with DAP. Change name of ‘Detector’ category to ‘Instrumentation’ to make it broader. Need to get statistics from the APS of the number of submissions to the different categories.

#### Action Item

- 3) Send final list of sorting categories to APS by September 6<sup>th</sup>. (Roger)
- 4) Get statistics of the submissions to different categories. (Jodi)

#### Topics for Snowmass 202X

The programming committee will prepare a list for topics for the next Snowmass. John Orrel will take the lead by defining a list of topics for Snowmass based on the last one. The list will be distributed to the committees members in early June. Then with input from the program committee, he will make up a revised list of topics for presentation at the August DPF meeting.

#### Action Item:

- 5) Send new list of proposed topics for Snowmass by early June. (John Orell).

Next meeting will be mid-July. The exact date to be determined.