ARO Development, Mentorship, and Advancement Committee Meeting Minutes

Date: October 1, 2025
Attendees: Jeffrey Cheng, Tejbeer Kaur, Kristin Johnson, Radha Kalluri, Michele Insanally, Carolyn McClaskey, Jarnail Singh, Timothy Balmer, Luberson Joseph, Agudemu Borjigin, Emily Fabrizio-Stover,

1. Late-Breaking Abstract Submissions

Summary:
Kristin Johnson explained the new pilot program for late-breaking abstracts, allowing submissions of recent research findings after the regular abstract deadline. The session will feature four abstracts presented in a dedicated one-hour block. Council will review submissions this year, with potential adjustments for future cycles.

Decisions Made:

- None

Action Items:

- None

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3. ARO Scholar Program Updates

Summary:
Kristin Johnson reported that in progress and submitted application numbers are consistent with previous years. Most submissions occur close to the deadline. Clarifications were provided regarding eligibility for applicants graduating before summer research begins. Reminder emails are scheduled, and language updates have been made to the submission portal.

Decisions Made:

- Eligibility confirmed for applicants graduating before summer research if they have a signed summer research plan.
- Committee will maintain current review criteria for ARO Scholars and travel awards.

Action Items:

- Kristin Johnson to send targeted reminder emails about the ARO Scholar program.
- Committee members (Jeffrey Cheng, Tejbeer Kaur) confirmed as reviewers for ARO Scholar submissions.

4. Travel Awards Review Process

Summary:
Discussion focused on the rubric for travel awards and whether diversity and DEI factors are considered. Kristin clarified that DEI is not part of the official rubric, though many underrepresented applicants receive awards in the first round.

Decisions Made:

- No changes to the official travel award rubric

Action Items:

- None

5. Special Session Updates

Summary:
Michele Insanally reported that two abstracts are still pending for the special session. Five speakers are confirmed, and the session has conditional approval. Program chairs will review updated materials. Options for alternate speakers were discussed in case of non-responsiveness.

Decisions Made:

- Committee will proceed with five confirmed speakers if pending abstracts are not received.
- Backup speakers identified for potential substitution.

Action Items:

- Michele Insanally and Genene to follow up with pending speakers and set an internal deadline.
- Kristin Johnson to coordinate with Program chairs for update on session approval.

6. JARO Manuscript

Summary:
Carolyn McClaskey provided an update on the manuscript draft summarizing the special session. Citations are being added, and a subcommittee meeting will be scheduled. Discussion included including previous committee task group members as co-authors.

Decisions Made:

- Manuscript will serve as an overview of the special session for publication in JARO.
- Previous committee task group members will be included in the manuscript as co-authors.

Action Items:

- Carolyn McClaskey to circulate draft and schedule subcommittee meeting.
- Committee members to provide feedback via email if scheduling is difficult.

7. Virtual Sessions and Coffee Hours

Summary:
Plans for pre-midwinter virtual sessions were discussed. Two coffee hours are planned: October 22 (International Funding) and December 10 (Foundation and Private Support). The Pre-MWM Virtual session will take place in early January.

Decisions Made:

- Virtual session planning meeting scheduled for mid-November.
- Coffee hour topics and dates confirmed.

Action Items:

- Kristin Johnson to advertise coffee hours once speaker details are finalized.
- Subtask group to finalize speakers and share details by end of the week.

8. Funding Updates

Summary:
Committee discussed outreach to BWF and HHF for future ARO Scholars funding

opportunities. Government shutdown may delay grant deadlines. Kristin Johnson is working with accounting to create an balance sheet to track rollover funding/ balance available for the program.

Decisions Made:

- Committee will update BWF proposal for HHF and continue outreach efforts.
- Executive Office to ask Accounting department to create a balance sheet for better tracking.

Action Items:

- Committee to revisit HHF outreach in February.
- Executive Office to ask Accounting department to create a balance sheet for better tracking.

Summary

The meeting introduced the late-breaking abstract pilot program, reviewed ARO Scholar and travel award review processes, and discussed updates on the special session, JARO manuscript, virtual sessions, coffee hours, and funding strategies.

Decisions Made (Consolidated)

- Eligibility confirmed for ARO Scholar applicants graduating before summer research.
- Proceed with five confirmed speakers for special session if pending abstracts are not received.
- Manuscript will include previous committee task group members as co-authors.
- Virtual session planning meeting scheduled for mid-November
- Coffee hour topics confirmed.
- Update BWF proposal for HHF and finalize funding documentation.

Action Items (Consolidated)

- **Kristin Johnson:** Send ARO Scholar reminders; confirm scorecard details; follow up with Program chairs on special session approval; work with Accounting to create ARO Scholars balance sheet; advertise coffee hours.
- **Michele Insanally & Genene:** Follow up with pending speakers; set internal deadline for abstracts.
- **Carolyn McClaskey:** Circulate manuscript draft; schedule subcommittee meeting; include previous committee task group members as co-authors.