

UPDA Meeting Minutes 1-31-13

Attendance: Martine Green-Rogers (Theatre), Ashley Fricks-Gleason (Pharm/Tox), Jessica Pearson (Modern Dance), Jennifer Mabey (Graduate School), Catherine Loc-Carrillo (Orthopedics), Nelly Volland (Radiology Research), Hadi Javan (Molecular Medicine), Mary Anne Berzins (Human Resources), John O'Shea (Oncological Sciences)

Visitors: Donna White (Interim Dean of the Graduate School), MaríadelMar González-González (Art History)

- 1) Discussion with Dean White about three issues of interest to the UPDA
 - a. Postdoc Advisor Accountability
 - i. Is there a current document on campus, and if not can we craft something (maybe similar to the Stanford document)?
 - ii. The Postdoctoral Advisory Board (now defunct) had crafted a hiring letter/contract that was "heavily suggested" to be used by faculty hiring new postdocs. Could we also craft a mentoring agreement that could be listed in the same place?
 - iii. Rick Smith / Evelyn Gopez (I may have these names wrong, in the Medical School), may be a contact for us to consider reaching out to
 - iv. We will put together ideas and some verbiage to run by Jennifer, then Donna, to try to get some progress going on this issue.
 - b. Postdoc Career Assistance
 - i. Access to Career Services
 1. The Career Services Center is in the process of hiring a graduate student career advisor, hoping to have someone in place within the month
 - a. Donna has been told that postdocs will have access to this person as well (via Stan Iman)
 - c. Support Systems for International Postdocs
 - i. Issues raised in our survey include finding the U of U International Center to be unhelpful to postdocs and the University's handling of visa fees, etc.
 1. Mary Anne
 - a. Sabina Claw the director of the international center has been doing presentations to department chairs to help them understand the visa process.
 - i. How do we foster connections between communities?
 - b. The need for a postdoc orientation
 - i. How many of them would we run per year since hiring is so continual?

- ii. Perhaps we run it as an introduction more than an orientation
 - 1. Can we make it electronic?
- iii. Mary Anne will discuss this with Jennifer and Donna in more detail next week.
- iv. The UPDA will work with Mary Anne to identify the issues that need to be addressed in this online orientation.
 - 1. We will schedule a working group after Jennifer and Hadi return from the NPA meeting

2) Approved Minutes from last time

3) National Postdoctoral Association

- a. Jennifer is trying to get switched over as the contact person, Catherine handed off the necessary paperwork, passwords, etc.
- b. Jennifer and Hadi are going to represent the U at the NPA conference this March
 - i. They will report back to our group

4) NIH funding webinars (Catherine)

- a. Catherine purchased these webinars and has offered to share the with the UPDA
- b. We could show them over lunch as one of our career sessions this Spring (see item #8 below)
 - i. Generally, we need to get a schedule well ahead of time (6 months), so we can provide that schedule to folks for the entire semester in advance
 - 1. Mary Anne offered to let us use the HR RSVP website for career development events (rather than the email system we're currently using)
 - 2. Let's aim for July 1 - Dec 31 and Jan 1 - June 30 as our scheduling blocks

5) New postdocs email list

- a. Jennifer will send the lists directly to Nelly (eliminating Catherine as the middle-man)

6) Travel Award Placement on the Website

- a. In general, the website is very hard to find
 - i. Jennifer - our link is now functional, it was down until yesterday (new IT guy)
- b. The application is going to be moving online
 - i. With the new IT guy they're working to get things clarified online

- c. Once the website is functional, we can send out a blast email to all postdocs directing them to the website and highlighting travel awards, etc.

7) Update the activity log

- a. Holiday event at the Marriott Research Park
 - i. ~10 folks came, including some who have never attended our events before
 - 1. Not bad for Dec. 21st (mainly people staying in town for the holidays)

8) Monthly Career Development Schedule

- a. Mary Anne will offer a couple sessions through HR
 - i. Project Management – March 1st, 11:30 – 2:00 (via
 - ii. 5 Week Summer program (June – July), content TBD
- b. Ideas for UPDA events this Spring
 - i. Presenting well, with confidence (April, TBD) – in connection with Mary Anne/HR
 - 1. Posture breathing, projection, presentation
 - a. Can we call on our theatre colleagues to help with this?
 - 2. Making complicated data intelligible
 - 3. Let's aim for later in the semester
 - 4. Mary Anne and Martine will coordinate, with the help of the marketing/communications department
 - ii. NIH Funding webinars (February)
 - 1. Two options, each 1hr long
 - 2. Lunch provided by UPDA
 - a. Feb. 8th, noon (Ashley will host)
 - b. Feb. 22nd, noon (Martine will host, Ashley will get a room reserved)
 - iii. Liberal Arts Interview Recap
 - 1. May 7th, noon (Ashley)

9) Monthly Socials

- a. March 21st - evening social (Martine), location TBD
- b. April TBD – Lunch and chat with the International Center (Mary Anne will coordinate)
- c. May 16th – evening social (Catherine), location TBD

10) Summer Picnic

- a. August 2nd, after work
 - i. Nelly will make sure we get a reservation when it opens in March

11) Bylaws

- a. Let's try to make them as short and simple as possible

- b. Set term limit for the chair/co-chair
- c. Set term minimum for certain positions
- d. Jennifer, Martine, and Ashley will meet to go over UPDA history, budgets, etc. and formulate a bit of a plan
- e. Positions to consider including
 - i. Chair
 - ii. Jr. Chair (who becomes Sr. Chair)
 - iii. Secretary
 - iv. Treasurer (maybe)
 - v. Social Media
 - vi. New Member Coordinator
 - vii. International Postdocs

12) Next meeting March 28th, 11:30am – 1:30pm, HSEB 5100D

- a. Ashley will send the full schedule out to everyone with the minutes