

UPDA Meeting 9-12-13

Attendance: John O'Shea (Oncological Sciences), Jennifer Mabey (Graduate School), Hadi Javan (Molecular Medicine), Catherine Loc-Carrillo (Orthopedics), Gemma Robinson (Oncological Sciences) and Simran Sidhu (School of Medicine).

Planned Absences: Martine Green-Rogers (Theatre), Mary Anne Berzins (HR), Mariadelmar Gonzales-Gonzales (Art History), Natasha Naylor (Law and Social Sciences) and Jessica Pearson (Modern Dance).

1. Approve minutes from 7-18-13 (John)
 - A. Approved!

2. Replacing vacated positions: Sr. Chair, Jr. Chair, Communications (in training), and Sec/Treasurer (John)
 - A. Sen. Chair – Catherine proposed John O'Shea as new Sen. Chair. Gemma and Hadi also voted in favor of this motion.
 - B. Junior Chair – This position will be a two-year position, as discussed previously, and will incorporate a 'New Member Coordinator' role in conjunction with the Junior Chair role. This is based on the idea that in the second year the Junior Chair will take up the position of senior chair. The board voted in favor of Hadi taking on the role of junior chair.
 - C. Sec/Treasurer – Gemma is still interested in this position and was voted in favor by the board.
 - D. Communications – Tabled until next meeting.
 - E. We still need to recruit more members
 - i. John asked Simran to think about whether she would like to take up a board position and to discuss it at the next UPDA meeting.
 - ii. Hadi queried the situation of Nelly's position in the UPDA. John believes that she has now stepped down from her role.
 - F. Jennifer highlighted an issue/query about the legality of the voting in of new members that took place at the meeting since we only had four board members at the meeting.

Action: Check by-laws and discuss this at the next meeting. If required, carry out another vote when more board members are present.

3. Postdoc Awareness Week Check-In – Sept 19th from 3-5pm in HSEB 4100 B (John)
 - A. There was some confusion about the actual scheduling for the event i.e. 3-4 pm AGM, 4-5 pm Orientation, 6-9pm Social at Gracie's?
 - i. Jennifer suggested that we should think about putting the Orientation first and then do the AGM so that maximum numbers of people are present for the AGM.
 - ii. We think it might be too short a time to switch things around now so for this year we will keep it as originally planned.
 - iii. Dean Kieda, Dr. Tom Parks, representation from Benefits and the International Center and Center for Science Education will all be present.
 - iv. John also suggested that 1 hour (3-4 pm) was too long for the AGM. He was cautious about the number of people that might attend. It was decided that the AGM would run from 3.30-4pm and Orientation from 4-5pm followed by the Social at Gracies.
 - B. Jennifer has some great ideas for future AGM/Orientations such as representation from the counseling services, Outdoor Recreation etc. We

should plan ahead for next years event with the help of Jennifer to really “sell” the Annual Postdoc AGM/Orientation.

- C. Jennifer is going to manage the postdoc listserv for the Graduate School and will therefore put new postdocs into the UPDA email list.

Action: Send ‘new’ welcome email to all postdocs incase previous attempts at contacting them has failed. Catherine will hold off sending the AGM/Orientation email until Jennifer has updated the email lists (latest Friday afternoon).

- D. Jennifer raised the point that she was running late for the UPDA meeting and that she didn’t have anyone’s number to contact and make people aware she was running late.

Action: If possible, please send Catherine contact information such as a cell phone number that can be distributed between the board members.

- E. Jennifer asked what the overall outcome of the AGM is? General consensus is that it is a route to recruit people, raise awareness, and discuss training opportunities. We should point people in the direction of the website, which is full of information for postdocs.
- F. The board, in general, is worried that we will have a low turnout because of the lack of advertising. We should get an email sent out ASAP. Jennifer also suggested putting a poster/flyer together to advertise.

Action: Jennifer will put together an AGM/Orientation flyer and send it out to board members/departments on Monday the 15th of September for people to post everywhere!

- G. Due to other commitments, Gemma will be absent from the AGM/Orientation.
- H. Martine will give a presentation of the general overview of the UPDA at the AGM/orientation including future events, training, our previous accomplishments and recruitment. Jennifer asked: what makes people want to join? Answer: If they feel that they can make a difference! Town Hall Style is a very popular way to get people involved and encourage discussions.

Action: John will discuss with Martine the contents of the presentation.

- I. We need to look over the questionnaire/survey that was previously distributed to postdocs to understand their “needs” and also emphasize the significant contributions that the UPDA has made in the last year.
- J. Martine has set up the reservation at Gracie’s and there will be food.

4. General Report of Past Activities (John)

- A. The board was, overall, very happy with the turnout for the summer picnic.
- B. The Friday early evening format worked really well. More popular than the previous two years.
- C. Ideally choose a different park next year. Fairmont park was a little “dodgy”
- D. John thought it was a little late in the summer for the picnic and also too close to the AGM. Next year we should look at holding the picnic earlier in the summer such as in June.
- E. John needs to get reimbursed for the cost of the picnic.

Action: Jennifer will organize John’s reimbursement.

5. By-Laws Update on website (Catherine/Jennifer)

- A. By-laws are now back on the UPDA website and the link is being fixed

- B. John brought up the “last updated” section of the UPDA website which appeared out of date or incorrect. Either remove this feature completely or update it accordingly. The date should be the date that the committee meeting was approved on.

6. Mentoring Agreements (Martine) (Ongoing/Tabled)

- A. Jennifer said that the Dean of Graduate School is very much invested in mentoring on campus. He has lots of ideas and is meeting with various people with regards to this subject.
- B. They have already updated various links on the postdocs.utah.edu website (under faculty toolkit) which includes general documents that are used all across America such as the Compact for Mentoring, My IDP, etc.
- C. The Dean is very much interested in promoting mentoring both at the graduate and postdoc level.

Action: Discuss point 6 further at next UPDA meeting. John will also email Martine with regards to this to clarify what needs to be done.

7. Counseling Center – Survey for Services (Jennifer and Hadi)

- A. This section is largely on hold. Hadi is waiting to hear back from Stanford University regarding “how to encourage people to participate in surveys”
- B. Overall question/goal is to assess whether postdocs need/desire a support group from organizations such as the counseling department.
- C. Jennifer has contacts with people on campus who are excellent at generating appropriate questionnaires and can provide appropriate guidance.
- D. Hadi suggest that we need a statistician
- E. No precise timeline/deadline for the questionnaire as of yet but hoping for before year end
- F. Catherine asked whether there was a minimum/maximum number requirement for the counseling service to participate. Jennifer has provided the counseling department with details on previous participation on other UPDA organized events and they seem happy with these numbers.

Action: At next UPDA meeting we should setup a sub-committee to drive the survey production including what we want to ask and how we will use the data.

8. UPDA Website Update for Board Members/Link to Postdoc Research Journal (Catherine)

- A. Remove Nelly and Ashley’s details.
- B. Gemma needs to send a picture and her details to Catherine for inclusion on the website.

Action: Before AGM, Gemma send bio and picture to Catherine for UPDA website.

- C. John suggests that we also include a picture and bio for Jennifer and Mary.

Action: Jennifer and Mary send personal bio and picture to Catherine for UPDA website at earliest most convenient time.

- D. Catherine requested that she input the details and provide a link to the International Postdoc Research Journal on to the UPDA website since she is an editor/board member of this organization.
 - i. It is a peer-reviewed journal that allows postdocs to submit a paper for publication.

- ii. It has an ISSN number and will soon have a DOI number. It will also soon be in pubmed i.e. it will be indexed.
 - iii. Catherine does not gain financially from this endeavor
 - iv. The consensus was that everyone is happy for the details to go onto the UPDA website under the links page and will include a short paragraph describing the journal.
9. MdM – Unavailable this semester at time of meeting but available next semester. Does this affect her status on board?
- A. We meet every 8 weeks
 - B. John checked by-laws and is taking today's meeting as the start of a new academic year
 - C. By-laws say that she cannot miss more than 50% of the meetings so she is fine for the time being.
10. Additional points of discussion
- A. Hadi has put together a Welcome/Survival Package for International UPDA Newcomers that he would like to distribute to postdocs.
 - i. John suggested that he distribute it to board members to check over before he posts it onto the website.
 - ii. Basic information such as banking issues is included and all appropriate references are provided.

Action: Hadi will finish the document and distribute it to board members to approve and then upload it on to the UPDA website.

- B. The faculty in biochemistry has approached a friend of John's re. starting up a Life Sciences postdoc group.
 - i. John thinks this is a stupid idea. He suggested that the group should be incorporated within the UPDA group and we could set up a sub-committee for the life sciences to achieve this.
 - ii. John will contact his friend to set up a meeting with the faculty to "sell" the UPDA. Jennifer will attend this meeting with John and feedback to the UPDA
 - iii. This also opens the opportunity for other departments to generate sub-committees and help grow the UPDA.

Action: Discuss at the next UPDA meeting the outcome of John and Jennifer's meeting with biochemistry faculty and the possibility of generating sub-committees for each department within the UPDA

- C. UPDA Meeting Time
 - i. John has a lab meeting until 11.30 am on a Thursday and therefore cannot get to the UPDA meeting for the start.
 - ii. General consensus is that we delay the start time to 12 pm?
 - iii. Set date of every 8 weeks is still suitable so keep room bookings dates as they are but the timing is a problem.
 - iv. It will be easier to recruit people if we can reduce the length of the meeting from two hours to 1 hour

Action: Subsequent UPDA meetings will start at 12pm and ideally aim to finish by 1pm.

Future dates for UPDA events: AGM/Gracies 19th September 2013, OSP Funding Sources 24th October 2013, Lumpy's Geeks Who Drink Trivia 14th November 2013, How to Give a Great Job Talk 5th December 2013.

11. End of Meeting/Next Meeting

**7th November 2013 Frances C Hoopes Seminar Room 2130N – Marriott Library
12pm to 1.130pm**

Action: Ask Martine to send out the details of upcoming UPDA meetings and their locations so that everyone has a record of them.