

U of U Post Doctoral Association Meeting Minutes

November 7th, 2013

Frances C Hoopes Seminar Room 2130N – Marriott Library

12:00 - 1:30 PM

Attendance: John O'Shea (Oncological Sciences), Jennifer Mabey (Graduate School), Catherine Loc-Carrillo (Orthopedics), Gemma Robinson (Oncological Sciences), Simran Sidhu (School of Medicine), Jessica Pearson (Modern Dance), and Martine Green-Rogers (Theatre),

Planned Absences: Mary Anne Berzins (HR), María del Mar González-González (Art History), Hadi Javan (Molecular Medicine).

Unplanned Absences: Natasha Naylor (Law and Social Sciences).

Minute Taker: Gemma Robinson

1. Approve minutes from 9-12-2013 (John)
 - A. Approved!
2. Replacing vacated positions (John)
 - A. Sr. Chair, Jr. Chair, and Sec. Treasurer
 - i. All above position have been doubly verified! All voted in favor.
 - ii. Currently we have 9 board members, need 5.5 to approve. We had 6 votes.
 - B. Elect communications position
 - i. Simran nominated for Communications.
 - ii. Approved by board.
 - C. Recruiting New Board Members
 - i. Currently have 9 board members but most of these will need to vacate their positions before the next AGM.
 - ii. Jennifer suggested that similar to other universities we could function more like a counsel and have representatives from all schools/departments to encourage diversity.
 - iii. The life sciences have re-started their postdoc association, which may discourage people from getting involved with the UPDA.
 - iv. Encourage people to attend meetings now even if they cannot contribute to votes because they are not board members.
 - v. Bring a friend to next meeting!

Action: Contact heads of departments early next year (2014) via email to encourage them to aid recruitment to the UPDA by having representatives from their departments become members. Martine will draft a blanket email, which will be sent to the Deans by Jennifer in early 2014.

3. General Report of Past Activities (John)
 - A. AGM – Next Year???
 - i. This year's AGM turn-out was not good!
 - ii. Advertising was poor. We need to be better prepared next year. Ideally aim for 3 weeks, 1 week and 1 day reminders prior to the event. Also, start planning at an earlier UPDA meeting at least 3 months before.
 - iii. 30 minutes for UPDA presentation was plenty of time.

- iv. AGM might have had a bad turn-out because it was later in the day (approx. 3pm) compared to lunch time of previous years, and on a different day.

Action: For next year's event, we need to plan earlier (May UPDA meeting), have the AGM during a lunch time earlier in the week (with food provided) and have the social later in the week.

B. Postdoc Appreciation Week

- i. See above.
- ii. We should plan events for the week instead of just one day during the week so spread things out.
- iii. Think about planning events for this in early summer 2014

C. OSPR Postdoc Funding Sources

- i. 17-18 people – so good turnout.
- ii. Lots of pizza left over however we did not notify people that there would be food.
- iii. Very useful, good response.

D. Presenting with Confidence (Martine)

- i. Not as good turnout as previous time but still good response.
- ii. Next 'Presenting with Confidence' will be in the spring time.
- iii. Martine mentioned that Mary Anne would like to coincide the next 'Presenting with Confidence' with a training session on 'How to give a good job talk' – tentatively scheduled for spring/fall 2014.

Action: For future events we need to notify people earlier and plan for events better. Discuss events for 2014 at next UPDA meeting.

4. UPDA Email List (Catherine/Jennifer)

- A. The UPDA email list is up-to-date according to Jennifer. However, John still believes that people are not getting our emails. Need to discover if this is a widespread problem or if it just specific people.
- B. Jennifer said that everyone with a postdoc job code should receive all of the UPDA emails.

5. Board Member Contacts (Catherine)

- A. Catherine is still missing a few UPDA board members contact details. Update these ASAP – Jessica, Jennifer, Mariadelmar, Natasha (Email and Contact #).

6. DropBox, email, web access (John)

- A. John asked who has access to the UPDA DropBox, which contains UPDA documents – Martine, Catherine, Ashley and Jennifer.
- B. John needs access – Martine has sent John a link to provide access.
- C. John asked what our UPDA general contact email address is.
 - i. postdocs@gradschool.utah.edu and upda@utah.edu
 - ii. The first goes to Jennifer in the postdoc office the second goes to Catherine.
 - iii. Catherine will add John as a receiver of the UPDA@utah.edu email.
 - iv. The email address on the UPDA website is incorrect! It is stated as UPDA@lists.utah.edu which is incorrect. This is the listserver!

Action: Jennifer will remove the incorrect email (UPDA@lists.utah.edu) from the UPDA website and update with the correct one (upda@utah.edu).

D. Catherine will transfer web access to Simran.

7. Mentoring Agreements (Martine)

- A. Multiple board members raised issues as to how we could successfully move forward with this.
 - i. Ashley initiated this and Martine took the role over.
 - ii. It should be noted that there is already a wealth of information on the UPDA website and Office of Postdoctoral Affairs website. However, Ashley wanted a more official document.
 - iii. Jennifer raised the question of 'who could make this happen?' and suggested that this would be a huge policy change, which would take time to implement. It would need to come from the Dean of the Graduate School in order for it to be taken seriously. The Dean does think that mentoring is a key point that is important for graduates.
 - iv. Case by case issue would be largely out of our hands.
 - v. PI's would need to be 'educated' on how to mentor. What does a good mentoring agreement look like?
 - vi. Would this be a yearly mentoring agreement?
- B. The general consensus from the board is that the Mentoring Agreements movement will be tabled for the foreseeable future.
 - i. However, postdocs should know the resources that are available to them.
 - ii. Make a link available on our websites.
 - iii. Email postdocs to make them aware of what is available.

Action: Jennifer will generate an email to send to postdocs to make them aware of the resources available to them. However, some initiatives are about to become active from the grad school office so she will wait until all information can be included on the email.

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

- A. Jennifer is working with Assessment, Evaluation and Research Office to develop/draft the survey.
- B. It will be a short survey to question whether people would be interested in classes with respect to the counseling center. Would people be interested in these classes and what times>?
 - i. This will be shared with the board once completed.
- C. Jennifer currently sits on a presidential committee looking into the childcare, lactations stations, family issues etc.
 - i. She would like to send an email out to gather postdocs opinions. Just make the subject title very clear e.g. childcare.
- D. Martine also sits on a board for the Presidential Commission for the Status of Women (with Mary Ann).
 - i. If there are over arching problems, Martine can raise these points at her next meeting.
 - ii. Consensus is to see what the response to Jennifer's survey is once we receive it.

9. Welcome/Survival Package for International UPDA newcomers (Hadi)

- A. Tabled until next meeting– Hadi Absent from meeting.

10. UPDA Upcoming events (John)

- A. UPDA Board Meetings: Time 12-1.30pm
 - i. Jan 9 2014 – HSEB 5100 A
 - Feb 27 2014 – Marriott Library Frances C. Hoopes Seminar Room (Rm 2130N)
 - Apr 24 2014 – HSEB 5100 D

June 19 2014– Marriott Library - Frances C. Hoopes Seminar Room
(Rm 2130N)

Aug 21 2014- *We will have to schedule this in the Spring*

ii. Martine will generate an instructional document explaining how to make room bookings.

B. Social Events

i. Next week: Lumpy's *Geeks Who Drink* Trivia 14th November 2013

ii. Martine cannot attend. Simran might be able to attend. John, Gemma and Catherine will attend.

Action: Catherine will send out reminder emails in the coming week.

C. NPDA Conference/General Meeting

i. 4-5th April 2014 in St. Louis.

D. Workshop - How to give a great job talk (Mary Anne)

i. May have to move this from Dec to Jan.

ii. Speak availability issues?

iii. Remove from website current events.

E. Plan more social events.

i. Friday 20th of December 2013: Marriott Hotel Christmas Drinks.

ii. January - Awesome training event? (Mary Ann)

iii. February – Skiing Day? (Jessica)

iv. March – Awesome training event? (Mary Ann)

v. April – Bowling (Martine)

11. ULSPD Events (John)

A. John mentioned that the ULSPD have currently arranged an informal job talk discussion

B. 1st Monday of every month will be an informal get-together in the School of Medicine Cafeteria. If people are free they should attend.

C. They did not want to integrate with the UPDA, which is a shame.

12. Survey Sub-committee (John)

A. Do we need to put together a sub-committee to generate a survey?

i. What questions do we want to ask?

ii. Do we want a smaller more targeted survey?

iii. To include childcare/services etc?

iv. Or do we need a broad survey?

B. General consensus is that we should generate small specific surveys for the time being, as required.

13. Additional Points of Discussion (Everyone)

A. Martine is currently in a show: Avenue Q, at the Babcock Theatre 8th-24th November 2013.

i. Everyone should attend ☺

14. End of Meeting/Next Meeting

**Jan 9 2014 – HSEB 5100 A
12pm to 1.130pm**

Future dates for UPDA events: Lumpy's *Geeks Who Drink* Trivia 14th November 2013

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