

Utah Postdoctoral Association (UPDA) Board Meeting

Thursday June 19th 2014

Marriott Library - Frances C. Hoopes Seminar Room (Rm 2130N)

12:00 - 1:30 PM

Attendance: John O'Shea (Oncological Sciences), Gemma Robinson (Oncological Sciences), Simran Sidhu (School of Medicine), Catherine Loc-Carrillo (Orthopedics), Yen Wang (Oncological Sciences) Hadi Javan (Molecular Medicine), MaryAnne Berzins (HR).

Known Absences: Jennifer Mabey (Graduate School),

Agenda

1. Approve minutes from last meeting (John)

A. Approved!

2. Board members departing (John)

A. María del Mar González-González, Martine Green-Rogers and Jessica Pearson have now left the UPDA board.

B. We would like to sincerely thank them for all their time, effort and suggestions during their time as UPDA board members. We wish them lots of luck for their future endeavors.

C. We, therefore, need to recruit more people to the board. Ideally we would have 8-10 people on the board.

D. MaryAnne asked what was happening with postdocs in the engineering department. John said that he had not had contact with any of them re. joining the UPDA.

E. Hadi raised the point that he will not be able to take over as Chair of the UPDA in September because of career issues. He is happy to continue as a board member but not as chair of the society.

F. MaryAnne asked if we need to change the structure of the board. One suggestion was to have co-chairs from each department but John says he just doesn't see the interest.

G. We need to clarify what the situation is for new post docs. Most of them should have been receiving emails from Hadi based on updated listserv emails received from Jennifer. It was suggested that Simran take over this role since she is communications offer.

Action: Hadi will pass the information over to Simran for contacting new postdocs. Also, please clarify when the last time you received this email list from Jennifer was.

3. Venue for Board meetings (John)

A. Since all remaining board members are from upper campus John suggested that we have all further meetings on upper campus for ease.

B. John will book HSEB for future meetings in 2014.

C. We will reassess the venue for board meetings as the UPDA board expands.

D. Catherine has a protocol in place for how to book rooms, which should be made accessible to the relevant people as required.

4. General Report of Past Activities

- Poplar Street Pub (May 15th)

A. Good turn out: 10 people turned up.

B. These events are relatively easy to organize and have a decent turn out so we should keep organizing these.

- Knudra Transgenics (June 12th)

A. Good turn out: 16+ people.

B. People who we did not necessarily recognize turned up which was great.

C. It was well received. Very specific questions suggestion it was a targeted audience.

D. We will work with the technology and commercialization office to increase these types of activities. MaryAnne will be our point person to make contact with the office.

- MaryAnne Workshops

A. Always well received!

B. General consensus is that postdocs are frustrated with the move to research independence.

C. We need to provide as much relevant training as possible.

D. There is a list of competencies for postdocs including a professional development plan. We should put this information on the UPDA website and on Jennifer's webpage i.e. as many places as possible.

E. We should make a check list for postdocs.

5. UPDA Upcoming events

- Summer BBQ [27th June 2014]

A. The summer BBQ is nearing so please print out the flyer and put it up around buildings.

B. A reminder email will be sent out on Tuesday with RSVP's needed by Wednesday.

C. To date, 15 people have RSVP'd.

D. Simran and Catherine will go for the food and Jennifer will reimburse them after the event.

- Summer Workshop Series (August)

A. MaryAnne will John flyer to put up around departments.

- Meet the UPDA events

A. No immediate plan to do anymore of these.

- National Postdoc Appreciation Week (15th – 19th Sep 2014)

A. John will not be here for this event. Catherine has kindly agreed to head it with the help of Simran.

B. In the August UPDA meeting, Catherine will record a short clip from John and Hadi to show at the AGM.

C. MaryAnne suggests that we have a range of events programmed for this week. For example, resume workshop, mentoring and career development etc. The idea would be to run three or four small focus groups through a half-day event. Focus groups could include resume, IDP, Industrial Panel, Academic Panel

D. It would be great if we had a theme for the week.

E. We would need sponsorship to make it worthwhile.

F. We might also like to think about bringing in a guest speaker.

G. The theme could be Career Development Day.

H. Start with the AGM (provide food) then move into the four focus groups. We would require registration and sign-up.

I. Tentative date 18th September 2014.

6. Recruitment Letter to Heads of Departments (John)

A. John has not yet sent the recruitment letter email. He is not very happy with sending a miss email. He thinks it is very impersonal.

B. If the message came from the Dean of the Graduate school then it might have more of an emphasis.

C. MaryAnne will discuss with Jennifer, David and Cindy our intention with the email and encourage involvement.

D. Place mass sending out of email on hold until MaryAnne has had time to discuss it with the Graduate School.

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

A. Tabled until Hadi has more time to re-do this.

8. Promoting use of NPDA website/ Signing up as Affiliate Individual Member (John)

- From Ph.D. to Professoriate: The Role of the Institution in Fostering the Advancement of Postdoc Women

- Quick guide to visas

- Mentoring plans

A. We should encourage postdocs to sign up as affiliate members to the NPDA website.

B. We will include this information as the AGM and encourage them to register.

C. We should also think about sending a postdoc wide email making people aware of the NPDA website.

Action: Simran will send out an email with the UPDA information on it.

9. Postdoc Journal (Catherine)

A. Tabled until we understand more about what they mean by endorsing.

10. Additional Points of Discussion?

A. Catherine: We should make postdocs aware of the ombudsman in the dept. of academic and faculty affairs for those people that may be having some issues at the university. We should also encourage postdocs that contact us with complaints to contact the Dean of the Graduate school and Jennifer Mabey. Both have responsibilities and facilities to provide assistance. Also, include this information on the website.

B. UPDA Website needs updating. We need to remove the biographies for Martine, MDM and Jessica. Also, Yen will send Simran a photo and a short paragraph about himself. Also, we need to update the events page.

C. Only one person should respond to UPDA emails from people to avoid confusion. Whoever replies first will Bcc the others on the email so that everyone knows the email has been responded too. Simran will be the first point person to reply to these emails.

11. End of Meeting

Next Meeting: August 21st 2014 – Venue TBA

Documents Sent: Agenda; Summer BBQ Flyer; Minutes from April UPDA Meeting.