

## Purdue Postdoc Association (PPDA)

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### Minutes of the meeting of the PPDA Council

<b>Meeting date / time</b>	<b>Tuesday June 8<sup>th</sup>, 2010, 8.30am</b>
<b>Meeting location</b>	<b>Room 111, Matthews Hall, Purdue University</b>
<b>Minutes status</b>	<b>Accepted July 6<sup>th</sup> 2010</b>

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<b>Name</b>	<b>ID</b>	<b>Position</b>	
Kris Villez	<b>KV</b>	Co-President	<b>Present</b>
Valentina Trinetta	<b>VT</b>	Co-President	<b>Present</b>
Nicolas Bordenave	<b>NB</b>	Treasurer	<b>Excused</b>
Kostas Gourgouliatos	<b>KG</b>	Public relations	<b>Present</b>
Charlotte Perrett	<b>CP</b>	Secretary	<b>Present</b>
Peter Richtsmeier	<b>PR</b>	Webmaster	<b>Absent</b>
Dina Banerjee	<b>DB</b>		<b>Present</b>
Simran Banga	<b>SB</b>		<b>Present</b>
Christian Hammer	<b>CH</b>		<b>Excused</b>
Talvikki Hovatta	<b>TH</b>		<b>Present</b>
Ana Juan Garcia	<b>AJ</b>		<b>Absent</b>
Defne Kayrak-Talay	<b>DK</b>		<b>Present</b>
Tillmann Kubis	<b>TK</b>		<b>Present</b>
Alon Ludwig	<b>AL</b>		<b>Absent</b>
Shexia Ma	<b>SM</b>		<b>Absent</b>
Akil Narayan	<b>AN</b>		<b>Present</b>
Anne Roulin	<b>AR</b>		<b>Excused</b>
Jennifer Tsuruda	<b>JT</b>		<b>Present</b>
Nicole Weber	<b>NW</b>		<b>Present</b>
Professor Peter Dunn	<b>PD</b>	Faculty Advisor	<b>Present</b>
Professor Jon Story	<b>JS</b>	Faculty Advisor	<b>Excused</b>

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#### Agenda:

1. **Approval of previous minutes**
2. **PPDA constitution and official recognition**
3. **PPDA dinner**
4. **Update from PR Officer**
5. **Subcommittees**
6. **Social events**
7. **Pre-tenure Women Conference**

- 8. Postdoc definition**
- 9. Individual Development Plan**
- 10. Callout and elections**
- 11. Any other business**

- 1. Approval of previous minutes**

- a) May meeting minutes are accepted.

- 2. PPDA Constitution and official recognition**

- a) VT thanks Prof. Dunn for announcing at the PPDA dinner that the PPDA has been officially recognised by Purdue University.

- 3. PPDA dinner**

- a) VT thanks all those who were involved in organising the PPDA dinner.
- b) VT asks Council members to provide feedback on how they felt the dinner went to improve the event if it is held in future years. KV reports that the organising committee felt that the event went well, although there was one reservation about the speaker as the usage of Christian contexts was not felt to be entirely appropriate given the diversity of the audience. KV also reports that several alternative venues have been suggested for future events. KV, VT and TK all agree that they felt the PPDA dinner was a success. NW suggests that the event could be made more child-friendly in the future.

- 4. Update from the PR**

- a) DB informs Council that a list of Deans and their assistants has been created and used to send emails informing them of the existence of the PPDA and to ask for a meeting with the Dean of each College/School. DB have met with Dean Svensson of College of Pharmacy, Nursing, and Health Sciences, who has offered to provide help and also given DB the contact details of Associate Dean Barker who has contact with Postdocs in that college. Members of the PPDA will also give a 15 minute presentation at the next academic meeting of the College of Pharmacy, Nursing, and Health Sciences on September 17<sup>th</sup> to describe the role and activities of the PPDA. DB have also met with the Dean of Consumer and Family Sciences and the Dean of Liberal Arts, and have a meeting scheduled with the Dean of the College of Science on June 28<sup>th</sup>. The Dean of the College of Agriculture has previously been met with and the Dean of the Krannert School of Management felt a meeting was not appropriate given that there are no Postdocs in this School. The main College remaining to schedule a meeting with is therefore the College of Engineering. All of the Deans have been supportive in aiding the PPDA reaching Postdocs, and offer letters sent to Postdocs will now mention the PPDA. Once all the Deans have been contacted, DB will start contacting the Heads of Departments to inform them of the PPDA.

- 5. Subcommittees**

- 5.1 How do I...?**

- a) TH reports back from the subcommittee responsible for writing the 'How do I...?' sections of the PPDA website. The first version of the 'How do I...?' information is now on the website on PR's server, and will therefore also be available to all Postdocs once the website is transferred onto the OVPR server. VT asks how long before the final version will be ready. TH replies that since each member of the

subcommittee is writing one 'How do I..?' a month, then 2-3 months will be required. However, they wanted the first draft to be available on the website so it can immediately be a source of information for new Postdocs. KV comments that once the final document is completed, there will need to be a periodic review of the information to make sure it is up-to-date.

**b)** TH informs Council that the Indian Graduate Student group (I-GRASP) have contacted the PPDA to ask whether they can work together to create a source of information for those new to the University. Therefore, the 'How do I..?' subcommittee and I-GRASP will share their information with each other, but have separate documents.

### **5.2 Seminar Series**

**a)** From the subcommittee organising a seminar series for Postdocs, KG reports that Prof. Muller is available on June 16<sup>th</sup> to talk about teaching science. VT suggests this date is too early to allow sufficient advertising of the event and enable a large enough audience to be recruited. Therefore, VT suggests finding a date in the first week of July, and asks KG to book a room with a piano! PD suggests KG asks Sherri Neiberts to organise the room.

### **5.3 Survey**

**a)** NW informs Council that the IRB approval for the survey will be submitted this week. Once it has been approved, which should take ~2 weeks, the data can be analysed and a paper written. The majority of people in the subcommittee for analysing the survey have done their training, but a few have not. Therefore, VT urges those who have not done so, to complete the training as soon as possible. NW also states that anyone else who wants to help can join at any time since the training involves an online course.

**b)** VT states that once the survey results are analysed, she would like the data to be presented to Postdocs. VT suggests that perhaps at the annual callout in September, a presentation and discussion of the results could take place. VT asks NW whether this would be possible. NW says the results should be ready and agrees with KV and VT that it would be an opportune moment.

## **6. Social events**

**a)** JT reminds Council the June social event is Friday, June 18<sup>th</sup> and is bowling at Market Square Lanes. The RSVP date is June 15<sup>th</sup> as they need to reserve the lanes. JT also helps enough people will attend to get discounts on shoes rental etc. The event will be advertised again in the June newsletter, and JT will add to the facebook page.

**b)** JT tells Council the July social will be a trip to Columbia Park zoo on Saturday July 17<sup>th</sup>, meeting at the main entrance at 11.30am. JT reports that it is \$50 to reserve a shelter. NW says that often nobody is using one of the shelters, so the reservation is probably not necessary.

**c)** JT asks for other suggestions for social events. KV suggests lazer shooting.

## **7. Pre-tenure Women Conference**

**a)** VT reminds Council about the Pre-tenure Women Conference that will take place at Purdue in September (23<sup>rd</sup>-24<sup>th</sup>). VT has been contacted by the organisers to give a list of topics the PPDA thinks attendees would be interested in. VT has given a preliminary list but would like other suggestions from Council members by

the end of the week. The conference organisers have also asked for 2-3 female Postdocs to be part of a panel discussion on 'Postdoc' life and 'Women in Higher Education'. VT asks for volunteers to contact her by the end of the week.

**b)** KV asks if the Pre-tenure Women Conference coincides with National Postdoc Day, since if so the conference may clash with the proposed callout date for the PPDA. VT looks in her diary and agrees the last day of the conference is on the day of the callout but believes the callout will be held after the conference has finished.

## **8. Postdoc definition**

**a)** VT asks Council for feedback on the document DB and AR created, defining the term 'Postdoc', and which will be given to the Pre-tenure Women Conference organisers. Comments include:

- i) SB says that in some Departments such as Biological Sciences there is no teaching expected of Postdocs and therefore, there should be less emphasis on teaching in the definition. TH agrees and suggests the document states research is the main focus of Postdocs. NW says teaching is not expected of her but she seeks it out and therefore teaching should not be stated as a primary role for Postdocs, but as an opportunity that can be available. KV agrees with NW but TH states that she is happy not to teach and has no desire to teach, therefore, NW suggests the definition makes it clear there is no obligation to teach but is an opportunity that can be pursued by those who are interested. PD tells Council that if a Postdoc has a salary 100% of which is paid by a research grant, then it is not that you cannot be paid to teach but that you cannot teach at all. The reason for this is that you are treated as a 'full professional' and you have to spend all your time on what you are paid for i.e. research.
- ii) TH feels the definition should be condensed as it is currently too long. CP agrees with TH and also thinks the language and grammar should be checked through so it reads better. SB thinks there is currently too much repetition, and once this is removed, the document will be shorter.
- iii) AN asks whether the definition should be geared only towards science disciplines. KV says it depends on the University/Country as to how the disciplines are defined, for example, in Belgium they call all disciplines 'Sciences'. DB points out that the definition is suppose to be specific to Purdue where there are only 6 Liberal Arts Postdocs, and therefore there is an inherent bias towards science disciplines. KV suggests the term 'science and humanities' is used.
- iv) TH suggests 'an experience abroad' is changed since not everyone travels abroad for a Postdoc.

**b)** VT decides that VT and AR will take into consideration all the comments made and edit the document accordingly. AN volunteers to aid with the editing while CP volunteers to read through the document to make sure it reads well as a 'native' English speaker.

## **9. Individual Development Plans**

**a)** VT and KV report that Dr Elizabeth Tran from the Department of Biochemistry made contact with the Co-Presidents, following their invitations to Faculty members to attend the Postdoc dinner. Dr Tran had Postdoc experience before beginning her Faculty position at Purdue and would be interested in working with the PPDA to develop an Individual Development Plan (IDP) for Postdocs. KV does a quick poll

on who in the Council has heard of this term, which turns out to be nobody. KV and VT were introduced to the term during the NPA annual Conference. The idea behind the IDP is that at the start of a Postdoc position, the Postdoc sets out various goals and these are reviewed at certain time points so the goals can be altered as necessary. The goals can include listing strengths and weaknesses and planning to work on weaknesses. The IDP therefore acts as a planning tool for your career. TK recounts a story where a Professor he met declared that there is no way to plan your career, and feels many Professors have this view and therefore asks whether an IDP is useful. KV replies that he believes it is useful since it can help people realise their goals and gain skills that may be useful for any career opportunities that emerge. KV goes on to say that the PPDA cannot implement the IDP but they will be involved will developing it and facilitating its implementation, which will ultimately be down to Heads of Departments.

**b)** KV asks for volunteers to have a subcommittee to work on developing an IDP for Purdue. SB asks what the role of the subcommittee will be. KV replies that members will continue with DB and AH's work defining the roles of Postdocs and review various IDPs that currently exist to make one specific to Purdue. VT, KV, SB, NW and TK volunteer for the subcommittee.

#### **10. Callout and elections**

**a)** KV reminds members that at the last Council meeting it was decided that the callout will take place on September 24<sup>th</sup> (National Postdoc Day) at which time the Co-Presidents, Treasurer and Secretary will be elected. An election subcommittee has been set up and will accept nominations until 10days before the callout. The Postdoc email list will be used to advertise the final candidates and email votes allowed from those who can't attend. KV also suggests that some Council members may want to stand down so that new Postdocs can join and have their input. KV also suggests that it could be possible for a large number of Council members to leave and be replaced if the PPDA and Council are well-established. Even if a Postdoc is not a member of Council they can still be involved through one of the subcommittees. Therefore, KV encourages Council members to recruit Postdocs to the subcommittees they are involved with.

#### **11. Any other business**

**a)** VT announces the trip for Council members to spend some time together outside of organising PPDA matters and as a 'thank you' for devoting their precious time to helping run the PPDA, will take place on Saturday 10<sup>th</sup> July. The trip will be to the Indiana Dunes and VT suggests a carpool is put in place. VT also reminds members that the trip is only for Council members.

**b)** KV and VT would like to introduce orientation sessions for new Postdocs. They ask PD for help from the OVPR to track down speakers. PD asks for a list of topics to be covered at the orientation and he will track down relevant speakers. PD asks how often the orientations will take place. KV suggests starting with twice a year and after the first year using feedback to decide whether the timing is correct. KV also suggests the format will be talks of half an hour on each topic with ISS available to talk to international Postdocs about issues related to their stay and also maybe a tour of campus.

**Actions:**

<b>Action identifier [yyyymmdd-no- id/id/..]</b>	<b>Short description</b>	<b>Deadline</b>	<b>Status</b>
20091207-2-PR	Create a fully operational PPDA website	2010-03-31	<b>completed</b>
20100301-1- AJ/VT/SM/KG	Organise a seminar series for Postdocs	2010-12-31	<b>ongoing</b>
20100301-2- KV/TH/SB/CH	Create a series of 'How do I...' features for PPDA website	2010-09-30	<b>ongoing</b>
20100301-3- VT/NM/JT	Organise June social	2010-04-30	<b>completed</b>
20100501-1-KV	Adjust the PPDA constitution for changes in election requirements for different positions	2010-06-30	<b>ongoing</b>
20100608-1- NW/VT/NB/TH/TK/ AN/PR/AR	Analyze survey results and present to Postdocs	2010-09-24	<b>ongoing</b>
20100608-2- DB/AH/VT/AN/CP	Prepare a definition of 'Postdoc'	2010-07-01	<b>ongoing</b>
20100608-3- KV/VT/SB/NW/TK	Prepare an IDP specific to Postdoc	2010-11-30	<b>ongoing</b>
20100608-4-KV/VT	Give a list of topics for Postdoc orientation to OVPR	2010-07-31	<b>ongoing</b>

**Date and time of next meeting: Tuesday 6<sup>th</sup> July 2010 at 8.30am. Room MTHW 111**