

## Purdue Postdoc Association (PPDA)

### Minutes of the meeting of the PPDA Council

**Meeting date / time**      Thursday September 2<sup>nd</sup> 2010, 8.30am  
**Meeting location**        Room 111, Matthews Hall, Purdue University  
**Minutes status**            Accepted October 7<sup>th</sup> 2010

<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>
Dina Banerjee	<b>DB</b>	Public relations	<b>Excused</b>
Nicolas Bordenave	<b>NB</b>	Treasurer	<b>Present</b>
Charlotte Perrett	<b>CP</b>	Secretary	<b>Present</b>
Peter Richtsmeier	<b>PR</b>	Webmaster	<b>Present</b>
Simran Banga	<b>SB</b>		<b>Excused</b>
Christian Hammer	<b>CH</b>		<b>Present</b>
Talvikki Hovatta	<b>TH</b>		<b>Present</b>
Ana Juan Garcia	<b>AJ</b>		<b>Present</b>
Kostas Gourgouliatos	<b>KG</b>		<b>Absent</b>
Defne Kayrak-Talay	<b>DK</b>		<b>Present</b>
Tillmann Kubis	<b>TK</b>		<b>Excused</b>
Akil Narayan	<b>AN</b>		<b>Excused</b>
Jennifer Tsuruda	<b>JT</b>		<b>Present</b>
Liz Vivas	<b>LV</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>Present</b>
Professor Linda Mason	<b>LM</b>	Faculty Advisor	<b>Present</b>

### Agenda:

1. Approval of previous minutes
2. New PPDA Faculty Advisor
3. Update from PR Officer
4. Subcommittees
5. Social events
6. Callout and elections
7. Any other business

**1. Approval of previous minutes**

- a) July meeting minutes are accepted.

**2. New PPDA Faculty advisor**

- a) KV introduces Professor Linda Mason as a new Faculty advisor to the PPDA. Prof. Mason introduces herself and her role at Purdue as a Professor in Entomology and a member of the Graduate School Administration. Council members then introduce themselves to LM.

**3. Update from the PR**

- a) KV reports to Council from a meeting KV and VT had with DB. PPDA has met with all the Deans and many of the Associate Deans of Research. They have all been supportive of the aims of the PPDA and have agreed to mention the PPDA and its website in offer letters to new Postdocs.
- b) VT asks Council for suggestions of the future role of the PR now that senior faculty have been contacted and informed of the existence of the PPDA. PR asks whether there needs to be regular contact with the Deans and whether the PR could be responsible for this. KV replies that a list of the Deans and their email addresses has been made and they will be sent relevant news items from the PPDA. VT suggests that since attendance at socials and the seminar is low the PR could try and improve this. NB agrees that someone should be responsible for trying to get Postdocs attending events. Or PR suggests at least finding out reasons why they do not attend. PD says that not too much should be inferred from attendance at social events. LM agrees, saying that people will often not attend unless they know someone else. LM also suggests varying the time of the social so get different groups of people attending. VT confirms that this has already been done but they try and keep the date the same so it's easier for people to plan ahead.
- c) VT asks Council members to think of potential roles for the PR and email her and KV.

**4. Subcommittees****4.1 How do I...?**

- a) TH reports back from the subcommittee responsible for writing the 'How do I...?' sections of the PPDA website. The 'How do I...?'s' completed are already on the PPDA website. 6-7 'How do I...?'s' remain to be completed so the project should be completed by October. After this, periodic reviews will be required to keep the information up-to-date.

**4.2 Seminar Series**

- a) AJ informs Council that the first seminar organized by the PPDA took place on the 29<sup>th</sup> of July - 'How Singing, Acting and Preaching Can Make You a Better Teacher,' delivered by Professor James Mohler. 5-7 people attended.
- b) AJ hopes to arrange another seminar for end October/beginning November but requires more help. CH and DK volunteer to help AJ. Ideas are requested for seminar topics. NW suggests 'Skype interviews'. KV suggests asking Cyndi Linch for ideas in who could lead this seminar. AJ asks for the best method to advertise the seminar. PD tells Council they can ask Sherri to put an announcement in Purdue Today. KV mentions that Valerie O'Brien at Purdue has been very helpful

and also suggested that the PPDA could use the Purdue Twitter feed and Purdue facebook.

#### **4.3 Survey**

- a) NW informs Council that the IRB approval for the survey is not quite ready but should be complete in two weeks.
- b) VT informs Council that NW, VT, PR and David Nelson of CIE will analyse the data from the survey and write a paper about the results. NW says they have yet to decide whether they send the article to a peer-reviewed journal or in a general publication. The results will also be presented at the PPDA Callout and VT would like them presented at next year's NPA conference. NW also suggests investigating whether other Universities would like to use the same survey so that Universities can be compared and would be useful in future policy decisions.
- c) VT tells Council that as well as presenting the results they will have a discussion panel composed of 4 Postdocs and 1 faculty member. VT suggests they have 2 Council members and 2 non-Council members so can get an objective point-of-view. PD suggests having someone finishing their Postdoc as one of the panel members. Prof Tran or Prof Dilkes are suggested as faculty panel members.

#### **4.4 Individual Development Plans**

- a) The IDP subcommittee are making their own IDPs to see if the version they have been given will work at Purdue. Once they have discussed and modified the IDP as necessary it will be used by Dr Tran in the Department of Biochemistry.

#### **5. Social events**

- a) JT reminds Council the September social event is dinner at Bruno's on Wabash Landing on Friday, September 10<sup>th</sup>. The RSVP date is September 8<sup>th</sup>. VT will send out the announcement.
- b) JT asks Council whether they would rather visit the Corn Maze or Columbia Park Zoo for the October social. The general consensus is the Corn Maze, and it is decided to go during the day so families may attend.

#### **6. Callout and elections**

- a) KV wants an email campaign to advertise the PPDA callout on September 24<sup>th</sup> and to get all new Postdocs on the email list. KV will send a template email to Council members who are asked to forward the email to their Departmental business offices and any Postdocs they know. KV asks these emails are sent by September 12<sup>th</sup>. The callout will be also be advertised by Purdue Today and the PurdueTwitter feed. VT also suggests Postdocs put up fliers in their departments as that worked last year.
- b) KV reviews the candidates nominated so far for the named positions on Council. AN for co-President and CP for secretary. Currently no nomination for Treasurer and need at least one more for co-President. It is decided to name the candidates at the PPDA callout and to ask for other nominations/volunteers from those that attend. KV proposes that another meeting is held two weeks later for the elections. CP disagrees and suggests an email vote because she doesn't believe people will turn up for both events. TH and AJ agree. PR suggests using a website to take the results. PD suggests some websites that will allow anonymous voting and take the results. This is agreed on by Council.

c) KV goes through the details for the Callout. The location is to be Stewart 202, although this means Stewart Catering services will have to be used if food and drinks are to be provided. Therefore, JT has also looked at which classrooms are also available. PR suggests that if a classroom is chosen good parking is available. PD says that if the PPDA want to hold the Callout at Stewart, OVPR and the Graduate School will pay for the catering. PPDA Council decides to hold the event at Stewart as planned.

### 7. Any other business

a) NB asks PD to provide details of the budget contributions that can be made by OVPR so the PPDA can plan for the next year.

b) KV asks PD whether the PPDA should advertise the Postdoctoral Office. PD agrees that this may happen.

c) PD informs Council that the OVPR is working on setting up an orientation session. PD also shows Council a certificate that is available to Postdocs for completion of their Postdoctoral studies at Purdue. Postdocs need to ask their mentor to apply for it.

### Actions:

Action identifier [yyyymmdd-no- id/id/..]	Short description	Deadline	Status
20100301-1-AJ/VT/SM/KG	Organise a seminar series for Postdocs	2010-12-31	ongoing
20100301-2-KV/TH/SB/CH	Create a series of 'How do I... ' features for PPDA website	2010-09-30	ongoing
20100501-1-KV	Adjust the PPDA constitution for changes in election requirements for different positions	2010-06-30	completed
20100608-1-NW/KV/VT	Analyze survey results and present to Postdocs	2010-09-24	ongoing
20100608-3-KV/VT/SB/NW/TK	Prepare an IDP specific to Postdoc	2010-11-30	ongoing
20100608-4-KV/VT	Give a list of topics for Postdoc orientation to OVPR	2010-07-31	completed
20100902-1-KV/VT	Hold PPDA Callout	2010-09-24	ongoing

**Date and time of next meeting: Thursday 7<sup>th</sup> October 2010 at 8.30am. Room MTHW 111**