

## Purdue Postdoc Association (PPDA)

### Minutes of the meeting of the PPDA Council

**Meeting date / time**      **Tuesday May 3<sup>rd</sup> 2011, 8.30am**  
**Meeting location**        **Room 111, Matthews Hall, Purdue University**  
**Minutes status**            **Accepted June 7<sup>th</sup> 2011**

| <b>Name</b>           | <b>ID</b>  | <b>Position/Subcommittee</b>                  |                |
|-----------------------|------------|---|----------------|
| Akil Narayan          | <b>AN</b>  | President; Survey; Information; PR            | <b>Present</b> |
| Dina Banerjee         | <b>DB</b>  | Public relations                              | <b>Excused</b> |
| Charlotte Perrett     | <b>CP</b>  | Secretary; PR                                 | <b>Present</b> |
| Peter Richtsmeier     | <b>PR</b>  | Communications Officer; Annual Dinner; Survey | <b>Excused</b> |
| Liz Vivas             | <b>LV</b>  | Treasurer; Seminar                            | <b>Present</b> |
| Simran Banga          | <b>SB</b>  | Information                                   | <b>Excused</b> |
| Christian Hammer      | <b>CH</b>  | Information; PR                               | <b>Present</b> |
| Ana Juan Garcia       | <b>AJ</b>  | Seminar                                       | <b>Present</b> |
| Torrence Gill         | <b>TG</b>  | Social  | <b>Excused</b> |
| Solange Lewis         | <b>SL</b>  | Careers Fair                                  | <b>Absent</b>  |
| Defne Kayrak-Talay    | <b>DK</b>  | Seminar                                       | <b>Present</b> |
| Tillmann Kubis        | <b>TK</b>  | IDP   | <b>Present</b> |
| Amit Sethi            | <b>AS</b>  | Social  | <b>Absent</b>  |
| Atul Singh            | <b>ATS</b> |   | <b>Present</b> |
| Valentina Trinetta    | <b>VT</b>  | Social; Annual Dinner; Survey; IDP            | <b>Present</b> |
| Kris Villez           | <b>KV</b>  | Newsletter; Information; IDP; Buddy system    | <b>Present</b> |
| Professor Peter Dunn  | <b>PD</b>  | Faculty Advisor                               | <b>Excused</b> |
| Professor Jon Story   | <b>JS</b>  | Faculty Advisor                               | <b>Excused</b> |
| Professor Linda Mason | <b>LM</b>  | Faculty Advisor                               | <b>Excused</b> |

### Agenda:

1. **Approval of previous minutes**
2. **Council members**
3. **Update from Communications Officer**
4. **Update from PR**
5. **Subcommittees**
6. **Social events**
7. **Buddy system**
8. **Any other business**

**1. Approval of previous minutes**

a) April meeting minutes are accepted once the few corrections advocated at the meeting are made.

**2. Council members**

a) ATS is introduced as a new council member and introduced to the other members.

**3. Update from Communications Officer**

a) No update

**4. Update from PR**

a) AN has been meeting with the following Department Heads and Deans:

i) Dr Peter Goldsbrough, Head of Botany and Plant Pathology, who is supportive of the PPDA and suggested topics for the seminar series; how to interview, how to publish, resources for conflict resolution.

ii) Dr. Venkataramanan Balakrishnan, Head of Electrical and Computer Engineering didn't know how many Postdocs there were in his department but will try and find out. He thought it would be reasonable to ask the Colleges for help with funding for a seminar series. He was particularly interested in the IDP developed by the PPDA, especially as the NIH and NSF are requiring evidence for support of staff employed on the proposed grant.

iii) Dr Nick Giordano, Head of Physics. Dr Giordano suggested that the seminars could be videoed and put on the website. KV suggests another alternative would be to stream the seminars like they do with the Grad School 'Preparing Future Faculty' Course, but may need to ask Cyndi Linch if a licence is required. CH states that Room 65 in the Stewart Center, which is used for seminars, is set up for streaming. TK says that in Discovery Park they have a dedicated staff member for videoing seminars and will find out whether either the video equipment could be hired or whether the staff member could be hired and whether the PPDA would need to pay. Dr Giordano also suggested a seminar on Grant writing. MA has attended the Grant writing seminar for Grad students and says that if such a seminar was to take place for Postdocs then she suggests there is more information on how to design a budget, in addition to how to write the proposal.

iv) Dr Dennis Depew, Dean of the College of Technology. There is only one Postdoc in the College working in the field of computer graphics but is excited about the PPDA and agreed to have flyers included with any offer letters to future Postdocs. Ed. On 9<sup>th</sup> May it was announced Dr Gary R. Bertoline will take over as Dean.

v) Dr Keith Bowman, Head of Materials Engineering. There are 6 Postdocs in his department and they have a lunch with Dr Bowman so they are encouraged to talk to one another and build a network. Dr Bowman informs AN that in the College of Engineering mentoring of Postdocs is included in Promotion and Tenure applications. VT makes the point that in many cases Postdoc mentoring is not included in Tenure decisions because it is difficult for Assistant Professors to attract Postdocs to their lab, being new Faculty and relatively unknown in their fields. However, AN reports that in the College of Engineering, it is not counted against you if you don't have a Postdoc, it is just considered as a positive. AN suggests that the PPDA could encourage Colleges to consider Postdoc mentoring as one of the

criteria that can be considered for Promotion. AN also proposes to Council that in future the PPDA could award Colleges with recognition of good practices towards their Postdoc community.

- b) On Monday April 25<sup>th</sup> there was an Open House held in West Lafayette Public Library. However, no Postdocs unknown to Council members participated.

## **5. Subcommittees**

### **5.1 Seminar Series**

a) AG informs council that the two Postdoc seminars scheduled for April 19<sup>th</sup> and May 2<sup>nd</sup> went ahead as planned and had relatively good attendance. CH asks whether it's possible to obtain the slides from Dr. Mark Smith's talk since he was unable to attend. AG says that the subcommittee can ask the speaker and if they agree the slides can be sent in an email or perhaps put on the PPDA website. There is a general consensus by Council that most speakers would probably not want their slides published on the website so it would be better to email them to attendees. This would also encourage people to attend the seminars. AN recommends turning the file into a PDF before sending it out in either case. LV decides the Seminar subcommittee will email the seminar slides only to those who ask for them.

b) There are no seminars planned for the summer since many Postdocs will take vacation or be attending conferences so attendance would be low. The subcommittee will now start planning seminars for the fall semester. AN proposes that the PPDA approach the Deans of Colleges and request funding for Postdoc seminars which can be put towards hiring speakers and/or refreshments. AN, LV and DK will then out together a seminar series; the full programme of which can be advertized at the start of the fall semester. KV suggests that the seminar subcommittee may want to try companies such as Intel, Eli Lilly and Dowe who recruit Postdocs and may therefore have speakers who can talk about Postdoc careers in industry.

c) AG asks for a letter from the PGSG, thanking the PPDA for their contribution to their seminar series, to be attached to last month's minutes.

d) AG announces that she is finishing at Purdue in the next month so will no longer be a member of the subcommittee. AG advises members of subcommittees to make sure that each individual on the subcommittee is aware of what is going on and that if anyone is contacting the subcommittee they should contact everyone on that committee so all members are kept up to date. AG believes this will help the subcommittees function better in the future.

### **5.2 Survey**

a) AN updates council that the survey will be sent out this week. It is more streamlined than the previous survey as the subcommittee had specific questions they wanted answered, for example mentoring and professional development opportunities. AN had sent out a draft of the survey prior to the meeting and asked that any comments be sent to him by the morning of Thursday May 4<sup>th</sup>. KV asks what the incentive gift will be and where they will be distributed. AN replies that they are going to use the remaining t-shirts as the incentive to complete the survey since they would need approval from PD to purchase other items. VT states that this illustrates how important it is for the PPDA to get control of their own money so the PPDA don't have to delay on decisions such as these. Since there are a limited

number of t-shirts it is decided to advertise that t-shirts will be available 'while stocks last.' The date and location of distribution will be emailed at a later date.

b) The survey subcommittee are performing the final edits on the paper summarizing the results of last year's survey, before they are presented to council for comments. The paper will then be submitted to Nature.

### **5.3 Individual Development Plans**

a) On the 15<sup>th</sup> April, Dr Tran and VT went before the College of Agriculture Academic Committee with the IDP and it will now be implemented. AN asks whether Dr Tran will allow the IDP to be placed on the PPDA website so Postdocs outside that College can also have access to it. VT replies that Dr Tran has personalized the IDP for the Department of Biochemistry and it may be better to place the original PPDA IDP on the website. VT also mentions that she thinks Dr Tran should be recognised on the IDP for her contribution. The Council suggest there should be mutual recognition by Dr Tran and the PPDA on all the IDPs since it was a collaborative effort. VT will contact Dr Tran to ask for permission to use the IDP on the PPDA website and ask for PPDA acknowledgement. The IDP subcommittee will compare the PPDA IDP with the Biochemistry IDP and assimilate any differences into one IDP document to be placed online. CH mentions that the IDP is already mentioned on the PPDA website so this should be done as quickly as possible rather than waiting until Fall.

### **5.4 PPDA Annual Dinner**

a) VT reports that only 16 people have signed up for the dinner next week and therefore Council members really need to encourage people to attend. MA suggests having a College representative who can go around selling tickets especially since payment by check is probably putting a lot of people off. AN states that in future this would be a good idea but the deadline for purchasing tickets is tomorrow. KV responds that this deadline is actually flexible and the absolute final payment deadline is Monday 9<sup>th</sup> May.

## **6. Social events**

a) The social for May is the annual dinner. There is no news on the June social. AN will contact TG, EC and AS.

## **7. Buddy system**

a) No update

## **9. Any other business**

a) AN sent out a list of PPDA committees and their members for Council to check before they are placed on the website, and asks for any amendments asap. KV and CH inform AN that the website seems to have reverted back to the older version and so some information is missing that was previously there. AG points out that the Constitution still needs to be added to the website and the name of the President needs to be updated!

b) AG announces her departure from Purdue and that this is her last PPDA meeting. She thanks PPDA council members for their friendship and states how much she has enjoyed being a part of the PPDA, and wishes everyone luck in the future.

**Actions:**

| Action identifier<br>[yyyymmdd-no-<br>id/id/..] | Short description   | Deadline   | Status           |
|---|---|------------|------------------|
| 20100301-1-<br>AJ/KG/LV                         | Organise a seminar series for Postdocs                        | 2010-12-31 | <b>completed</b> |
| 20101007-1-<br>NW/VT/PR/AN                      | Prepare a paper on the PPDA survey results                    | 2010-12-31 | <b>ongoing</b>   |
| 20100308-1-<br>AN/DB/CH/CP                      | Decide on responsibilities for the PR                         | 2011-05-31 | <b>ongoing</b>   |
| 20110308-1-<br>AN/NW                            | Design a 2011 Postdoc survey                                  | 2011-07-31 | <b>ongoing</b>   |
| 20110503-1-<br>AN/DK/LV                         | Organize a seminar series for the 2011-2012<br>academic year  | 2011-12-31 | <b>ongoing</b>   |
| 20110503-2-<br>VT/KV/TK                         | Finalize a version of the IDP to be placed on<br>PPDA website | 2011-09-01 | <b>ongoing</b>   |
| 20110503-3-PR/AN                                | Update PPDA website   | 2011-09-01 | <b>ongoing</b>   |
| 20100503-4-<br>EC/TG/AS                         | Organize June social  | 2011-06-07 | <b>ongoing</b>   |

**Date and time of next meeting: Tuesday 7<sup>th</sup> June 2011 at 8.30am. Room MTHW 111**