

## Purdue Postdoc Association (PPDA)

### Minutes of the meeting of the PPDA Council

<b>Meeting date / time</b>	<b>Thursday November 4<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 2<sup>nd</sup> December 2010</b>

<b>Name</b>	<b>ID</b>	<b>Position</b>	
Akil Narayan	<b>AN</b>	President	<b>Present</b>
Dina Banerjee	<b>DB</b>	Public relations	<b>Absent</b>
Charlotte Perrett	<b>CP</b>	Secretary	<b>Present</b>
Peter Richtsmeier	<b>PR</b>	Webmaster	<b>Present</b>
Liz Vivas	<b>LV</b>	Treasurer	<b>Present</b>
Simran Banga	<b>SB</b>		<b>Absent</b>
Eric Cox	<b>EC</b>		<b>Present</b>
Christian Hammer	<b>CH</b>		<b>Present</b>
Ana Juan Garcia	<b>AJ</b>		<b>Present</b>
Torrence Gill	<b>TG</b>		<b>Present</b>
Solange Lewis	<b>SL</b>		<b>Excused</b>
Defne Kayrak-Talay	<b>DK</b>		<b>Absent</b>
Tillmann Kubis	<b>TK</b>		<b>Present</b>
Valentina Trinetta	<b>VT</b>		<b>Present</b>
Jennifer Tsuruda	<b>JT</b>		<b>Present</b>
Kris Villez	<b>KV</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>Absent</b>

### Agenda:

1. **Election results**
2. **New regime**
3. **Approval of previous minutes**
4. **Update from PR Officer**
5. **Update from webmaster**
6. **Subcommittees**
7. **Social events**
8. **Orientation session**
9. **Buddy system**
10. **Senate seat**

## **11. Any other business**

### **1. Election results**

a) KV reports that there were 39 responses in the election and all those standing for elected positions on PPDA council were elected. Thus, AN is now President, CP is secretary and LV is Treasurer.

### **2. New regime**

a) AN takes over the meeting as President, and begins by thanking previous Presidents KV and VT for all their hard work in setting up the PPDA and their leadership over the past year.

b) Everyone on Council introduces themselves for the benefit of the new members of the PPDA Council.

### **3. Approval of previous minutes**

a) October meeting minutes are accepted.

### **4. Update from the PR**

a) DB not present, so VT provides an update of DB's work. Fliers about the PPDA have been sent to those Deans that DB has not been able to arrange meetings with. The leaders of the Cultural Center have also been contacted. DB would like to know what other roles she should take on now that contact has been made with most of the senior University officials. VT asks that Council discuss this.

b) PR asks what Council considers to be the best way of promoting the PPDA to new Postdocs. Everyone agrees that it is a difficult task as many Postdocs don't want to participate regardless of whether you try to sell the social aspects or the career development opportunities. TG suggests specifically trying to identify what Postdocs at different stages of their lives may require to become more involved. KV also mentions that the PR could be responsible for sending the newsletter to update members of staff and University officials on the PPDA. VT doesn't believe this should be a priority, since the PPDA will only exist if there are members. SB agrees that the PPDA needs to focus on attracting members. JT also agrees and points out that in the election there was only 1 candidate per position, so the stakes weren't very high so would explain why people would not bother voting. AN ends the discussion by requesting everyone to think about roles for the PR to be discussed at the next meeting.

### **5. Update from Webmaster**

a) PR informs Council that now the website has been handed over to the OVPR, he is no longer responsible for putting content on the website; this will be done by Sherri Neibert. He therefore asks whether the role of webmaster should remain, and if so what the role of the position should be. PR suggests that he could inform Sherri of what needs to be placed on the website. If this is to happen he needs to have better contact with those groups that are putting on events for Postdocs. PD reminds PR that he also needs to keep the Facebook page up-to-date. AN agrees that PR should organise what information Sherri needs to place on the website. KV suggests the subcommittees should contact PR rather than PR always chasing for news, and also suggests that perhaps PR's title should change to 'communications officer'.

## 6. Subcommittees

### 6.1 How do I...?/Information Package

a) AN reports that the final draft of The 'How do I...?'s', now called 'the information package' is completed and being proofread by the members of the subcommittee, who will meet in a week to finalise the document. The final draft will then be ready for approval by PPDA Council at the next meeting.

### 6.2 Seminar Series

a) AJ informs Council that a seminar has been arranged for 1<sup>st</sup> December at 6pm. Mary Nakhleh, a Professor of Chemical Education will be giving a talk about science misconceptions - the title has not yet been finalized. A room also needs to be booked via Sherri.

b) VT asks the subcommittee whether they have made contact with the Purdue Student Government. The answer is no but they will do so now.

### 6.3 Survey

a) AN informs Council that the subcommittee has decided to publish in the Journal of Higher Education. They have chosen the questions they will use in their thesis and are currently doing the analysis. They hope to have the 1<sup>st</sup> draft of the paper by 15<sup>th</sup> December.

### 6.4 Individual Development Plans

a) Dr Tran is taking the final version of the IDP to the Biochemistry Faculty Meeting to discuss its obligatory implementation in that department as a pilot for its use across campus. VT asks whether it can be sent to all Postdocs now so they may use it. AN responds that there should be no harm in doing this as it is a useful resource for Postdocs, and CH points out that it will show to Postdocs that the PPDA is doing useful work. VT recommends the IDP is added to the website. PR asks if the IDP is suitable for those Postdocs who plan to move to industry, and is reassured that this is the case. VT also recommends advertising the 'Preparing Future Professionals' course, run by Cyndi Lynch, to this group of Postdocs. CP asks whether there is a specific 'careers area' on the PPDA website and if not suggests one be included that contains the IDP but also lists the workshops and courses available to Postdocs, so they know what resources are available and when. This is met with approval and PR will organize.

### 6.5 Career fair

a) SL is absent so no update.

## 7. Social events

a) JT informs Council the November social event is dinner at Bluefin Bistro at 7pm on Friday November 12<sup>th</sup>, with RSVPs to VT by 9<sup>th</sup> November. PR asks if the venue is child-friendly and VT informs him that it is.

b) JT informs Council the December social will a guided tour around the Lafayette Art Museum on Saturday 11<sup>th</sup> December at 11am for the price of \$5. RSVP will be the 7<sup>th</sup> December.

c) KV reminds Council that TG sent an email to PPDA members to ask if anyone was interested in playing board games, and suggests TG may want to be an

extension of the social committee and may want to use the facebook page to advertise.

### 8. Orientation session

a) PD will schedule the first Postdoc orientation session in January just after the start of the semester. PD will add some topics to those already provided by KV and VT. PD also suggests contacting the Head of Departments so they can inform any new Postdocs. AN asks if PD needs volunteers, and he responds that he will query the council if and when any are needed.

### 9. Buddy system

a) KV will start to organize the buddy system. He will send an announcement in the newsletter asking for volunteers for 'senior Postdocs' and those who would like to have a 'buddy'.

### 10. Senate seat

a) AN asks for volunteers to sit in on the Senate meetings. AJ and TG volunteer. AN will join them at the first meeting they attend and they will report back to Council. They may also include information on the meetings on the website.

### 11. Any other business

- a) KV will be away for 2 months and needs a location for the spare PPDA t-shirts. PR agrees to take them.
- b) PR brings up the PPDA Annual Dinner. VT, JT, PR and EC will form the subcommittee responsible for organizing the dinner.
- c) PD reminds the PPDA to meet with Sigma XI about the Postdoc entries for their poster competition. JT takes the information provided by PD and will email to VT.
- d) AN and KV will make a Doodle calendar to decide the day and time of the Council meetings for the next semester.

#### Actions:

Action identifier [yyyymmdd-no-id/id/..]	Short description	Deadline	Status
20100301-1-AJ/KG/LV	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
20100608-3-KV/VT/TK	Prepare an IDP specific to Postdoc	2010-11-30	completed
20101007-1-NW/VT/PR/AN	Prepare a paper on the PPDA survey results	2010-12-31	ongoing
20101007-2-AN	Find a PPDA member(s) to attend Senate meetings and provide feedback to PPDA Council	2010-12-31	completed

20101104-1-VT/JT/EC/PR	Organize the PPDA Annual Dinner	2011-06-30	ongoing
20101104-2-JT/VT	Organize PPDA involvement with Sigma Xi Poster competition	2011-01-30	ongoing

**Date and time of next meeting: Thursday 2<sup>nd</sup> December 2010 at 8.30am. Room MTHW 111**