

Purdue Postdoc Association (PPDA)

Minutes of the meeting of the PPDA Council

Meeting date / time	Thursday December 2nd 2010, 8.30am
Meeting location	Room 111, Matthews Hall, Purdue University
Minutes status	Accepted 11th January 2011

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

Agenda:

1. **Approval of previous minutes**
2. **Update from PR Officer**
3. **Update from webmaster**
4. **Subcommittees**
5. **Social events**
6. **Orientation session**
7. **Buddy system**
8. **Senate seat**
9. **Any other business**

1. Approval of previous minutes

- a) November meeting minutes are accepted.

2. Update from the PR

a) VT reports that VT and KV met with the Head of the Department of Biological Sciences who reported that they had a large number of postdocs and research scientists in the department, and will be holding an event for its postdocs, which SB will be playing a role in. The Head of Biological Sciences agreed to a PPDA flier being placed in the offer letter to new postdocs.

b) VT seeks clarification on whether research scientists are included in the PPDA membership. Council agree that this group was included in the PPDA constitution membership definition. JT asks whether USDA research scientists are also included. TG states that he is funded by USDA but has a position at Purdue, and so became aware of the PPDA, but is not sure other USDA researchers will be. AN agrees to check the constitution to confirm who qualifies for membership of the PPDA.

c) VT asks if any decision has been made on the future role of DB. AN states that he wants to speak to DB before any decision is made.

3. Update from Webmaster

a) PR informs Council that Sherri Neibert will now be responsible for adding information to the PPDA website. There has been a delay while Sherri receives the correct software but everything should be ready now. AN would like a list of the subcommittees, their members and contact details available so it's easy to get in contact.

b) PR also reminds Council that a career section is to be added to the website. PR is trying to get a list of links together of useful information. AN agrees to help create a list of links. VT mentions that she attended a seminar in the College of Agriculture about interviewing and the professor provided a list of possible questions. PR could contact the professor and ask whether he could provide the resources he used and developed. AJ also suggests this professor could be asked to provide a seminar.

4. Subcommittees**6.1 How do I...?/Information Package**

a) AN reports that the 'information package' is complete and ready to go on the website. The final version is distributed to council members who are asked for their opinions, and suggestions for other topics that can be covered next time the document is updated.

4.2 Seminar Series

a) AJ informs Council that a seminar was held on the 1st December at 6pm, at which 11 people were present. Although the seminar was fun, it was felt that the content was not what was expected. AJ and DK ask whether they always have to go through the Purdue bureau to organize speakers. VT suggests that since they've felt disappointed with the outcome of the seminars they should attempt to approach staff directly. DK asks for topics for future seminars. VT suggests that since the 'Preparing Future Faculty' course was so useful to the postdocs who attended, perhaps for those postdocs who can't attend the course there could be

some seminars from the professors who participate in the course. VT suggests contacting Cyndi Lynch for help. VT also suggests a seminar on juggling time between research, teaching, and personal life. DK announces that her supervisor has written a book on the subject so may be an appropriate speaker. TG suggests a talk about information faculty members need to know when recruiting international students/postdocs, for example visa applications. VT responds by saying that generally the university, especially secretaries in each department, will take care of this, so may not be appropriate. TK suggests an alternative could be a series of seminars where Postdocs talk about their research. AN feels that Council needs to choose one seminar format, either career development seminars or research talks, since the PPDA is just starting out. Council decides to opt for a series of career development seminars.

b) AJ and DK have met with a member of the PGSG to discuss collaboration with the PPDA. Three topics were discussed:

i) The seminars for next semester have not been organized yet. However, they did ask if postdocs could run a seminar to talk about their experience and provide advice. DK agrees to organise a group of Postdocs who will be involved. CP, SB, TK and AN agree to be involved.

ii) The PGSG also informed AJ and DK that there will be a 'Graduate Appreciation Day' in March/April. There will be events throughout the week culminating in a dinner. Postdocs were invited to participate. It was decided that while postdocs should feel free to attend and it was a nice gesture from the PGSG, the PPDA will not be formally involved since they wish to keep the distinction between graduate students and postdocs, with postdocs having their own appreciation day in September.

iii) The PGSG are holding a workshop for High school students in Discovery Park on February 4th and would welcome postdoc help. There will be a poster session in which postdocs would be welcome to present their work although they won't be eligible for the competition. Since the Sigma Xi Poster competition will be a few weeks later, postdocs could produce posters that could be shown at both events.

4.3 Survey

a) No update

4.4 Individual Development Plans

a) No update

4.5 Career fair

a) SL lets Council know that there will be a career fair in February. There will be networking opportunities at the breakfast that will be held, and postdocs will be eligible for prizes. The Graduate Career Fair will take place immediately after the Undergraduate Fair so some of the same companies will be present but if anyone knows of any additional companies they would like represented they should let SL know. There will be a mass emailing of grad students and postdocs in February to remind them of the event and ask for abstracts for posters which determine the prizes.

4.6 PPDA Annual Dinner

a) The subcommittee have decided to hold the dinner in the PMU since it has a good ambience, has good food for a reasonable price and it is on campus so makes it easier for people to attend. The dinner will also be held during the week to make it easier to attend. PR has emailed PD and Sherri to ask if the price can be kept to \$20/person to make it appealing, and is waiting for a response. JT mentions the need for a budget so VT asks for LV to be included in the subcommittee. PR informs Council that they have a shortlist of speakers they would like to invite and they will confirm one of these before settling on the date, although the meal will be late April/May.

5. Social events

- a) JT informs Council the December social will a guided tour around the Lafayette Art Museum on Saturday 11th December at 11am for the price of \$5. RSVP will be to VT by the 7th December.
- b) JT informs Council there will be no social in January and that the one in February will be a game night, which TG will take the lead on.

6. Buddy system

a) KV has started to organize the buddy system. Lots of 'senior postdocs' volunteered but only one 'junior postdoc' asked to have a 'buddy'.

7. Senate seat

a) AJ and AN attended their first senate meeting.

8. Any other business

a) AN 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	completed
20101007-1-NW/VT/PR/AN	Prepare a paper on the PPDA survey results	2010-12-31	ongoing
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
20101202-1-AN	Check constitution for who is eligible for	2011-01-30	ongoing

	PPDA membership		
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Date and time of next meeting: Tuesday 11th January 2011 at 8.30am. Room MTHW 111