

# Postdoctoral Affairs Advisory Committee Meeting Minutes

November 22, 2013

5:00pm, 239 Tigert Hall (Provost's Conference Room)

Attending: Teri Balsler, Martin Cohn, Kevin Folta, Allison Kinney, Stefanie Marquez, Gaurav Misra, William Puszyk, Rachel Walters, Kim Pace

The meeting was called to order at 5:03pm.

## **Review and approval of minutes:**

The meeting minutes from the September 16, 2013 meeting were approved.

## **Updates and Discussions:**

**Office of Postdoctoral Affairs 2013 Summary of Activities:** Kim provided the 2013 summary of OPA activities for review by the committee. Once finalized, the summary will be posted on the website. Information in the summary is helpful to those needing to articular services and resources provided by the university through the OPA and other offices. Teri Balsler mentioned other services and programs provided to postdocs that she will provide so they can be included as well.

## **Events for Postdocs**

The committee discussed finding more events that are available to postdocs that may not appear to be on the face of discussions. Examples would be graduate courses that could be taken by postdocs with the permission of the instructors, or events and workshops for graduate students and postdocs are actually welcome to attend. Allison noted the Teaching More Effectively Workshop Series sponsored by the Graduate School and Teaching Center which she found helpful. Though Postdocs cannot obtain the certificates at the end of the workshop series, postdocs are welcome to attend and can benefit from the instruction. The OPA will work to promote the availability of more "postdoc friendly" opportunities like this.

**Postdoc Research Symposium 2014 :** An proposed outline for the 2<sup>nd</sup> Annual Postdoc Research Symposium for 2014 was circulated for review. Next year's Symposium will feature a keynote workshop for all postdocs to help with improving scientific communication. Kevin Folta has agreed to be the keynote workshop speaker for the Symposium. Kim will provide the Symposium proposal and an approved budget to the provost for his review and will request approval for a 2014 Symposium.

**Postdoc Workshops:** Postdoc Workshops Chairs Rachel Walters and Stefanie Marquez gave an update on upcoming postdoc workshops. The December 12 workshop will feature Teri Balsler and Monica Rosier from the Career Resource Center and will focus on helping postdocs with interview skills. The title of the workshop will be "Putting Yourself Out There: Critical Interview Skills." The workshop will take place in the McKnight Brain Institute conference room at 1pm on December 12. The committee discussed a future workshop on stress management for January. Rachel and Stefanie will contact the Counseling and Wellness Center for a possible workshop contributor.

**Postdoc Mentoring Award 2014:** The application process for the 2014 Postdoc Mentoring Award is in progress. The committee, consisting of the 2013 award winners and postdocs, will meet in late January or early February to review the applications and recommend a set of mentoring award winners for 2014. 2014 award winners will be recognized at the 2014 Postdoc Research Symposium.

The meeting concluded at 6:05pm.