

PDA Executive Council Meeting – July 18, 2019

Monday, July 15, 2019 1:24 PM

Attendees

Position	Name	Initials	Present / Absent
President	Jenn Major	JM	P
VP	Josh Travers	JT	P
CFO	Walter Knight	WK	P
Co-CCO	Natalie Hohos	NH	P
Co-CCO	Kelsey Barcomb	KB	P
Travel awards co-chair	Heather Bender	HB	P
Travel awards co-chair	Maureen Banach	MB	P
Seminar series co-chair, dept rep coordinator	Rushita Bagchi	RB	P
Seminar series co-chair	Frehiwet Hailu	FH	A
PDRD co-chair			
Outreach chair	Dylan Mori	DM	P
International/diversity chair, PDEC committee	Marina Felisbino	MF	P
PDEC co-chair, PDRD co-chair	Robb Klipp	RK	P
PDEC co-chair, P2P coordinator	Julie Pires Da Salva	JPD	A
PDO advisor	Bruce Mandt	BM	P
Department Rep Coordinator	Rushita Bagchi	RB	P
Additional Attendees			

Action Items: Action items from prior meeting (if any) and for current meeting are listed in each section.

If action item from last meeting was completed since it will have a check mark in its box. If an action item has not been completed from the last meeting it will not have a check mark in its box, this is now an action item to check status at next meeting

PDA Housekeeping/President Updates

Action Items from Last Meeting

- Access to postdocassociation@ucdenver.edu, email will change to cuanschutz.edu. Do we know if our email address is migrating/when.
 - o Should all be added, log in – in your email go to your initials in corner and open another mailbox and type in postdoc email and it will open in other tab. RK – in app its on the left and you add the mailbox.
 - o All will check access
- Access to PDA drive – does everyone have access
 - o Will send instructions (JM)
- Everyone on slack

This Meeting:

1. Brainstorming goal setting (SMART goals)

- o We will meet in two weeks JM
- o For the PDA (setting a theme)
 - Advocacy idea – JM
 - JM - Wanted to start advocacy committee but is president, MF has interest in possibly heading up committee, and with P2P we heard about a lot of issues postdocs are facing but nothing to do about it. This theme may help.
 - o RK – what would the events be if we chose this. JM – trivia on advocacy like how many days of vacation, what's NIH pay scale, awareness of your rights. JM – thinking when you see a problem let's take action to spread awareness and do something about it
 - o BM- advocacy is good to work on may be hard as a theme to rally around. Feels specific. Resilience is taking advantage of people and resources and processes – if this is the theme or building resilient

community it would contain advocacy but be bigger picture – advocating for yourself imp for resilience. (see Sharon Milgrom from NIH for reference)

- MF and RB – Broader and easier to do, but still fits advocacy.
- JM – likes resiliency – contains advocacy
- WK – can use NPAW as a platform to find out what postdocs are interested in
- BM general comment – this is a blank space, just because things done in past – don't have to keep doing them. Cant gain mass forever – we can decide what we want to do. Think about this going forward.
- BM - Theme is still a new thing – last year started as wellness.
- For each individual on the committee
 - Set SMART goals - JM
 - Specific, measurable, attainable, relevant and time based.
 - JM – good if we all come up with main goals for PDA and then each person makes their own SMART goal
 - JM – have ready for next meeting

Action Items

- Finalize PDA theme for year – resilience?
- Set SMART goals for PDA and all individuals by next meeting (All)

2. Natation Post-doc Appreciation Week Ideas

- Go over last year (what did and didn't work)
 - Town hall survey last year
 - JM - Advocacy question: most important to postdocs – NIH pay scale then career dev resources and vacation. (retirement wasn't provided as an option, but some postdocs wrote it in)
 - JM - We can't tackle everything and this is only small group of postdocs who responded - Could we provide resources for these topics
 - Make a tab on the website addressing some of these issues.
 - Basically 'know your rights' regarding these topics.
 - MF – mental health – no for access to postdocs for all options from resource at PRDR breakfast. People need to know this.
 - JM - a lot of people hear about this stuff through word of mouth – these are touch convos to – these are not easily be accessible.
 - BM – concern – stability and consistency of info in one spot makes more sense – need to figure out best place to have this info. Maybe have links to direct to PDO site, no one goes to websites, so for those who do lets make stuff clear and easy to find. I want to learn from you to find resources to provide to postdocs, Like FAQ about having kids.
 - BM - PDA is here to build sense of community , structured career development and these things go to the offices where people are paid to do that – keep these distinctions clear
 - MF – NPAW could be good way to spread where this info is
 - RB – we can have links – go here to find this, it should all be intertwined
 - BM- make it so people can't miss it.
 - JM – looked at website a lot before I came here not as much now, would be great to have these resources.
- JM – use Slack or forum where postdocs could post questions with each other. If you need this reagent etc.
 - NH – like to do this with digest.
 - JM – take a lot of work
 - RB- need a lot of work, need to moderate.
 - BM – used to be a forum for postdocs – PDA had to rotate to take off spam. On slack we may not need to be as worried about this. Could try something first and see. Suggest also to think about poster at NPA conference – how can we measure impact. Start with preassessment and then gather data later - pre/post survey. Have someone to watch but just give it a go. Don't let moderation prevent you from trying.
 - BM – include proper language to protect our self. Participate agree to adhere to professional standards to join that channel.
 - DM – can we use email CU AMC to hold them accountable – not anonymous
 - JM/RB - not anonymous – have to be invited.
 - BM – try locally and then roll out nationally
 - JM – we know it works because PDA used it last year.
 - RB – lets launch program.
 - JM – should we start with resource sharing.

- MF – have folders with topics before we start
 - JM - I like this helps people to know what to talk about
 - International postdocs questions
 - Maybe eventually invite resource people
 - JM – let's start with 2: sharing resources and trouble shooting.
 - KB – when you set up a page you get general and random, good in case someone has something that doesn't fit.
 - JM – stick to general science to start.
 - RK – worried if just resource people would not be interested. Nice if we can get a community aspect – keep general.
 - KB – NPR friend of Joe national one that may be a good resource - joesbigidea.slack.com
 - BM – one idea always comes up I need this reagent does anyone have access to this. Present it this way to get people in and then the other channels are there.
 - BM – This is a thing that can accomplish a goal. Go back to our overall goals and define this and then use the slack channel to achieve this if we can.
 - Bruce – omnibus created flyer for me of what they are and why they see postdocs – helps postdocs know how to interact with them . The PDA coming up with this who we are and what we can do for you to hand out. 'Why get involved in PDA'
 - BM – the money we get is from education funds – there are allowable and unallowable things. Can't go the he Rockies games...need to have a purpose in what we are spending money. Tax payer dollars support cushy scientist life – not clear how professional development activity. Food okay as long as not just for same people – track attendance. We can ask but be aware.
- Brainstorm ideas for this year (with help of PDRD survey results)
- JM – Sept. 16-20th
 - JM – will come up fast! Last year this showed a lot.
 - JM – last year – networking lunch, (not structured, bring PI for business card – not a lot of PIs come – good feedback from PDRD structured breakfast), donuts and coffee hour, free massages (fit with wellness theme – finances may not like again, BM- had to do some after the fact persuasion. WK – expensive and low attendance - could better spend \$\$, MF doesn't go with our theme - cut it.), day of service, headshots, seminar on industry careers, science in the news, brews and biotech happy hour, ice cream social.
 - JM – networking lunch no PI attended but because postdocs don't invite them. We do get about 50% of people meeting new people. Coffee hour had good response. People will not walk anywhere away from RC buildings. Seminar highly attended but not what we wanted, Happy hour good for people who go, day of service – low participation, partly because this is last minute and part that people don't want to /it's too far away, etc.
 - KB – Is there a way to make service fit more in to postdoc appreciation.
 - JM – good point, we complain but we do have privilege being here – good to give back.
 - RB – can we market this way, may help.
 - JM – university already has day of service, what if we push postdocs to get involved here unless we have a good plan.
 - BM – agrees we need to present it better to postdocs. Data showing it helps promote wellness. Is this something we feel strongly about doing.
 - JM – if you don't know a lot of people going makes it hard to leave the lab. If you go to the university day of service helps feel like more people are going and easier to get out of lab.
 - MF – letters to PI, just resonates with PIs who think this is important, Other PIs not so much. It's difficult for PIs to let people out of lab.
 - JM – if we merge with day of service may help.
 - BM – maybe if we do it on university scale it may be easier to make that part of the culture and incorporate in NPAW to make it easier
 - BM – think of event to include your mentors. Important to pay attention to if postdocs don't want them. But the day of service could include PIs this is more fun/easy to get out of lab.
 - JM – what if we do this at day of service at university and have awards for postdocs who go with mentor.
 - BM – Usually postdocs presently surprised when they are nervous about talking to their PIs - more supportive then you think. Having opportunities to allow them in with it may help both sides.
 - JM – headshots –having a mirror and not as hot room could help.
 - BM – we can try to find a better space. Add a fan to help. Mirror is easy to add.

- JM – lots of feedback on more structure this year. Good to do for lunch or breakfast. Coffee hours no structure. Have both options.
- JM – can try to invite more Denver postdocs.
- JM – whole survey from NPAW last year is on PDA drive.
- JM – PDRD survey had NPAW question – see lots of interest in happy hour, ice cream social, career panel, headshots, professional development workshop (pair with CDO and have one of Bruce's classes this week, NH – career exploration may be good JM – help bring what we have available to light. BM – career panel, bring alumni in and maybe have them add into the professional development. We also have a networking workshop that would be good.)
- JM – career panel good if we get good people
 - MF think about internationals or at least have people who can talk about this. JM – maybe we can pair with careers in science.
 - JM – if we want good questions we need to come up with them. Not just where you got to where you are now.
- New ideas for NPAW this year
 - JM – suggestions – stress management, athletic option, maybe free class for postdocs.
 - RB – what about a treasure hunt.
 - JM – we had scavenger hunt and science Olympics at old university.
 - RB – teambuilding and interactive.
 - BM – as we define our theme, and we want to raise resource IQ of postdocs, scavenger hunt to find omnibus office etc. would be great.
 - JM – could be cool and help with social media. Slack mechanism to promote.
 - NH – make random teams for people who sign up.
 - MF – have prizes.
 - KB – trivia night, cedar creek has one. Need to know in advance for tables to reserve.
 - JM – need to sign up
 - KB – no but fills up.
 - BM – look back in record we did this before, it was contracted by us for the event – see attendance and who they use. This can promote team science/working together good for resilience.
 - WK – finances – will make a budget for this year (little disorganized last year) have a plan for the year. JM our budget is \$6000 for the year. NPAW is biggest usually. WK – if we drop massages have a lot of \$ to play with. \$300 under budget last year, so will have a bit of wiggle room if we need. WK will slack some spreadsheets.

Action Items:

- Update website to have links to resources or PDO/CDO office if they provide the resources (KB)
- Make handouts for NPAW/block party for where to find resources and QR codes to find them
- Slack channel for postdocs – start with resource sharing, general, and random channels. Need to include appropriate language to ensure we are not liable for what is posted. Need to identify who is in charge of this.
- Need to decide on events for NPAW and then start planning/executing

3. Questions, concerns, ideas (about PDA, new things to try, questions about your position, etc.

- a. Scheduling upcoming events
 - i. See happy hour and coffee hour sections below
- b. Do you have access to what you need/ do you have any ideas you want to bring up with everyone
 - i. See finance, community development, and career development sections.

Finances (WK)

Action Items from Last Meeting

- SITN – only used \$58, still need \$100? Plan was to try to touch base again after July 1 (JM/JT)
 - All set

Community Development:

1. PDA Elections

- Action Items from Last Meeting
 - Set up 10-15 min Skype call to introduce PDA (CUAnschutz/Denver and Boulder) with each other (DR/JT)
 - Taken off the table, are not responding to JM emails
 - PDRD coordinator

Not filled yet, PDRD survey and committee will meet maybe we will find our. Try to find a few people to be involved – co chairs, chair/vice chair.

2. PDA Communications (NH and KB)

a. Digest

▪ This Meeting:

- Changes to digest
 - NH - Would like to switch 'Wellness Wednesdays' to what we decide our initiative this year to be.
 - NH - Thinking about not listing the events of other groups on campus, changing this section to other opportunities when there are some – last digest used postdoc survey and early career award. Possibly add a link to Bruce's email from the CDO office
 - BM – may be better to just link to event calendar on website and say Check events calendar to see other events.
 - NH - Volunteer maybe once a month, not a lot of clicks

▪ Action Items:

- Make changes to digest

b. Website

▪ This Meeting:

- KB - Changed website a lot. Check it out and give feedback.

▪ Action Items:

- Give feedback to KB on website

3. Departmental Reps Program

○ Action Items from Last Meeting

- BM touch base with RB and KB – work with people who are currently reps to give to new postdocs, feedback on what your hearing.
 - Working on new documents -welcome etc.
 - JM –good to have these at NPAW if they are ready, if we have website have QR codes.

○ Action Items

- Prepare welcome docs with QR code if applicable for NPAW

Postdoc Engagement:

1. Coffee Hour (RK and JDP)

○ Action Items from Last Meeting

- Touch base with MK to see about summer happy hours (DR)
Yes all summer

○ This Meeting

- RK and JDP good to keep moving between Tues and Thurs. BM – Tues Fr could be good. Having alternating months for day is important.
- JM – mornings are best from survey's
- WK – seems like something we can test.
- BM – Wends is an option but avoid on same day as happy hour
- JM – let's try Tues and Wends, earlier is better at 9:30.

○ Action Items

- RK and JPD – finalize dates for coffee hour moving forward

2. Happy Hour (RK and JDP)

○ This Meeting

- RK - Will be on schedule all summer
- JM – do we want to move from PDA exec meeting – RK – not opposed to moving it, has some conflicts. MF – likes thurs. Day, maybe move to second week.
- 2nd week looks like it works best RK will check with JDP to make sure okay and then this will be moving forward.

○ Action Items

- RK and JDP – finalize date for happy hour moving forward

Career Development:

1. Travel Awards (HB and MB)

○ This Meeting

- JM – why do we not give feedback.
- WK – reason to date – its people who know each other well and work together, would have to make anonymous. If you get a bad review and you will think someone has it in for you.
- JM – do give out for poster awards.
- WK – future chairs can change. But some reasons for not providing them.
- BM – not constructive feedback in some.

- WK – may cause less faculty to review, cost benefit analysis
- NH – what about providing general feedback
- WK – give scores without comments.
- JM – was it ever given BM – no
- BM – need to tell judges.
- WK – I would ask judges if they are comfortable and would it affect their service. If a lot say no I wouldn't do it.
- BM – Bruce meeting with Dean - a lot of SOM junior faculty don't have teaching experience, if we can get this to count toward promotion may help.
- MB – good to talk to reviewers on the process of reviewing them to make it easier for them. If they are annoyed – more chance to have lower score.
- WK – we tried to do this, sent out survey, didn't get a lot of helpful
- MB – may try to talk in person.
- BM – limited opportunities to modify this system with new IT support person. JM – going to take a few months before we get a new Matt who know what he is doing. BM – think about what we want to do and make 1 or 2 requests a year.
- JM – giving out rubrics to people applying – knowing what they are looking for helps.
- WK – travel awards, we talked a lot about making rubrics the same with Matt, new IT person should be making these WK is going to follow up on it. It will be online. KB there is a page for the travel award, did not update it because travel award is recent deadline.
- **Action Items**
 - WK follow up with getting rubric the same for reviewers and postdocs and getting on website.
 - MB and HB will decide what to do about providing feedback in the future

New Business:

1. Block Party

- **This Meeting**
 - JM - if we want to give out SWAG need to think about this. Have a good bit left from PDRD. Need inventory of SWAG. NH – need pens. JM – our stuff fits now so we are okay now...
 - JM will book PDA table
 - NH we can use my easy up tent in.
 - BM – has one that project bridge has that we brought if we need it, if they don't use we will if not NH
 - We have wheel for trivia – resource facts, facts about postdocs.
 - MF – how does it work. BM its dry erase with a number that goes to question.
 - Start with PDA SWAG as gifs – mugs, lunch bags, bigger conference bags, water bottles. BM – pens stickers for block party people will just take stuff. JM – so buy little things and keep bigger stuff for NPAW. RB – give better stuff for prizes just keep separate. BM – could do candy if you don't get it right, but if they get it right prize.
 - Make official SWAG inventory.
 - JM – spin the wheel if you get it right for number that goes to prize.
 - MF – also good to have where resources are
 - MF and KB will coordinate and generate QR codes.
 - JM -Create sign-up sheet with at least 2 people there at all times.
- **Action Items**
 - JM – book table for block party
 - Reach out to project bridge to see if they are using their tent for Block Party, if not we will use, if so will use NH pop up tent
 - Order pens and stickers
 - Make SWAG inventory
 - MF and KB will coordinate to find where resources are on the website and then make flyers with QR codes to have at table
 - JM – create sign-up sheet with at least 2 people there at all times
 - Come up with questions/prizes for the wheel

Next meeting of the Executive Council: August 1st, 1:30 – 3:30 pm location TBA