

WHOI Postdoctoral Association

MINUTES OF MEETING NO. 19

Monday, December 7, 2007

Caryn House

Committee members present:

Sébastien Bertrand, Michael Berumen, Jason Chaytor, Tom Farrar, Breea Govenar, Ryan Jackson, Joanne Muller, Michelle Portman, Dave Ralston, Alex Rao.

Other representatives present:

Janet Fields (Postdoctoral Coordinator/Academic Programs)

1. Introduction of new members & selection of positions

The new PDA representatives are: Sebastien Betrand (MC&G), Michael Berumen (Bio), Tom Farrar (PO), Breea Govenar (Bio-At large), Ryan Jackson (AOP&E), Joanne Muller (G&G), Michelle Portman (MPC).

PDA positions and committee representatives:

President – Michael Berumen (Alt. International com.)

Vice-President – Sebastian Bertrand (International com.)

Secretary – Tom Farrar (Alt. Diversity com.)

Treasurer – Michelle Portman (Gender equity com., alt. Womens com.)

Listserv Manager/webmaster – Breea Govenar (Diversity com.)

Ed. Council Rep. – Ryan Jackson (Tom Farrar alt.)

Womens Council Rep. – Joanne Muller

2. Postdoctoral Symposium

- results of the 22 returned surveys from the symposium have been compiled. Sebastian has the results. The majority of responders prefer to keep the symposium for postdocs only, and 100% of the responders knew about the PDA. Several comments were made including: having the option of a poster session (which was given after the initial call for presentations, but nobody requested a poster presentation); the need to attract more postdocs to the event (only 1/3 of postdocs attended this year, the question now is how to attract more postdocs); symposium location - on campus vs. off-site location (off campus provides a more attractive setting for maintaining the audience and limits distractions).

3. General postdoc issues/problems

- The suggestion was made for additional postdoc social events, especially during the winter months to better introduce the new postdocs to the Woods Hole community during the “quiet” time of the year. Janet is looking at organizing an event in the near future at Carriage House. Other social/non-social events include a postdoc coffee hour, lunches, retreats, and seminars. Postdocs from each of the WHOI departments would be encouraged to sponsor

these events during the year as a way to bring together postdocs in each department who may otherwise not have had any interaction with each other. Wider use of the allpostdocs listserv to organize and advertise social events (e.g., ski trips) is to be encouraged among all postdocs. The use of a Yahoo Groups or Google Calander is to be explored as a means of advertising upcoming events.

- Non-PDA participation in PDA meetings in an open-PDA meeting format was encouraged, with announcements of upcoming PDA meetings to be made via the postdoc@whoi.edu email.

- Janet will supply a list of new postdocs to the PDA department representatives in order to facilitate a more formal meet-and-greet and provide a means to introduce a more formalized mentoring program.

- Following discussion at the postdoctoral breakfast, the PDA will look at mentoring/review panels that could assist postdocs during their time at WHOI and provide them with guidance in career advancement. The G&G department postdoc review panel is the model for such panels for the other departments.

3. Postdoc Alumni Database

- Compilation of the alumni list is complete, with a few recently departed postdocs to be added prior to final merging of the Access database for upload into the website. Jason will continue on with this project till the site is rolled out.

- The framework for the website is in place, with work still to be done on the graphic elements of the page (Janet has contacted Graphics Services) and final 'fields' to be included.

4. Postdoc Seminars and Departmental/News Updates

- The output of a weekly/monthly email communication to all postdocs containing information on events within the WHOI postdoc community is to be evaluated. This email, sent out via postdoc@whoi.edu to all postdocs could contain information on upcoming postdoc seminars (institution wide, departmental, conference, etc.) as well as personal news and job information that is relevant to all postdocs.

- The compilation of the email will be undertaken by the PDA secretary from input provided by postdocs (information to be solicited prior to each periods deadline).

5. PDA Contact List

- A list of PDA member's contact details (cell, home phone, etc.) was compiled during the meeting to facilitated more rapid contact between PDA members.

6. Committee Reports

Women's Committee – discussion of social events, introduction of the WHOI PDA and discussion of the PDA role and concerns of interest to the committee.

International Committee – discussion on the updating of the English as a Second Language program.

Ed. Council – meeting held, Janet to report back on items of interest to the PDA.

Meeting closed.

(Minutes recorded by Jason)