

WHOI Postdoctoral Association

Minutes of Meeting 20101130

Tuesday, November 30, 2010

PDA Lounge – Caryn House

PDA representatives present: Larissa Williams, Paul Morris, Hongfeng Yang, Elizabeth Douglass, Andrea Hawkes

Other representatives: Janet Fields (Postdoctoral Coordinator)

1. Postdoc Social Hour (beer hour)

The postdoc social hour has been discussed. A tentative date has been set on Thursday, January 20, 2011.

2. Use of JP student and postdoc Lounges

A discussion of using the lounges highlights that it will be more convenient for students and postdoc to use their lounges on campus base than forcing students in village and postdoc in Quissett to go to the other campus in order to use their own lounge. Larissa will meet JP student board to discuss this issue further.

3. Mentoring programs

New postdocs may need help in settling down and knowing more about life at WHOI. The PDA can help the new postdocs familiarize with WHOI and the Woods Hole area. Particularly, Larissa Williams proposed to collect a list for who is willing to do mentoring.

In addition to being a mentor for new postdocs, the PDA board also discussed mentoring PhD students in the department.

4. Website

Hongfeng Yang will take over updating part of the PDA website. In addition to board member information and event announcement, Larissa Williams would like to put board member pictures on the web. But it has to be communicated with CIS.

5. Website design workshop

A discussion of personal web page highlighted the importance for postdocs to design and build their personal websites. The PDA is trying to organize a website design workshop to teach postdocs how to use the WHOI web builder to set up their personal website. A tentative time for the workshop is set in February.

6. Coffee hour

A Coffee hour is proposed in the meeting. It will provide an opportunity for postdocs to visit other laboratories and to know more WHOI facilities.

Meeting minutes recorded by Hongfeng Yang