

PDA Executive Meeting November 7th, 2019

Wednesday, November 6, 2019 4:22 PM

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 Bachi	RB	P
Seminar Series Co-Chair	Frehiwet Hailu	FH	A
Outreach Chair	Dylan Mori	DM	P
International/Diversity Chair	Marina Felisbino	MF	P
PDEC Co-Chair PRDR Co-Chair	Rob Klipp	RK	
PDEC Co-Chair P2P Coordinator	Julie Pires Da Salva	JPD	P
PDRD Co-Chair	Isik Can	IC	P
PDA Advisor	Bruce Mandt	BM	P
Additional Attendees			

Action Items:

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

Action Items from Prior Meeting October 10th, 2019

General Action Items:

- PDRD chair - any update from PDRD wrap up meeting
JM – need to invite everyone who signed up and have a meeting to find a leader. Have a group of people interested do one more call for people and then have meetings to find a chair.
Isik Can is the New chair
- JM – make a google doc for NPAW debriefing/tips for next year's Exec Council to use as a reference
- For the future, have maps available for where out events are – especially for anything in Bonfils circle!
- JM – send out one last call for volunteers to the PDRD and Advocacy committees and then schedule meetings

Budget Related:

- JM – check with Walter about the increased Happy Hour budget for this year since we are now doing one once/week
- WK/JM/JT - Give requested \$\$ to AIR and Young Hands in Science
- JM/RB/MB - Verify with Walter that we can give \$\$ to PDA Seminar Series for winners
 - Will check out budget and see what fits.

Slack Related:

- NH – update slack flyer to include URL for invite link
- JM – personally invite Denver postdocs to slack workspace
- All – generate/post fake questions in slack to generate conversations
- JT - New slack channels to add (outreach opportunities, bulletin board, parents??) *wait to release with instructions for use on slack*
- NH/KB - make slack tutorials
- JM – send out the list of slack channel ideas from survey to PDA Exec Council

Dept. Reps. Related:

- RB - Start thinking about changing/making attendance requirements Dept. Reps.
- NH/KB - add Dept. Reps bio's to website – work with RB/JT to get bios

International Related:

- All – help find panelists for international career panel

Seminar Series Related:

- RB/MB - make a new flyer with \$\$ for winners of PDA Seminar Series
- RB/MB - email travel award winners and let them know we have spots open and this is a way they can fulfill the requirement with getting the travel award
- RB – email Rebecca about switching food vendors for Seminar
 - Rebecca didn't have time to look into it yet, will look into it

Meeting Agenda

1. Finance Update (Walter)
 - a. WK – things generally working, KB got reimbursed but hasn't posted yet, other than that everything is good. KB will double check to make sure
 - b. WK – award for NPAW into budget?
 - c. JM – yes
 - d. WK – has it been deposited?
 - e. JM – yes a check is coming and Betty and Susan are waiting
 - f. WK – have some graphs – year over year chart of PDA spending, this year we are spending money faster, but really it just means we reconciled our budget quicker this year. We are doing fine, we spent half of our budget
 - g. WK- Expenditures by category – main thing we spent money on this year is NPAW, the only other are SWAG and outreach (including funds we have given out)
 - h. JM – if you subtract our monthly costs (happy hour, coffee hour etc.) how much we have yet
 - i. WK – not yet but I will determine this, this will be helpful.
 - j. WK – on the server we might have 2 budgets, when Mike trained me he used the one on google server
 - k. JM – since most of us just use PDA server let all use that and then we can also have things on google, but primarily on PDA server.
 - o What do we want to spend our remaining \$ on?
2. Travel Awards update (Maureen & Heather)
 - a. MB – recruitment of new reviewers: Bruce had an idea to increase number of reviewers by emailing all faculty who have or had postdocs – 207 recipients contacted (39 junior faculty, 168 senior faculty) targeted email to both groups. To junior faculty offered a letter for their tenure packet. While senior was more just please help us improve postdoc writing skills. 63 faculty responded in a week with 18 junior and 45 senior. Three categories of responses – decline, contact later, new reviewers. Got 34 new PDA travel award reviewers – 110% increase not have 65 total PDA travel reviewers.
 - b. HB – for the October cycle for awards, we got 20 applicants and within 40 hours of closing it all applications had been scored by reviewers.
 - c. JM – is this similar to submission rates have been

- d. HB – usually about 20-30, so normal
 - e. MB – we are going to share scores, reviewers also add comment to application – we see it but we don't share it. A few reviewers asked if they would be shared - don't want to write a comment unless they are shared. If they are constructive can we share?
 - f. JM – yes, can also black out certain comments if not constructive
 - g. HB – they are not terrible
 - h. JM – let's try a trial
 - i. BM – it's just like submit a grant, its anonymous, I don't think it would hurt to screen it
 - j. JM - I think if you tell they are going back they will screen themselves.
 - k. MB – do you think it's okay to send without contacting reviewers? And then inform them the next cycle.
 - l. JM - I think that fine
 - m. RB – just mention de-identify
 - n. JM – good for now, but let them know next time
 - o. BM – also add this into the instructors to the reviewers so its multiple places for them to see.
3. Engagement Update (Robb & Julie)
- a. JM - I didn't go to last coffee hour did it go well
 - b. JDP – 3 at first then the POTM came and brought a lot of people. We have problem with computer to scan badges.
 - c. JM – we can do it today
 - d. BM – problem is we have to get approval from neurology who owns software to get account, so now rather than having a PDA member BM just maintains account. Computer is logged in and ready to add these today.
 - e. JM – did ppl who said they want to be part of committee show up
 - f. JDP – no
 - g. JM – do you still need / want ppl
 - h. JDP – yes that would be great.
4. P2P Update (Julie)
- a. JDP – we have two next sessions – non-normal career (Shawna) still finding a few more and I need to buy coffee
 - b. JM – give Walter \$ estimate per month so we can add into the monthly budget
 - c. JDP – coffee maker is working good now
 - d. BM – when we looked into it they all brew slowly, I think the problem we were trying to solve isn't one we can.
 - e. RB – have a giant Thermus for serving and then make and fill up
 - f. BM – do we drink all of the coffee
 - g. JDP – for coffee hour yes, for P2P no.
 - h. JM – we could have a backup small one for P2P, they are inexpensive, if there is room for it.
 - i. JDP - I think that would help for P2P
 - j. JM – and could be a quick backup if we run out of coffee
 - k. All –good idea
 - l. WK – ill consider spending money /s - we will get one
5. PDRD: new chair- Isik
- a. JM – welcome Isik – she is our PDRD chair maybe co-chair
 - b. IC – hopefully co-chair, sorry I will be late to these meetings, I have lab meeting before this.
 - c. JM – can we move this meeting
 - d. NH – we have happy hour today
 - e. MF - I think we tried to change it but we did not
 - f. JM - I thought we changed to second Thurs
 - g. JM – let's check if we can change to second Thurs, unless better to lose entire day.
 - h. IC - I think we have 7 ppl for committee
 - i. JM - I think we have more, lost signup sheet and sent out email so we will get the others
 - j. IC – once we get everyone we will have a meeting in the next week or so.
1. Outreach Update (Dylan)
- a. DM - I don't have a lot to update, both will spill into slack and seminar.
2. Communication Update (Kelsey & Natalie)

- a. KB – for P2P and seminar series – would be good to get schedule for year to put up on website, also if you could ask ppl who are speaking if they have social media handles to use and if they are okay with their pics online
 - b. NH – POTM we were doing it multiple entries per number but lots of ppl doing more nominations now. Maybe do an extra entry if on longer than 3 m or something
 - c. Get one spot when nominated and then an extra spot every month you don't get it. Not for how many nominate you get.
 - d. JM - I would prefer if most of these random things our council never got these. Don't want to exclude from winning seminar but random stuff bad perceptions
 - e. NH - I think we could do this
 - f. JM - I think if giving out gift cards we shouldn't win.
 - g. BM - don't want to seem as same as Promega
 - h. JM – everyone on board for everything random?
 - i. ALL – yes!
3. Seminar Series Update (Fre & Rushita)
 - a. RB – started scheduling seminars for 3 ppl getting a lot more interest. Cutting presentations to 15 plus 5 min. We are asking ppl to keep them as general as possible. We got one speaker from downtown campus as well. I would like to reach out to the downtown postdocs specific.
4. Rep Program Update (Rushita)
 - a. RB – I want to have a list on the server, we add to it, reps go in and see [there](#) new postdocs.
 - b. JM – do a google doc
 - c. BM – create PDA rep drive and put resources and this here
 - d. RM- also trying to update reps and trying to get that online want to make a ppt presentation with each slide all their info and then work with NH and KB to get all on website.
 - e. JM – on this floor there is a postdoc corner in the breakroom with the lists of reps and other info. Would be cool to get a postdoc corner somewhere, or have dept reps do this in their breakrooms. Not sure who did it
 - f. BM – If you had suggestions for ways to engage postdocs this would be helpful to , could also put this in the drive.
 - g. JM – then when we do want to have the reps ask questions they could post it there.
 - h. BM – just let you know what you need from me.
5. Slack Update (Josh/Jenn)
 - o What new channels should we add?
 - o JM – have 59 ppl on slack. Got good feedback on slack tutorials. We did get a few more ppl joining. Right now it's still a small group so not a lot of answers to questions. One thing on the to do list was to send other ideas for slack channels, just did a few days ago. We were thinking of opening more channels – Denver is a good one. One for parents too, get some interest here but don't have another way to reach them.
 - o NH – what about trying to get ppl talking on there with something in general
 - o JM – everyone has general, can't block – we could have a fun channel.
 - o BM – this is an experiment, gathering data, give it some time to get baseline, there are postdocs who don't know we have a postoc office. This is 2 months old, give it 6 m see where you are at and then evaluate.
 - o JM – to me the problem is no one is posting, not that no one is joining.
 - o BM – part of the question - is this useful
 - o JM - I get that, but we also have issues coming up of not having a place appropriate for questions to be asked. So if we give them a few more places than they have somewhere to ask these questions
 - o BM – if you wanted to create additional channels that could be fine. Caution to make too many changes too soon so you can see where it's at. Ask questions like why are you not posting questions.
 - o NH - I think add the Denver and the parents one.
 - o JM – and we sent out the tutorial so ppl can block channels.
 - o DM - I still think we should have an outreach one. I have been getting a lot of emails from ppl / groups around campus with info to distribute, having somewhere more central for slack would help me keep track of it all
 - o WK – the cost of adding more channels isn't to high

- o JM – if we could pick the three – outreach, Denver, and parents. Wouldn't be auto enrolled. One thing that would help would clean up the title at the top to be more informative.
 - o DM - I am okay drafting this for the outreach and what not to post there.
 - o JM – save bulletin board idea for later
6. New Business: Peer Editing? (Jenn)
- a. JM – we got an email from a postdoc saying English isn't their first langue and PI said get someone to help with writing discussion. I was thinking what if we could make a subcommittee that's a peer editing group, maybe even work with PHD post with ppl who like to write. Esp. For ppl as English as a second language. Wouldn't cost any money, just would need ppl who want to edit
 - b. MF - I think worth a try, and if it's an official program could get more ppl to be part of it.
 - c. IC- is there a group who wants this, some PIs can be intense
 - d. JM – if the writing center helped postdocs this would be ideal
 - e. BM – these are companies that do this. Data propriety questions come into play. My thought is if you are a postdoc providing a service a company would charge for why should we do this for free. I would want to pay postdocs to do this. I think there are some challenges there. Talking the writing center problem would be more beneficial.
 - f. JM – we could try to get in touch with writing center
 - g. MF - how would we convince writing center to let us do this.
 - h. JM - I don't know guessing its where there funding comes from
 - i. BM – this is a convo I should have with the writing center. And maybe with ISSS and office of international affairs. Questions I want to know from postdocs is what percentage of postdocs would want to take advantage of this. What kind of \$\$ are we talking about to offer this to postdocs. I think that coming up with these numbers would be where the PDA can come in. Not just for non-English speakers. There are certain aspects of rhetoric of writing that they could do. I would not get hopes up with writing center b/c I don't know how trained they are in technical writing.
 - j. JM – when I did reach out to the writing center about CV review – and they said they could but she did say that postdocs are not currently served but might be in future.
 - k. BM - I think that trying to extend the services in writing center to postdoc sis something we should work on.
 - l. JM – do you think it would be good to reach out to ISSS or office of international affairs to pool. We have sent out a lot of surveys lately
 - m. BM – I think this is not an immediate need. In the future planning – need to see what they can offer and then subsets of the questions to really see what is needed.
7. BM – 2 things 1) we now have 17 postdocs on Denver campus, I met with them and they are interested in being more involved and their biggest focus was on building community – this is what they miss and want – and so what we talked about was having a exec council position for Denver council postdocs – 3/17 are interested in sharing this responsibility. We would need to have telecommuting options or they may come here. Some ideas they had were paying more specific attention to Denver campus, creating a slack channel for just them, having a bit of a budget so they can have a coffee hour etc. Some percentage of our budget should go to them, I don't think much because they are so small, but start to plan for some amount to support them. Talking about holding 1/4ly seminar, having virtual workshop viewing party for career dev workshops. Excited to expand and include them. I will send JM the names of the 3 postdocs who want to serve as this role for the Denver campus postdocs.
- a. JM – yeah, I think we give money to others it makes sense to give it to them/us.
 - b. BM – what is coffee hour budget
 - c. WK – rough estimate 35-40 a month
 - d. BM – 350 to 400 a month would be enough
 - e. JM – allocate 250 award and BM 50 gift card to them to start and look at budget
 - f. BM – start carving into budget, don't fund with extra award money, helps justify budget moving forward
 - g. WK – compared to last year we spent 500 less on NPAW and we were 500 under budget last year so we have potentially a \$1000 we can work with
 - h. JM – we don't have more big events planned, just monthly expenses and townhall
 - i. BM – the other thing I want to get your thoughts on – there has always been difference between research side of campus and professional side of campus. I saw

ppl kicking soccer ball in green space between RC1 S and bld. 500. What if we turned this into a dedicated recreational activities in this area. Do you think people would use at all.

- j. JM – probably not
- k. BM – do you feel this is a need? Or the walkway sitting area is sufficient?
- l. NH – if I have fun time I go home, and I am really happy to just get outside and eat lunch – that area is nice
- m. JM – apparently in the summer there is a 'fair' that happens once a week in the summer in front of ed buildings – can we let ppl know about this.
- n. BM – in front of student commons
- o. BM – question is do you feel that there are sufficient areas and resources and opportunities to support that side of well being
- p. MF - what if we asked about this on slack. Nice to see because you know you have lives.
- q. JM - I think a good thing to try on slack.
- r. WK – schedule something out side for postdocs and see if ppl show up
- s. BM – what are the kind of things you would be more likely to do if they are there? PhD and postdocs have no specific break in your schedule I think that providing more opps. for ppl to do something like that and using some space could help. Good to ask on slack to see what ppl want
- t. JDP – maybe do a picnic in summer
- u. JM – do outdoor event in spring/summer
- v. NH - I think more tables would be nice
- w. BM – like Adirondack chairs, etc.
- x. JM - I don't know if we have enough \$
- y. BM – you wouldn't be paying. Focusing on making this inviting for the research side of campus to do same thing. Something I will ask the students to
- z. NH – what about getting outlets
- aa. HB - what if reps can talk with other research personal as well
- bb. BM - I think this would be great to start the convo on slack. I think wellbeing is focus on campus, there is good timing now and we should take advantage of this. You should get time outside and recreation while you are here. Need a reason to get outside.
- cc. WK – when the weather gets nicer try to have coffee hour out there
- dd. BM – what would bring you to an area like this, don't answer know but think about it. This is something I would like to advocate for.
- ee. MF – at least for tables outside we could advocate more.

MF – international education week is two weeks from now, I invite everyone to come and support have 2 key notes on Monday, Tuesday we have career panel, hard to get ppl but we have 7 ppl to talk with 5 international and 2 that are American talking about working abroad. Immigration panel, culinary exchange, Friday we have the festival with food music and other.

JM – no talent show just a fair with lots of stuff going on

Action Items from this meeting:

General:

- JM – make a google doc for NPAW debriefing/tips for next year's Exec Council to use as a reference
- For the future, have maps available for where out events are – especially for anything in Bonfils circle!
- BM – send list of 3 Denver postdocs interested in joining the PDA
- JM – invite the 3 Denver postdocs to our PDA meetings either in person or via telecommunications

Budget Related:

- JM – check with Walter about the increased Happy Hour budget for this year since we are now doing one once/week
- JM/RB/MB - Verify with Walter that we can give \$\$ to PDA Seminar Series for winners
 - Will check out budget and see what fits.
- WK - Get up to date budget on the PDA server
- WK /JDP - buy small backup coffee maker

Slack Related:

- JM/JT - asp postdocs on slack if they would use a 'rec' area in the lawn between building 500 and RC1 S for recreation and relaxing if it was better equipped. If so what would you be interested in using this space for and/or have there (more seating, sports area, etc.)

Dept. Reps. Related:

- RB - Start thinking about changing/making attendance requirements Dept. Reps.
- NH/KB - add Dept. Reps bio's to website – work with RB/JT to get bios
- RB – Make an department rep server to keep all dept rep info on

Seminar Series Related:

- RB – email Rebecca about switching food vendors for Seminar
 - Rebecca didn't have time to look into it yet, will look into it
- RB – give schedule of seminar dates, speakers, and rooms to KB/NH for website/ digest

Postdoc Engagement Related:

- RK/JM - can we change happy hour schedule to not be on same day as PDA exec meeting?
- JDP – give P2P schedule, room location, and topics to KB/NH for website/digest