**March 2017 OSU PDA Monthly Meeting Agenda**

**March 15, 2017; BRT 134 12-1pm**

**Minutes in Blue**

**Attendees:**

Faith Brennan Neuroscience

April Joice College of Pharmacy

Atsuko Uchida Neuroscience

Amara Greer-Short DHLRI

Mona El Refaey DHLRI

Yoshie Narui Chem/Biochem

Brenda Reader PACCS

Yen Stang Lau Cardiac Surgery

Manoj Gottipati Neuroscience

Mary Beth Wade Plastic Surgery

Jess Irons Psychology

Sujeet Kumar Microbiology

Noah Weisleder PAC/Physiology

**Introductions and brief background on the PDA –** The PDA was established in January 2013 with support from the Office of Research, is run by Postdoc volunteers, and supported by Postdoc Advisory Council (PAC) advisors from the Office of Research and colleges throughout the university.

The purpose of PDA is to address the needs and concerns of its members by:

* *Providing representation and liaison between its members and the administration of the Ohio State University;*
* *Promoting the academic and non-academic career goals of its members;*
* *Advocating for constructive changes in the research environment and in policies that affect the lives of postdocs and their families;*
* *Building a community of postdocs by promoting interaction between postdocs on academic, social, cultural and political issues;*
* *Maintaining a charter with the National Postdoc Association: You are all members, so sign up through the link on the PDA website!*
1. **General PDA Business:** Brenda Reader (June 2016-Current) and Yoshie Narui (Oct 2016-Current)
	1. The PDA has written a letter of support for Noah Weisleder and his application for faculty director of the Office of Postdoctoral Affairs. It was sent to Provost Bruce McPheron, Caroline Whitacre, Senior VP of Research, and Scott Herness, Dean of the Graduate School. We received acknowledgement of receipt and appreciation for our letter from Dr. Whitacre.

The current goal is for the Office of Postdoctoral Affairs to be set up by the end of Spring 2017.

* 1. **Updates:** Please send updates to the co-chairs a week before the monthly meeting.
1. **Current Postdoc Issues/Announcements:**
	1. The Ohio State chapter of Sigma Xi has invited the PDA to join them on a bus to DC for the March for Science April 22. RISE Travel will provide bus ride in a luxury motor coach, dinner, and a hotel room. Prices are fixed. After a certain date the prices will rise, so you will just need the special Sigma Xi promo code to get the reduced prices: Quad room: $199; Double room: $250; Single room: $350

Currently few postdocs have expressed interested in attending the march. It was suggested that this may partially be due to concern about possible ramifications for being involved, particularly for international students, and difficulty in taking time out during the week. A march will also be held in Columbus, and the PDA may organize a contingent to join the march.

* 1. Budgets

The budget is still being compiled and is awaiting input from some committees.

**Action Points: Committee chairs should send budget requirements to co-chairs.**

* 1. Standard operating procedures for committees

The standard operating procedures document should include the activities of each committee and any procedures for organizing events (e.g. booking rooms, advertisement, reimbursement etc.). The purpose is to allow smooth changeover of co-chairs.

**Action point: All committee chairs should compile a draft standard operating procedures doc.**

* 1. Discussion/ranking of travel awards
	2. **University Research Committee (Yoshie Narui):**
1. Revised bylaws of the Research Committee were approved and will be passed on to the full Senate. This includes 1 voting and 1 non-voting postdoc member.

The Research Committee is looking for a new postdoc member. The committee is composed of faculty, grad and undergrad members, and considers Issues related to research (eg research software, misconduct cases). Meetings are monthly and will not be a huge time commitment. The postdoc members will eventually be approved/appointed by Office of Postdoc Affairs.

Anyone interested should contact Yoshie (narui.2@osu.edu).

1. Electronic lab notebooks: The university is looking into an agreement with LabArchives for a research and classroom edition.
2. Travel Ban: Approximately 60-70 OSU affiliated individuals (plus families) were potentially affected. Of those, ~15 were H1-B visa holders who were likely to be postdocs.
3. Other notes: Coordination of campus gene sequencing facilities, Informally addressing obstacles for women and minorities
4. **Announcements from the Postdoc Advisory Council (PAC): Noah or Jeff**
	1. Marcela is at the NPA conference this week

Marcela is aiming to give a seminar of the NPA when she returns.

The NPA 2018 conference will be help in Cleveland and it is hoped that OSU will have good representation.

* 1. OPA director position has been posted. Noah applied.
	2. Fellowship Writing Workshop - May 25th

The workshop is run through the Office of Research by BioScience Writers, a profession writing and editing service. The workshop is principally focused on postdocs and grad students. The workshop is likely to fill up quickly.

* 1. Postdoc Orientation - April 19th from 10 am to 12 pm

The location will be in the Cartoon Room, Ohio Union. The co-chairs will look into whether it is possible for the orientation to be recorded and made available online. The PAC is also aiming to improve circulation of the orientation information to ensure all new postdocs are made aware of the event.

1. **Updates from the Secretary – Jessica Irons (Oct 2016-current)**
	1. PDA monthly meeting times: 3rd Wednesday of every month 12pm-1pm switching between
	2. April 19th (Wed) 12 – 1pm, Research Commons 352

The meeting will be held directly after the postdoc orientation. It was suggested that the meeting be moved to the same location as the postdoc to increase attendance.

**Action points: Meeting location for next meeting to be moved to Union.**

* 1. May 17th (Wed) 12 – 1pm, BRT 134
	2. June 21st (Wed) 12 – 1pm, Research Commons 352
1. **Updates from the Treasurer** **– Elaine Wells-Gray (Nov 2016-current)**
	1. Our current balance is:
	2. Reimbursements: Give Elaine the original receipt and copy of the event flier (wells-gray.1@osu.edu)
2. **Committee Updates:**
	1. **Communications – Manoj Gottipati:**
		1. Send e-mail about events at least a week or two ahead of time so that people can see them on the website
		2. Adding a suggestion form on to the website to get more input from postdocs

Any suggestions/comments on the suggestion form should be directed to Manoj (gottipati.5@osu.edu)

* + 1. Manoj will be posting events on the website and Facebook; Dan will be posting daily to our Facebook page to keep it more active, this will include images or articles that are relevant to postdocs
		2. If anyone is interested in expanding our social media efforts, please contact Manoj (or stay after the meeting to discuss) gottipati.5@osu.edu
	1. **International – Yoshie Narui (Interim Co-Chair) and Jess Irons (Interim Co-Chair)**
		1. Completing the final edits to the International Postdoc Guide. We have added information on compensation and benefits. This includes an example paycheck, which highlights the typical deductions and final take home amount and includes a better description of benefits available to postdoc researchers.

Please send any suggestions or feedback on the postdoc guide to co-chairs.

* + 1. Drafting a letter that will accompany the Guide for distribution by department chairs to faculty members and their prospective postdoc candidates.
		2. Contacting OIA to see if they would be willing to cross-post this information

Faith has contacted OIA and they have agreed to cross-post. It was also suggested that the Office of Postdoc Affairs include the guide in the welcome email sent to new postdocs.

* + 1. Jess is leading the effort to have another Immigration Attorney session. She has been communicating with several of the lawyers on our contact list. We would like to host a discussion on the current immigration climate and what to expect in the future. This event will likely happen in late March/April.

The event will be held April 5th at 12pm, location TBD. The PAC will arrange a location and registration of the event. Those who attended the talk last year suggested that most of the time be spent on Q&A as many postdocs came with specific questions.

* + 1. We are looking for future leadership for this committee!

Faith Brannan and Mona El Refaey will take over as the new co-chairs, but they are also looking for new members.

* 1. **Professional Development – Amara Greer-Short (Co-chair) and Eric Wang (Co-chair)**

Amara Greer-Short is starting as a new co-chair.

* + 1. April seminar “Navigating the Faculty Track: A Panel Discussion”
			1. Tuesday, April 18, Prior Sciences Library, Rm 400 A/B
		2. May or June seminar’s tentative topic is mentoring: How to find a mentor as a postdoc/The Postdoc/Mentor Relationship (still planning).

Anyone with ideas about future topics please pass this on to the co-chair Eric (wang.9703@osu.edu) and Amara (amara.greershort@osumc.osu).

* + 1. Updating and compiling professional events across campus.
	1. **Social – Atsuko Uchida (Co-Chair) and Rudra Purusottam (Co-Chair)**
		1. March coffee break will be skipped.
		2. The next coffee break will be on Tuesday, April 11th. The location is BRT.

To be held in BRT 105 at 9:15 start (preparation starting at 9am).

* 1. **Policy and Advocacy Daniel Kiss (Co-Chair) and Frances Sivakoff (Co-Chair)**
		1. Dan and Frances have stepped down as co-chairs. We thank them for their service!

Brenda is currently acting co-chair. Mary Beth Wade will be stepping in as a new co-chair.

* + 1. We are working on 2 things this month: creating a short survey for postdocs about FLSA and creating a short survey for faculty regarding “best practices” for implementing FLSA in their laboratory.

The purpose of the survey is to provide feedback to Carol Whitacre and other members of university leadership, to judge whether following the FLSA was a right decision for OSU. The survey will address issues such as what PIs consider paid work (e.g. writing fellowship proposals etc) and how much postdocs are working each week. It will be a short survey with Likert scale responses and the committee is considering giving away small giftcards as incentive to complete the survey. The aim is for the survey to go out by the end of the month. Manoj offered to host the survey on the website.

* + 1. We need volunteers to help craft the survey and new co-chairs.

If you would like to help out with the survey contact Brenda (reader.13@osu.edu).