Present:

Janet Fields

Julie Chen

Tom Chalk

Lola Perez-Hernandez

Luke Trusel

Holly Moeller

Agenda:

1. Status of postdoc mentoring -- traditionally done department-by-department; recently Janet had to nudge MC&G to get them up to speed
	1. Notes for departments:
		1. Chemistry: Janet touched base recently
		2. Biology: Mentoring meetings (individual with committee, followed by reception with all postdocs) occurring every 6 months
		3. G&G: Mentoring meetings (individual with committee, and group with committee) every 6 months
		4. PO: Meeting every 6 months
		5. AOP&E: In first 3 months, postdocs are assigned/allowed to choose a mentor in addition to their supervisor; they meet with this mentor regularly
		6. Interdisciplinary postdocs: Sometimes getting lost between the cracks
	2. PDA Action items:
		1. During new postdoc check-in, tell them when to expect first mentoring meeting.
		2. Janet will collect latest mentor policies
		3. Remind postdocs that Ed Coordinators are also resources for postdocs
			1. **MATTIAS: Update website with Ed Coordinator information?**
2. Workshops
	1. Teaching/mentoring workshop upcoming, organized by JP students
		1. **HOLLY: Figure out which PDA rep to ask so that postdocs can be invited**
	2. Early Career Scientists Panel, Wednesday, April 13, 12-1:30pm, Clark 507
		1. Get ~5 WHOI scientists to share insight on starting up a lab, answer questions in startup money needed, who to hire first, etc.
		2. **EVERYONE: Nominate early career people in your department who have experience in the last few years setting up labs (ideally, at both WHOI and other types of institutions)**
		3. **HOLLY: Invite these people to participate**
	3. Tax Workshop
		1. **JANET: Find out when this is being held**
	4. Data Management and Archiving Workshop
		1. **TOM: Check with with Keith Glavin (CIS) to ask if he (or someone he knows) could make a presentation on this. Goal is to schedule for May.**
	5. Faculty Application Workshop -- Weekly, mid-Aug thru early Sept
		1. HOLLY: Draft outline for schedule, recruit 1-2 faculty members to help out
3. PDA Website
	1. **MATTIAS: Can we update 2007-and-earlier materials? Post recent minutes? Add latest (2015) symposium agenda?**
4. Postdoc-All Mailing List
	1. **JANET:** Send list of current WHOI, USGS, etc. postdoc emails to Tom & Julie
	2. **TOM & JULIE:** Clear membership and mass-resubscribe these people (?)
5. Coffee Hour
	1. **JULIE: Confirm March USGS date and send save-the-date email**
6. Happy Hour (first Friday in March)
	1. **LUKE:** Coordinate with MBL (they’re bringing food?!) for joint happy hour in March