

Meeting minutes 11 October 2022

PDA meeting 11 October

In attendance: Svenja, Eesh, Yaamini, Mike, Hannah, Janet, Elaine

Called to order ~13:05

Agenda:

postdoc symposium: scheduling, presentation types, IT support, snacks

VP/Dean search committee nominations

Speed-interviewing event

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To do:

- VP/Dean:
 - Svenja will check with Elaine about whether more people have self-nominated for the VP/Dean search committee
 - Svenja/Elaine will send names to Rick by 10/14
- Speed-interviewing:
 - Mike is meeting with development tomorrow, will send info and save-the-date shortly thereafter
 - Mike will check in with development people about whether they are interested in coming to the symposium
- Postdoc symposium:
 - Hannah will update the survey and send it out with a save-the-date
 - Svenja will look into food options
 - Hannah will respond to Matt Barton about IT support for hybrid in 507, and also recording the event
 - Meeting next Tuesday (10/18) at the same time (1pm Eastern) to hammer out more details
 - Work on schedule, figuring out talks/posters etc
 - Work on mechanisms for peer feedback: google form, paper form? Incentivize giving feedback with some sort of raffle?
 - Figure out what we want for food/catering (coffee/cookies from the buttery at the start, good catering for Wednesday social?)

VP/Dean search committee rep

We are supposed to nominate a few postdocs, one (or more) of which will be selected to serve on the search committee. So far we only know of one person who has expressed interest, though Elaine might have gotten more responses

Svenja will check in with Elaine and see if she has more responses

Deadline to get these names to Rick Murray is Friday (Oct 14th)

Eesh is willing to put his name in, but will be leaving in May at the latest so might not work for the timeline

Speed-interviewing event - November 2!

Mike is working with folks in Development who are very excited to help with this

The idea is basically to have an elevator pitch workshop

Development will put together some pre-workshop info (Mike will send out with save-the-date soon) and do some kind of presentation to kick it off, then we will have semi-social speed conversations with each other and it will be great!

Mike will send a save-the-date maybe tomorrow after his meeting with development people (Jim Flynn, Veronique Le Capra, Andrew Rose)

Keep in mind for the future that they are excited to work with us on these kinds of things

We don't allow non-postdoc scientists to come to the symposium, but have in the past invited development/communications people - keep that in mind. Mike will bring this up at his meeting.

Postdoc symposium - November 9-10!

Do we want posters, or only oral sessions? Two lengths of talks?

Offering options would be good. Maybe include a survey question about whether people would make a new poster or present an old one?

For posters, we can have a virtual option of sorts - poster pdfs online maybe just in a google drive folder, and have people include their email addresses in case virtual folks want to discuss. Platforms with comment functionality for virtual posters probably cost money.

Add a question to the survey asking if folks will be in person or virtual, and if they will attend the social or not (for snack headcount)

Last year for all-virtual the symposium was two days, partial days, helped accommodate people on the West coast

Could we do two days again? Maybe two afternoons and have a social thing afterwards one of the days? Meet-and-greet social on Wednesday, so we avoid Veteran's Day and people leaving for the long weekend a little in advance. This seems ideal, particularly since there are still a bunch of remote postdocs on the West coast now.

Plan to do two afternoons - 2pm onwards both days? Design presentation schedule around responses, have options for shorter and longer talks and posters.

For short talks, maybe try to group by subject and rather than have Q&A after each talk, have more of a discussion at the end of the group

Longer talks should be like a conference - 12 minute talk, 3 minute questions?

One goal of the symposium is training/practicing giving talks, per Janet - this is how the symposium was designed, and it was filmed so people could watch themselves afterwards and see how they did. Another goal of the symposium is for us to get to know each other and what we all do.

Peer feedback - how do we want to do it? Constructively, of course. Mechanism could be a digital form or a paper form or something. Google form: question 1 is who are you evaluating (dropdown menu), question 2 is open-ended feedback (we are not huge fans of numerical ratings) or perhaps 2 questions, one on content and one on presentation. Possible questions: say one thing you learned, say one thing you think could have been improved? Could include a ranking at the end so we can rank people for prizes, don't necessarily need to forward those numbers on to people. Can also have some paper copies on hand in case people don't bring devices.

General consensus seems to be that we don't need to give prizes to people for talks

Maybe we could do a raffle based on how many feedback forms people submit? Incentivize providing peer feedback.

For recording talks, we would most likely want to record the entire session each day and then send out one link maybe with a list of timestamps so people can scan to their talks.

Zoom does allow for stopping and starting recording within a meeting but it often elides the recordings anyway.

Schedule will generally be:

- talks 2-4pm both days, with coffee beforehand and possibly a break in the middle
- social on Wednesday after talks (with posters)
- feedback forwarded to presenters shortly after symposium, and possibly a raffle drawing once we tally up how many feedback forms people filled out

Food - what do we want? Janet thinks easiest is to order (non-alcoholic) drinks from the Buttery and get coolers from them, and then get good food delivered from somewhere (Roche Brothers, Panera, Maison Villate, etc.) and buy any alcohol ourselves separately (buttery can provide coolers).