

Minutes from February 3rd, 2015 (4:00 pm /Meeting Room, Grad Club)

Attendance

Jiro Inoue	President, PAW's OWL Coordinator, VP Finance Role, Senate Observer, Robarts Research Institute	X
Tim Burkhart	Vice-President Internal, University Council on Research Ethics (UCRE), Department of Mechanical Engineering	X
Blake Butler	Vice-President External, CAPS Representative, University Research Board (URB) Rep., Department of Physiology & Pharmacology	Regrets
William Lin	Vice-President Communications, Department of Mechanical & Materials Engineering	X
Yara Hosein	Secretary, Western's Mental Health and Wellness Initiative representative, Schulich Dentistry	X
Barat Wolfe	Social events coordinator, Arthur Labatt Family School of Nursing	X
Kalin Penev	Tax representative, Department of Chemical and Biochemical Engineering	-
Liliana Jaramillo	Outreach Coordinator, School of Occupational Therapy	X
Francesco Sala	Department of Mathematics	X
Mathew Fox	Robarts Research Institute	X
Marina Cvetkovska	Biological Sciences	-

1. Ratification of the Minutes from the previous meeting

Passed

2. Ratification of the Agenda

Passed

3. Announcements/Introduction of new members/Attendance

None

4. Research Forum (Yara)

An update was given on the progress of the planning for research forum. The agenda was modified slightly. The alumni panel is now cut so that more time is allotted to the workshop sessions. However, the alumni will be invited to chat with postdocs at PAW's 'Happy Hour Info Session'.

The leadership workshop will now be facilitated by Dr. Mary Crossan (Professor, General Management at Ivey). The tentative format of this session is expected to be case study learning, in the area of Strategic Management. This session will be useful for postdocs who are planning to move on to academic and non-academic streams.

With regards to the Grant Writing Workshop, an interactive format will be used. Examples of ‘good’ and ‘okay’ funding applications will be distributed prior to the meeting. Postdocs will be asked to sign up for department specific groups, and will be assigned the grant examples accordingly. At the workshop, tables/rooms will be set up with representatives (*i.e.*, Research Officers and Associate Deans) from different departments (eg. Social Sciences + Arts and Humanities, Sciences + Engineering, Schulich + Health Sciences, Ivey, Education), and discussion groups will be focused on critiquing and comparing the grants. This format will allow for participants to ask discipline specific questions in a focused group setting. Once the break-out sessions are complete, a summary presentation will be done with the entire group, providing general tips and information on resources available for grant writing.

Dr. Adrien Owen has agreed to be the keynote speaker, and he will be meeting with Mihaela in the next couple of weeks to discuss the expectations of his presentation.

With regards to the awards for the Research ‘Gala’, there will be two 3MR awards. One will be chosen by judges, and the second will be a PAW People’s Choice Award voted for by peers. However, we will have to figure out who will be voting for the PI Excellence Award and the Postdoc Admin of the Year Award.

5. Mental Health and Wellness (MH&W) Update (Yara)

The SGPS MH&W working group had their winter term meeting on January 26th. A lot is happening within SGPS with regards to MH&W awareness. They are planning bi-weekly, monthly and per term events. Many of these are applicable to postdocs, so Yara will communicate that info once things get rolling.

Yara is also working with Melanie Atkins (Grad Student, Lead TA on the MH&W Online Module) to put together a brochure promoting health and wellbeing, with information on resources available on campus. Melanie and Yara will work together to develop the design of the brochure and overall ‘wellness tips’. However, SGPS will be printing a postdoc-specific brochure (with info on postdoc accessible campus resources) that can be included in orientation packages, as well as posted to PAW and SGPS site.

Yara will send the draft version to PAW’s committee for feedback. It can be expected early next week.

6. Posting Meeting Minutes to PAW Webpage/Facebook/Twitter link (Yara)

Will and Yara discussed posting the monthly meeting minutes to PAW’s communications’ outlets, but wanted to get the opinion of committee members. It was agreed that there isn’t any sensitive info in the minutes that cannot be made public. The minutes will now be posted on the archived section of PAW’s website.

7. PAW Communications/Social Media (Will)

Will is interested in posting interesting articles/postings/career opportunities to the PAW's facebook page or tweeting it out from PAW's account. It was agreed that the facebook page and twitter can be used for these purposes.

In addition, Will requested updated photos for the PAW website (eg mathematicians whiteboarding equations; life scientists examining specimens or prepping samples; etc). Committee members agreed to forward these pictures to Will.

8. Professional Development Plan (PDP) (Tim)

Tim updated the committee on the progress of the PDP. Right now, he is working with Mihaela on finalizing the details. The PDP is expected to be started on July 1st 2015, and will be a requirement for all incoming postdocs. Once the postdoc's contract is filed, they will be expected to complete the PDP requirements. This will involve a plan of action for the duration of postdoc and organizing a mentoring committee.

The PDP expectations will be clearly laid out, indicating the goals of the various components. The language will state that the plan is not intended to be an assessment of progress, but a structured training/mentoring program that is aimed to make the postdoc experience better.

The final proposal documents will soon be circulated to PAW members for feedback.

9. Academic Hiring Panel (Francesco)

Francesco pitched his proposal for the Academic Hiring Panel. It was suggested by the committee that the panel be an introduction to academic hiring, and a later workshop can be discipline/department specific. This way, the panel session can be trimmed down to one hour and made more succinct. Jiro has offered to help him with the planning. He hopes to have the academic panel a few weeks prior to research forum.

10. Postdoc Advisory Committee Meeting (Jiro)

The committee met to discuss the mentoring program. The proposal was sent back for revisions and slated for summer implementation.

11. PAW Budget (Jiro)

Jiro is information as per current expenditures. Tim, Barat, Liliana, Marina and Matt are working with him as part of the budget planning committee. A spring party is included in the current budget, but there have not been any plans for that thus far. Liliana suggested that we use those funds towards the 'Gala' that will follow Research Forum. This will be considered.

12. New Business/Open Forum

Social Events: Barat brought up the discussion that the PAW monthly social events have been poorly attended. Since it takes time for planning, she suggested we reconsider how the socials are run. It was decided that we change the social from once a month, to less frequently, but make the social a bigger 'paid for' event that happens during the week. Eg. week night dinner at the Wave followed movie at Western Film. This idea was agreed upon by all committee members, so Barat will look into making these changes.

Google Groups: Jiro recently received an email from a former postdoc who was concerned that her 2006 email communications with PAW were posted to a Google Groups webpage. She requested that the posts be taken down. Jiro looked into it and discovered that the Groups page was active at the time, and has now closed it down to prevent future issues.