**Minutes from September 2nd, 2014 (4:00 pm/International and Graduate Affairs Building)**

Attendance:

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| Jiro Inoue | President, PAW's OWL Coordinator, VP Finance Role, Senate Observer, Robarts Research Institute | + |
| Tim Burkhart | Vice-President Internal, University Council on Research Ethics (UCRE), Department of Mechanical Engineering | + |
| 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 | Regrets |
| Yara Hosein | Secretary, Western's Mental Health and Wellness Initiative representative, Schulich Dentistry | + |
| Barat Wolfe | Social events coordinator, Arthur Labatt Family School of Nursing | + |
| Kalin Penev | CAPS Vice-Chair Communications, Tax representative, Department of Chemical and Biochemical Engineering | - |
| Onur Ozturk | Ivey Business School | - |
| Katrina Laurent | Webmaster, Department of Biology | - |
| Liliana Jaramillo | School of Occupational Therapy | + |

1. **Ratification of the Minutes from the previous meeting**

Passed

1. **Ratification of the Agenda**

Passed

**3. Announcements. Introduction of new members. Attendance**

 Liliana Jaramillo is a new postdoc joining the committee.

**4. Postdoctoral Professional Development Program (Tim)**

We want to develop a professional development program (PDP) that formalizes and adds to the programs that already exist. The University of Pittsburgh is regarded as having one of the best postdoc PDPs and they have agreed to share with us their model so that we can tailor it to our needs.

Once Tim has a chance to review it, they have also agreed to video conference with him so that they can talk in more detail about the program. Tim is hoping to do this over the next month, at which point he will report back to PAW to get additional feedback.

The program will entail:

* Setting up a mentoring team for postdocs (primary and secondary supervisors)
* Delivering professional development workshops to posotdocs, with a CV deliverable outcome
* Possibly renaming to Postdoctoral Scholarship and Professional Development
* Performance assessments for both supervisors and postdocs

PAW will need to get the Deans on board, so that the program can be implemented from top to bottom.

**5. National Postdoctoral Association Annual Conference (Tim)**

In Baltimore MD, hosted by the University of Baltimore March 13-15

Decided that Yara will attend the conference and put together an abstract on PAW Initiatives to Improve Postdoc Mental Health and Wellness (Due **September 30th**, with notification of acceptance in November).

Also need to think about applying for a travel award (application date not yet posted but usually about 2-months before the conference)

**6. Teaching Mentor Program (TMP) for Western Postdoctoral Scholars (Tim)**

The TMP is an excellent opportunity to collaborate with the Teaching Support Centre (TSC) to develop a program that would allow Western postdocs to gain the necessary teaching training.

* Tim met with Nanda Dimitrov (TSC) and she agrees that the program is a good idea. TSC have agreed to endorse the program (e.g. teaching certificate), but will not run it.
* Tim also met with Dr. Wilson who has experience with mentoring postdocs in teaching. He has agreed to be a consultant on this program, as well as a pilot member
* May be able to start pilot in the Winter semester
* Better than a TA position because postdocs will gain access to teaching scores, experience with course development, be able to sit in on student-professor meetings, and be listed as a co-instructor on CV.

However, we will have to look into union issues with regards to money/salary compensation for such a program. Will need to discuss with Dean (higher authorities) in order to endorse the program.

**7. Postdoctoral Mentorship Gala (Liliana)**

Mentorship and supervision is a key element of the post-doctoral experience. A space is needed in which postdoctoral supervisors and their post docs can share and network with other post docs and supervisors around campus, and where professors interested in taking in postdocs can learn more about it. Liliana would like to propose that this Gala be piloted, to promote mentorship, recognize outstanding postdoctoral mentorship and share postdoctoral research and mentor-mentee synergies that have been successful in accomplishing scholarly work.

* Can be held annually, with award nominations for outstanding supervisor/mentor
* Possible to get funding from SGPS, or have tickets available for purchase
* May be possible to group with the Research Forum (Spring forum versus Fall?) or replace the AGM with this Gala

Liliana will prepare a formal proposal outlining details of the event and expected budget, which will be passed by PAW Council, before forwarding to Mihaela and/or SGPS.

**8. Survey results from the AGM/BBQ and SOGS Health Plan (Jiro)**

Update on the survey results from the PAW Annual General Meeting.

* Grant writing, academic job interview skills and salary negotiating were top interests.
* Email is the preferred method of communication by postdocs.
* Healthcare option not widely used by postdocs because some do not know about it, and others find it expensive ($982.50). May need to look into additional options for postdocs (e.g. alumni etc)
* Yara will take the initiative on looking up other plans/options, since it falls under the Wellness portfolio.
1. **Strategic Mandate Agreement (SMA) (Jiro)**

Master's enrollment is scheduled to go up a few hundred; however, PhDs are not really changing. Agreement to concentrate on certain areas and guide enrollment.

Key areas: Imaging; Materials and Biomaterials; Philosophy of Science; Bone and Joint; Sustainability and Harsh Environments; Neuroscience/Brain and Mind; Big Data; Management; and Finance

1. **Postdoc Research Forum (Jiro)**

Barat has agreed to assist Mihaela with the planning of the forum. Yara and Jiro have also offered to assist, where needed.

*Possible format:*

* 3 minute research talk along with workshops
* November date OR spring?
	+ Maybe move Interdisciplinary Collaboration Workshop to September to accommodate Spring Research Forum
* Possible to join with Mentorship Gala (Item 7 of meeting minutes)
1. **UWO Email Account Storage (Jiro)**

We forward emails to Gmail, but we also store stuff on the UWO account (Postdocs@uwo.ca), which is almost full. Jiro will ask Will about @uwo address, to determine if we need to delete emails.

1. **Photos at Social Events (Jiro)**

Should return to taking photos at social events. We don't want to look inactive.

* Members have agreed to take photos at events.
1. **Intramurals (Jiro)**

It would be good to get an intramural system going for postdocs as a way of reaching a different crowd and having another social outlet.

Barat will take initiative on this

* Co-ed Frisbee team
* Will send an email to everyone to contact Camila (captain) if interested
* Discuss with Mihaela if she can pay for registration.
1. **Exec Half Day Retreat with Mihaela (Jiro)**

Mihaela wants to meet execs and have a half day retreat to establish priorities.

* The members agreed to meet with her to discuss initiatives that PAW would like to take on for the upcoming year
* Jiro will start a doodle to determine member availability

*Suggested priorities:*

* Consolidate information and communicate (e.g. hot tips etc.) (Barat)
	+ Welcome email to all postdocs from PAW detailing what is available on campus to them, opportunities in PAW, social events etc
	+ Meet with Mihaela to go over details of communication: Can be one of the checkboxes for the Professional Development Program (Item 4 of meeting minutes)
* New Postdoc Programs: Postdoc Mentorship Gala, Teaching Mentor Program and Professional Development Program
	+ Postdoctoral academic and professional training
	+ Emphasize CV-able outcomes
* Community building: Involving people in various PAW events and activities
* Maintenance of ongoing programs (e.g. post doc happy hour, spring conference etc.)
1. **New business/Open forum**

Barat needs suggestions on questions for our Employment Opportunities panelists at Postdoc Appreciation week.

Please send Barat your suggested questions for:

- Allison Price (Director of Programs and Engagement for TechAlliance of Southwestern Ontario)

- Zeina Choucair (Client Services Manager for WIL Employment Connections),

- Robert Collins (Director of Workforce Development for the London Economic Development Corporation),

- Jennifer MacLean (Director of Business Development, London for MITACS)

- Paul Paolatto (Executive Director of Western Research Parks).