

## PDA Meeting (virtual via Zoom) dated 9th June 2020

**Attendees:** Diana Fox, Neekkan Dey, Elle Palmer, Ahmet, Kofi-Kermit Horton, Justine and Michelle Grunin.

### **Minutes:**

1. Elle is going to prepare templates (Google Form) and send its link to the Chairs of the PDA committees, as well as, different Faculty Senate representatives to fill it up monthly and send it back before the PDA meeting with brief details of their ongoing activities.
2. Elle will administer the process of virtual introduction of newly elected representatives of the different Faculty Senate Committees of PDA to their corresponding Committee Chairs.
3. The monthly PDA meeting is fixed on the Second Tuesday of every month and will start at 3:00 pm.
4. Kermit will prepare the Agenda for the next PDA meeting.
5. Budget: Diana informed that the budget for the PDA would be the same as of the previous year.
6. Discussions on-
  - I. Gifting coffee cups to postdocs during orientation in place of T-shirts;
  - II. Providing boxed lunches to postdocs during orientation in place of pizzas;
  - III. Using part of the budget on payment of guest speakers;
  - IV. Picnic on grass (an outdoor event complying the present social distancing policy).
7. Diana informed that several PDA committees have already started meetings- including the Women's Initiative and the Public Relations Committees.
8. Elle briefed that the Public Relations Committee is presently working towards fulfilling the minimum requirements of the Case Media Management in order to obtain permissions to set up PDA accounts for different social networking sites including- Instagram, Twitter, Facebook, LinkedIn, etc. Once the accounts are set up, every postdoc will have the opportunity to share information on their newly obtained Grants, as well as, newly published papers to these groups. For this purpose, a format will be developed, like Google Forms, for easy submission of information to be shared via social media. Presently the committee is working on the application to set up the Instagram account of the PDA.
9. Discussions on the possibility of introducing "Profile of the Week" competition among CWRU postdoc community- in which the profile of the selected postdoc will be considered for promotion using the different social networking sites of PDA.
10. Diana is working with the Immigration Committee to discuss with a HR Immigration Attorney regarding the possibility to extend the renewal of J1 VISA from 1 year to 5 year for the postdoc community.

11. Justine informed that the Social Committee would be conducting a meeting with the members soon.

12. Michelle requested the PDA to monitor the Mentoring Program so that it should continue like before, as there is some news that it is being handed over to some outside companies. She also suggested that PDA should always be an integral part of this program.

13. Diana suggested Ahmet to conduct a separate meeting with Kermit (ex-chair of Professional development Committee) and other members of the Professional Development Committee to initiate the initial activities of the committee.

14. Justine will create a Google Calendar to monitor all the different events of PDA- initially it will be only for the PDA leadership, later it will be shared with the postdoc community in view only mode.

**Next Meeting Date: 14<sup>th</sup> July 2020 (Tuesday).**