



**OSU Postdoctoral Association**  
Oregon State University  
300 Kerr Administration Bldg., Corvallis, Oregon 97331  
<http://oregonstate.edu/opa>

## Minutes from OPA Meeting 3-19-15

- A. Pre-meeting discussion of new and improved OPA website
  - a. Suggestions for additions/changes
    - i. Add list of names of previous board members
    - ii. Add event flyers to the main page
    - iii. Try to have a new photo load at the top of every page refresh
      - 1. Changing/animated photos may be too distracting
    - iv. Email any changes to current board member bios to Katy
  
  - I. 4:15 call to order
  - II. Roll call
    - a. Attendees: all board members present
  - III. Approval of minutes of previous meeting, all current members present voted to approve, no dissenting votes
  - IV. Officer and committee reports and unfinished business
    - a. Treasurers report
      - i. Our fiscal year starts July 1
      - ii. Propose to draft an expected budget for the upcoming fiscal year
        - 1. Income
          - a. \$10,000 expected July 1
          - b. Poster session vendors (fall 2015) will bring additional income
            - i. To be used for purchase of poster session refreshments
          - c. No novel sources of funding anticipated
        - 2. Expenditures
          - a. Professional development awards
          - b. IEP events
          - c. Pizza lunches
          - d. Spring picnic
          - e. Poster session (room rental and refreshments)
          - f. Other?
    - b. IEP committee
      - i. Upcoming April workshop is open to postdocs and grad students
        - 1. 4:00 peer review, 5:00 presentations, 6:00 panel discussion
        - 2. 4 speakers are reserved, catering is setup
        - 3. RSVP form and flyer to be sent shortly
        - 4. Budget is approved



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- c. Professional development committee
    - i. Professional development awards for spring
      - 1. Application form is drafted
        - a. Suggestion to delete sentence on how funds will be distributed
        - b. Board members are not eligible to apply
      - 2. Application due May 8<sup>th</sup>
    - ii. Workshop ideas
      - 1. Several different topics, all geared towards academia
    - iii. Possible professional speaker (The Professor Is In)
      - 1. Cost is high (\$2,500-\$3,500) but negotiable
      - 2. What would be like the presentation/workshop to be about?
  - d. Welcome committee
    - i. Do we want to include visiting scholars in OPA?
      - 1. Vote is yes, no dissenting votes
  - e. Social events committee
    - i. Upcoming pizza lunch is to be held 4-2-15
    - ii. Committee is looking for more professors to take part in coffee with faculty
      - 1. There will be a Google signup
    - iii. Spring picnic
      - 1. To take place Saturday June 6<sup>th</sup> around lunch time
        - a. We need a reservation for a picnic shelter
      - 2. We will purchase main dishes (grillables), charcoal and beverages
        - a. Perhaps some local vendors will donate drinkables?
      - 3. We will ask people to bring side dishes and desserts and games
- V. New business
- a. NPA meeting (Dorthe)
    - i. We could add new topics to our areas of focus
      - 1. Example: project management
    - ii. Would we like to create some kind of professional development certificate?
      - 1. General consensus is yes
- VI. Adjournment



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Social Activities/Networking Committee report, March 2015

Submitted by Renee Greer, 3/19/15

1. Update of previous month's activities
  - a. Had Peers & Beers 2/19/15. Red Fox Café, 14 attendees
  - b. Planned first pizza lunch event for 4/2/15, 12-2pm. Propose to alternate pizza lunch and coffee with faculty for 1<sup>st</sup> Thursday of each month when not in conflict with other special events.
  - c. 4/2/15 Lunch event will be leadership workshop led by Terri Fiez. KEC 1126, 12-2pm
2. New business
  - a. Propose a motion to approve spending up to \$100 for 4/2 pizza lunch.
  - b. Collection of faculty suggestions for coffee with faculty. Suggest creating of google doc or doodle poll signup for other board members to volunteer hosting coffee with faculty.
  - c. Finalize date for spring picnic



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### **Treasurer's Report 03.19.15 (submitted by Ann Sitomer)**

- Expenditures since last OPA Board meeting:
  - 1) Invoices for \$992.20 were submitted for the second of the two professional development awards from Fall 2014.
  - 2) The OPA Board approved two expenses for the IEP event that will be held in April: Approximately \$314 for room rental and about \$300 for catering.
- Projections for the end of FY\_15 and some information for the FY\_16 budget are needed by OSU's accounting office (UBAC). Discussing these questions (see below) is an agenda item for the OPA Board meeting 03.19.15.
- I will align the OPA budget to the form being used by UBAC. Our current budget is organized by activity, but I'd like to find broader categories such as outreach, professional development for postdocs, etc.

#### *Questions from UBAC*

##### *Questions regarding FY\_15*

- 1) Review the services and supplies and let me know if the amounts need to be adjusted from March 2015 through June 2015. Initial budget: \$1500, Projection: \$8428.06
- 2) Will there be any additional transfers into GRD040? If so, please identify the department/units?
- 3) Does Postdoctoral Association anticipate any revenue from March 2015 through June 2015? If so, from whom? Will this be internal or external revenue?

##### *Questions regarding FY\_16*

- 1) Is there any anticipated transfers into GRD040? If so, please identify the department/units and amount.
- 2) Does Postdoctoral Association anticipate to purchase capital equipment of \$5000 per item in FY16?
- 3) Does Post Doc anticipate FY16 revenue? If so, will the revenue be external or internal.



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## **Professional Development Committee Report – Mar. 19, 2015**

A new professional development committee was formed after the last OPA board meeting, comprised of Professional Development Coordinator (Chair) Amanda Brown, and board members Cory and Jenny. Dorte also joined us. We met on Thursday March 5, 2015 and spent 2 hours working on items on our agenda. The main goals were to:

- (1) discuss drafts of the Professional Development Award announcement (modified slightly by Amanda from the previous year's announcement);
- (2) review a broad range of "Student Success Series Workshop" and other event ideas (written up by Amanda) to decide on a new event format, schedule, specific dates, and topics.

The result was a fruitful discussion of directions and details for these items and finished drafts to share with the board. We had only minor changes to suggest for the PD award announcement, including asking for a CV, and omitting wording about "5 year limit" since that criterion is already addressed for qualifying postdocs. We thought the PD Event Series needed a fresh name to reflect a greater emphasis on Postdocs rather than students (although we will continue to welcome graduate students). We also felt it was important to outline the future events well-ahead of time, to help really let people think ahead and plan to attend in future – getting us (the OPA) on their radar and in their calendars.

For the March 19 OPA Board Meeting, the PD Committee would like members to read the two accompanying announcement documents (PD Award 2015; PD Event Series 2015) and advise us on any suggested changes before these items are announced and posted on the website.

**Brief Summary of PD Award Plans:** Post announcement immediately. Repeat announcement once or twice more before **application due date, Friday May 8, 5pm**. (see accompanying document for announcement)

**Brief Summary of PD Event Series Plans:** We would like to organize 3 lunchtime events per year in a series titled "So you got your PhD... [specific topic here]", the first one will be on **getting funding**, to be held on **May 14, 12-1:30 (coffee & tea & cookies supplied)** in room TBD in the MU, with a format involving a roundtable with 4 invited panelists (still to be found) who have sage advice on academic fellowships and grants (mainly) available to postdocs (or preceding/following this stage, as appropriate). (see accompanying document for announcement).



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### **“So you got your PhD...” Workshop Series**

The OSU Postdoctoral Association (OPA) is pleased to host a series of free seminars and workshops to help prepare postdocs and advanced graduate students for academic-track careers. The “So you got your PhD...” series extends from previous professional development workshops including the “Student Success Series Workshops.” These workshops included roundtables, panel discussions, and other hands-on workshop formats. The goal of the “So you got your PhD...” workshops is to help postdocs and advanced graduate students build skills and knowledge in areas important for transitioning into academic careers, including grant writing, networking, work-life-balance, choosing career paths, academic job hunting, CV and cover-letter polishing, interview skills, salary negotiations, and much more! See [LINKHERE](#) for more information, upcoming events, and the planned events in the series. OPA also hosts workshops for non-academic careers; for more information, see [LINKHERE](#).

### **So you got your PhD... How do you fund your future research? - Thurs. May 14, 2015 at 12:00-1:30 pm**

Have you ever wondered how to seek funding for your future research or how to write better grant or fellowship applications? How do successful faculty budget their time and energy into grant writing? The OPA is hosting a 4-person panel discussion on Thursday, May 14, 12:00-1:30 pm in the MU [\[room#\]](#) to help answer these questions and to discuss funding and grant writing. Panelists are OSU faculty members from a variety of disciplines who have been successful at obtaining grant funding. Upon registration, attendees will have the opportunity to submit potential questions for the panelists. Attendees must REGISTER here [LINKHERE](#). Light refreshments, including coffee, tea, and [cookies](#), will be provided. Please join us and feel free to bring your lunch!

### **So you got your PhD... How do you perfect your CV, cover letter, and other documents for the job search? - Late-Sept. 2015**

Are your job application documents (CV, cover letter, research statement, teaching statement, etc.) perfect? Would you like expert help revising these essential documents? Bring your most updated drafts of your job-hunting documents to OPA’s workshop on [INSERT DATE](#), 12:00-1:30 pm in the MU [\[room#\]](#). Faculty from a variety of disciplines who have served on academic job search committees will be on hand to facilitate a hands-on workshop to identify and eliminate flaws in your documents and to help you present yourself as a more competitive applicant. Attendees must REGISTER here [LINKHERE](#). Light refreshments, including coffee, tea, and [cookies](#), will be provided. Please join us and feel free to bring your lunch!

### **So you got your PhD... How do you ace the academic job interview? - Mid-Jan. 2016**

So you got great news: you’ve been invited for an academic job interview! How do you ace the phone interview and different components of the campus interview? A team of faculty from a variety of disciplines who have served on academic job search committees will provide essential academic job interview wisdom. Attendees must REGISTER here [LINKHERE](#). Light refreshments, including coffee, tea, and [cookies](#), will be provided. Please join us and feel free to bring your lunch!



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**So you got your PhD... How do you accept, decline, or negotiate the academic job offer? - Mid-May, 2016**

So you get even greater news: you've been offered an academic job! Now what should you do? The OPA is hosting a workshop on essential steps following a job offer, including how to decide if you should accept and how to negotiate salaries and startup packages. This workshop will also highlight how to deal with the myriad of decisions and management, budget, and career-planning issues you will be faced with in a new academic position. Attendees must REGISTER here [LINKHERE](#). Light refreshments, including coffee, tea, and [cookies](#), will be provided. Please join us and feel free to bring your lunch!

**So you got your PhD... How do you choose between academic vs. non-academic paths? - Late-Sep. 2016 Tentative**

You may have heard that tenure-track faculty positions are scarce and competition for them is intense. Perhaps it is time to weigh the pros and cons of a wide array of alternate career paths. How do you decide what is best for you? The OPA has brought together panelists from inside and outside academia that have experience in more than one "world" (e.g. industry and academia, governmental organization and industry, academia and self-employment, etc.). Please come with questions to discuss with these panelists. OPA also hosts events on non-academic paths that can be found here: [LINKHERE](#). Attendees must REGISTER here [LINKHERE](#). Light refreshments, including coffee, tea, and [cookies](#), will be provided. Please join us and feel free to bring your lunch!

**So you got your PhD... How do you communicate and market yourself better? - Mid-Jan. 2017 Tentative**

You might have advanced skills in formal writing for publications in your field, but how well do you write, speak, and network to a broader audience? Having an excellent "elevator pitch," extensive professional contacts, and the ability to present and discuss your work are an essential component of a successful career. The OPA is hosting an interactive workshop in which you can learn and practice skills imperative to successful communication. The skills you will refine in this workshop will help you communicate to a variety of potential audiences, including funding agencies. Attendees must REGISTER here [LINKHERE](#). Light refreshments, including coffee, tea, and [cookies](#), will be provided. Please join us and feel free to bring your lunch!



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### **Professional Development Award**

The OSU Postdoctoral Association (OPA) invites applicants for professional development awards of up to \$1000 each. Spring award applications are due Friday May 8, 2015 at 5pm. See [LINKHERE](#) for more information.

### **Background**

The OPA is pleased to grant four postdoc professional development awards per year, with two awards in the spring and two awards in the fall. Spring award winners will be announced at the spring OPA picnic (June 2015). Applicants must submit a description of a proposed professional development experience along with a budget and other documents listed below. Professional development may include support to travel to a professional conference or workshop, support for mentoring an undergraduate or graduate student, or support for undertaking a training exchange in another lab or location, among other opportunities. Preference will be given to applicants wishing to extend their training experiences beyond simply presenting a contributed poster or short talk at a professional meeting. The expenses described must be incurred within one calendar year of the award. Award funds will be granted as a reimbursement after expense documents are filed with [\(??MEGAN??\)](#).

### **Eligibility**

Applications are restricted to postdoctoral researchers as defined by OSU ([www.http://gradschool.oregonstate.edu/postdocs/definition](http://gradschool.oregonstate.edu/postdocs/definition))

### **Application Materials and Selection Process**

1. Curriculum Vitae (CV)
2. Explanation of need (less than 1 page)
3. Budget and budget justification (less than 1 page)
4. One professional letter of reference (less than 1 page)

All documents should be formatted in double-spaced, contain 12-point font, and have 1" margins.

Materials should be submitted as a single PDF via email to Amanda Brown

([browaman@science.oregonstate.edu](mailto:browaman@science.oregonstate.edu)) with "postdoc professional award" in the subject line.

Application materials will be evaluated by a Professional Development Award Committee comprised of postdocs selected by the OPA Board. The Committee provides recommendations for awardees to the Associate Dean of the Graduate School who makes the final decisions. Applications will be evaluated based on:

1. Merit of the proposed activity
2. Demonstration of need
3. Strength of reference letter



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## **IEP Report March 17, 2015**

The career development workshop (April 14) is the current focus of the IEP committee. So far, the committee has:

- Obtained commitments to participate from four people:
  - Ann Schmierer, OSU Advantage
  - Marian Moore, OSU Career Development Center
  - Pat Iverson, Departments of Environmental & Molecular Toxicology and Biochemistry & Biophysics
  - Scott Bates, NuScale Power
- Put a hold on a room at the LaSells Stewart Center

We are working on:

- Inviting more industry representatives to participate; we currently have messages out to a variety of local businesses, including environmental consulting, manufacturing & engineering, biotechnology, and agricultural engineering firms
- Catering options for the event, provided by Valley Catering
- An announcement, ideally ready by March 24 (three weeks before event)
- A web-registration form