**Minutes of Committee for Career Development Meeting**

*Date:* 04-15-2013  
*Venue:* 4.438 Levin Hall Conference Room  
*Time:* 12:00pm-1:00pm  

**Attendees:**  
Total: 9  
Names: Dr. Dorian Coppenhaver, Dr. David Niesel, Dr. Anthony DiNuzzo, Dr. Carla Kantara, Joanna Bremer, Dr. Jonathan Paul, Kirti Sawant, Stephanie Moya and Sergio Rodriguez.

**Discussions:**

- New CCD member- Kirti Sawant
- Topics discussed:
  
  1. **CV doctor:** 10 CVs have been uploaded so far for review. Requested help from CCD members in recruiting faculty to help review the CVs and Resumes. OPS Advisory Board will be asked to help, and Dr. Niesel, Dr. DiNuzzo and Dr. Coppenhaver agreed to review. CVs will be given to faculty based on industry vs. academia. We already have enough reviewers for industry type resumes/CVs.
  
  2. **Website:** Will be completed by next month. Mridul will present it to the committee then.
  
  3. **Online survey:** We will be sending an email to those who agreed to be on our emailing list, with a brief survey to get feedback on the events.
  
  4. **Dr. Jonathan Paul’s conference:**Talked briefly about ideas that were shared at the National Association for Postdocs conference. We discussed ideas on how to get the postdocs more involved and aware of what UTMB has to offer. Social events have been moderately successful in the past, but we’d like to get them engaged in other types of events as well.
5. **Next event:** We discussed aiming for June for our next big event. The topics are tentatively interviewing, negotiating and/or networking skills. Kevin Wooten has agreed to be the speaker.

6. **Online scavenger hunt idea:** Dr. Kantara suggested a small online contest where people will have to answer questions by finding information on the UTMB and CCD website. Those who answer all questions correctly will go into a raffle to win a prize. Prizes could include business cards, portfolios, business card holders and pens etc.

7. **Jo Bremer:** Discussed the importance of mentoring and knowing how to ask the right questions as a mentee. There is a mentoring workshop in May that she will be attending. There is also a career development conference in June, in Chicago. She suggested a future CCD event could be focused on mentoring.

8. **Dr. DiNuzzo:** Will be giving a talk on career development April 25, 2013 from 1:30-3:30pm at the National Student Research Forum. Location TBD.

9. **Kirti Sawant:** Suggested that postdocs should be made aware that their required courses are for their own development. She is benefiting greatly from these classes, such as the business course and thinks that if they’re called “career developing courses” people might not see it as a burden.

*Meeting Adjourned.*