Minutes of Committee for Career Development Meeting

Date: 06-17-2013

Venue: 4.145 MRB

Time: 12:00pm-1:00pm

Attendees:
Total: 11
Names: Dr. Dorian Coppenhaver, Joanna Bremer, Dr. Carla Kantara, Dr. Anjana Kalita, Dr. Kirti Sawant, Maithri Krishnamurthy, Barsam Mirfattah, Stephanie Moya, Alice Bittar, Sergio Rodriguez and Xiao Fang.

Discussions:

- **Introduction of new member**: Xiao Fang, to all the office bearers of the CCD and gave a brief summary of what the CCD does.

- **Carla and Anjana** volunteered to give the *90 second elevator speech*, designed for entry level networking and presenting yourself as best possible to potential recruiters.

- **New Vice-Chair elected**: Stephanie Moya

- **CCD website** – ongoing changes being made with the help of Hung S. Schroeder → send feedbacks to cakantar@utmb.edu ; Cut out the personal phone number info of all the members on the website.

- **Feedback from students and post docs about the CCD** → only 4 responded; Mostly positive – nice quotes to be put on the website for everyone to see.
  - Some asked if it would be possible to meet with the speakers of the previous events → get in touch with Carla Kantara and she will directly connect you to them.
  - Suggestion to call new asst. professors who have recently transitioned from a post-doctoral position to share their experience. (could also be a recent post-doc from a pre-doctoral position to help graduate students)
  - Resend email via the GSO (Brian Mann) to get a better response for feedback about CCD
- Next event: *Interviewing Skills on July 9th, 2013 (Tuesday) by Dr. Wooten*
  - Request for the notification to be put in the daily announcements
  - Make sure flyers are up in all major research buildings – Kirti and Maithri(Bldg.17)
  - Send email to program directors and coordinators to publicize event
  - Increase lunches to 60 boxes (as per the great turnout for previous events!)

- Jo Bremer:
  - Biocareers, a job search website is planning to have a *webinar* on converting CV → industry resume on August 1st (tentative date) for 1 hour. Will try to send a link so that people can join the webinar from their personal computers. Mostly a bring-your-own-lunch event.
  - Principal Investigators → series of 6 webinars related to grant writing have been made available on CDs. Will either be open to access through a lending library scheme or have workshops to play the CDs and have live interactions.

- *Promoting the CCD*: Provide flash drives with the available CCD resources during the Community of Scholars event (welcome weekend)
  - *Arrange files (link to website, CCD presentation etc.) and decide logos to be printed on the flash drives*
  - *Approx. 250 to be ordered and delivered latest by August 1st.*
  - Talk to Leanne Hodge in the Student Services to sponsor other goodies like pens, koozies etc.

- **Meeting adjourned**