Minutes of Committee for Career Development Meeting

Date: 07-22-2013

Venue: 4th Floor-Dean’s Conference Room-Levin Hall.

Time: 12:00pm-1:00pm

Attendees:
Total: 11
Names: Dr. Tony DiNuzzo, Dr. Carla Kantara, Dr. Mridul Kalita, Dr. Anjana Kalita, Dr. Kirti Sawant, Barsam Mirfattah, Sergio Rodriguez and Xiao Fang.

Discussions:

- **Recap of Past Event**: “Interviewing Skills” event held on July 9th, 2013 by Dr. Kevin Wooten. The event was very successful with 56 attendees. CCD chair received numerous emails commending the CCD on a successful, productive and informative event.

- **Next Event**: On August 1st 2013, a webinar event will be hosted by the CCD in Levin Hall 3.324 by Dr. Charlotte Mitchell, a Scientific Recruiter from the National Association of Personnel Services (NAPS).

  - People will be able to access the webinar from their own desktops/pc, directions are on the flyers.
  - Dr. Kantara will email all program directors, GSBS Students and Postdocs, a week prior to the event and the morning of the event.
  - Joanna Bremer has already run an advertisement through the UTMB online ad for this event.

- **Future Potential Events**: Dr. Kevin Wooten stressed the importance of having an electronic Portfolio, therefore the attendees have been requesting for a portfolio seminar. We are currently in communications with several people to try to set this up in the next 2-3 months.
• Recruiting CCD Members: The CCD is planning to have a booth set up on August 17th, 2013 at the orientation day. Dr. Carla Kantara, Dr. Mridul Kalita, Dr. Anjana Kalita, Dr. Kirti Sawant, Sergio Rodriguez and Xiao Fang have volunteered to work the tables for 2 hours.

• **CCD Community Service:** The CCD’s goal is to help promote the careers of the students and postdocs at UTMB. However, as a committee we are interested in community outreach. We would like to volunteer and help others in the community. The task for the next meeting is that each committee member comes back with an idea of volunteer work with details such as time, days, what the committee will be doing to serve others…etc…We would like to be able to do some community service work throughout the year and each member will lead us during their selected volunteer work. Dr. Tony DiNuzzo suggested some volunteer work with the elderly. During the next meeting we will compile a list of all volunteer opportunities and as a committee we will triage which ones to go for.

• **CCD Website** is still a working progress. Dr. Mridul Kalita will try to meet with Hung Schroeder and get things going.

• **CCD part of Student Life**: The CCD has been registered as an organization in student life. This gives us many advantages including travel grants for the officer to allow them to attend conference which would promote our committee and strengthen our work.
  - Dr. Mridul Kalita will research some interesting conference to help fortify our committee.
  - Sergio Rodriguez attended the required organization meeting as a representative of CCD. Sergio share some information with us such us travel opportunities, support from student life if we wish to host big events, locations of banners around campus. Sergio will also be helping us set up the booth on Aug 17th for orientation day.

• **Meeting adjourned**