Minutes of Committee for Career Development Meeting

Date: 08-26-2013

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

Time: 12:00pm-1:00pm

Attendees:
Total: 21
Names: Dr. Tony DiNuzzo, Dr. David Niesel, Dr. Dorian Coppenhaver, Jo Bremer, Dr. Carla Kantara, Dr. Anjana Kalita, Barsam Mirfattah, Eboni Stafford, Samantha Nava, Feidi Chen, Heather Pearcy, Olga Zolochevsksa, Alice Bittar, Sherina Garcia, Gena Medina, Tracy Dang, Brittany Minson, Juyoung Song, Emmanuel Nyangan, Theresa Dang and Stephanie Moya.

Discussions:

- Introduction of new members and advisory committee. Brief background on the CCD’s goals as a committee and future direction.

- Recap of Past Event: “CV to Industry Resume” event held on Aug 1st, 2013 by Dr. Charlotte Mitchell. The event was very successful with 54 in-class and 35 remote access attendees.

- Future Potential Events: Discussed having another webinar in September, possibly focused on how to do a Biosketch and/or cover letters. We are aiming our next big event to be done in October.

- New CCD Members: There are committee member positions available, such as secretary. Heather Percy volunteered to be the Advertisement Director. We encourage all new members to become involved and email Dr. Kantara if they are interested in holding a committee position.

- CCD Community Service: Dr. Tony DiNuzzo suggested some volunteer work with the RSVP (Retired Senior Volunteer Program) elderly and gave contact information on volunteer opportunities. Barsam Mirfattah suggested Rainbow organization which does
community service for children with cancer. Jo Bremer is a committee member of Rainbow and can be our contact person if we decide to volunteer with them. She also suggested visiting the children at the hospital for Halloween. Dr. Kantara also suggested doing volunteer work that uses our committee’s strength, like helping those in the community with their resumes.

- **Polos for events**: Possibility of ordering polos for committee members was discussed.

- **CCD Website**: Being continually updated. We need a volunteer to stay on top of it and update the website as events are planned.

- **Trivia questions**: Need volunteers to choose from questions we have already made as a group, and meet with Hung Schroeder to set it up. This is a trivia game competition that will be sent to all students asking them questions that will require them to visit our CCD website. Those who answer all questions correctly will be put in a drawing for different prizes, including portfolios and business cards.

- **CCD abstract**: We are submitting an abstract to the GREAT Group Program Committee for the 2013 Annual Meeting’s increasingly popular Networking Poster Session. The Annual GREAT Group Meeting will take place September 19-21, 2013 in Atlanta, GA. The abstract is entitled "THE COMMITTEE FOR CAREER DEVELOPMENT: A COLLABORATIVE GROUP PROMOTING THE CAREERS AND DEVELOPMENT OF STUDENTS AND FELLOWS by Carla Kantara, Ph.D., Stephanie M. Moya, B.S., Claiborne M. Fant, M.A., Joanna Bremer, M.A., David W. Niesel, Ph.D. The Graduate School of Biomedical Sciences at UTMB, Galveston, Texas. This abstract addresses these three themes 1) Broadening Experiences and Exploration of Multiple Career Pathways in Pre-doc and Postdoc Training Programs 2) Collaborations between Trainees (MD-PhD and Graduate Students, Postdoctoral Trainees), Faculty, and/or Program Leaders and 3) Best Practices and Innovations in PhD and/or MD-PhD Programs.

- **Meeting adjourned**