Minutes for CCD Mini Meeting 2

Date: 02-13-2013

Time: 12:15pm-1:15pm

Place: Levin Hall 3. 336

Attendees (8):
Dr. Mridul Kalita, Dr. Anjana Kalita, Mary Ann Manavalan, Maithri Krishnamurthy, Barsam Mirfattah, Stephanie Moya, Alice Bittar and Sergio Rodriguez.

Topics Discussed:

1. Have the CCD mini meetings **bi-weekly** (instead of a weekly).

2. From Jo Bremmer:
   - Mary Ann, Maithri and Barsam met with Jo Bremmer and got a list of topics and speakers for the CV/Resume workshop
   - Discussed to have a structured sequential seminar series on how to build a career i.e. narrow down field of interest (find a niche) → career round tables → CV/Resume workshop → cover letter and responding to recruitment ads → interviewing → negotiating.
   
   - Speaker names:
     
     *Faculty:* Dr.Carney, Dr.Pettitt, Dr.DiNuzzo
     *Industry:* Vincente Santacruz, Carla Kinslow
     *Govt.:* Dr. C.J.Peters
     *CDC:* Dr. Jim Leduc
     *Administration:* Dr.McNeese
     *Interviewing:* Dr. Ron McKinley
     *CV/Resume:* Theresa Nangle
     *Negotiating:* Ian Barrett
3. **First CCD event:**

   - One workshop → 2 sub-topics→
     
     **a)** Find your career niche (Academia, Industry, Alternative paths)
     
     **b)** Make your CV/Resume
   
   - **2 hours** each on two days, one week apart.
   
   - Ideally **3 speakers** on each topic; **35 mins. per speaker** (25 mins. talk+ 10 min. Q&A) and 15 mins. buffer time.

   - Ask attendees to write questions on paper during the course of the talk and discuss them at the end.

   - Make a short but effective presentation about the CCD and its goals (5-6 slides either in the beginning or the end) → publicize!

4. Website for career planning: myIDP.sciencecareers.org

5. Start making flyers for the event and publicize it at least one month before

6. Decide the date/place/time (Mid/end of March) for the event depending on availability of speakers and other school events after consulting with Jo and other faculty.

7. CCD website is up and running; would be great if everyone could take a look at it and send their feedback to Mridul.

8. Meeting adjourned.