Minutes of Committee for Career Development Meeting

Date: 02-18-2013

Venue: 4.438 Levin Hall Conference Room

Time: 12:00pm-1:00pm

Attendees:
Total: 11
Names: Dr. David Niesel, Dr. Anthony DiNuzzo, Dr. Carla Kantara, Joanna Bremer, Dr. Anjana Kalita, Dr. Mridul Kalita, Mary Ann Manavalan, Maithri Krishnamurthy, Dr. Jonathan Paul, Stephanie Moya and Sergio Rodriguez.

Discussions:

- New CCD member- Christina Van Lier
- Updates from members/faculty:
  1. **Anjana Kalita**: Suggested a better co-ordination for roundtable workshops → have an expert panel instead of individual round tables, followed by a reception so that there is ample time for Q&A and personal interaction with the speakers.

  2. **Stephanie Moya**: Proposed having a *point-based system* for qualifying as ‘active’ members; also suggested having a Facebook page for CCD and its activities/discussion forums/event suggestions etc.

  3. **Sergio Rodriguez**: Suggested having the CV DOC as an ongoing instead of one-time event → yearly/per sem before and after CVs submitted on the website; Wordpress is a possible submission format. Upload CVs to the website and triage them. Archive to have a yearly record.

  4. **Mridul Kalita**: Gave an update about the CCD mini-meetings ([check minutes of CCD mini-meeting](#)) and the CCD website. The website is live but needs to be edited wrt biodata of members, sub-title links (For example- “the Dr. is in” for CV DOC!) etc.

  5. **Dr. Niesel**: Suggested a “couple of brave souls” should volunteer for model CV formats → *Doug Botkin* (former post-doc at UTMB) would be willing to
volunteer. Also agreed to sponsor the leadership position holders of CCD for the Sigma Xi Scientific Society membership if they qualify.

6. **Jo Bremer:** HR folks willing to volunteer for the CV DOC as well as the workshop. Will help with putting up more resource pages on the website.

- **CCD first event – CV/Resume workshop (2 day event, one week apart)**
  - **Tentative date/time/place:** 18th and 25th March (Tue) from 12-2pm at one of the available classrooms on the 3rd floor of Levin Hall (so that it can be recorded and uploaded on Tegrity for everyone to make use of)
  - Scan event/holiday list for UTMB to avoid any major clashes
  - 2 sub-events will be: “Finding your Career Niche” and “How to make your CV/Resume”
  - **Areas of interest:**
    - a. **Academia:** comprehensive university setting
    - b. **Industry:** Pharmaceutical (big) v/s Biotech (small)
    - c. **Administration:** Andy Curtz or Andy McNeese
    - d. **Hospital:** Bob Fader
    - e. **Science writing:** Vince Scott
    - f. **Patent law/Science Law:** John Garvish
  - If outside academia, ask speakers to suggest 3-5 sources to go to look for a job in the area and build a repository of the same on the CCD website.
  - Allot ~ 15 mins. per speaker and try to get at least 4-5 speakers for the first day
  - The HR folks will take up the second day to help format/edit CVs and resumes.

**Conclusions:**
- Upload UTMB CV format to website along with 3 sample CVs for the junior grad students (1st and 2nd year), senior grad students (3rd year onward) and post docs.
- Mridul and Carla meet on Thursday to make changes to the website and with Dr. Niesel and Jo to finalize the speakers for the workshop.
- Carla will make tentative flyers based on dates decided. No RSVPs. Publicize event through word-of-mouth as well!
- Ask GSO, SGA and other student organizations for a few minutes during their regular meetings to promote CCD – Carla/Mridul/Sergio/Mary Ann

**Meeting Adjourned.**