Professional Development Team Meeting Summary

Wednesday, June 27, 2012

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| Team Members Present:Laura CarlsonKaren PuttMandy AlbrechtJudy BemenderferGretchen BuslErin Drew Melinda GormleyJohn LubkerStew MarkelAmanda McKendreeConnie MickKevin MuellerBianca SchonbergCheri Smith | Team Members Absent:Ann Amico MoranMatthew Capadevielle |

Highlighted Items of Discussion:

**Postdoc Project**

Laura updated the team on the meeting she attended with Liz, Roseann, Mary, and Kevin about the Postdoc efforts.

The following items will be move forward at this time:

* Orientation-type event for new Postdoc, possibly 4 times a year. Most likely, the events will be an overview/information session, followed by a wine and cheese reception. A “survival guide” will be handed out.
* DeBartolo ticket event will be extended to Postdocs
* Sessions will be held focusing on preparing to leave after the postdoc is finished, with career advice, etc.
* Family centered event at some point during year

Kevin shared the Postdoc logo, and the team shared their thoughts on it. Kevin is taking the feedback and will provide Laura with a revised logo.

The targeted marketing of events for postdocs will move forward as well. Details on the process follow in a later section.

Laura discussed the Postdoc website that she reviewed in her meeting with Liz and Roseann. The site is scheduled for an August 1 launch. The Graduate School will ask 6-8 postdocs to review and provide feedback on the site.

**Targeted Marketing of Events**

Karen will guide the process by providing categories on the google doc calendar spreadsheet for the different segments. The team decided the segments will be year, stage, division, and international student. The basic process includes:

* Target audience will be identified on spreadsheet
* Workshop coordinator will send Karen a draft of an email tailored to that audience no later than a week prior to the event (template may be provided)
* Karen will coordinate the emails being sent to the target audience

Karen will provide detailed information on the process once it is finalized.

**Annual Report**

Laura is reviewing the contents of the annual report this week. Team members are encouraged to submit any type of graphics to Laura, including photos, testimonials, posters, etc. A copy of the report will be distributed to the staff after Laura is finished with her review.

**Mission Statement**

The team brainstormed ideas for the mission statement, categorized the ideas, and then provided individual feedback to Laura. Laura will draft the mission statement and seek input from the team for further suggestions and feedback. The notes from the brainstorming session are included below.

**Action Items**

* Read *Getting Past No* for the next meeting (July 11)

**Professional Development Mission Statement**

Professional Development

Ethics

Graduate Students

Engage

Success

Community

Advancement

Progress

Preparation

Career

Tangible goals

Transferrable skills

Holistic

Training

Experience

Student satisfaction

Research

Teaching

Integrated

Unique

Encourage

Mentoring

Interactive

Resources

Exploration

Collaborate

Development

Horizon

Proactive

Motivated

Interdisciplinary

International

Sensitivity

Direction

Postdocs

Praxis

Balance

Beyond the bubble

Leadership

Translation

Communication

Skills

Network

Path

Responsibility

Future

Independent

Application

Forward looking

Growth

Mindset

Reflecting

Active

Roadmap

Peer interaction

Timely

Accountability

Courage

1. Spires/ Process of Program/Path/Roadmap/Transformative
2. Development/Skills/Growth/Experience/Habits
3. Accountability/Responsibility/Proactive/Motivated/Initiative
4. Outcomes/Skills/Measurables/Experience/Foundation
5. Fulfillment/Holistic/Balance/Integrated
6. Outward Looking/Engaged/Community/Network/Peer Interaction
7. Audience/Graduate Students/Postdocs
8. Discernment/Forward Looking/Reflecting/Discovery/Mindset

Skills/Knowledge/Disposition/Foundation/Discernment