**Professional Development Team Meeting Summary**

**Wednesday, August 15, 2012**

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| Team Members Present:  Laura Carlson  Mandy Albrecht  Judy Bemenderfer  Jay Brandenberger  Gretchen Busl  Erin Drew  Melinda Gormley  John Lubker  Amanda McKendree  Ann Amico Moran  Kevin Mueller  Karen Putt  Cheri Smith  Kevin Zeise | Team Members Absent:  Matthew Capadevielle  Stew Markel  Connie Mick |

Highlighted Items of Discussion:

**Remarks from Laura**

Laura thanked the team for their efforts over the summer, and the team celebrated with breakfast at Greenfield’s. The fall meetings will start next week.

**Orientation Discussion**

Karen updated the group on Orientation. Events on August 17 include:

2:00 p.m. Information Fair (Jordan Hall of Science)

3:00 p.m. Graduate School presentation (Jordan Hall of Science)

5:00 p.m. Prayer Service (Grotto)

**Checklist Revisions**

All input has been received for the checklist revision. Updated copies will be available to students at Orientation.

**Calendar**

Marketing of events through The Week @ ND, calendar.nd.edu, and the GSU weekly newsletter will begin this week.

Please remember to update the google doc if you have and changes to your events (use red text), and let Karen know that you have updated the document through email.

**Blog Post**

There was a suggestion to update the blog with a post about professional development activities throughout the semester. Karen will take the lead on this blog post.

**Ethics Workshop**

Laura updated the group on the Ethics Workshop, scheduled for Monday, January 14. The workshop will explore three themes:

* Mentoring
* Conflict of Interest/Commitment
* Plagiarism/Data Ownership/Copyright Issues

One potential speaker being considered is Allegra Goodman, author of the novel *Intuition*. More information on Allegra can be found at <http://allegragoodman.com>.

Another speaker being considered is Matt Storin, recently appointed chief communications executive for Notre Dame. He is also former editor of *The Boston Globe*. More information on Matt can be found at <http://al.nd.edu/news/31356-notre-dame-names-chief-communications-executive/>

**Postdoc Welcome Event**

The Postdoc Welcome Event will take place in mid-September, in conjunction with Postdoc Appreciation Week. A reception is being planned, followed by comments from Bob Bernhard, Chris Maziar, Laura Carlson, and from members of the Professional Development Team. A table for handouts will also be available.

**Team Member Updates**

Bianca Schonberg is taking a new job, so she is departing the team. A replacement from ISSA will be added to the team.

Jay Brandenberger and Connie Mick will both be participating in team meetings, representing the Center for Social Concerns.

Action Items

* Send any fall agenda items to Laura
* Let Karen know by **September 1** if you want a copy of the fall semester book ordered: Breaking the Bamboo Ceiling: Career Strategies for Asians. Information on the book can be found at: <http://www.amazon.com/Breaking-Bamboo-Ceiling-Career-Strategies/dp/0060731222/ref=sr_1_1?ie=UTF8&qid=1342708132&sr=8-1&keywords=breaking+the+bamboo+ceiling>.