

FDP MEMBERSHIP COMMITTEE
MINUTES FOR JANUARY 13, 2009
Washington, D.C.

1. Meeting called to order 8AM.

Introductions - Erica Kropp & Joanna Rom, Co-Chairs

Erica asked the group to introduce themselves. A sign-up sheet was passed around to collect names and e-mail addresses.

Present: Co-Chair Joanna Rom/NSF, Co-Chair Erica Kropp/UMCES, FDP Chair Susie Sedwick/UT Austin, Beth Israel/Arizona State, Jane Zuber/Texas A& M Research Foundation, George-Ann Cleary/USC, Anne Sherman/U of Houston, Deborah Marsh/U of OK, Marcie Avery/Texas A&M, Robyn Remotigue /Mississippi State, Rosemary Madnick/Charles Drew U, Helena Moynahan/U of MD, Susan Ross/Northwestern U, Susan Anderson/College of Charleston, Andrea Deaton/U of OK, Becky Hayes/Kent State U, Kathlyn Huson/ Inst. For Sys Bio, Maggie Griscavage/U of Alaska Fairbanks, Lena Price/ Florida A& M U, Charisse Carney-Nunes/NSF, Debbie Moore/ U of Alaska Fairbanks, Carole Liedtke/Case Western U

2. Mentor program -

How did it go?

Beth Israel thanked committee members for their mentoring work. The subcommittee's members included... Anne Sherman, Becky Hayes, Charlene Miller and Marcie Avery. Prior to the January meeting, the committee surveyed people who asked for mentors at the September meeting in Florida. The mentoring subcommittee soon realized that a number of those who asked for mentors at that meeting hadn't been assigned a mentor or did not have a successful experience. Mentors were reassigned for this meeting and we had a number of mentors volunteer and participate in mentoring activities.

We added two new fields about mentoring to the registration database this year and that worked well. We did not have many faculty members respond, volunteering to be mentors for this meeting. Carol Liedtke will take that issue back to the faculty group and ask if we can have some faculty volunteers (about five people responded that they did want mentors for this meeting but only two faculty members volunteered). Administrative volunteers mentored the faculty who did not have faculty mentors.

What can we improve on?

We can improve on the faculty mentoring participation. There was a question about mentors' roles and Beth answered that an e-mail went out, explaining the mentors' roles prior to the meeting. Carol described a good mentoring experience with her faculty mentee so she was encouraged about future participation.

There will be a post-meeting survey of the mentors and mentees so that we can continue to improve on those activities.

Next time the introduction emails to mentors/mentees should remind them to be sure to contact the other if they can't attend or cancel

There was a discussion of the badge ribbons that denoted first time attendees and comments that perhaps those weren't very effective. FDP ran out of the white ribbons and not everyone who needed them received them.

There were also some comments that we might better address with new members such basic issues as what door to use to enter the NAS facility and the need for a photo ID to enter.

We might incorporate some helpful hints into the survey. Kudos to Beth from Joanna on how well the mentoring went this time. We'll probably circulate the mentoring list of expectations and plans to the FDP membership so everyone knows the roles and future plans.

We'll work with Carol Liedtke to improve faculty mentoring. We need more faculty involvement in mentoring.

3. Communicating about FDP on campus - best practices (Maggie Griscavage)

First, **Andrea Deaton** briefed us on the communications committee and invited everyone to attend those meetings. Joanna encouraged internal communications with all FDP members.

Maggie Griscavage described her first-time membership experience and her contact with Susie Sedwick prior to this meeting. Maggie described UA-Fairbanks' effort to join FDP.

During their discussions, Maggie asked Susie for a promotional packet to give to her faculty and administrators to introduce them to FDP. Maggie pulled together some people and explained the benefits of membership. They planned how to disseminate information further. There were a lot of questions from the faculty about how FDP works such as how many people can attend and who can be on committees.

Maggie subsequently distributed information to her campus explaining their campus involvement with FDP.

Robyn Remotigue, from Mississippi State University also described her campus communications about joining FDP.

Carol Liedtke commented that faculty members are very enthusiastic about the communications committee work.

Joanna summarized that the membership committee needs to promote involvement but the communications committee will be the key source of disseminated information and consistent messages. We'll want to promote campus-wide involvement at FDP member campuses. We'll continue to discuss the campus engagement issue at the May committee meeting. One important factor is explaining to faculty what the value of FDP is to them. In many cases it may simply be the fact that their local FDP representatives serve as excellent conduits for faculty concerns about administrative burden.

4. Brainstorming the annual report requirement

A responsibility of this committee is the annual report. It's a survey to all members that can cover various topics. It has been used to track the level of engagement of members. We need to make sure that involvement is encouraged wherever possible. The annual report survey can be used to make that point. Beth suggested that the current survey template be circulated to committee members prior to the May meeting. The format and questions will need to be reviewed and possibly enhanced prior to the next reporting period. The requirements for the report may be added to the mentor checklist.

5. Bringing new feds on board - strategies and communications

Susie Sedwick is going to the upcoming GUIRR meeting. The intention will be for her to discuss Phase V startup and describe the opportunities to participate in FDP. The Department of Homeland Security might be interested in joining as well as other federal agencies and this will be a great opportunity to discuss agency involvement.

6. Other business

Attendance continues to be an issue. The chairs will go over attendance with David Wright and follow-up with any members who have not participated. They will also follow-up on any issues regarding member dues, in coordination with the Finance committee.

7. Adjourn

The committee adjourned at 9:00 a.m.

Highlights of the Membership Committee Meeting on January 13, 2009

- The new member mentoring activities were more successful at this meeting than at the September, 2008 meeting.
- We can improve on the faculty mentoring participation; the committee will work with Carol Liedtke on faculty mentoring activities.
- We will survey members about mentoring activities at this meeting and address any continuing issues.
- Andrea Denton, Co-Chair of the Communications Committee, briefed us on their meeting.
- The membership committee needs to promote involvement but the communications committee will be the outreach and source of disseminated information. We'll continue to discuss the campus engagement issue at the May committee meeting.
- Annual Report: The current template will be circulated prior to the May meeting. The format and questions will need to be reviewed and possibly enhanced prior to the next reporting period. The requirements for the report may be added to the mentor checklist.
- Susie Sedwick is going to attend the upcoming GUIRR meeting and will explore the possibility of other federal agencies' involvement, including the Department of Homeland Security.
- The committee chairs will follow-up on continuing attendance issues.

FDP Membership Committee Minutes for May 15, 2009

Newport Beach, CA

1. Meeting called to order at 8AM.

Introductions – Erica Kropp, Committee Co-Chair

Present: Co-Chair Erica Kropp/UMCES, FDP Chair Susie Sedwick/UT Austin, Beth Israel/Arizona State, Jane Zuber/Texas A&M Research Foundation, George-Ann Cleary/USC, Carole Liedtke/Case Western U, Kathlyn Huson/Inst. for Sys Bio, Deborah Marsh/U of OK, Andrea Deaton/U of OK, Anne Sherman/U of Houston, Marcie Avery/Texas A&M, Becky Hayes/Kent State U, Larry Sutter/Michigan Tech, Susan Ross/Northwestern U, Helena Moynahan/U of MD, Toni Lawson/U of MD, Barbara Clayton/Florida A&M U, Deloris Pettis/Harvard, Maggie Griscavage/U of Alaska Fairbanks, Charisse Carney-Nunes/NSF, Alina Stroia/Suny Stony Brook

2. First item of business was approval of January 2009 meeting minutes. Beth Israel moved to approve, move was seconded.

3. Mentor program -- Beth Israel

Beth thanked committee members once again for their mentoring work before and during this meeting. In order to discuss some additional ideas, Erica will schedule a conference call for follow-up after the meeting. It was noted that the next meeting will be at the Hyatt in Washington, DC. Mentoring logistics will need to be clear prior to that meeting. There continue to be problems with mentors and mentees connecting. Carole Liedtke said the faculty representatives are not experiencing those problems. Susie said nametags for the reception would be helpful. She spoke with Claudette about having nametags available before the reception so that it would be easier for new members to meet their mentors. Susie also suggested that members of the Mentor Subcommittee and/or Membership Committee help at the registration desk before the reception. The response from the Committee members was positive. Beth suggested having first time attendees have their ribbon already attached to the nametag. Erica suggested that something be printed on the nametag to identify first time attendees. Anne suggested that committee members might help put dots or other identifiers on the nametags. These topics will be discussed in the follow-up conference call.

4. New federal members – Erica Kropp

Erica mentioned we are still waiting for new administration assignments to be finalized in agencies. Erica also mentioned a member suggesting pursuing additional federal participants such as RITA, which is part of the Dept. of Transportation. Clarisse suggested that Dr. John Voeller, of the Office of Science & Technology Policy (our plenary speaker at this meeting) may offer some assistance via OSTP. The FDP pilot project proposed by OSTP may be a way to reach other federal agencies who are not currently involved with FDP. Erica mentioned the Communications Committee is developing materials that could be provided to those federal agencies we approach.

5. Communications Committee update -- Andrea Deaton

The communications committee developed a brochure that will be integrated into a folder of informational material. It will be modeled after what has been available from UIDP; we anticipate the material will be available by the September meeting. The future Communications Committee meeting time will be changed to 8:00 on the Thursday of each FDP meeting.

6. Annual membership report

A previous annual report was e-mailed to the membership listserv (members said they did not receive this correspondence). The report shows some updates to federal expenditures. The first Phase V report will be due late 2009, so Erica and Joanna wanted us to see the previous report so that we can discuss the content and process. The report will be due after September, but before December; a specific date will be determined and announced. The committee needs to review the questions to see if they need to be updated. Committee members were asked to review the survey and provide comments once it is distributed. Susan Ross asked that the eRA Committee be allowed to pull data, including demographic data, from the survey for their committee's use. Erica read some sample questions from the past survey to give committee members an idea of the previous survey content.

Susie asked if we could make the survey questions less open ended & Beth suggested that we should discuss what happens when the reports come back in. She said we analyze the reports for presentation to the executive committee; our committee reviews a big spreadsheet of the results, so we need to limit free form results. Committee members agreed we should try to have more dropdown boxes rather than free form data, so as to facilitate data analysis. Committee members were asked to mark up and send comments back to the listserv. Joanna and Erica will review & route the marked up survey document for committee review so that it can be presented at September 2009 meeting.

7. Adjourn

The committee adjourned at 8:25.

FDP Membership Committee Minutes for September 22, 2009

Washington, DC

1. Meeting called to order at 8:05 a.m.

Introductions - Erica Kropp, and Joanna Rom, Committee Co-Chairs

Present: Co-Chair Erica Kropp/UMCES, Co-Chair Joanna Rom/NSF, FDP Chair Susie Sedwick/UT Austin, Monique Anderson/University of Maryland, Marcie Avery/Texas A&M University, Scott Cooper/NIH, Andrea Deaton/University of Oklahoma, Maggie Griscavage/University of Alaska Fairbanks, Becky Hayes/Kent State University, Kathlyn Huson/Institute for Systems Biology, Carole Liedtke/Case Western Reserve University, Deborah Marsh/University of Oklahoma, Robyn Remotigue/Mississippi State University, Susan Ross/Northwestern University, Anne Sherman/University of Houston, Don Turner/St. Jude Children's Research Hospital, Jane Zuber/Texas A&M Research Foundation

2. First item of business was approval of May 2009 meeting minutes. Minutes were unanimously approved.

3. Early Registration

The committee felt that over all this went really well but a couple of changes might be helpful. We should have shifts of volunteer registrars and we might need to have registration start a bit earlier on Sunday. We had volunteers from 1:30 p.m. on to prepare for registration. Then we had volunteers staffing the table from 3:00-5:30 p.m. for early registration.

Susie Sedwick said she will talk with David Wright to see if we can reorganize the registration a bit. Susie said we'll start putting emergency contact information on the back of the nametags. Susie said we normally (at the Academies) have 30 people at the Sunday reception and for the September meeting we had 120. Erica said in the future we'll have timeslots for Sunday and for Monday morning so that we can help staff the table. Joanna suggested we have WiFi available at the next

meeting and Susie said it is prohibitively expensive, although we can find out if it is negotiable.

Susie said that the NAS ended up not renovating their facility so it is possible that we could have future meetings there, but we'll have to look at the space available and decide if we should go ahead and do that despite the need for renovations. The next meeting, in January 2010, will be held at the Hyatt Regency Washington on Capitol Hill, as the contract is already in place.

4. Mentor program - Erica and Joanna

Erica thanked Beth Israel for once again effectively organizing the mentoring effort. There were nine people that asked if they could have a mentor for the September meeting. We had 16 first-time attendees. There were some first time attendees that said they would ask for a mentor if they understood better what was being offered. Joanna said we could put more text on the registration page to further explain the mentor-mentee roles.

Some people misidentified their affiliation in the on-line registration; they may have listed themselves as affiliates or friends instead of members. Susie mentioned that there was an issue with using credit cards and having the card validated against the attendee's address.

The committee will come up with an explanation on the registration form to further explain what mentoring means. Joanna suggested that it would be good to put that message in a separate e-mail close to registration time. When the notice goes out reminding people to register we'll announce that first time attendees should register as such.

A suggestion was made to have the attendee list sorted by institution instead of by attendee's name and that will be discussed with David. Erica said the different color name tags worked really well for new attendees. We decided to have a new attendee handout that matches the color of the badge and we'll give that out at the time badges are picked up. The handout will explain events for first time attendees.

The separate dining tables for new attendees were not as effective. The committee discussed not having separately labeled tables for meals but we'll try again the next time to see how effective that is.

5. ERI luncheon

There was going to be a luncheon for ERI members but it was cancelled due to miscommunication. There were only couple of other people who attended in addition to Joanna and Erica. They all decided there will be a luncheon for ERI members the first day of each FDP meeting. Erica and Joanna will seek out a volunteer to facilitate the luncheon at future meetings.

6. New federal members

FDP welcomed the Department of Homeland Security as a new member at this meeting. The Departments of Education and Commerce are on the list for recruitment to become FDP members. We are in conversations with the Department of Energy as well and hopefully we will be able to have them return to the group soon. We will also follow up with the Department of Transportation regarding FDP membership.

7. Communications Committee meeting update - Andrea Deaton

At the May meeting Katherine Kissmann & Jane Zuber worked to put together a brochure for FDP. David Wright and Claudette Baylor-Fleming said they would take suggestions about the brochure from the May meeting and talk with the executive committee about moving forward with printing copies of the brochure. Claudette has not been able to work on this lately but it should be possible for her to do so soon.

8. Annual Membership report

All ideas and suggestions gleaned from the committee have been incorporated into the report template. The report solicitation should be sent to FDP members on October 1, 2009. The report will be due to FDP by October 31. Data from the annual reports will be reported at the January FDP meeting.

9. Other business

None

10. Committee adjourned at 8:47 a.m.