

List of Action Items UCCPS Meeting, Stanford University on October 6th, 2007.

NOTE: Those responsible for the actions are listed in parentheses before the description of the item. Items that are critical are annotated with asterisks.

1. **Create CPS Mailing List (Ajay)** - to facilitate rapid communication within council members during interim periods between meetings. To ensure that this list is immune to PDA representatives leaving their respective universities, it was decided that at least one PDO staff member from each campus be included on the list. Besides sharing their advice, the function of this PDO representative would be to ensure that UCCPS information received through the list reaches the latest PDA members.
2. **Design Strategic Plan (Kapil)** - Based on the list of action items and other topics talked about at the past meeting, Kapil will draft a "strategic plan" for UCCPS. (Kapil, can you please clarify whether this will be an internal policy document or a public whitepaper? What are the timescales for this plan and its content?)
3. **Report on 10/2007 Meeting (Michelle)** - The chair of the meeting will write a report on the meeting and make it available to this list as well as post it on the CPS website.
4. **CPS Staff Person (Sam & Christine)** - Sam offered to be the administrative contact for UCCPS. Depending on CPS' ability to secure funds from UCOP for a half-time employee, either Sam or someone at the UCSF PDO office (arranged by Christine) would be instated formally into this position. This person and their office will serve as the mailing and official contact address for UCCPS.
5. **Chairing the next meeting (Jason)** - Jason Triplett of UCSC will be the chair for the next two meetings. It was also decided that the chair would be responsible for coordinating with the local host to ensure that future meetings occur during (or close to) the months of January, May & September.
6. **Next CPS meeting location (Ajay, Markus, Saravanan)** - It was decided that UCLA would host the next UCCPS meeting. The local hosts will coordinate with the meeting chair and make details available to this list.
7. **Verify availability of conference call facilities (Sam & Christine)** - for internal discussions before the next meeting, council members would require access to conference call facilities. The availability of these through UC means is to be verified.
8. ****Draft a proposal to present to UCOP** (Niranjana)** - A formal written "business" proposal will be made to UCOP to request funding and recognition of UCCPS as an academic advisory group (AAG). Niranjana (UCB) will coordinate the drafting of this document. She may contact other members for help on specific issues.
9. ****Eligibility for and transition to AAG status** (Michelle, Jason, Joe)** - It was decided that the official CPS dignitaries at UCOP meetings would be one or more of the following: current chair, past chair and the faculty advisor. For the next term, these are Jason, Michelle and Joe. These three were assigned the task of verifying that the absence of PDA representatives from certain UC campuses was not a problem in terms of requesting AAG status for UCCPS.
10. **Collect phone contacts from council members (Michelle)** - for members to be able to contact each other between meetings.
11. **Career counseling services info (Markus)** - collect information on what careers services are offered to postdocs and through which administrative body at CA and neighboring schools.
12. **Put following postdoc statistics on CPS website (Ajay)** - estimated number of postdocs at various campuses. See Table on next page.

13. **Diversity, URM, job listings - publicize minoritypostdoc.org (Sam)** - Create a central database of opportunities for the above groups and also publicize Alberto's website which provides resources.
14. **Update website contact form recipients (Ajay)** - Jason and Michelle should be automatically CCed on emails received through the "Contact" form at the CPS website.
15. **Check for current information (all members)** - Please check to see that the PDO and PDA representatives from your institution are correctly listed on the CPS website <http://www.ucpostdoc.org>
16. **Teaching Experience** - topic deferred to next meeting.
17. **UC administrative "Postdoc Retreat" venue (Sam & Christine)** - the annual administrative meeting is expected to be held in January. The possibility of holding the CPS meeting on the same day and at the same venue as the CPS meeting is to be investigated.
18. **Survey campuses about Garnett-Powers PDS non-employee retirement benefits options (Jason??)** - This needs to be followed up by the chair. Perhaps one or two campuses can be identified and surveyed based on the number of non-employee PDS at these.
19. **Lab/Science Management and Training on all campuses** - This topic was not discussed in detail. Possible avenues include making subsidies available for the LMI (UCD) courses. Deferred to next meeting.

UCB	1150
UCD	800
UCI	400
UCLA	1110
UCM	20
UCR	200
UCSB	300
UCSC	200
UCSD	900
UCSF	1100
Total	6180