

# Women's Center Program Evaluation

Program Title: WiSE lunch workshop: Managing a Research Lab

Programming Group: WiSE

Date Held: April 6, 2007 Time: 12:00-1:15PM Place: Teer 203

Lead Programmer: Tong Ren

Other Team Members: Weining Bian, Heidi Holder, Megan Hall, Claire Robbins, Amrika Deonarine, Erin Hopper

Co-Sponsored with: \_\_\_\_\_

Notes on Attendance: Received 84 RSVP's, ordered 72 lunches, ~75 attended

Total Number of People Attending (including presenters and you): 75

Number of People of Color Attending: ~30

Number of Men Attending: ~15

Speaker Name: Dr. Farshid Guilak, Duke BME

Expenses (just list copies in log unless done externally):

Advertising: \$30 (post-it-notes, flyers) Space: \_\_\_\_\_

Food: \$630 Honorarium: \_\_\_\_\_ Supplies: \_\_\_\_\_

Other: \_\_\_\_\_

Income from Co-sponsors: \_\_\_\_\_

Checklist (note date done):

4/6 Hand out evaluations 4/6 Clean up after program

4/6 Return supplies (if used) 4/6 Turn in receipts

4/16 Send Thank You note(s)

## Programmer's Feedback

### **What topics or issues were discussed and in what format?**

Steven Abels, the new outreach coordinator at the Office of Research Support, spoke for a few minutes to share the mission of ORS. Tong welcomed the audience and introduced the speaker. Dr. Guilak prepared a very well-organized presentation. He covered useful information, addressed the reality as well as advices, and provided valuable insights. He has always been a great speaker. He incorporated some contents from Kathy Barker's book titled "At the Helm: A Laboratory Navigator". He pointed out that as a lab manager, one would like to have all lab members be happy and productive. When speaking about dealing with daily tasks, he presented an interesting urgent / important matrix diagram, where the horizontal axis is defined as urgent or not urgent. The vertical axis is defined as important or not important. Tasks that are urgent but not important are labeled as "deception". Tasks that are urgent and important are listed as "necessity". Examples of such tasks include dealing with crisis, pressing personnel or equipment issues, deadline-driven projects. Tasks that are not urgent and not important are labeled as "waste". Tasks that are not urgent but important are listed as "quality time". Examples of such tasks include building relationship and developing leadership. His final advice is very concise: "Document; Be Constructive; Be Honest". The speaker

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had so many things to present. Although he was talking very fast through the entire presentation, he still ran out of time in the end. As a result, there was no time left for discussion.

**Were your expectations met? Why or why not? What went well? What kind of problems did you have?**

Dr. Guilak spoke to WiSE women last year and the women's center was totally packed. This time we invited him back to talk about a slight different topic. As expected, the event received great interests from both men and women, both graduate students and postdocs. He is indeed a great speaker! The presentation was well prepared and carefully explained. The information presented was useful and insightful. Many participants wanted the slides, but due to incorporated information from Kathy's book, Dr. Guilak chose not to give out the slides. The event was audio recorded with the help of Marc at Pratt IT.

Doug James, director of academic programs from the Graduate School, came to the session and obtained a copy of participant list. Those who RSVPed and showed up will be given RCR (Responsible Conduct of Research) credits as appropriate.

**Suggestions for making the program easier to organize next time?**

N/A

**Any follow-up needed or suggested and date done if by you (thank you note, direct service, information, additional programs)?**

We plan to send the speaker a thank you note within 10 days of the event.

**Who was your target audience? What outreach techniques did you use for trying to achieve the desired and/or a diverse audience (include who you contacted, what lists you posted on, where flyers were posted, etc.)?**

Our targeted audience is female graduate students, postdocs, young faculty members in science and engineering fields, and related community members that are interested in an academic career that involves the management of a research lab. Email announcements were sent to wise/gradwomen/intlhouse/gradleaders listservs and GPSC news, as well as departmental email listservs. Event announcements were posted on university calendar and Pratt event calendar.

**Suggestions for potential co-sponsors or offices to consult if this program is done in the future?**

Office of Research Support  
The Graduate School (Doug James)

**Audience Feedback from Program Evaluations:**

**Program Ratings:**

  28   total number of surveys returned

#  20  Excellent

#   6  Good

#   2  Satisfactory

#   0  Okay

#   0  Poor

**How did participants hear about this program (how many each way)?**

Email (26)

Website (1)

Friend (1)

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**Why did participants attend?**

- Would like to run a research lab (2)
- Interesting topic (4)
- Learn about responsibilities in leading a lab (6)
- For inspiration
- To learn more about research
- Looking toward my future (2)
- Want to become a faculty (4)
- Will become a faculty (2)
- Professional development
- I am managing a lab as a graduate student
- Preparing for future
- To gain insight on research management

**What were participants' favorite/most educational aspects of the program?**

- Useful information
- Time and lunch is provided
- Humorous
- Very realistic
- How to deal with "bad" things / people
- Excellent speaker
- Well organized slides
- Year by year advice for tenure goals
- Slide presentation
- Many valuable suggestions

**How can the program be improved?**

- Room was freezing cold
- Leave more time at the end for questions
- Hand out slides (3)

**Recommendations for future programs?**

- How to communicate with the head of the department / lab
- Anything from Dr. Guilak!
- Keep going on topics like this!
- Graduate student presentation

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