



Generating Momentum

Women Supporting Each Other in the Drive for Personal and Professional Success

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A Note from the Editor

Each year UMMS, like all Massachusetts state agencies, participates in the Commonwealth of Massachusetts Employees Charitable Campaign. Known by the acronym COMECC, this donation drive gives state workers the chance to make a difference in someone else's life during the this holiday season. It's a great opportunity to help non-profits fund their important work. This year's campaign runs through Wednesday, November 27th, the day before Thanksgiving.

Your donation can go towards almost any cause of interest that you may have. Animals, elders, homelessness, hunger, and science discovery are just a few examples represented by over a thousand agencies across the state that are participating in this year's campaign. Descriptions of those agencies are available on the COMECC website. All agencies are pre-screened to ensure that their administrative costs are appropriate and that they follow state regulations.

Any size donation is helpful and greatly appreciated by the recipient agency. A one-time donation of \$10 can buy diapers for a low-income family. A bi-weekly donation of \$1 over the calendar year can give someone basic dental care services. Small donations added together can have an even bigger impact. An added benefit is that your contribution is tax deductible.

Jim Leary, COMECC campaign manager for UMMS, notes that UMMS has always been a strong performer, with a 34% participation rate in 2012 versus the overall state participation rate of 8%. Donations can be made through payroll deduction or via credit card by using the online pledge system, or by filling out the paper pledge form provided by your department's COMECC Team Leader. Visit the COMECC website for more information or to make your donation: <https://www.comecc.net/index.asp>

UMatter: The Many Benefits of Volunteering

By Barbara Gilmartin

Administrative Manager, Office of Health Policy and Technology, Center for Health Policy and Research

Former President Jimmy Carter is almost as well known for his volunteer work with Habitat for Humanity as he once was for being the leader of the free world. Carter, who is passionate about volunteering, once said: "I predict that every one of you who volunteers to help others in need will feel this same sense of exaltation. I believe that, in making what seems to be a sacrifice, you will find fulfillment in the memorable experience of helping others less fortunate than yourself."

We all know that volunteering is a way to help others in need, but what Carter (who is now 89) might not know is that volunteering might be a contributing factor to his good health and longevity as well. Several studies have shown that volunteering can help alleviate depression and promote better health. In a study by the UnitedHealth Group and Optum Institute, 76 percent of volunteers reported feeling healthier and 78 percent had lower levels of stress than adults who did not volunteer. In another study by the University of Exeter Medical School, researchers found a 20 percent reduction in mortality among volunteers compared to non-volunteers, along with enhanced feelings of well-being and an increased satisfaction with life.

There are many reasons why people volunteer. For some it is a way to support a cause they strongly believe in, or give back to an institution that may have helped them in the past. For others, particularly retirees, volunteering is a way to remain an active part of the community and socialize with others. For the unemployed or those seeking to build a resume, volunteering is a great way to network and add experience they might not otherwise have had. In fact, it is estimated that unemployed people who volunteer are 27 times more likely to find a job than those who don't.

The UMass Medical School community has a long history of volunteerism. In 2012, UMass faculty, students, and staff gave over 71,000 hours in service to others. The Office of Community and Government Relations tracks the volunteer activities of the UMass community and offers many suggestions about how you can serve on their webpage.

At UMass Memorial Medical Center, there are over 800 volunteers, ranging in age from 15 to 95 years of age, according to Jody Cornetta-Stark, Director of Volunteer Services. The roles they fill are varied, from stuffing envelopes or greeting people as they arrive to reading to sick children in pediatrics and helping cancer patients on their visits to the hospital. Many volunteers are employees who may contribute as little as an occasional hour or two after work or as much as a four-hour shift once or twice a week. Cornetta-Stark sees the positive benefits for volunteers first hand each day, and cites the many volunteers who have formed lifelong friendships and valuable work and life experience as well.

For more information about volunteer opportunities through UMass Medical School, visit the Office of Community and Government Relations website: <http://www.umassmed.edu/ocgr/volunteer.aspx> or contact them at: 508-856-4400. For information about volunteer opportunities at the UMass Memorial Medical Center, visit their website at <http://www.umassmemorial.org/ways-to-give/volunteer-services> or contact Jody Cornetta-Stark at 774-443-2362.

If you've ever considered volunteering as a way to help others, think again, it's also a pretty good way to help yourself.

The Power of LinkedIn

By Michelle Nowers

Communications Manager, Disability, Health, and Employment Policy Unit, Center for Health Policy & Research



Pinterest. Vine. Instagram. Tumblr. Four Square. You Tube. Twitter. Facebook. Okay – now that I have your attention. A whole edition of this newsletter could be dedicated to the many social media platforms available to us, but there is one that still remains a mystery for many ... LinkedIn. Many people in today's business world have heard of LinkedIn and likely have a LinkedIn account. But LinkedIn can be used for a lot more than connecting with your past and present colleagues or searching for potential job opportunities. It can be used to promote your organization and its events, and connect people to the issues and news stories that are relevant to your work.

Today's professional is constantly juggling a multitude amount of emails, newsletters, mobile notifications, and phone calls. We want our information quick and to the point. LinkedIn users can connect with other professionals by creating, joining, and participating in groups on a targeted subject or specialty. According to LinkedIn, 81% of its users belong to at least one of its 1.5 million groups. LinkedIn also allows companies and organizations to create business pages where users who follow them can read company news, job opportunities, and upcoming events. This is why LinkedIn was a key vehicle for my work within the Disability, Health and Employment Policy Unit (DHEP) and the Work Without Limits initiative.

The employers and businesses we work with were telling us that they were looking for a vehicle through which they could share information, resources, opportunities and events around the employment of individuals with disabilities. DEHP looked to create a group that was open to the public that anyone who had a LinkedIn account could join. Within this group, members actively share news and information specifically targeted around disability employment. As the Communications Manager for the DHEP Unit, it is my job to research and share any relevant information with our members. Much of this information is found through other groups and resources. When managing a group, it is important make frequent posts in order to keep your account current and active. If your work involves holding events that are open to the community, promoting your events on a regular basis ensures that the information is consistently visible to the group members.

As we continued to build out our activities and initiatives, we discovered the need grow our business network. We created a 'private' group, which meant individuals needed to be granted permission to join. This group, the "Work Without Limits B2B Network," has grown to over 100 members. It provides a portal for businesses to share information, resources and opportunities with each other specifically around the hiring of individuals with disabilities. This group is also used by hiring managers, executives, and diversity professionals to seek advice, resources, and information from their colleagues. This was an essential component of this group.

The medical school and Commonwealth Medicine, its consulting arm, both have active group pages. And there are several groups associated with the school, including a Social Media subgroup. LinkedIn has tutorials that guide you through the set up process. Before creating your LinkedIn page, consult your department's leadership and the policies and resources of UMMS Information Services, UMMS Office of Communications and CWM Marketing Analytics.

It is not known what will be the next best thing in social media as information remains to be shared and accessed by the almost billion users in today's world. However, if you have not begun to use the resources that are out there that can enhance your business, it is time that you start. Create a LinkedIn account, then share, read, learn, and comment on whatever interests you and your group members.

Learning Best Practices for Managing Research Data

By Donna Kafel, RN, MLIS

e-Science Project Coordinator, Lamar Soutter Library



“The grad student who handled the data in our lab has left the university, and we have no idea where she stored the data for that project.”

“These file names are so random. They give no indication what is in the file. All I want are a couple images, but it looks like I’ll have to plow through hundreds of files to find them.”

“Members of our research group like to store project data on Dropbox so everyone in the group can access it easily. We’re running into a problem with versioning though. Some members of our team are going in and adding new data or making revisions but are saving it under the original file name and are not indicating what version the file is. This makes it really hard to track who made what changes.”

“Oh no, I lost the USB that has all the transcripts from my interviews! I hope I remembered to save the files on the network drive!”

Sound familiar? Chances are if you work in a research lab or a clinical research setting or ever worked on a group project, you have encountered similar data dilemmas. For many of us, it’s hard enough to locate files on our own desktops, never mind trying to figure out how and where our colleagues are storing data.

In academic research settings, the day-to-day management of research data can be baffling. How does one tackle the management of fast growing and disparate data files such as instrumentation readouts, spreadsheets, image files, word documents, interview transcripts, lab notebooks, and tissue slides, so that they can easily be found and retrieved for analysis and future use? Moreover, how do research coordinators ensure that all members of the research team follow consistent data management practices, particularly in a fluctuating work environment in which new graduate students join a research project for a few years and leave after graduation, or in large multidisciplinary projects with research team members who are scattered geographically, often working in other institutions and even in other countries?

One contributing factor to data-induced stress is that very few of us have ever received formal training in data management best practices. Often, newcomers to a research team are taught data management policies and procedures by graduate students on an informal and haphazard basis. These policies and procedures are often customized to the specific lab. The procedures established by Lab A for naming files and keeping lab notebooks may be totally different from Lab B, resulting in huge inconsistencies when people from multiple research settings collaborate on a project.

So, how can you avoid scenarios like lost data, frustrating searches, and insecure data storage? Look to the library! The Lamar Soutter Library has been developing tools and resources for learning data management best practices. With grants from the Institute of Museum and Library Services and the National Network of Libraries of Medicine New England Region, the Soutter Library has partnered with libraries from UMass Amherst, Tufts, Northeastern, and the Marine Biologic Laboratory at Woods Hole Oceanographic Institute to create [The New England Collaborative Data Management Curriculum](http://library.umassmed.edu/necdmc/index) (NECDMC), available at <http://library.umassmed.edu/necdmc/index>. NECDMC is free, openly accessible online, and divided into these seven modules:

- ❖ Overview of Research Data Management
- ❖ Types, Formats, and Stages of Data
- ❖ Contextual Details Needed to Make Data Meaningful to Others
- ❖ Data Storage, Backup, and Security
- ❖ Legal and Ethical Considerations for Research Data
- ❖ Data Sharing & Reuse
- ❖ Archiving and Preservation

Each module includes learning objectives, lecture notes, activities, assignments, and readings. The curriculum also includes a simplified data management plan template, and a collection of actual research cases that illustrate data management issues in a range of research settings, including a biomedical research lab, a clinical study of outpatient orthopedic patients, and a qualitative health study. The library will be using the NECDMC as they teach upcoming data management classes geared for UMMS students, faculty, and research professionals. Stay tuned for further announcements about these classes. For further information about the Soutter Library’s research data services, please contact me at donna.kafel@umassmed.edu.

For Your Benefit: Educational Opportunities for UMMS Employees

By Laura Sefton, Research Coordinator, Center for Health Policy and Research

Abigail Adams said “Learning is not attained by chance. It must be sought for with ardor and attended to with diligence.” In addition to college tuition assistance, waiver, and remission programs, UMMS also offers educational opportunities, a few of which are described below. The Learning & Development page of the Human Resources intranet site has more information. In addition, visit the Information Services and Lamar Soutter Library intranet pages to learn about the classes they offer.

The Assumption College Educational Partnership Program offers the Masters in Business Administration, Master of Arts in Counseling Psychology, and Master of Arts in Rehabilitation Counseling programs at a 25% discount off the graduate tuition. <http://www.umassmed.edu/learninganddevelopment/assumption.aspx>

Through the Clark University Educational Partnership, Clark’s College of Professional and Continuing Education offers the Master of Public Administration, Master of Science in Professional Communication, or Master of Science in Information Technology degrees at a 30% discount off the graduate tuition. The college also offers a 15% discount in the part-time Master of Business Administration and Master of Science in Accounting Programs. <http://www.umassmed.edu/learninganddevelopment/clark.aspx>

Earn a Master of Public Health degree on the Worcester campus through the University of Massachusetts/Amherst School of Public Health and Health Sciences Satellite Program. Courses cover such topics as epidemiology, health policy and administration, research methods, managed care, and program planning. Classes are scheduled in the early evening for the convenience of working professionals and are taught by faculty from both schools. http://www.umassmed.edu/fmch/mph_program/index.aspx

“That is what learning is. You suddenly understand something you’ve understood all your life, but in a new way.” ~ Doris Lessing

The Leadership Excellence Certificate Program, offered by UMass’s Donahue Institute, is a 9-week fully online course designed for front-line and mid-level managers that helps build competencies to become a strong leader in any type of organization. Employees receive a 50% tuition discount. <http://www.umassonline.net/degrees/Online-Leadership-Excellence-Certificate>

The Enterprise Project Management Office, part of UMMS’s Commonwealth Medicine, offers three tracks of training with a focus on project management skills and competencies and with a goal towards project management certification. Training is offered to individuals, teams and other stakeholders interested in employing project management skills and processes in their programs. <http://inside.umassmed.edu/commed/departments/opdpm/education.aspx>

“We are not what we know but what we are willing to learn.” ~ Mary Catherine Bateson

The Research Administration Program, sponsored by UMMS’s Office of the Vice Chancellor for Administration and Finance and the Office of Research, is targeted to individuals who are responsible for administering, monitoring, supporting and/or facilitating research programs. Courses cover such topics as pre/post award activities, finding funding, budgets, effort management, and sub-awards. <http://www.umassmed.edu/hr/learninganddevelopment/researchadministrationprogram.aspx>

The Certificate in Clinical Research Management focuses its training on clinical trials topics through the use web-based readings, assignments, and on-site seminars. Research nurses, managers, coordinators, and regulatory personnel with at least three years of full-time professional clinical research experience are eligible for this program. <http://www.umassmed.edu/Content.aspx?id=63986>

“The secret of education lies in choosing the right time to do things.” ~ Natalia Ginzburg

Professional Women Connect: Fall & Winter Activities

*By Kathryn DeLaughter, Research Project Director, Quantitative Health Sciences
and Amitha Vasanth, Development Researcher, UMMS Development Office*

Whether you are an outdoor enthusiast, a wine connoisseur, or interested in history, there are things to do in New England throughout the entire year! Some activities during the Fall and Winter are highlighted below.

For art lovers and those who seek unique opportunities, the **Gallery of African Art** hosts free tours every Thursday from 4 to 7pm through December 19th. The gallery, located in Clinton is primarily an educational display of a unique, private collection representative of various regions, tribes and traditions of the African continent. The extensive collection has been assembled by Massachusetts art collector Gordon B. Lankton. Visit their website at <http://www.galleryofafricanart.org/>

The **Canal Restaurant and Bar**, located at 65 Water Street in Worcester, hosts an Open Mic night on Thursdays from 9pm to 12am through December 31st. So, if you like to take the stage by storm and belt out those songs like no other, this is the place for you.

The Visual and Performing Arts Department at Clark University presents the **3rd Biannual New Play Festival**, featuring new works by undergraduates. The Kennedy Center's Theresa Lang will serve as dramaturge on the project. The festival will be produced by Clark Professor Gino Dilorio. These six new full-length plays will be performed in repertory (two plays per week) Tuesdays through Saturdays through November 23rd, at 7:30pm. Cost: \$5, Free with a college ID.

The **Margaret C. Ferguson Greenhouses** are located at 727 Washington Street in Wellesley, MA. The greenhouses feature the most diverse collection of plants under glass in the greater Boston area, with sixteen interconnected greenhouses. Take a vacation to a desert climate or the tropics without leaving Massachusetts. Other highlights, especially for the kids, are the sensory plant collection and carnivorous plant collection. Call ahead to be sure you'll be able to see all the greenhouse areas. They are open 8am to 4pm every day of the year, and the Visitor Center is open daily during the academic year from 10am to 4pm. The cost is free.

If you are an outdoor enthusiast or want to stay in shape during winter months, the options are endless too. Sledding is a favorite activity of young and old. It requires absolutely no skill, just slide down the hill and enjoy the thrill of gliding through the air. **Sugar Bowl** in Jamaica Plain and **Green Hill Park** and **Hadwen Hill** in Worcester attract sledding enthusiasts. **Ski Ward** in Shrewsbury and **Wachusett Mountain** in Princeton have assigned lanes that are perfect for families.

For those who love animals, horseback riding and dog sledding are recommended. It is not only an opportunity to enjoy the scenic trails or countryside during winter months, but also to learn about caring for the animals. **Ridge Valley Stables** in Grafton, **Cornerstone Ranch** in Princeton, and **Bobby's Ranch** in Westford all offer horseback riding year-round. Dog sledding is offered at few places – **Northern Exposure (NE) Outfitters** in Brookfield and **Drift Away Dog Sled Adventures** in West Warren.

Indoor rock climbing offers a fantastic way to stay fit and also stay warm indoors. **Central Rock Gym** (with many locations in MA), **Rock Spot Climbing** in Boston, and **Boston Rock Gym** offer private instructions and group classes for all levels.

In addition to these activities, there are many more opportunities available in and around the Worcester and Boston areas, including exercise, arts and crafts, and a variety of religious activities and events. There are also many places that are kid friendly, so there is never an excuse to stay home!



The Gathering Place

The 2013-14 Leadership Series, sponsored by the UMMS Office of Faculty Affairs, offers these upcoming seminars, which are open to all employees and held on the Worcester campus. No registration is required for seminar sessions, however registration is required for workshops, as space is limited. Visit the website for information about other sessions or to register for workshops: <http://www.umassmed.edu/ofa/development/leadership.aspx>

Surviving (Happily) in My Science Career: 10 Commandments for Work and Life Seminar

Presented by Joanne Kamens, PHD, Executive Director at Addgene
December 2, 2013, 11AM to Noon, in Amphitheater 1, S1-102

Innovation: Not Settling for What You Know Seminar

Presented by Saki Santorelli, EdD, MA, Executive Director of the Center for Mindfulness at UMMS
December 16, 2013, Noon-1PM, in Room S2-352

Interpersonal Communication Skills: Graceful Self-Promotion Workshop

Presented by Luanne Thorndyke, MD, FACP, Vice Provost for Faculty Affairs at UMMS
March 18, 2014, 2:30-4PM in the Hiatt Auditorium, S1-608

Civility, Leadership, and Respectful Conflict Resolution by Example Workshop

Presented by Tom Hopkins, LICSW, Associate Director of UMMS' Employee Assistance Program
April 24, 2014, 2:30-4PM, in Room S2-351

Check out the Women in Science and Technology (WEST) website for upcoming professional development sessions:
<http://www.westorg.org/>

Bookshelf

The Professional Women's Committee (PWC) has purchased a number of books available for borrowing from the Lamar Soutter Library. For a complete list of publications, visit the PWC website.

Monthly Meetings

The committee meets on the 2nd Thursday of each month from 3:30-4:30 PM. Join us in the Italy Conference Room on the South Street campus or via conference call. Contact Tricia Ryan, committee co-chair, via email at Patricia.Ryan@umassmed.edu for more information.

Website

<http://www.umassmed.edu/Content.aspx?id=61984&linkidentifier=id&itemid=61984>

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Your input on the newsletter is always welcome, so let us hear from you. Contribute an idea, write an article, or attend the next newsletter planning meeting. Send an email to the newsletter mailbox to let us know how you want to contribute.

To view copies of previous newsletters, please visit the Professional Women's Committee website or contact the newsletter.

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Suggestions? Comments? Email us!

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