

BMS Graduate Program Committee Meeting

April 18, 2018

1:30 to 2:30 p.m.

Meeting minutes

Present: Lisa Cooper, Sheila Fleming, Sam Crish, Liya Yin, Priya Raman, Jesse Young, Emily Plyler and Nona Hose

Agenda Item	Discussion	Action
1. Approval of prior meeting minutes by acclamation	<p>Dr. Crish called the meeting to order and asked for an approval of the meeting minutes from February. There was one correction to the minutes. The minutes were approved unanimously with the correction.</p>	
2. BMS Budget	<p>Dr. Crish shared the report from Finance detailing the money brought in by the BMS program. He will send the document to committee members. Kent State University takes 25% of program revenue as “administrative fees” for all course and students at NEOMED. They also keep all of the money from the state when students graduate. Out of the 132 students who have graduated from the Biomedical Sciences program, 60 of them went through NEOMED.</p> <p>Dr. Raman state she thinks a 10% administrative fee charge would be reasonable. Last year three students started at NEOMED in the Pharmacology program and everything for them is being done here.</p> <p>Dr. Fleming asked when the negotiations will start to get the numbers corrected. Dr. Crish shared that Dr. Steven Schmidt is very interested in correcting these numbers.</p>	<p>Dr. Crish to send Finance document to committee members</p>
3. Update on incoming BMS class	<p>Dr. Crish shared that there have been a couple of acceptances, a couple of no thank you’s regarding incoming students. Final decisions are supposed to be made by April 15. Dr. Crish will update the committee as he learns more.</p> <p>Dr. Cooper asked if there is a list of students at in the BMS Program at NEOMED and what year they are in.</p>	<p>Nona to provide list of students</p>
4. Equipment Needs/Ultracentrifuge contribution	<p>Dr. Crish questioned the need for another ultracentrifuge given the university already has two of them. There is no need for an additional one. When he inquired as to the reason it was thought a third one was needed, it was because one of the associate deans wanted it.</p> <p>Dr. Schmidt has approximately \$36,000 to spend before June form the State Controlling Board.</p>	
5. BMS surplus money usage	<p>Dr. Crish informed the council that according to the University’s General Counsel the funds can be spent however the committee decides that will benefit the students. The committee should also look at attracting new students to the program, not just current students.</p> <p>Dr. Raman provided a list of suggestions for using the funds. The committee discussed equipment, transportation, student stipends, and computers for students.</p> <p>Equipment purchases need to benefit a critical mass of the BMS students. There are concerns that purchasing equipment could become PI-centric; therefore it is up to the committee to determine if a particular item will be beneficial.</p>	

	<p>Committee members suggested a Micro CT and an Imaging station like is currently in the Histology lab. The committee was also tasked with determining what is currently being out-sourced, sending people to other places to use a particular piece of equipment.</p> <p>Transportation has been an issue for a long time. It would also use a lot of the funds in a short amount of time.</p> <p>Regarding student stipends. Six years ago the 50% stipend policy was put in place. Dr. Crish asked the committee their thoughts on developing a policy that will allow the program to pick up stipends if certain criteria were met.</p> <p>The policy should set thresholds for the funded amount as well as the number of students able to be funded. Another consideration should be the productivity of the lab, but that would necessitate a definition of "productivity." There should also be a formal appeals process for faculty who do not agree with the committee's decision.</p>	<p>Committee members to send Nona information on these equipment suggestions to distribute to the committee.</p>
<p>Agenda items for discussion at future meetings</p>	<ul style="list-style-type: none"> • Develop a policy regarding funding requests • Courses offered twice a year, TAs teach twice or have double TAs? 	
	<p>The meeting was adjourned.</p>	