

BMS Graduate Program Committee Meeting

February 21, 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	Dr. Crish called the meeting to order and asked for an approval of the meeting minutes from January.	
2. Policy regarding graduate student grants/travel awards	<p>Dr. Crish spoke to the committee about the development of a policy for a contingency travel plan to provide additional funds to students. This would be a one-time travel opportunity and would be competitive for students who apply.</p> <p>He also suggested the committee provide pilot grant funds to students. Teach the students how to construct grants, provide training to them. Dr. Young stated that students had to fund their own work where he went to school and Dr. Raman stated the experience would serve as an incentive for students to write grants.</p> <p>Drs. Crish and Young will take the lead on developing a policy regarding pilot grants. Dr. Crish will forward the KSU contingency plan for travel.</p> <p>There was a brief discussion regarding the idea of using BSM funds for new equipment. A suggestion was made to look into purchasing equipment that students have to be sent off campus to use, for example, a Micro CT.</p> <p>There was discussion about raising the current travel award for students from \$500.00 to \$1,000.00 effective immediately. A motion was made and seconded to raise the award amount. The raise was approved unanimously.</p> <p>Dr. Crish stated that the committee should consider increasing the stipends for students in the future. This needs to be investigated further to ensure there wouldn't be issues with KSU if NEOMED raised the amount students are getting as a stipend here.</p>	Nona will update the travel award policy to reflect the increase.
3. Transportation between KSU and NEOMED for BMS students	<p>Dr. Crish shared that there is still an issue regarding funding of transportation from KSU to NEOMED for students.</p> <p>Dr. Yin suggested purchasing a can or small bus and hire a driver. The cost could be shared between KSU and NEOMED. Dr. Young stated there could be issues related to insurance with that plan.</p> <p>A bus route could run regular routes and be used for special events.</p>	
4. BMS Website	The BMS website page should be useful as a resource for current students as well as a tool for attracting new students. things to include on the website include links to policies, forms for student support, important deadlines, information about Sequoia, admission process, student profiles/contact information, department seminars, shared equipment, and techniques to learn how to do things including who to contact (links to PIs who use these techniques).	
Agenda items for discussion at future meetings	<ul style="list-style-type: none"> • Develop a policy regarding funding requests • Courses offered twice a year, TAs teach twice or have double TAs? 	

	The meeting was adjourned.	