

BMS Graduate Program Committee Meeting

January 17, 2018

1:30 to 2:30 p.m.

Meeting minutes

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

Not present: Lisa Cooper

Agenda Item	Discussion	Action
1. Introduce new members, review charge of committee	Dr. Crish called the meeting to order and welcomed new members, Emily Plyler, Dr. Jesse Young and Dr. Priya Raman. Dr. Crish shared the charge of the committee is to oversee the BMS students at NEOMED, rotating or in labs; to approve students entering labs, ensuring funding is available to support the student; assign teaching assignments; and to expand and increase the program.	
2. Elect new chair of BMS Graduate Program Committee	Dr. Sam Crish is currently the vice chair of the committee. Dr. Alexander Galazyuk's term expired as the chair. The first order of the committee is to elect a new chair. A motion was made to nominate Dr. Crish to serve as the new chair of the committee. The motion was seconded and the nomination unanimously approved by the committee. A second motion was made to nominate Dr. Lisa Cooper to serve as the vice chair of the committee. This motion was seconded and the nomination was approved unanimously by the committee.	Dr. Crish to inform the Dean of the COGS of the decision of the committee electing him as the new chair of the committee.
3. Approval of prior meeting minutes	Dr. Crish stated moving forward BMS Committee meeting minutes would be approved by acclamation. There were no objections by the committee members. Minutes from the December 2017 meeting were approved.	
4. Finances I – New awards with applications to the committee	Dr. Crish provided a background of the BMS graduate program finances to the committee. Before there was a BMS Graduate Program Committee, Walt Horton made all financial decisions regarding BMS. Once the committee was organized and had a chair, the financial decisions were made by the committee. The current fund has almost \$800,000 in it. Some ways these funds are used are by providing travel reimbursements to BMS students for conferences and paying their Sequoia memberships. Dr. Crish asked the committee to think of other ways the funds can be used to benefit the students. Suggestions were made to increase the travel amount of the travel award, pilot grants, and to provide training for students. The committee will fund students' years 3, 4 and 5 if they are working with a junior faculty member. Also, if junior faculty, the first student is funded by the committee. If senior faculty and no funds are available, then the student is not permitted to join the lab. The cost per student is going up by \$1,000.00 at each level. All BMS students at NEOMED need to be approved by the committee because each student is a 5-year commitment. PIs can pay the whole stipend for a student and they don't have to do a TA.	
5. Finances II – contribution to add any incoming students	Last year the committee decided to fund three students' first year in order to raise the total number of students at NEOMED. February 23 and 25, 2018 is the KSU BMS recruitment Weekend.	
6. NEOMED visit from new BMS students – last week of January?	There is supposed to be a NEOMED visit from new BMS students the last week of January. Ernie Freeman to finalize the date. In the future we would like to have a meet and greet earlier in the year.	

	All first year students are supposed to do one rotation at NEOMED. This isn't always happening.	
7. Website discussion	Dr. Crish stated the BMS program will not utilize NEOMED's website when creating its own because of difficulties encountered with PR related to the website. Dr. Young suggested this be re-thought from the standpoint of integration, consistency and meeting the quality standards set forth by the University regarding the website. Jesse and Nona will talk to PR to discuss options.	
8. Policy for replacing a member that leaves mid-term	Dr. Crish presented a policy for replacing members that leave the committee before their term is over. The policy in summary, states that if the member vacates his/her seat within 90 days of an upcoming election, the seat will be included in the next regularly scheduled election and the sinner will finish out the term of the vacated member. If the vacancy occurs more than 90 days before an upcoming election, a special election will take place. A motion was made to approve the policy for replacing members that leave mid-term. The motion was seconded and the policy was approved unanimously by the committee.	
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.	