

BMS Graduate Program Committee Meeting

June 20, 2018

1:30 to 2:30 p.m.

Meeting minutes

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

Absent: Sam Crish

Agenda Item	Discussion	Action
1. Approval of prior meeting minutes by acclamation	Dr. Sam Crish called the meeting to order and asked for an approval of the meeting minutes from May. The minutes were approved unanimously.	
2. Finalize Teaching Assistantship assignments	The committee reviewed the spreadsheet of teaching assistant assignments. There were a few minor edits as a result. A motion was made to approve the teaching assistant assignments once the changes are made. The motion was seconded and the teaching assistantship assignments were approved unanimously by the committee.	Nona will send out teaching assistantship offer letters to students in the BMS program and will send the spreadsheet of approved assignments to course directors.
3. Faculty Survey Results	<p>The committee reviewed and discussed the results of the faculty survey regarding the use of surplus funds in the BMS program. Faculty ranked the ten items in the following order of importance:</p> <ol style="list-style-type: none">1. Student stipends2. Travel3. Memberships4. Education enhancement5. Software6. Computers7. Equipment8. Incentive funds9. Transportation10. Dependent care reimbursement <p>The committee discussed student stipends at length. Take-away points from the discussion are as follows:</p> <ul style="list-style-type: none">• The committee should provide a list of PIs who are able to take graduate students to the incoming students so they know what opportunities are available to them.• The committee will not guide or steer students toward specific PIs.• PIs should be required to provide base information for approval of students after one or two are already in the lab.• Labs/PIs should provide an annual financial report to the committee to demonstrate they can support their students.• The policy needs to be reviewed by the committee to see if changes or updates are necessary.• Provide an opportunity for PIs to present their work to incoming students so PIs can “sell themselves.”	<p>Nona will send the current policy regarding student funding to the committee members for review.</p> <p>Committee members will submit proposed changes to the policy to Nona for review at a future meeting.</p>
4. Student Focus Group	The committee reviewed and discussed the results of the first student focus group discussion which took place on June 11, 2018. The committee agreed to consider paying for students' health insurance premiums, NEOMED parking fees, legal fees and international service fees.	Nona will get prices and details around how to pay these for students.
Agenda items for discussion at future meetings	<ul style="list-style-type: none">• Develop a policy regarding funding requests	

	<ul style="list-style-type: none">• Courses offered twice a year, TAs teach twice or have double TAs?	
	The meeting was adjourned.	