

## BMS Graduate Program Committee Meeting

May 16, 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. Cooper called the meeting to order and asked for an approval of the meeting minutes from April. The minutes were approved unanimously.	
2. Incoming Students	<p>Ernie Freeman from KSU has reported that to date, the BMS program has ten acceptances for Fall 2018. Eighteen students were officially admitted, four declined and four are outstanding. One student is supported by Biology, we (NEOMED) does not know our role in this. It is unclear which students are included or how the funds will be distributed from NEOMED.</p> <p>Dr. Raman share that at the last Executive Committee meeting for the BMS program, Dr. Crish indicated that NEOMED would support four students beginning their first year. Those students are Lia Gavazzi, Tej Nakashe, Dipan Kumar Kundu, and Phaedra Norrell.</p>	
3. Review of teaching assignments	Nona provided the list of teaching assignments to date. The list included responses from faculty and students regarding TA needs and requests. The committee reviewed the list and provided updates regrading particular students. It is unclear at this point if Dr. Richardson's students will remain at NEOMED or if they will be going with him to Florida in June. If they stay at NEOMED, they will need to be picked up by another lab.	Final decisions/approval need to be done at June meeting
4. Review of current students	Nona also provided a list of current students in the BMS program who are doing their research at NEOMED. The committee reviewed and provided updates/edits to the list.	Nona to update the list with edits from the committee
5. List of potential surplus money usage	<p>Dr. Raman submitted a list of potential ways to use some of the BMS program's surplus money. Dr. Raman shared that she did not conduct a formal survey of faculty, but rather composed the list based on informal conversations with some of the faculty in her department.</p> <p>Dr. Young stated it would be a good idea to formally reach out to faculty for more input, with the focus being how we can better support graduate students at NOEMED. Dr. Fleming agreed a survey to faculty should be focused on how we can improve things for students.</p> <p>The committee also decided to host a BMS student focus group to talk about how the program can be improved from the students' perspectives. Dr. Crish should facilitate the focus group and it should take place from Noon to 1 p.m. before June 12. The committee will provide lunch for the students.</p>	Dr. Young and Nona will work together to create and distribute a questionnaire to faculty regarding ways to use the funds to benefit students.
6. Draft computer policy	Dr. Cooper provided the committee with a draft policy for supplying graduate students with computers. Currently, NOEMED computer program leases Dell machines for 4 years. Once the lease is over, the computers go back to the manufacturer. She provided quotes from IT for purchasing new machines with 5-year warranties. She	

	<p>also spoke with IT concerning IT support of these computers. IT stated since they will be new computers under warranty, they are not concerned about support issues with them. Once the student defends and graduates, the computer is passed on to a new student or turned back into the BSM committee.</p> <p>Questions from the committee include, does the warranty cover lost or stolen computers, and what is covered?</p>	
Agenda items for discussion at future meetings	<ul style="list-style-type: none"> <li>• Develop a policy regarding funding requests</li> <li>• Courses offered twice a year, TAs teach twice or have double TAs?</li> </ul>	
	The meeting was adjourned.	