

BMS Graduate Program Committee Meeting

November 21, 2019

11 a.m. to 12 p.m.

Meeting minutes

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

Absent: Emily Plyler

Agenda Item	Discussion	Action
1. Meeting minutes from October	The meeting minutes from the October 2019 were not available for approval.	Sam will distribute October minutes to committee members
2. New member nominations for 2020	Nona has received three nominations for BMS Committee membership: Liya Yin, Alex Galazyuk and Takhar Kasumov. The election will begin the first week of December. The new members' terms will begin January 2020.	Nona to distribute election poll to NEOMED-based faculty the first week of December.
3. Lab assignment	<p>Dr. Crish reminded the committee that at the October meeting the committee agreed that the chair or vice-chair will send the request from students to join a lab to committee members electronically. If there are no concerns with the request, the committee will vote electronically.</p> <p>After some discussion the committee members agreed again that electronically would be best if all of the information is available regarding the PI's ability to support a student. Information required for an electronic vote includes:</p> <ul style="list-style-type: none">• PI's name• Student's name• Is the student new or transferring?;• If yes, from where are they transferring?• Why did they transfer?• Student's lab rotation history• PI's current funding status• Current number of students in PI's lab• PI in good standing?• Student in good standing? <p>Dr. Raman stated that decisions should be based on more than just funding; for example, the caring capacity and ability to mentor the student/s adequately. Two students may be OK, but more than that, regardless of funding, needs to be scrutinized for capacity of mentorship.</p> <p>The committee decided there should also be criteria for when not to distribute the information electronically. This includes:</p> <ul style="list-style-type: none">• If the student will increase the number of students in the lab to greater than two• If the PI doesn't have adequate funding, the department or RFA needs to pick up half of the stipend. A letter from the PI's chair ensuring financial support for the student is required.• All transfer students• New students who are admitted to the program and already have a specific PI in mind	

	<p>Students do not have to do three lab rotations if they already know which PI's lab they want to join.</p> <p>Junior faculty are eligible to have one student funded by the program. Need to define "junior faculty."</p> <p>A motion was made to approve students joining labs electronically based on the specific criteria discussed by the committee being met. Motion approved unanimously.</p> <p>Specifically, new student Nicole Schapker has requested to join Jesse Young's lab. Jesse has shared his lab's financial history and very probable ability to support Nicole throughout her last three years in the program, which will begin the fall of 2021. A motion was made and seconded to approve Nicole joining Jesse's lab. The motion was approved unanimously.</p>	<p>Nona will create a draft policy regarding student lab assignments.</p> <p>Nicole Schapker will join Jesse Young's lab</p>
4. Meeting with KSU designees	There will be a meeting with KSU's and NEOMED's administrative designees of the BMS program. Drs. Freeman, Blank, Schmidt and Crish will meet and discuss the program on January 7, 2020 at KSU.	
5. Professional Development opportunities for BMS students	Dr. Lique Coolen will provide a list of professional opportunities for students in January 2020. The committee will discuss in more detail when the list is received.	
6. Bi-annual BMS updates	Beginning in 2020, there will be bi-annual BMS program updates for NEOMED-based students and faculty. The goal is to have them the end of January and July.	
7. BMS Review Report	We have received copies of the BMS program review and action plan reports.	Nona will distribute it to the committee members.
8. KSU calendar distribution	KSU's calendar of important dates will be distributed when it is received.	
9. Cross registration with IPM courses	KSU no longer wants our IPM students cross registering for courses that are taught at NEOMED by NEOMED faculty. The courses will be revised and presented to the GFC for approval in the IPM program.	
Additional items	<ol style="list-style-type: none"> As part of the action plan from the BMS program review, BMS faculty is having a 5-year review. February 27-29, 2020 is Interview Weekend for the 2020 cohort of new students. They are scheduled to be at NEOMED on February 28. A save-the-date needs to be sent to all NEOMED-based BMS faculty and students for this date. 	Nona will send the save-the-date for February 28 to all NEOMED-based students and faculty.
	The meeting was adjourned.	
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? (IPM has changed their policy regarding TA's) Student Forums 	