

BMS Graduate Program Committee Meeting

December 13, 2017

1:30 to 2:30 p.m.

Meeting minutes

Present: Alex Galazyuk, Lisa Cooper, Bill Lynch, Sheila Fleming, Sam Crish, Liya Yin and Nona Hose

Not present: Lucy Coughlin

Agenda Item	Discussion	Action
1. Approval of prior meeting minutes	Dr. Crish called the meeting to order. There were no corrections or changes to the minutes from the November meeting. A motion was made and seconded to approve the meeting minutes as written. The minutes were unanimously approved.	
2. Policy changes to address the replacement of a committee member who leaves the committee for any reason during his/her term	Dr. Crish opened the discussion of this change in policy. If someone leaves within ninety days of the end of their term on the committee, the committee will follow standard election process to replace the member. If they leave greater than ninety days of the end of their term, a special election will be held and the new member will serve the remainder of the term. A suggestion was made to send out the drafted policy for members to review.	Dr. Crish will write up the policy and send to Nona. A vote will take place at the January meeting.
3. Approval of the voting results to replace two faculty and one student representatives to the committee	<p>Priya Raman and Jesse Young received the most votes during the election of two new faculty representatives to the committee. Both have agreed to serve a three-year term. Emily Plyler was the only student nominated to serve on the committee. There were no objections to her serving from BMS students. The committee unanimously approved the three newly elected members of the committee.</p> <p>Moving forward, the committee needs to formalize a policy regarding the election of student representatives. It should be the same process as used for faculty and students need to cast a formal vote, even if just one nominee.</p>	
4. Update on the Executive Committee Meeting	<p>Dr. Galazyuk shared that Dr. Freeman mentioned planning an event for new students who were accepted into the program this current academic year to be able to visit NEOMED for a second time. Timing for this event will be near the last week of January. Dr. Freeman will confirm the date and the new BMS committee will plan the visit.</p> <p>Suggestions from the committee include:</p> <ul style="list-style-type: none">• Organizing some groups like focus area leaders so the students can see the opportunities available to them at NEOMED. Provide them with a better experience than just PowerPoint presentations.• Invite other groups as well including the liver group• Provide a tour of labs and show them the capabilities and space available to them• Show them Sequoia Wellness• Tell them about funding opportunities and travel reimbursements• Provide food <p>Dr. Galazyuk shared that Dr. Freeman stated that next year stipends will increase by \$1,000.00 at every level.</p> <p>The committee needs to decide if additional students will be funded by NEOMED in the new admission cycle. Ten seats will be available. If NEOMED would like more than ten, it will cost extra. Year one is the only year that is extra. Year two is paid by NEOMED already if</p>	

	<p>they choose to come here. FYI – year one students that NOEMD funds have to TA at NEOMED. Infection and Immunity is the best course option for these students to TA.</p> <p>A firmer, more consistent policy is needed regarding rotations. The current policy is too flexible.</p> <p>Dr. Galazyuk offered a piece of advice for the next chair and committee: When asking advisors to pay, we currently only ask advisors who are paying to fill out a form. Dr. Galazyuk suggests asking all advisors to fill out the form every year in July.</p>	
Additional items	<p>Dr. Lynch stated he is handing off the lead on the website for the BMS program. He has not identified a Biomed student yet. Ileen Cicozzi has been in contact with them. All members and Nona should be able to access and modify the site. The “web master” and others can edit. A committee member needs to work with the student to develop the site.</p> <p>Thank to Dr. Galazyuk for his service as chair of the committee!</p>	Add this item to the agenda for January’s meeting.
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? • Finance – Discuss internal pilot grants or travel awards, more students, etc. How to more effectively use the finances we have in the program to expand the program, etc. brainstorming session 	
	The meeting was adjourned.	