

BMS Graduate Program Committee

February 17, 2016

Room #330 in the RGEB

2:30 p.m.

Present: Alex Galazyuk, Yanqiao Zhang, Lucy Coughlin, Sam Crish, Bill Lynch and Margaret Weakland (support)

Meeting called to order.

Alex Galazyuk asked for motion to approve the January 20, 2015 meeting minutes. Bill Lynch motioned to approve and was seconded by Yanqiao Zhang; all in favor; unanimous approval. January 20, 2016 meeting minutes are approved.

Briefly discussed the status of Dr. Gary Meszaros coming back to this committee as he is currently on personal leave.

The first agenda item was the discussion of a new policy for monitoring student progress in the program. Dr. Lynch brought up the policy on the conference room monitor and we all reviewed it; document was previously emailed as well. Discussed additional items that we would want to see as part of student's progress. Talked about and discussed the idea of using the IDP (Individual Development Plan) as part of this package versus using the KSU graduate student annual report; committee felt the IDP was more inclusive. Along with the IDP, the committee discussed that we want students/advisors to include their KSU annual graduate student progress report, curriculum vitae, transcript, and faculty evaluations (from his/her lab rotation(s)) and the form showing committee members and any changes to his/her committee (only if applicable). Also, if a student has changed an advisor or committee member(s) we need that form stating who new advisor is and/or new committee member. Committee information is also noted on the candidacy exam documents; this is the time of when a student should form his/her committee for their M.S. or Ph.D. thesis/dissertation. Talked about whether or not there is a record of courses that students have taken or are enrolled in; the Program of Study form has this information and we have access to it through the BMS office. It was agreed that this information should be included in the review process. The goal is to finalize this information at the next meeting.

The question was raised as to when to request this information. It was presented that the IDP is due to the VP for Research office by the end of February and are due from the KSU BMS office about the same time. Committee decided to go with a yearly evaluation at or about our April/May BMS meeting. A request for teaching assignments are sent out in March so after more discussion we felt that an April/May timeline will work for the committee.

Margaret will be the contact in getting copies of all the pertinent information covered in the review policy from the BMS office and will house all documents in a manner that allows review by the committee. It was discussed whether we needed a dedicated shared drive to support this information base.

The issue was raised as to how the committee should respond, i.e., what action should be taken, when the review process being developed identifies a student not making appropriate progress or not holding up their end of the bargain. It was suggested that the committee should make up a list of recommendations appropriate for the individual case to be discussed with the student and faculty advisor by the Associate Director (NEOMED BMS committee Chair). It was suggested that the committee needs to deliberate this matter further since a final course of action could involve withdrawal of funding support.

A question came up about whether there is a policy in place regarding student matriculation into the BMS/NEOMED program from KSU. Do we have any policies on student support between KSU and NEOMED? Margaret will check with Judy at the BMS office. Per Dr. Alex Galazyuk, there are no policies at the KSU/ BMS Executive Committee level.

In the context of the student review process, Dr. Lynch included language in the DRAFT policy that indicated students who were accepted into KSU/BMS program with institutional support would receive priority when awarding stipend/tuition support versus students who entered the program on direct grant support from individual PIs. There was some confusion about whether the latter such students can be enrolled in the BMS graduate program. Dr. Zhang indicated that PIs with grants should be able to accept and support students with their grant monies as they see fit as long as they meet the criteria of the BMS program. This approach has been supported at NEOMED historically to expand the program. Many of these students have been supported by tuition waivers. Dr. Crish suggested that under this circumstance that they should be considered equal to other students and if support falls through we need to give them our utmost support. This issue was not resolved and thus the committee needs to re-visit this language on the current DRAFT policy.

The committee discussed the re-election of committee members. Will send out email to our faculty members with a brief statement of each candidate regarding their qualifications for service to be circulated with a ballot.

Agenda item of support for Gina Wilson was resolved before this meeting. There was nothing to discuss and/or noted.

Discussed the upcoming visit for our BMS students next week, February 27, 2016. Dr. Alex Galazyuk stated that we will have about 16 students on the NEOMED campus for a tour, pizza lunch and interviews. After the visit everyone will meet back at KSU for a Data Blitz. All students and faculty are invited to attend, February 27<sup>th</sup> at 5 p.m.

Miscellaneous:

Dr. Sam Crish wanted to revisit an issue pertaining to the BMS Committee election of the Chair. In particular he identified item #6 as needing further clarification. However, because of the lateness of the hour, Sam was unable to describe the concern effectively and engage a full discussion of the implications. Thus, the committee was charged with considering the policy language (sent by email to all members) for discussion at the next meeting.

Meeting adjourned.