

BMS Graduate Program Committee

January 20, 2016

Room #330 in the RGEB

2:30 p.m.

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

Meeting called to order.

Alex Galazyuk asked for motion to approve the November 18, 2015 meeting minutes. Sam Crish motioned to approve and was seconded by Lisa Cooper; all in favor; unanimous approval. November 18, 2015 meeting minutes are approved.

The first agenda item was the development of a new policy for monitoring student progress toward degree completion as part of an annual decision to fund students. Bill Lynch made a motion to evaluate progress of all students on a yearly basis; with the purpose of oversight, progress and planning. This motion was seconded by Sam Crish. A vote was taken and all members approved. The committee then discussed how we implement this idea. There was consensus on the need to develop a detailed evaluation procedure which could be approved by the committee. Ideas for what to require from the student and the faculty sponsor were put forth in previously circulated documents from Dr. Lynch and Lucy Coughlin. These included an itemized list (~14 separate pieces of information) along with the forms that graduate students/advisors submit yearly to NEOMED and/or KSU. The discussion focused on whether we could use the documents that are already submitted. One component was the need to evaluate students at the same time every year, however, the timing of this would need to coincide with when the documents are submitted to NEOMED/KSU. It was suggested that as a committee, we will now review all the forms that a student fills out throughout their duration as a student at NEOMED and that students to be evaluated will be any that receive financial support of tuition, stipend or benefits from NEOMED graduate funds. Margaret Weakland will get in touch with Judy at the Kent BMS office and find out what time of year she sends out her request for students to fill out their (KSU) forms and she will talk to Nona Hose in the VP for Research office and find out the same from her, she solicits these forms on behalf of the Graduate Faculty Council (GFC). This committee suggested (no votes were taken) that the forms they need are: Rotation Evaluations, Program of Study, Annual Graduate Student Evaluation and Progress Reports (Kent, BMS form). The timing and evaluation of the student packages remains to be discussed.

Dr. Galazyuk shared with the committee that the admission process for academic year 2016-2017 is underway. He stated that between NEOMED and KSU there are about 7-8 faculty members to review applications. Dr. Galazyuk sent out an email about 2 weeks ago to NEOMED faculty asking if they'd be interested in reviewing student applications. Dr. Galazyuk informed committee members that as

we did previously in 2015 we will again organize a visit of prospective BMS students here on the NEOMED campus in late February for interviews and tour. Later, the Executive Committee (at KSU) will decide what students will be supported by the program. Dr. Galazyuk shared that we may be able to support 5-6 new students. Also stated that we probably do not need it, but if necessary Dr. Walt Horton can help out financially. After the interviews and tour of NEOMED, KSU will be hosting a Data Blitz. Students and faculty members are encouraged to participate.

The committee discussed the election for this committee. It was noted that the committee is out of compliance regarding the timing of the election which was supposed to take place before November. Margaret reported that she has received responses from a number of faculty who have been nominated or self-nominated. Dr. Sam Crish decided to self-nominate himself; his name will be added to the list of nominations. Margaret indicated that she will request half page summary from each candidate regarding their qualifications for service to be circulated with a ballot. The discussion also turned to the election of the committee chair. It was argued by several committee members that the Chair position should have a high-level experience, perhaps even look at whether he/she has no experience versus having good ideas. The position of Chair will serve on The Executive Committee (KSU-based) while having strong communication skills with the BMS Graduate Program Committee and not to over-step boundaries, well-versed; someone with seniority. The committee should be faculty driven; we are representatives of our departments, this committee decides the term(s) of membership. After much discussion the committee came up with two versions on electing for the Chair term of the committee. Chair is elected by the BMS Graduate Program Committee, after this position is elected, he/she will start a 3-year term.

Sam's version - one member elected by the committee as Chair for a 3 year term that will last through their current term and into any future term relative to their re-election to the committee by the faculty.

Bill's version - one member elected by committee for Chair position and serve only until his/her current term. The individual could be re-elected to the chair upon subsequent re-election to the committee by the NEOMED-BMS faculty.

Both versions went up for a motion to approve; Sam's version was approved with one vote for Bill's plan. Question was whether or not the terms were consecutive or non-consecutive. There was a discussion on whether the terms will be a 3-year non-consecutive term with a 2-year term limit or whether a 6-years consecutively will be the maximum term. It was proposed that these possibilities be proposed to the general faculty rather than the committee deciding. Dr. Sam Crish volunteered to formulate two different versions to vote on at the next meeting.

Bill Lynch also proposed that committee member term limits or lack thereof be decided by a vote by NEOMED BMS faculty. This idea was not discussed.

The meeting was adjourned.