

BMS Graduate Program Committee

July 20, 2016

Room #330 in the RGEB

2:30 p.m.

Present: Alexander Galazyuk, Bill Lynch, Sam Crish, Yanqiao Zhang, Gary Meszaros and Margaret Weakland (support)

Meeting called to order.

Miscellaneous Items:

Alex discussed a conversation he had with Walt Horton about the dollars for the BMS program.

Alex will negotiate dollars. Alex will be meeting with Steve Schmidt soon about BMS.

Alex had brought to the committee a possibility of increasing the amount of money we give to each student for travel expense, currently it is \$ 500.00. With the increase the amount would be \$1000.00 per student (MUST present at scientific conference).

Development of policy for monitoring student progress in program.

Committee discussed and Bill Lynch will change the title of this to "Annual Evaluation". Much discussion on what material and/or documents are needed to use for student evaluation. Alex Galazyuk referred to issue at hand, "being a problem"; committee member shared, "there is no problem, we need an evaluation process so if we ever run into an issue we have it covered by creating a policy; we need to evaluate all students and not suggest there is an issue." Alex Galazyuk had asked other committee members to speak. Yanqiao Zhang talked about what signifies the criteria of what do we need for not funding a student, need objective criteria. Gary Meszaros commented on laboratory skills; having a checkbox in a spreadsheet; this related to our conversation last month on setting up categories serving as an evaluation tool. A document that be accessible for a student to view and be accessible to his/her progress as they move through the program; something showing that graduate school is real and serious. Lucy Coughlin agrees with the expectation from Gary's discussion on laboratory skills. Sam Crish agrees, but what type of information do we collect? Bill Lynch asks, what constitutes success or failure?

Discussed Annual Evaluation policy:

- Raised potential conflicts of interest
- Discussed make up of support letter
- Committee decided to make mentor letter confidential

Committee approved several elements of drafted student evaluation policy document

- Items #2 and #3 were approved in their entirety

Committee approved Evaluations sections E, F, and G

-G will be a confidential communication to the committee

Committee approved Criteria/Standards pending finalization

Discussed "off schedule" students that want to join a lab

-Decided that these students will be addressed via email to the committee

-Members of the committee can vote to allow the student to join the lab

- Vote must be unanimous (excepting abstentions), i.e. any voting member of the committee can refer the student to the committee as a whole for discussion before a decision is made

Developing formal procedure of accepting new BMS students.

The School of Biomedical Sciences has an advisor form in which a new student has the Director or Associate Director of BMS (depending on where student will do his/her research) sign the form. Going forward, when our Associate Director, Alexander Galazyuk gets a form like this, he will email it to the committee for review and will request a turnaround time of 3 days to reply with any comments and after 3-days will assume that there are no issues with student and will sign the form as having accepted the student to advisor's lab. Committee agreed.

Miscellaneous:

Committee agreed that Andrew Gross, Rebecca German's student, be moved from teaching in the Infection and Immunity course and into the Medical Neuroscience course.

Meeting adjourned.