

BMS Graduate Program Committee

May 20, 2015

RGE-330 in the RGEB

3 p.m.

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

Meeting called to order.

Dr. Galazyuk asked for any changes/edits for our April 15, 2015 meeting minutes. Dr. Yanqiao Zhang motioned to approve and Dr. Gary Meszaros seconded; all in favor; unanimous approval. Minutes approved.

Discussed Teaching Assignments. Margaret will send email to course directors asking who they'll have as a TA in their course. BMB–Brett Schofield/Sam Crish, I and I-Angelo DeLucia and HDS–Hans Thewissen.

Development of a policy for monitoring student progress towards completion.

This committee would like to have a policy stating that students' funding will be continued after the 5 year mark; if the advisor submits a letter stating how student is moving towards program completion. Effective immediately, the progress of a student in the program over 5 years will be funded in the future. Also discussed some type of a progress report to be used here; KSU uses them too, whereas it is unclear what questions are listed on these reports. NEOMED utilizes a progress report as well. Things we'd like to see on a progress report; courses taken, courses enrolled in, rotations, publications and grants. Committee would provide oversight of this progress report. Committee also discussed that they should decide if it's okay for student to work with advisor he/she has decided to work with. We want to make sure the student is a good investment after his/her 1st year in the program. Should there be a probationary period for the BMS program; similar to college of Medicine/Pharmacy? KSU is asking how many students we will be able to accept this academic year; 7 is what we told them. There should be a checkpoint in the BMS program; before the 2nd year and after their qualifying exam.

Lucy said that BMS students fill out a lot of forms for KSU and NEOMED and these forms often are not that different from each other. She brought up a point that there is an IDP form from the research office that is an Individual Development Plan, Nona Hose handles this. Lucy feels that this would or could be the answer to filling out several forms and perhaps as all the pertinent information on it that we want. She will share a copy of her IDP with the committee during one of our subsequent meetings. This IDP or another type of progress report will need to be filled out by student at the end of every year while having a detailed communication with his/her advisor. Form will define if we want to continue to have/fund student in the program. We want to simplify the process of filling of several types of forms both here and at KSU. Lucy also stated, could one of these forms be tied to the re-appointment form which is something the students have to fill over every year at KSU; pending stipend support for the following year.

Miscellaneous:

Dr. Ernest Freeman, new Biomedical Sciences (BMS) Director starts on May 1, 2015.

Meeting adjourned.