BMS Graduate Program Committee Meeting
November 15, 2017
1:30 to 2:30 p.m.
Meeting minutes

Present: Alex Galazyuk, Lisa Cooper, Bill Lynch, Sheila Fleming, Sam Crish and Nona Hose
Not present: Lucy Coughlin, Liya Yin
Guest: Zahra Ghasemahmad

Agenda Item	Discussion	Action
1. Approval of prior meeting minutes	Dr. Lynch made some corrections to the minutes. A motion was made and seconded to approve the amended meeting minutes from the November committee meeting. The minutes were unanimously approved.	
2. Request from BMS student Zahra Ghasemahmad to support her participation in a training course to learn a neuroscience-related method which is not available at NEOMED.	Zahra addressed the committee regarding her request for funding to attend a training session in Maryland. She provided a detailed explanation of her need to attend the training. After several questions from the committee regarding the need for training, Zahra was dismissed and the committee continued to discuss the request. After some discussion the committee decided to not approve the request for reasons including the timing of the request, setting a precedent for future requests, the likelihood that the training will be beneficial at this point.	Dr. Galazyuk will follow up with Zahra regarding her request.
3. Update on progress of nominations to replace two faculty members and one student representative in the BMS Graduate Program Committee	Two nominations for faculty and one nomination for students have been received. The policy states that nominations will be due November 30.	Nona to send a reminder to faculty regarding nominations to the committee
Additional items	Dr. Crish shared that he has been told the safety office has begun charging graduate students for training, but according to Mechelle Gehle-Wann graduate students are not charged. He will look into this and bring it to the next meeting. Dr. Lynch shared that he has not gotten information back from BioMed regarding the development of a BMS website yet. The committee decided to have a December meeting if it is possible.	Nona to schedule a December meeting if committee members are available.
Agenda items for discussion at future meetings	• 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.	