

BMS Graduate Program Committee Meeting

October 18, 2017

1:30 to 2:30 p.m.

Meeting minutes

Present: Alex Galazyuk, Bill Lynch, Lucy Coughlin, Sheila Fleming, Liya Yin, Sam Crish and Nona Hose

Not present: Lisa Cooper

Agenda Item	Discussion	Action
1. Approval of prior meeting minutes	A motion was made and seconded to approve the meeting minutes as written from the September committee meeting. The minutes were unanimously approved.	
2. Policy changes to address a replacement committee member who leaves the committee for any reason during his/her term	Dr. Sam Crish opened the discussion topic of a policy to replace a member of the BMS Graduate Program Committee who leaves or drops out unexpectedly before their term has ended. If the individual knows in advance that they will be leaving the committee, one month notice is preferred. The individual should inform the administrative support for the committee. If the member leaves within three months of the term ending, the committee will wait until the regular election cycle to replace them. If there are more than three months left in the term, the administrative support person will begin the process of replacing the committee member by sending out a call for nominations, allowing one month for responses, then asking the committee to vote for a new member. This same process will be used for students; however, the students will vote for the new committee member.	Dr. Crish will write up the changes to present at the November committee meeting
3. How to more effectively use our finances for program expansion	<p>Dr. Bill Lynch suggested we allow students who are doing rotations through labs the opportunity to utilize Sequoia's facility in the same manner the BMS graduate students do. A motion was made and seconded to allow rotating students to have access to Sequoia. The committee unanimously approved the benefit for our rotating students.</p> <p>Dr. Bill Lynch also suggested hiring Bio Med high school students to develop a BMS Graduate Program website. They could design the site and ensure it is linked to NEOMED and KSU sites.. Dr. Crish will send links to his lab's websites and Dr. Christine Crish's lab website to the committee members.</p> <p>Dr. Crish shared that Zeiss will come and do a full day workshop training for students to attend to learn how to use the microscopes.</p>	<p>Nona to send an email to BMS faculty informing them of the decision to allow students here doing rotations to have access to Sequoia.</p> <p>Dr. Lynch will take the lead on this project and report back to the committee.</p> <p>Dr. Crish will distribute information to students to get an idea of interest.</p>
4. Update on the development of the revised agreement between NEOMED and KSU BMS program, student transportation	<p>Dr. Alex Galazyuk commented that one of the items being evaluated in the MOU with Kent State is the wording concerning the Director and Associate Director's terms. The term for the Director is four years and the Associate Director's term is three years. This may change in the new agreement.</p> <p>Dr. Galazyuk also shared that KSU had returned the draft of the MOU but had not made the changes that were requested. Hopefully soon they will send the revised document. According to Dr. Steven Schmidt, the BMS committee will have the opportunity to review the document and suggest edits before it is finalized.</p>	

	<p>Transportation update – PARTA is not a feasible option. Currently looking at the possibility of purchasing a shuttle for \$65,000 as well as hiring a driver.</p> <p>Dr. Galazyuk will organize a meeting with BMS faculty and students in November. Drs. Schmidt and Freeman will be asked to attend. Nona will find available dates in November to schedule the meeting. Dr. Lynch suggested that moving forward, this meeting should occur sooner than later in the semester, before students have chosen the lab they'd like to work in. Students have a week of orientation before classes start. Ideally, one of those days should take place at NEOMED.</p>	
<p>Agenda items for discussion at future meetings</p>	<ul style="list-style-type: none"> • 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 	
	<p>The meeting was adjourned.</p>	