

BMS Graduate Program Committee Meeting

January 30, 2020

Meeting minutes

Present: Sam Crish, Alex Galazyuk, Priya Raman, Sheila Fleming, Jesse Young, and Nona Hose

Absent: Emily Plyler, Charles Thodeti, Takhar Kasumov

Agenda Item	Discussion	Action
1. Meeting minutes from June	The meeting minutes from the December 2019 were approved by acclamation.	
2. Elect vice-chair for committee	<p>Dr. Crish asked Dr. Young if he would accept the nomination of vice-chair of the committee to begin immediately. Dr. Young agreed that he would. A motion was made to elect Dr. Young as vice-chair of the committee, the motion was seconded. Dr. Young will serve as the vice-chair of the BSM Graduate Program Committee.</p> <p>Dr. Galazyuk shared with the committee that his role on the BMS Graduate Program Committee is to provide history and to assist in formalizing processes that have been in place and also to develop new policies.</p>	
3. Student lab assignment approval policy	<p>Dr. Raman stated when a student is applying to the program and has already chosen a lab, the committee needs to know before they are admitted. The committee needs to develop a policy for faculty regarding student admission to help them understand it isn't a "given" that students will be able to go directly into their lab upon admission.</p> <p>A line should be added to the policy that states a committee member can object to an electronic vote of a student's lab assignment and the student's request will be discussed and addressed at the next BSM Graduate Program Committee meeting.</p> <p>Dr. Young has more edits he will send to the Nona regarding this policy.</p>	
4. BMS Program Funds Request Form	<p>The committee reviewed the draft funds request form for use of the BMS program index. Dr. Young asked about funds for materials and supplies, Dr. Crish stated these should fall under seed grants and should be separate from this request form.</p> <p>Dr. Galazyuk suggested we do not share this policy until the COM curriculum is revised. The committee agreed.</p>	
5. Interview weekend	The committee discussed interview weekend briefly. They decided the agenda should be similar to the one used last year. Research Focus Area representatives will speak for 15 minutes, then interviews will be scheduled before and after lunch.	Nona to send agenda to BMS committee once finalized.
6. Additional discussion	The committee discussed teaching assignments and pointed out that when a student does not TA, the decision needs to come from the BMS Graduate Program Committee, not the course director or advisor. The TA policy needs to be updated to reflect this point and a message should be crafted and sent to all PI's who advise students.	

	The meeting was adjourned.	
Agenda items for discussion at future meetings	<ul style="list-style-type: none">• Courses offered twice a year, TAs teach twice or have double TAs? (IPM has changed their policy regarding TA's)• Student Forums	