

BMS Graduate Program Committee Meeting

March 24, 2021

Meeting minutes

Present: Alex Galazyuk, Gabbie Frame, Jesse Young, Jeff Mellott, Charles Thodeti, Takhar Kasumov, Priya Raman, and Nona Hose

Absent: N/A

Agenda Item	Discussion	Action
1. Approval of prior meeting minutes	The meeting minutes from the February 25, 2021 meeting were approved by acclamation.	
2. 5 th year and beyond students	<p>There are two students who have been in the program for more than five years. Nickie Siegel and Lucy Coughlin. Dr. Young will talk with Dr. Vinyard about Nickie to see how she is progressing and when she intends to defend. He asked if anyone has information about Lucy Coughlin and it was suggested that he should check with Dr. Matthew Smith.</p> <p>Ian Farnkopf has just reached 5 years in the program and will be defending this summer.</p>	
3. Teaching Assistant/Research Assistant stipends and Standard Operating Procedure for student funding decisions	<p>Dr. Young shared that he had met with ORSP and Grants Accounting and discovered that the student cost share model needed to be updated. Half of the year can be paid as a TA if the total effort does not exceed .25 FTEs and does not exceed 300 hours. The other half of the year can be paid for using a grant or PI/Department for research. We need to develop a document detailing the terms of the TA and make sure everyone understands and agrees with the language – a standard operating procedure for student funding.</p> <p>Dr. Raman suggested it would be worthwhile to send out a notification to faculty who have students explaining the cost share model. Dr. Galazyuk suggested sending it to everyone.</p>	
4. Review funding for current students	Dr. Young shared the KSU Invoice with the committee from 2020. The stipend approval forms were not distributed to faculty at the beginning of the new fiscal year because of the confusion about the cost share model. Dr. Galazyuk suggested taking the forms to the advisors for 2020-2021 now as they should be expecting them. Some of the faculty have even commented that they are surprised they had not been contacted yet.	
5. Annual NEOMED BMS faculty meeting	The annual BMS faculty and student meeting with Ernie Freeman will be on May 5, 2021. The first 30-60 minutes will be NEOMED-based faculty and students. Ernie will join the second half of the meeting.	
	The meeting was adjourned.	
Agenda items for discussion at future meetings		