

**Minutes
Graduate Council
July 21, 2015**

Discussion of agenda items is indicated in bold

Attendees: Alway, Berrebi, Brock, Dey, Hillgartner, Hollander, Hulsey, Salati, Weed; Penny Phillips

1. Reminder: Student advisory committees – WVU requirement for one member from outside the student’s graduate program.

This issue was clarified with Katherine Karraker. She will be changing the wording to reflect the spirit of the requirement and that is to have a member outside of the primary discipline of the student. Therefore, one committee member must be outside the student’s program.

2. **Informational:** For the Biomedical Science Graduate programs – tentative recruitment weekends:

Jan. 28-30

Feb. 18-20

Mar. 10-12

Mar. 31- Apr. 2

Notes: Jan. 18 is MLK day and WVU spring break is March 19 – March 27 (March 27 is Easter)

3. Research Induction Ceremony – Friday, October 23. Speaker is Marcia Federici

- a. Participating units are: BMS, Pharmacy, Public Health, Nursing?
- b. Student/faculty meetings with speaker
- c. Timing of this event – can it move to spring?

There was no consensus as to a best time. We will try to at least move this to September for next year. Dr. Salati will discuss inclusion of other graduate programs during individual meetings with them over the coming year. The current format is appropriate for the biomedical programs but less so or not at all for Public Health, Health Outcomes and possible Nursing and Dentistry.

4. Needed for new students this fall: Academic and Professional standards for graduate students

5. Needed for all 797 courses: Research syllabus

A draft syllabus was circulating and programs will adapt this and put this into place beginning Fall 2015

6. New initiative: New faculty orientation

First one was July 30, 2015 and just focused on graduate education. Future orientation will be broader in scope and occur 1 - 2 times per year as needed.

7. Revisiting: Graduate Faculty Status

- a. NIOSH faculty can only be associate members
- b. Is a school-wide committee working for programs?

The possibility of returning the responsibility for review to P and T committees was discussed and those present thought it could work. Faculty in clinical departments and NIOSH could still be reviewed by the Graduate Council Subcommittee, which would also deal with appeals of departmental decisions. This will be revisited when a larger number of council members are present. The rationale is that departments know if the faculty member meets the criteria and faculty are not provided adequate documentation to the HSC-wide committee.

Note: The term for Graduate faculty status will now be January 1 to December 31 and still cover 3 years. Faculty who are due to expire before this date will have their 3 year term extended to December 31. This is to make the renewal process align with departmental P and T meetings.

8. Status update: Research and Graduate programs website – being revised. Please indicate how to link to your program.

9. Communication initiative: Quarterly assemblies with graduate students

10. Need for professional standards for graduate students.

All graduate students must be covered by a code of professional standards. The School of Public Health has one on their website (<http://publichealth.hsc.wvu.edu/students/student-policies/student-code-of-conduct-policy/>)

The Biomedical programs do not have one. A draft was written by Dr. Salati and circulated. It was approved by Biochemistry and Molecular Biology, Neuroscience, and Pharmaceutical and Pharmacological Science. Other programs have not responded. The assumption is that accredited programs have one but this was not reported. Please be sure your program has one and that students are informed of its content and the consequences of violation of the code.

11. Issue from the floor. The desire for external reviews of graduate programs was discussed. Directors will discuss this with their programs and we will revisit this issue at the next meeting.