

Topic	Presenter	Discussion	Action Y/N	Follow-up Assignments	Follow-up Deadline
<b>Participants:</b>		<b>Present:</b> Steve Alway, Michelle Costas, Heath Damron (for John Barnett), Dick Dey, Brad Hillgartner, John Hollander, Thomas Hulsey, Gina Maiocco, Lisa Salati, Grazyna Szklarz, and Andrew Flinn			
<b>1. Minutes from last meeting</b>	<b>Lisa Salati</b>	<b>A.</b> Once the website is repaired, a new Faculty page will be created <b>B.</b> All HSC Graduate Council agendas and meeting minutes will be posted to this page	N		
<b>2. Informational/ short discussion</b>	<b>Lisa Salati</b>	<b>A.</b> Meetings with all programs 1) In order to gain a better understanding of the individual programs and work to improve interactions with the Graduate Education office 2) Meeting are with Program Directors and any other program representatives <b>B.</b> New Faculty orientation – please forward names 1) The following faculty have been through this: Lori Hazelhurst Heath Damron Mariette Barbieri Candice Brown Saro Kolandaivelu Gordon Meares Lisa Robinson 2) What would non-BMS units like? a) Open to include all HSC units b) Provide a general session to cover	Y	<b>B.</b> Please identify new faculty when they arrive, so they can be included in the next orientation.  <b>C.</b> Please follow-up on how your program is represented on the website and identify changes that you would like.  <b>D.</b> ResOff is working on getting the most up-to-date list on the website.	

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		<p>common points for all units</p> <p>c) Allow for separate sessions for information unique to each unit</p> <p><b>C.</b> Website changes</p> <ul style="list-style-type: none"> <li>- Working to rebuild/repair the site to make it compatible with tablets and smartphones</li> <li>- Please look in the coming weeks and suggest additions/changes.</li> <li>- Still working on some navigation and faculty page</li> </ul> <p><b>D.</b> Graduate faculty status will now be on a Jan. 1 – Dec. 31 schedule. Those coming due sooner than Dec. 31 will be extended to Dec. 31.</p> <ul style="list-style-type: none"> <li>1) Renew at end of third year</li> <li>2) To better coincide with P&amp;T timeline</li> </ul>			
<p><b>3. Membership list</b></p>	<p><b>Lisa Salati</b></p>	<p>Please suggest additions – these should be directors of graduate programs at the HSC.</p>	<p>Y</p>	<p>List is attached please look over it again.</p>	<p>Please have names of others to be on council to Lisa Salati by Oct. 18.</p>
<p><b>4. Workman's compensation for students injured while doing graduate research</b></p>	<p><b>Lisa Salati</b></p>	<p>If a student is injured and receives a stipend:</p> <p><b>A.</b> From WVU/state funding lines, the student is covered under Workman's Comp and will be paid by Brickstreet</p> <p><b>B.</b> From NIOSH or fellowship funded via the WVU Foundation, they are not covered</p> <p><b>C.</b> Steps are underway to make this equitable for all students</p>	<p>Y</p>	<p>Lisa Salati will look into MS students who do not have stipends.</p>	

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<b>5. Handbooks for programs</b>	<b>Lisa Salati</b>	<p><b>A.</b> Programs are requested to have handbooks provided to the students either via the web or in hardcopy format</p> <p><b>B.</b> Archival versions are preferred. Programs can modify student requirements in the handbook but must inform students of any changes as they occur</p> <p><b>C.</b> When discussing Policies and Procedures, please refer to the downtown catalog as appropriate</p> <ol style="list-style-type: none"> <li>1) Working to refine the Appeal Process for non-departmental programs</li> <li>2) Programs should run and be responsible for their own program's policies and procedures; the Assistant VP for Graduate Education is happy to go over any handbook with a program for accuracy and rigor.</li> </ol> <p><b>D.</b> Please include procedures for loss of an advisor and should be determined by each program (see guidelines below)</p>	Y	<p>This is the link to the guide to the graduate catalog for commonly used policies:</p> <p><a href="http://graduate.wvu.edu/academic-policies-and-resources/graduate-catalog-guide-to-policies">http://graduate.wvu.edu/academic-policies-and-resources/graduate-catalog-guide-to-policies</a></p>	
<b>6. PREP application</b>	<b>Lisa Salati</b>	<p><b>A.</b> Deadline to NIH is Jan. 16<sup>th</sup></p> <p><b>B.</b> Designed to provide underrepresented minorities (including 1<sup>st</sup> generation college students, low socio-economic status, etc.) additional research experience to be more competitive for top research programs</p> <p><b>C.</b> Pays one year of stipend, with the possibility of renewal for a second year</p> <p><b>D.</b> Students must spend 75% to 80% of the time in research, the remainder can be in courses or other enrichment activities</p> <p><b>E.</b> Will be reaching out to other</p>	N		

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		colleges/schools/departments across the university (Engineering, nanotech, etc.) <b>F.</b> No PREP program exists in WV; closest is at Virginia Tech <b>G.</b> HSC schools and departments are encouraged to identify areas in which to participate			
<b>7. WVU Graduate Council</b>	<b>Lisa Salati</b>	<b>A.</b> HSC may send 3 representatives for the 5 schools <b>B.</b> Each term is for 3 years <b>C.</b> Duties include, but not limited to: 1) Approvals regrading program changes, creations, etc. 2) Board of Governors 5-year program reviews <b>D.</b> Current representatives: 1) Robert Brock – Medicine, Physiology 2) Grazyna Szklarz – Pharmacy 3) Michelle Costas – Medicine, Professional Programs	N		
<b>8. Next Meeting</b>	<b>Lisa Salati</b>	<b>A.</b> Graduation – new HSC approach <b>B.</b> Responsible research conduct training – involving all schools at the HSC <b>C.</b> 3MT® – Three Minute Thesis competition <b>D.</b> Programs desiring to have external review? Please identify if and when you would like this.			

Meeting adjourned by Lisa Salati at 11:30 AM. The next meeting is scheduled for **October 20, 2015**

**Items to consider when crafting a policy for loss of an advisor (do to leaving WVU):**

1. An on-site advisor (co-advisor) needs to be selected for the student, ideally with input from the student and the advisor who is leaving. For lab-based research, the student needs to be assigned research space within an active laboratory, preferably in the lab of the on-site advisor. For non-laboratory research, the student should be housed in a situation that maintains the level of supervision that they had under the original advisor.
2. The chair of the dissertation advisory committee must be a full time WVU employee. If the advisor is the chair of the committee, when they leave WVU another chair needs to be found. This can be another member of the committee.
3. The advisor can still be a member of the dissertation advisory committee. They retain their graduate faculty status until their students graduate. If the advisor does not want to or cannot be involved in mentoring the student then they will need to be replaced on the committee.
4. For programs in which the advisor is not a member of the dissertation advisory committee, the composition of the committee is unaffected. The student will still need an on-site advisor as per item #1, and a plan should be in place for receiving input from the advisor in the student's progress.
5. The original advisor should still be involved in providing research grades for the student, with input from the on-site advisor.

HSC Graduate Council  
 Wednesday, October 28, 2015

**HSC Graduate Council Membership**

*As of Sept. 2015*

<b>Member</b>	<b>Department</b>	<b>Graduate Program they Represent</b>	<b>College</b>
Alway, Steve	Exercise Physiology	Human Performance and Clinical Exercise Physiology	Medicine
Barnett, John	Microbiology, Immunology & Cell Biology	Immunology and Microbial Pathogenesis	Medicine
Berrebi, Albert	Neurobiology & Anatomy	BBS T32	Medicine
Brock, Robert	Physiology & Pharmacology	Cellular and Integrative Physiology	Medicine
Costas, Michelle	Pathology	Pathology Assistant Program	Medicine
DeBiase, Christine	Academic Affairs	Dental graduate programs	Dentistry
Dey, Richard	Neurobiology & Anatomy	Neuroscience	Medicine
Frisbee, Jefferson	Physiology & Pharmacology	Clinical translational science - PhD	Medicine
Hillgartner, Brad	Biochemistry	Biochemistry & Molecular Biology	Medicine
Hollander, John	Exercise Physiology	Exercise Physiology - PhD	Medicine
Hulsey, Thomas	Epidemiology	Clinical translational science - MS	Public Health
Jurevic, Richard	Diagnostic Sciences		Dentistry
Madhavan, Suresh	Pharmaceutical Systems & Policy	Health Outcomes - PhD	Pharmacy
Maiocco, Gina	Office of Academics	Nursing graduate programs	Nursing
Mandich, Marybeth	Human Performance - Physical Therapy	Professional graduate programs	Medicine
McCawley, Michael	Occupational and Environmental Health Sciences		Public Health
Myers, Douglas	Occupational and Environmental Health Sciences		Public Health
Parker, David	Epidemiology	Epidemiology	Public Health, Medicine
Siderovski, David	Physiology and Pharmacology	MD/PhD program	Medicine
Smith, Lillian	Health Policy, Management, and Leadership	Public Health graduate programs	Public Health
Szklarz, Grazyna	Pharmaceutical Sciences	Pharmaceutical and Pharmacological Sciences - PhD	Pharmacy
Weed, Scott	Neurobiology & Anatomy	Cancer Cell Biology	Medicine