

HSC Graduate Council Meeting

November 1, 2016

Informational:

1. Future meetings – in an effort to boost attendance meetings will be held quarterly with email updates in between as needed. The following are the dates for 2017. If you cannot attend please have another representative as meetings will involve policy decision for all HSC programs.
 - a. January 24
 - b. April 18
 - c. June 20
 - d. September 19
2. F30/31/32 pre- and post-doctoral fellowships from NIH
 - a. The forms/guidelines for this have changed slightly. Lisa Salati will be updating the sole website with the new information in the near future. If you have a student actively writing one, I would be happy to review the new guidelines with the student.
 - b. Note that for F31 awards, the actual award will not be made until the student has advanced to candidacy.
3. New graduate forms – we are still receiving old forms from students. We will no longer accept these. Please alert your students to use the forms from the Office of Research and Graduate Education website only or they will need to redo them.
4. Staffing changes – as you probably know, Lea Ann Defenbaugh has left and we are still working on her replacement. In the meantime, forms should go to Penny Phillips, and Andy Flinn will be doing certification for graduation. Please do not leave forms to the last minute as we need more time during this transition.
5. Appeals policy changes. WVU has updated its appeals policy for students and the language now works for programs at the HSC, for the most part. Additional changes will be implemented with the next catalog that will improve this further. Please be sure to refer to this in your handbooks as this policy must be used.
6. Individual Development Plans (IDP). Any trainee (student or postdoc) supported by NIH funds must review his/her IDP yearly with the mentor. Because this is a best practice guideline, all graduate students and postdocs at the HSC will need to do this. The IDP is an assessment tool where the trainee identifies deficiencies, makes a plan to learn the needed skills, and reviews this plan with the mentor. In addition, trainees can use this assessment to ensure they are developing skills to meet future goals, and mentors are aware of what these are. Science Careers offers one version of this and programs are welcome to use their own. A tracking system needs to be in place in ensuring that this

occurs annually. If you choose to use the Science Careers version – there is a tracking form on the website under forms.

7. Title IX training for graduate students. All students must undergo this before the end of the semester. I will set up 3 sessions for them to attend. Please ensure your students are aware of this.
8. All graduate programs need to have a designated co-director and please inform our office of who this is. The purpose of the co-director is to attend meetings in place of the director, to learn the procedures so that if a transition is needed there is a smooth change, and to lesson loads on directors. Please provide me the name of your co-director by December 15.
9. Updates to the website:
 - a. On policy page: Guidelines for preparation of theses and dissertations
 - b. On Faculty resources page: Guidelines to help students set up committees
 - c. On Graduate education main page: an additional help feature called Concierge and a place to provide feedback.

Information needed from you:

1. Do you have any policy changes that we need to know for processing forms – such as change in requirement for number of members on the thesis or dissertation committee. Please provide these in writing.
2. If you have updated your handbook in the past 12 months, please send us a version
3. Reports will be handed out on the student satisfaction survey. Please provide items that you have done or are planning to do in response to student comments. Please provide these by Dec. 15 and this report will be sent to students when we send out the new survey in January.
4. If your program provides a global health rotation let me know.
5. Are you thinking about a T32 – let us know!!!

Discussion items

Policy decisions made on the following items will be binding.

1. Policy on time between the candidacy exam and the dissertation defense. Do we want to require that there be a minimum time between these so that students do not enter candidacy in one semester and defend in the next.
2. Change in NIH guidelines (Notice number: NOT-OD-16-105) for maternity leave for graduate students. Do we want to adjust our policy?

Us:

Same as faculty – 6 weeks; total of 8 weeks if both parents are students; 2 week extension for complications

NIH:

Current policy allows trainees on institutional research training grants (T32, T34, T35, and the NRSA component of T90), and fellows on individual research training fellowships (F30, F31, F32, and F33) to receive stipends for up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of a child when those in comparable training positions at the grantee organization have access to this level of paid leave for this purpose. Either parent is eligible for parental leave. The use of parental leave must be approved by the training Program Director.

Revised policy: Effective immediately, all Kirschstein-NRSA trainees and fellows may receive stipends for up to *60 calendar days* (equivalent to *8 work weeks*) of parental leave per year for the adoption or the birth of each child. Either parent is eligible for parental leave. Kirschstein-NRSA trainees and fellows must provide advanced notification to the grantee institution prior to taking parental leave. Notification of supervisors and others about plans to use leave must be consistent with the organization's policy and must be consistently applied regardless of the source of funds.

3. Dismissing students based on issues related to professionalism.
 - a. Please refer back to the minutes of July 21, 2015 (available on the website)
 - b. All programs need to have professional standards in their handbooks and it must be written that breach of professionalism is grounds for disciplinary action.
 - c. Programs can choose to dismiss or recommend dismissal (depending on your review policy) based on a breach of professionalism. This would use the same procedures as dismissal based on academic problems.

Reports:

Academic Dean's meetings
HSC Graduate council meetings

Future topics:

Migrating all programs to Degree works – who needs help?