

HSC Graduate Council Meeting - Minutes

November 1, 2016

Attendance: Salati, Flinn, Alway, Barnett, Brock, Damron, Dey, Hillgartner, Hollander, Kelly, Maiocco, Mann, McCawley, Parker, Sambamoorthi, Szklarz, Summers, Weed

These minutes can also be found at:

<http://www.hsc.wvu.edu/resoff/graduate-education/faculty-resources/hsc-graduate-council/>

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 at meetings will involve policy decision for all HSC programs.
 - a. January 24
 - b. April 18
 - c. June 20
 - d. September 19

A list of faculty who are invited is attached, please let us know of others to include or change. Also let us know if the 10:30 time slot is consistently bad for you.

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.

Here is the link to the policy, which was written by Katherine Karraker and Louise Veselicky. Please let me know if there is language that needs clarification or if you have other issues and I can bring that up so that it can be addressed before the next edition of the catalog.

<http://catalog.wvu.edu/graduate/enrollmentandregistration/#appealstext>

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

- Key Points:
1. You may develop a form that is more specific to your discipline.
 2. You should have a mechanism for the student to do a self-assessment of their progress on acquiring skills
 3. You need a place to indicate plans for the coming year to address planned activities design to advance their standing in the graduate program and to gain these needed skills.
 4. You need to track that this review occurs annually

We are happy to help in any aspect of this from tracking to coming to your faculty meeting to talk about the IDP process and its role in mentoring.

7. Title IX training for graduate students. All students must undergo this before the end of the semester. I will set up 5 sessions for them to attend. Please ensure your students are aware of this.

Wednesday,	November 9	4:00 - 5:00 PM	Room 2116 HSN
Thursday,	November 10	12:00 - 1:00 PM	Room 2116 HSN
Monday,	November 14	4:00 – 5:00 PM	Room 2118 HSN
Tuesday,	November 15	12:00 – 1:00 PM	Room 2118 HSN
Wednesday	November 16	4:00 – 5:00 PM	Room 1905 LC

At present, we do not have a mechanism for providing this training for off-site students and it is not clear that that is even necessary. I will ask the trainer at one of these meetings.

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.

We will add a check box to the committee approval form to indicate the minimum number of members required by program. Graduate directors MUST check that the appropriate box is selected.

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.

I have not gotten to this. Look for an email with your report.

4. If your program provides a global health rotation let me know.
5. Are you thinking about a T32 – let us know!!!

Think broadly – the best ones are interdisciplinary. Developing a T32 needs to start first with developing a strong training model before you even think about submitting an application.

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.

The consensus of those present is that problems with this are few if any. Programs with a deadline on or before the end of the third year do not have a problem with this, as it is very unlikely that the student could complete the aims of the proposal so quickly. Some programs lack a deadline for achieving candidacy or the deadline is not enforced. These programs are strongly encouraged to adopt and enforce a deadline, as the time limit for graduation at WVU is 5 years after candidacy has been reached. Students in programs longer than 6 years need to be guarded against as it brings down the quality of all programs.

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.

Consensus was to stick with our policy as the revised NIH policy is not clear and suggests that students can be dropped from support. I will seek clarification on this from NIH.

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.

Discussion here centered on several key points:

1. Issues of professionalism need to be separated from potentially dangerous situations. The former should be dealt with by your program's mechanism for evaluating students. The latter should be handled by involving University police and this should be handled by you and quickly. Do not stop and get permission. WVU police is offering training on this topic: Monday, Nov. 7 and Thursday, Nov. 10 at noon in Fukushima are most pertinent to graduate education. Please see this link:

<http://www.hsc.wvu.edu/news/story?headline=wwu-police-offer-emergency-training-at-health-sciences>

2. Be sure that you have clear guidelines in your handbook as to how students will be evaluated on professionalism. Do not hesitate to make these stringent. It is acceptable on both academic and professional issues to move immediately to suspension and/or dismissal, skipping earlier steps. The key is the egregiousness of the problem and your documentation. Ensure that your review system can act quickly if need be. Programs that are cross-departmental can use the Graduate Program Committee on Academic and Professional Standards that can be called into meeting within a few days.

3. Remember that students have the right to appeal and the timing of these appeals is set by the Board of Governors and cannot be modified by individual programs. The appeals process is designed to ensure that the student has due process. If you do not want your decision overturned, the key is appropriate documentation of the problems, and adequate information provided to students of the standards and consequences of not following standard.

Reports:

Academic Dean's meetings – new item was the Appeals policy noted under #5.
HSC Graduate council meetings – they have not had meetings

Future topics:

Migrating all programs to Degree works – who needs help? This will be in approximately 1 year. Please contact Lisa or Andy if you would like training in the use of Degree works and we will arrange a training session with someone from the registrar's office.