

**Minutes HSC Graduate Council**  
**January 19, 2016; 10:30**  
**Erma Byrd 201**

Present: Albert Berrebi, Robert Brock, Michelle Costas, Heath Damron, Richard Dey, Brad Hillgartner, John Hollander, Richard Jurevic, Suresh Madhavan, Gina Maiocco, Lisa Salati, Kari Sand-Jecklin, Martha Summers, Grazyna Szklarz, Scott Weed and Lea Ann Defenbaugh

Minutes from last meeting:

Review of minutes from December 22, 2015. Please check them on the HSC website:

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

**Announcements:**

1. School of Medicine/School of Pharmacy PhD investiture  
Saturday May 14, 2016 at 9:00  
Fukushima Auditorium

Students who graduated Aug and Dec 2015 are invited back for this event. Students who have a defense scheduled within one month of investiture will be allowed to attend.

2. Report of Academic Dean meetings and WVU Graduate council meetings

Academic Deans Meeting:

- 3 Minute Thesis (3MT) competition – April 7, 2016. Schools will complete their own competition and send one student. HSC can send two PhD level students. All schools should be represented – solicit post candidacy or extremely accomplished students for the contest. Submit 1<sup>st</sup> place along with 2<sup>nd</sup> and 3<sup>rd</sup> place HSC winners by March 18<sup>th</sup>. Monetary awards will be provided at both levels.

Suggestion – to include HSC competition along with Van Liere. Dr. Salati will get feedback from students at the GSO meeting today. Announcement of the 3 Minute Thesis competition will be included in the “weekly announcements.”

- Course overload permission is required only for students who want to take more than 17 credit hours.
- Probation notation on transcript:  
OUR wanted to send letter to those under 2.75 GPA. Notations are then added to the transcript. B&E doesn't want OUR to note on transcript, but they can't be separated. Decision was made to make the schools responsible letting their students know of GPA deficiencies. ARGOS reports are available for reporting of student GPA.

WVU Graduate council meeting: Meeting is later this week.

3. Nomination for a speaker for the Research Induction Ceremony on September 16, 2016. Would like an alumnus from Nursing, Health Outcomes or Public Health. Please submit names by February 1, 2016

Dr. Salati asked for recommendations this week.

## Discussion items:

1. Revisit: Outstanding Mentor Award and Outstanding Graduate Student Award for Graduate Student Appreciation Week
  - a. Graduate student subcommittee is organizing mentor award
  - b. Outstanding graduate students.

Highly publicized event.

- i. How many?

Dr. Salati will count how many students in each program and have nomination per school based on number of students.
- ii. Who picks?

Subcommittee
- iii. Prize or other memorabilia

Pharmacy and Ex Phys extends awards each year. SON does as well - they have done away with some this year.

2. Intent to Plan Health Outcomes Research

Dr. Madhavan explained that the HOR pathway has existed for 26 years with 33 PhD graduates. The program is not currently separated from the other SOP PhD program. HOR pathway has qualifications for an independent program with a separate major code. Plans are to include an MS program as well as the PhD. Intent to Plan has been submitted. Graduate Council will review it this week. A positive response will require further review by the BOG in April for fall 2016.

3. Scientific integrity – revising course to incorporate all schools and to extend beyond year 1 – using Team based learning?
  - a. Please come with topics that you are currently teaching to your students.
  - b. Attached document is the syllabus for the current Scientific Integrity course that is used by biomedical, public health, and other assorted students at HSC.

Move or integrate other types of training into this course. Dr. Salati would need to know what programs need and don't need.

Post docs should be included as well.

Every three years student need to retrain.

Pathologist Assistants' program – no training currently

Dentistry – Two lectures per semester – incorporated

For BMS going forward – split topics between two semesters instead of one – fall and spring – part 1 and part 2

4. Combining some orientation activities (Carruth, Policy orientation?)

5. DegreeWorks versus Plan of Study

- a. The new plan of study form is attached. I will provide you with an example of DegreeWorks information. Public Health is using degree works instead of a plan of study.

Tabled until next time when Andy is here.

Meeting adjourned by Lisa Salati at 11:30 am. The next meeting is scheduled for February 16, 2016.

## **HSC Graduate Council – Announcements for February 16, 2016**

### **1. 3MT details**

The preliminary competition will be held on Monday, March 14 at 5:00 in Oakie Patteson auditorium. I have attached a sheet that you can forward to your students.

Needed – 1 representative each from School of Nursing, Public Health, Pharmacy and Medicine to act as judges

### **2. Outstanding Graduate student nominations – due March 31, 2016**

Please send me nominations for students that you would like to see recognized during Graduate Student Appreciation Week, April 4-8. Consider perhaps nominating a group of students who have done a service project or other activity that has gone above and beyond the typical workday duties. So far I have only received one nomination.

**3. HSC Graduate student appreciation reception.** We will have a reception for all HSC graduate students on Friday, April 8 from 2-4:30 in John Jones 1 and 2. We will announce the outstanding students and mentors at this time.

**4. Paperwork issues** – Plan of Study forms for the students in the MS programs are not being submitted to Lea Ann Defenbaugh early enough so that she can process the students' paperwork for graduation. MS programs have the largest numbers of students graduating at once.

### **5. Report from the WVU Graduate Associate Deans Meeting**

The Graduate Associate Deans meeting for February was cancelled. The email version of this meeting follows these announcements.

### **6. Please spread the word to your students about a journalism course for Fall 2016.**

Alison Bass, Assistant Professor of Journalism will be offering a class this fall:

Journalism 493X:   Health and Science Journalism  
                          Tues/Thurs – 1:30 to 2:45 PM  
                          Room 201 Martin Hall

**Course Description:** Scientific progress has brought us both extraordinary medical and scientific advances and serious environmental crises. Good medical and science journalism has never been more important in understanding our world and how to fix it. This course is an introduction to the skills needed to cover science news and communicate with the general public. We will focus on how to analyze scientific journal findings and report and write news stories, features and opinion pieces. We will explore the ethical and sociopolitical issues raised by coverage of science and medicine.

Alison taught this class in the Fall of 2013 to senior undergraduates and graduate level students. She has also taught it at Mount Holyoke College and Boston University. Alison was a medical and science writer for the Boston Glob for many years before she began teaching.

From Katherine Karraker, report of the Feb. 10 Graduate Associate Dean's meeting, which was cancelled.

Graduate Associate Deans and others,

Here is my promised e-mail message with some of the information that would have been included in today's cancelled meeting.

1. WVU's Carnegie classification as R1: Doctoral University – Highest Research Activity is based in part on our rate of awarding research/scholarship doctoral degrees. I am gathering information about how degrees are categorized and counted to determine Carnegie classifications. We will discuss at our next meeting how we can maintain and grow our rate of awarding doctoral degrees. Many of the students who will be included in the next round of classifications are already admitted to our doctoral programs, so we will need to attend to both recruitment and retention/time to degree. The next classification will be in 5 years, but will likely use data based on 2018-19 graduations.
2. **Lea Ann Defenbaugh does this for all PhD students at the HSC.** Based on a review of the WVU calendar from last semester, it appears that doctoral dissertation defenses are not always being posted to the calendar. Please communicate with the programs in your college/school to insure that these defenses, which by definition are supposed to be open to the university community, are posted to the calendar. I've attached the procedure for submitting these items.
3. GA compliance checks. I am continuing to review updated lists of students who do not meet all the requirements for a graduate assistantship (minimum stipend, full-time enrollment, waiver that matches the assignment). Students who are not receiving the minimum stipend (including those who are listed as having a GA waiver but who are not receiving any stipend) or who are not enrolled full-time will not have the premium for their health insurance paid by the University. If you continue to have students who have a stipend but not a waiver, or a waiver but not a stipend, please contact me so we can determine how best to get students into compliance with our guidelines. In some cases, work positions or stipends may be incorrectly coded as associated with a GA position.
4. Items from discussions with the Graduate and Professional Student Senate (GPSS):
  - a. Graduate students who do not have assigned office space would benefit from lounges, shareable desk space, or lockers for storing their belongings while they are on campus. The commuter lounges on both campuses offer lockers to commuter students, but these are often completely filled. Anything you can do to make life easier for students while they are in your buildings would be appreciated.
  - b. **(This is generally not applicable for HSC doctoral students)** There are reports that the amount of work required for students with regular assistantships (which should average around 20 hours per week) can vary tremendously across students and assignments. Please encourage program directors and others to periodically review the work requirements of different GA assignments, and to make appropriate modifications in these assistantships. One way to do this review is to ask students to record their time spent on GA activities for a few weeks. In some cases it may make sense to combine tasks in different ways, to

reorganize assignments, or to change GA positions from partial to regular or vice versa. Relatedly, please encourage program directors to review the supplementary assignments (hourly work allowed up to 100 hours per semester) that are given to graduate assistants. These assignments should be rare rather than commonplace, as they can compromise students' ability to fully attend to their coursework and research if they are already working 20 hours per week for their assistantship. Further, it is good to spread available funding across students as much as possible. Rather than providing supplementary work to one or more GAs, it may make sense to hire unfunded students to perform this work, either as hourly workers or as GAs.

5. The Graduate Council approved a change in the minimum number of members of dissertation committee members to 4 (rather than 5), and this change will appear in the 2016-17 Graduate Catalog. Programs and colleges/schools may stay with the 5-member requirement if they wish, but if they plan to change to 4-member committees, that information needs to be corrected in their 2016-17 catalog copy and other documents. You may need to provide advice to students who are establishing their dissertation committees this semester or who have already established them but who will not defend this semester. You (dean designees) will need to decide whether or not you will allow students to drop one member from their established committee as of fall (under the new catalog rule) and what procedures you will follow to make any allowed changes in committee membership.

6. As you admit new students and offer them assistantships, be sure to convey to them that the assistantship provides a waiver of University tuition only. The wording "full tuition waiver" implies that college tuition is also waived, which it is not. If the college/school or program is paying a student's college tuition, that is accurately described as a "college tuition scholarship." The term "fee" should only be used to apply to University fees, not University or college tuition. Please try to make sure that both incoming and continuing students are aware of what tuition and fee expenses they will be responsible for paying. Note that I don't yet know when we will begin using WVU Hire to process graduate assistants.

## Minutes – HSC Graduate Council March 15, 2016

Attending: Stephen Always; Robert Brock; Michelle Costas; Andrey Flinn; Brad Hillgartner; John Hollander; Gina Maiocco; Lisa Salati; David Siderovski; Martha Summers; Grazyna Szklarz; Scott Weed

### Announcements

1. Preliminary round competition for the 3MT is tonight, March 15 at 5:00 Room 1905. (note this is a day change from the Feb. 2016 communication). Nine students have signed up. See attached flyer.

Plans for next year – include MS and postdocs for our competition only and have student submit videos to allow off site students to participate.

2. Workshop opportunity for graduate students:

**Note: this is open to all graduate students in all programs. It is geared for students interested in non-academic positions.**

Preparing for Professional Careers – Randall K. Ribaud, Ph.D.  
May 26, 2016 **9 AM to 2 PM in 2940 A and B HSN**

3. HSC Graduate Student appreciation reception. We will have a reception for all HSC graduate students on Friday, April 8 from 2-4:30 in John Jones 1 and 2. We will announce the outstanding students and mentors at this time.

4. Reminder: once a PhD student has advanced to candidacy, they must be continuously enrolled until they defend. This can be only 1 credit if they are not on a graduate assistantship. Summer enrollment is up to programs. Note: record of date of admission to candidacy may be added to Banner

**Please add the information about summer enrollment to your graduate handbooks**

### Discussion items

1. Communicating with graduate students: shared listservs versus forwards by schools/programs

**Nursing and dentistry will receive notices and forward them to their students.**

2. Deadline for plan of study for Master's students. We are receiving these in the semester in which the student graduates creating a paperwork burden on Lea Ann. These should be received at least a semester before graduation.

3. Nominations for outstanding graduate student

4. Problems with admissions at the HSC

Human Performance is having trouble with GRE reports in applications.

### **Review of Graduate Associate Deans Meeting**

1. Change in minimum number of dissertation committee members from 5 to 4 effective Fall 2016. Programs can choose to remain at 5. Do any programs want to make this change?

No program indicated that they want to change the number of members.

2. April 15 rule. WVU has agreed to not require any applicants for graduate programs to respond prior to April 15.

3. Change students to non-degree status when they are dismissed, choose to leave, do not return from a leave of absence, or when they pass the 5 year limit from candidacy to defense.

4. Degree regulation changes are being proposed to Graduate Council for approval

These were not yet discussed at University Graduate Council

- a. 7-year limit on catalog under which a student will be judged
- b. minimum of 2 semesters between candidacy and defense
- c. programs are encouraged to set time limits to achieve candidacy
- d. students who request and receive an extension of time between candidacy and defense will only be given a 1 year extension.
- e. formalize co-chairs for dissertation committees and allow a co-chair to be at the associate level.
- f. paragraph on residency requirement is being removed as this is not consistent with our online degrees.
- g. certificates can be granted if the student achieves the minimum GPA of 2.75 in courses required for the certificate even if the overall GPA is lower (consolation prize concept)
- h. Participation in commencement exercises can be allowed subject to dean approval if a student has successfully defended his/her dissertation but have not yet completed all degree requirements providing that the student is highly likely to do this within the academic term following the ceremony. AND Students should hooded by an individual who holds the same or higher degree as that being awarded.





## HEALTH SCIENCES CENTER PRELIMINARIES



### PRIZES:

\$500 FIRST PLACE  
\$250 SECOND PLACE  
\$150 THIRD PLACE  
TOP TWO WILL ADVANCE TO THE  
WVU COMPETITION

### DATE & TIME:

MARCH 15, 2016  
5:00 PM

### LOCATION:

1905 HSC-NORTH

### REGISTRATION INFO:

REGISTRATION DEADLINE

MARCH 7, 2016

TO REGISTER, PLEASE SUBMIT THE  
FORM LOCATED HERE:

[HTTPS://WVURESEARCHGRADEDU.  
WUFOO.COM/FORMS/QXAK092INVNLI/](https://wvuresearchgradedu.wufoo.com/forms/qxak092invnli/)

### ABOUT 3MT

Three Minute Thesis (3MT®) celebrates the exciting research conducted by PhD students. Developed by The University of Queensland, the exercise cultivates students' academic, presentation, and research communication skills. The competition supports their capacity to effectively explain their research in three minutes, in a language appropriate to a non-specialist audience

**For more information, please visit [graduate.wvu.edu/3MT](https://graduate.wvu.edu/3MT)**

## Itinerary for SciPhD Preparing for Professional Careers Workshop

Being competitive and successful as a professional scientist, regardless of whether in an industry or academic setting requires mastery of scientific, business and social skills. Running an effective laboratory operation is like running a small business, and can benefit from applying best practices that have been developed by industry. In “Preparing for Professional Careers” we will look at how your scientific/technical skills combined with your business skills and social skills together make up the three identities that define your brand. The same competencies that industry requires in order to be successful are equally important in developing and co-existing in a high-performing team in academic settings.

In the first 1.5 hour session we will look at the 24 competencies that industry has identified as critical in being competitive and successful, and how they relate to scientists own past experiences during their graduate and post-graduate education. We will also look at different kinds of jobs that are available both in academia and industry.

In the second 2 hour session we will discuss how to identify business and social competencies in job ads, and how to use that information to develop targeted resumes that emphasize all three identities (scientific, business, social) in the context of what the hiring institution is seeking. We will also discuss how to build an effective network, and how to leverage that network to identify and research jobs, and get your resume on the hiring manager’s desk. Finally we will discuss how to prepare for interviews and effectively apply the business and social skills discussed in the first session to demonstrate why you are a good fit for the position.

SciPhD will also provide an additional 1-2 hour session for any attendees who wish to attend to address any questions they have, including reviewing resumes, job ads, preparing for interviews, or any material covered in the workshop.

## Notices – HSC Graduate Council April, 2016

The Graduate council meeting for April, 2016 was cancelled. The following are notices to keep all informed.

**Important notice:** Please tell your students that the Office of Research and Graduate Education will only communicate with them through their MIX student email address. They must either use this email address or set it to forward to the email account they prefer.

### 1. Minutes for the March 15, 2016 meeting have been posted on the website:

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

### 2. Workshop opportunity for all graduate students interested in non-academic careers. There is no charge for this event.

Preparing for Professional Careers – Randall K. Ribaud, Ph.D.  
May 26, 2016 9:00 – 2:00 in room 2940 A and B HSN  
See attached flyer for more information about the workshop.

**3. HSC Graduate Student appreciation reception** was held on Friday, April 8 from 2-4:30 in John Jones 1 and 2. A graduate student committee with representatives from the Schools of Medicine, Pharmacy and Public Health organized the outstanding mentor award. A winner and honorable mention were awarded.

Winner: Dr. Kimberly Kelly, School of Pharmacy  
Honorable Mention: Dr. Christa Lilly, School of Public Health

The following students were recognized by their programs as outstanding graduate students:

Aaron Snoberger – Biochemistry and Molecular Biology  
The Mad Scientist Relay for Life Team – Cancer Cell Biology  
Bryan Gall – Cellular and Integrative Physiology  
Beth Batchert – Immunology and Microbial Pathogenesis  
Cody Nichols – Exercise Physiology  
Abigail Myers - Neuroscience  
Noelle Lucke-Wold – Nursing Research  
Aric Logsdon – Pharmaceutical and Pharmacological Science

### 4. 3MT winners.

The preliminary round competition at the HSC yielded the following winners:

Danielle Shepherd – 1<sup>st</sup> place - \$500

Breanne Farris – 2<sup>nd</sup> place - \$250

Kim Alonge – 3<sup>rd</sup> place - \$150

8 students competed. The judges were: Rich Giersch, Geri Dino, David Smith, Karen Hayes (post - doc), Nicky Byrne-Hoffman (graduate student).

The first and second place winners advanced to the final round that was WVU wide. Danielle Shepherd took 2<sup>nd</sup> place in that competition.

Next year, we will do the preliminary round by videotape to allow more students to compete. We will also include MS students and post-docs although they will not advance to the final round.

**5. Send us notices of student successes.** We would like to recognize all students who have had a success such as a scholarship, fellowship, prize for a poster competition, etc. Or students that have done a service project that you feel deserve recognition. **It is important to get the word out that our graduate students are a vital part of the missions at the HSC.**

### **Review of Graduate Associate Deans Meeting**

1. We were reminded that all graduate students must have an annual review of their performance apart from grade reports. The student must see this report and ideally sign that they have read it. Many of our students have annual meetings of their dissertation or thesis advisory committees. Reports of these meetings if they include evaluation and signature by the student can function as the annual performance review.

**Please remember to run ARGOS reports to catch low GPA, time limits, courses older than 7 years, etc.**

2. Deadlines should be established for filing plans of study. We will establish this at our next meeting. Lea Ann was inundated with last minute plans of study this year and I am talking about over 50 that needed to be reviewed in 1 month's time! **This is a recipe for error and will not happen again.**

3. We were reminded that students can only be hooded at graduation/investiture ceremonies by someone who holds the same degree or higher. At the Health Science Center decisions to allow someone else must be approved by both the School Dean and by the Assistant VP for Graduate Education.

### **Review of WVU graduate council meetings**

1. Degree regulation changes are being proposed to Graduate Council for approval
  - a. 7-year limit on catalog under which a student will be judged
  - b. minimum of 2 semesters between candidacy and defense
  - c. programs are encouraged to set time limits to achieve candidacy
  - d. students who request and receive an extension of time between candidacy and defense will only be given a 1 year extension.
  - e. formalize co-chairs for dissertation committees and allow a co-chair to be at the associate level.
  - f. paragraph on residency requirement is being removed as this is not consistent with our online degrees.
  - g. certificates can be granted if the student achieves the minimum GPA of 2.75 in courses required for the certificate even if the overall GPA is lower (consolation prize concept)
  - h. Participation in commencement exercises can be allowed subject to dean approval if a student has successfully defended his/her dissertation but have not yet completed all degree requirements providing that the student is highly likely to do this within the academic term following the ceremony.  
AND Students should hooded by an individual who holds the same or higher degree as that being awarded.

## Itinerary for SciPhD Preparing for Professional Careers Workshop

Being competitive and successful as a professional scientist, regardless of whether in an industry or academic setting requires mastery of scientific, business and social skills. Running an effective laboratory operation is like running a small business, and can benefit from applying best practices that have been developed by industry. In “Preparing for Professional Careers” we will look at how your scientific/technical skills combined with your business skills and social skills together make up the three identities that define your brand. The same competencies that industry requires in order to be successful are equally important in developing and co-existing in a high-performing team in academic settings.

In the first 1.5 hour session we will look at the 24 competencies that industry has identified as critical in being competitive and successful, and how they relate to scientists own past experiences during their graduate and post-graduate education. We will also look at different kinds of jobs that are available both in academia and industry.

In the second 2 hour session we will discuss how to identify business and social competencies in job ads, and how to use that information to develop targeted resumes that emphasize all three identities (scientific, business, social) in the context of what the hiring institution is seeking. We will also discuss how to build an effective network, and how to leverage that network to identify and research jobs, and get your resume on the hiring manager’s desk. Finally we will discuss how to prepare for interviews and effectively apply the business and social skills discussed in the first session to demonstrate why you are a good fit for the position.

SciPhD will also provide an additional 1-2 hour session for any attendees who wish to attend to address any questions they have, including reviewing resumes, job ads, preparing for interviews, or any material covered in the workshop.

## HSC Graduate Council

June 21, 2016 – 10:30 AM

### Minutes (in italics)

**Attending: Lisa Salati, Andrew Flinn, Dick Dey, Brad Hillgartner, Gina Maiocco, Martha Summers, Suresh Madhavan, John Hollander, Scott Weed, Rob Brock**

**Highlighted items are ones that may need a response from attendees.**

### Topics for Discussion

#### 1. Results from the Graduate Student Satisfaction Survey and Exit Interviews

*Graduate Student Satisfaction survey results are tabulated. We will delay going through the results until Dr. Laura Gibson can join us. Results for each program will be distributed closer to that event. Response rate was only 20%. Next year we will try a week of drawings for prizes to increase the response rate.*

*Exit Interviews are done by Lisa Salati with all PhD graduates from the Schools of Medicine, Pharmacy, and Public Health. The results for the past 12 months have been tabulated and will be shared with all programs that have at least 3 graduates. The questionnaire for the interview was shared and the following additions were suggested:*

*Questions about course sequencing*

*If the students had sufficient opportunity for collaboration*

*Amount of training in education and teaching*

*Does the student feel competitive with students for other institutions when they are presenting at national meetings*

*Does the student receive adequate guidance and supervision for a timely graduation*

*There was discussion about IDPs and the need for their use. This is not in widespread use at the HSC and many advisors do not see the value. Considering having a self-assessment week in which all students do this to increase compliance with its use. It is mandatory for all students supported by HSC office funds, federal grants, and training grants. A student specific IDP is being developed. Many graduates returning for the ceremony in May reported on needing to do this at their postdoctoral institutions.*

***Upon reviewing your results please provide any additional comments to make the form for useful for you. The form can be tailored for individual programs.***

*Lisa Salati will meet with Katherine Nolan from the School of Nursing to discuss the results of their exit interviews.*

## 2. Mentoring

### a. Outstanding mentor award

*A survey instrument was developed by a team of students representing the Schools of Medicine, Pharmacy and Public Health and including representatives from NIOSH. The survey was distributed to students. The same team of students reviewed the nominations and selected the winners. Dr. Kimberly Kelly from the School of Pharmacy was the winner and Dr. Christa Lilly from the School of Public Health receive honorable mention. Both mentors were cited for their ability to motivate students to achieve a higher standard and commended for treating their students as colleagues. It was asked if alumni could also nominate – the students will be asked if they would like to add this.*

*Directors are invited to share the instrument with their faculty. The program will continue and will remain student run.*

### b. Mentoring programs by school –

- i. What are different programs doing?

### c. Mentoring issues –

- i. What are the largest concerns that programs are having?
- ii. How should we address these in the future?
- iii. Do we need programs for students, HSC wide?

*Faculty would like a checklist of good practices for mentoring and this should be shared with students. Lisa Salati will create a draft and **directors will provide edits.***

*Mentoring programs should remain within programs except initial skills should be presented in the new faculty orientation.*

*Primary problems are faculty within programs having different expectations.*

*Suggested that new faculty may need a co-chair/mentor to help with their students. Some departmental/center mentoring programs already address this.*

*School of Nursing has a mentor evaluation done each year by the students.*

## 3. Outstanding student awards – plans for 2017

*This will occur again during Graduate Student Appreciation week in April 2017. The focus of this award will be on “Rising Stars”: students early in their education who are exhibiting strong skills and/or extraordinary competencies for their point in their education. Criteria for eligibility are: PhD students in their 2<sup>nd</sup> or 3<sup>rd</sup> year in graduate school; MS students in their first year in graduate school.*



*Directors should submit one winner per program by mid-March 2017.*

4. 3 minute thesis (3MT) – plans for 2017

*This program is strictly voluntary but helps students practice important communication skills. To increase and ease participation, students will submit videotapes that will be judged. The WVU competition is held during Graduate Student Appreciation week.*

5. Teaching students good seminar skills - what are we doing?

*During exit interviews it came up that some programs provide no feedback to students evaluating seminar presentations and students noticed that some students had no improvement even after several seminars. Most programs leave seminar prep to advisors.*

*Programs that have rubrics for evaluating seminars will send them to Lisa Salati to share with the group.*

New Business:

*1. Schedule for BMS 700 split into 2 semesters was provided. Idea is to present things when students have the best frame of reference for learning this material.*

*2. Faculty would like written guidelines on who is responsible for processing student stipends. This responsibility must lie with the department that manages the advisor's funds as they are the only one with the fund numbers to achieve this on-boarding. To help clarify, this information will be added to both the faculty resources page on the Office of Research and Graduate studies website and to the student assignment form.*

## **HSC Graduate Council Meeting - Minutes**

### **November 1, 2016**

Attendance: Salati, Flinn, Barnett, Brock, Damron, Dey, Hillgartner, Kelly Maiocco, Mann, McCawley, Parker, Sambamoorthi, Skzlarz, 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.