

**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.

Topic	Presenter	Discussion	Action Y/N	Follow-up Assignments	Follow-up Deadline
Participants:		Present: 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			
1. Minutes from last meeting	Lisa Salati	A. Once the website is repaired, a new Faculty page will be created B. All HSC Graduate Council agendas and meeting minutes will be posted to this page	N		
2. Informational/ short discussion	Lisa Salati	A. Meetings with all programs <ol style="list-style-type: none"> 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. New Faculty orientation – please forward names <ol style="list-style-type: none"> 1) The following faculty have been through this: <ul style="list-style-type: none"> Lori Hazelhurst Heath Damron Mariette Barbieri Candice Brown Saro Kolandaivelu Gordon Meares Lisa Robinson 2) What would non-BMS units like? <ol style="list-style-type: none"> a) Open to include all HSC units b) Provide a general session to cover common points for all units c) Allow for separate sessions for information unique to each unit C. Website changes <ul style="list-style-type: none"> - Working to rebuild/repair the site to make it compatible with tablets and smartphones - Please look in the coming weeks and suggest additions/changes. - Still working on some navigation and faculty page 			

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		<p>D. 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> <ol style="list-style-type: none"> 1) Renew at end of third year 2) To better coincide with P&T timeline 			
<p>3. Membership list</p>	<p>Lisa Salati</p>	<p>Please suggest additions</p>			
<p>4. Workman's compensation for students in laboratories</p>	<p>Lisa Salati</p>	<p>If a student is injured and receives a stipend:</p> <ol style="list-style-type: none"> A. From WVU/state funding lines, the student is covered under Workman's Comp and will be paid by Birkstreet B. From NIOSH or fellowship funded via the WVU Foundation, they are not covered C. Steps are underway to make this equitable for all students 			
<p>5. Handbooks for programs</p>	<p>Lisa Salati</p>	<ol style="list-style-type: none"> A. Programs are requested to have handbooks provided to the students either via the web or in hardcopy format B. Archival versions are preferred and to inform students of any changes as they occur C. When discussing Policies and Procedures, please refer to the downtown catalog as appropriate <ol style="list-style-type: none"> 1) Working to refine the Appeal Process for non-departmental programs 2) Programs should run and be responsible for their own program's policies and procedures D. Please include procedures for loss of an advisor and should be determined by each program 			
<p>6. PREP application</p>	<p>Lisa Salati</p>	<ol style="list-style-type: none"> A. Deadline to NIH is Jan. 16th B. Designed to provide underrepresented minorities (including 1st generation college students, low socio-economic status, etc.) additional 			

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		<p>research experience to be more competitive for top research programs</p> <p>C. Pays one year of stipend, with the possibility of renewal for a second year</p> <p>D. Students must spend 75% to 80% of the time in research, the remainder can be in courses or other enrichment activities</p> <p>E. Will be reaching out to other colleges/schools/departments across the university (Engineering, nanotech, etc.)</p> <p>F. No PREP program exists in WV; closest is at Virginia Tech</p> <p>G. HSC schools and departments are encouraged to identify areas in which to participate</p>			
<p>7. WVU Graduate Council</p>	<p>Lisa Salati</p>	<p>A. HSC may send 3 representatives for the 5 schools</p> <p>B. Each term is for 3 years</p> <p>C. Duties include, but not limited to:</p> <ol style="list-style-type: none"> 1) Approvals regrading program changes, creations, etc. 2) Board of Governors 5-year program reviews <p>D. Current representatives:</p> <ol style="list-style-type: none"> 1) Robert Brock – Medicine, Physiology 2) Grazyna Szklarz – Pharmacy 3) Michelle Costas – Medicine, Professional Programs 			
<p>8. Next Meeting</p>	<p>Lisa Salati</p>	<p>A. Graduation from the student's perspective</p> <p>B. Responsible research conduct</p> <p>C. 3MT® – Three Minute Thesis competition</p> <p>D. Programs desiring to have external review?</p>			

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

Topic	Presenter	Discussion	Action Y/N	Follow-up Assignments	Follow-up Deadline
Participants:		Present: Laura Gibson, Al Berrebi, Robert Brock, Michelle Costas, Heath Damron (for John Barnett), Dick Dey, Brad Hillgartner, John Hollander, Gina Maiocco, Lisa Salati, Lillian Smith, Grazyna Szklarz, and Andrew Flinn			
Reminders:	Lisa Salati	<ol style="list-style-type: none"> 1. Research Induction Ceremony – Friday, October 23, 2015 at 5PM; Oakey Patterson Auditorium For next year please start to think about: <ol style="list-style-type: none"> a. speaker for next year b. alternative to lab coat for non-bench scientists c. Ethical Affirmation – rewording of biomedical wording 2. Please have emergency contact forms that the student fills out that indicate you will contact the people listed should the student disappear. (see attached example) 	N		
Informational :	Lisa Salati	<ol style="list-style-type: none"> 1. Graduate student of the month program. Each month we will highlight a graduate student at the HSC who has made a major advance such as published a paper, award at a conference, obtained a patent, etc. Please submit nominations to Andy Flinn, arflinn@hsc.wvu.edu. Winners will be posted to the bulletin board outside the Office of Research and Graduate Education and on the office’s website. 2. Permission to use student photos on the web. Each program should at entry into graduate school obtain permission from students for using their pictures and non-public information on the web. The attached document indicates what the university considers to be public information. 3. Letters offering admission – must have at least 2 signatures. Possible signers could be: Program Director, Chair of admission’s committee, and Dean-level person. 4. Let Lisa Salati know if you would like her to do Exit Interviews for your program. All programs should have some version of this for assessment purposes and should also be gathering contact information for the student after they leave. 5. MS degree does not have a candidacy component. 6. Flyers for ABRCMS (Annual Biomedical Conference for Minority Students). If your program would like the Research Office to bring flyers advertising your program to the meeting, please get them to Andy Flinn by Oct. 28th. One flyer per program, please, 25-50 copies of each, max. 7. New Forms: Please look at the new forms on the website and provide feedback. 		2. Will check whether SOLE agreement is sufficient	

Topic	Presenter	Discussion	Action Y/N	Follow-up Assignments	Follow-up Deadline
		a. New International travel policy b. Plan of study – check box option for programs using DegreeWorks 8. Guidance for dissertation formats 9. Announcing new faculty in all schools – please send the ResOff information about new faculty who will be active in research and graduate student training. Please send: Name, department, where they are coming from, picture, general area of interest			
Discussion:	Lisa Salati	1. The School of Nursing uses a rubric to evaluate dissertations. It is attached to this agenda. They would like to know if others use one and receive feedback on their rubric. 2. Survey of Graduate Student Satisfaction (attached). This survey comes from the University of Buffalo. We will be initiating a similar survey. This will be sent to students in January of each year. Reports will be available to all faculty by late spring. 3. 3MT – 3 minute thesis. This is a 3 minute long talk using one slide (no animations) that a student gives to a general audience. The WVU Office of Graduate Education and Life will hold this competition again during Graduate Student Appreciation week (April 4 to 8). We are going to be asked to hold a pre-competition and send our winners to the University wide competition. The directive to date is that this will be one from each school. Issues: a. Do we want to have a joint competition in which these winners are selected? b. Do all schools want to participate? c. When to have this competition? Note: Van Liere/Research Day is March 3-4. 4. External reviews of programs. Al Berrebi will send copy of self-study template to interested programs – When was the last external review of your program? – Do you have one planned in the future? – When is your next BOG review and/or accreditation?			
Future Meetings:	Lisa Salati	1. Should all new programs and program changes be approved by this group? 2. Patent substitutions for paper for defense of dissertation			

HSC Graduate Council
Thursday, March 09, 2017

Topic	Presenter	Discussion	Action Y/N	Follow-up Assignments	Follow-up Deadline
		3. Scientific integrity – revising course to incorporate all schools and to extend beyond year 1 – using Team based learning? 4. Scientific writing – split into 2 courses (would need to invite Bernie) 5. Combining some orientation activities (Carruth, Policy orientation?) 6. DegreeWorks versus Plan of Study			

Meeting adjourned by Lisa Salati at 11:45 AM. The next meeting is scheduled for **November 17, 2015** in **John Jones 1**.

Topic	Presenter	Discussion	Action Y/N	Follow-up Assignments	Follow-up Deadline
Participants:		Present: John Barnett, Robert Brock, Brad Hillgartner, John Hollander, Suresh Madhavan, Gina Maiocco, Lisa Salati, Kari Sand-Jecklin, Martha Summers, Grazyna Szklarz, and Andrew Flinn			
1. Minutes from last meeting	Lisa Salati	Review of minutes from Oct. 20. Please check them on the HSC website: http://www.hsc.wvu.edu/resoff/graduate-education/faculty-resources/hsc-graduate-council/	N		
2. Announcements	Lisa Salati	<p>A. Next new faculty orientation for graduate education at the HSC will be on Thursday, Dec. 17 beginning at 9:00.</p> <ul style="list-style-type: none"> a. Review how HSC graduate education interacts with WVU graduate education b. policies, forms, graduate faculty status, mentoring <p>This orientation was attended by the following faculty: Patrick Ma, Tim Eubank, Vince Setola, Eugene Chang, Phoebe Stapleton, Lillian Smith, Patty Erdely and Traci LeMasters</p> <p>B. Report of Academic Dean meetings and WVU Graduate council meetings</p> <ul style="list-style-type: none"> a. Graduate Student Advisory Council met with Kathryn Karraker regarding the new Morgantown user fee – all WVU employees including students on stipends will see a \$6.50 deduction per pay check. b. A list of open GA position available for all graduate students will be posted on the Office of Graduate Education & Life website – this will be positions that graduate students across disciplines can apply for c. Fellowships awards: 			

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		<ul style="list-style-type: none"> 1) Swiger and Provost – now use a single application process and you can submit up to 10 nominees per program 2) STEM – 1 year remaining on grant 3) Ruby – \$30 k stipend, full waiver, payment of fees, health insurance and \$2000 professional development allowance d. The possibility of listing probation on transcripts was discussed but at least one school was opposed so this will not be implemented; letter from Registrar will still be sent to students with a GPA below 2.75 e. Committee membership change – <ul style="list-style-type: none"> 1) university adopted new minimum of four members on a committee; programs may require more. HSC programs present will remain at 5 members as a minimum 2) does not affect other committee criteria C. Advertising defenses on the OGEL website – Lea Ann will take care of this at the time she receives a shuttle sheet request form from the student D. Graduation 2016 – Saturday, May 15th at noon at the Colliseum E. Graduate faculty status list has been updated on the website. Please check your areas for faculty that should be deleted and encourage those who are expiring this month to get their application in. Still working on some navigation the faculty page 			
3. Discussion Items	Lisa Salati	<ul style="list-style-type: none"> A. Outstanding Mentor Award and Outstanding Graduate Student Award for Graduate Student Appreciation Week – date TBA <ul style="list-style-type: none"> a. See attached document: MCA for Mentees as a starting point for a nomination form. There was some concern that students just pick favorites without good criteria but this form will be the criteria and we desire to emphasize outstanding mentoring. b. Discussion of choosing outstanding graduate students. Several programs already do this, some of which saw no problem with an 		<p>More details will be provided on Graduate student appreciation week activities when they are available.</p> <p>Anyone intending on planning a new program needs to bring this before the HSC council prior to being seen by the</p>	

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		<p>additional award. More details will follow when we have date for the appreciation week.</p> <p>B. Should all new programs and program changes be approved by this group?</p> <p>a. Discussion indicated that this process is already cumbersome and adding additional steps was not desired.</p> <p>b. Decision was made that Intents to Plan will be presenting to the council for feedback, review.</p> <p>c. This decision was made to ensure programs did not have unnecessary redundancies, that faculty new of the potential for new opportunities, and so that our representatives to the graduate council would have information ahead of time to answer questions when the plan is reviewed.</p> <p>C. Scientific integrity – revising course to incorporate all schools and to extend beyond year 1 – using Team based learning?</p> <p>a. Please come with topics that you are currently teaching to your students.</p> <p>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.</p> <p>Nursing has there own course that is all on line and needs to be that way but would be willing to have other students take portions of this. Health Outcomes in the School of Pharmacy uses a separate course based on information on the NIH website only.</p> <p>There was support from programs that use this course to move topics to the spring semester when the students have a better frame of reference. This topic will be revisited and a suggested outline will be presented for input.</p>		<p>school wide graduate council.</p> <p>New outline and schedule for the Scientific Integrity course will be developed.</p>	

HSC Graduate Council
Thursday, March 09, 2017

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4. Next Meeting	Lisa Salati	A. Combining some orientation activities (Carruth, Policy orientation?) B. 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.		You will be asked to bring orientation materials	

Meeting adjourned by Lisa Salati at 11:30 AM. The next meeting is scheduled for **January 19, 2016**