

Graduate Curriculum Committee Meeting

August 17, 2010

Minutes

Meeting Attendees: Drs. Sanford, Newman, Paulsen, Ahmad, and Kirlin; Tameka Bythwood (student rep); Mari Salmi (staff); Adrienne Wyatt (Registrar)

Absent: Drs. Anderson, Tosini, and Patrickson

Dr. Sanford called the meeting to order.

Minutes: The minutes for the July 20 meeting were reviewed. Some grammatical errors were noted and are to be corrected. Dr. Newman called for a motion to approve the minutes with the correction. The motion was seconded by Dr. Kirlin and approved.

New Courses Proposed:

1. Principles of Drug Action, Karen Russell Randall - course director;
This proposal was reviewed by e-mail. Comments and suggestions about the course outline were sent to the course director by Dr. Sanford. He is awaiting a revision based on these suggestions. This should be a 2 credit special topics course.
2. Bioinformatic Analysis of Methylation Profiling Data, Methode Bacanamwo – course director;
This is a 2 credit hour special topics course designed for Yvonne Rosario who is a Masters student in his lab. The course description has been submitted to Drs. Paulsen and Sanford. It consists of directed readings and related lab work that is different from her Master's Thesis project. When the course syllabus has been put together in the required format it will be submitted to the committee for approval via e-mail and a course number assigned by the registrar.
3. Population Genetics, Felix Aikhionbare – course director;
This was a course proposed last December. Dr. Sanford has asked about the status of this course proposal and is awaiting a response from the course director.

The Curriculum committee needs to review when the elective courses are offered as there has been a recent lack of elective courses offered in the fall semester.

Core Course Reviews:

- Courses that have been reviewed recently; FPS1, Graduate Biochemistry, Graduate Biochemistry Lab, Biomedical Genetics, Biomedical Genetics Lab, Organs & Systems, Organs & Systems Lab, Cells & Tissues, Cells & Tissues Lab. These are all of the first year core courses.
- FPS courses will be re-structured with the core curriculum revisions that are currently being worked out. The faculty for these courses will be meeting soon to re-

evaluate these courses. Dr. Paulsen suggested we hold off on any review of the other FPS courses until the curriculum revision is done.

- Dr. Paulsen suggested the committee being reviewing the elective courses. The most often enrolled in elective courses are;
 - GEBS 600 Advanced Molecular Biology – Dr. Lyn
 - GEBS 706 CVRI – Molecular Mechanisms of Cardiovascular Science
 - GEBS 704 Cell and Molecular Neurobiology – Dr. Tosini
- Mari and Adreinne will compile a list of all elective courses in the GEBS program with the enrolment numbers of these courses in the past 3 year to present at the next meeting.
- The committee needs to review and make clear the minimum enrolment necessary to “make” each of our elective courses

Old Buisness:

- Graduate Core Curriculum Update from Mari Salmi. The revision plan has been presented to the Neuroscience, Cancer, and HIV/AIDS Infectious Disease research groups. We are trying to schedule a meeting with the Cardiovascular Research Group. We will also have a meeting with the FPS faculty and the core course directors to review these plans. After these meetings we will present the revision to the whole GEBS faculty for comments and suggestions. The core curriculum plan will then be brought to the curriculum committee for comment and approval.
- There has been a suggestion that PhD students who enter our program that have already completed a research based thesis Master of Science be given the opportunity to elect to only complete one lab rotation. This would be on a case by case basis at the request of the student with the approval of the Associate Dean based on review of their Masters Thesis work. The committee agreed that it should be necessary that the students complete one rotation in their proposed mentors lab, and that the requirement for a second rotation could be waived for these students.

Student Concerns/ New Business:

- There has not been a GSA meeting yet. There are no student concerns to Tameka’s knowledge.
- The Curriculum Committee asked that the GSA prepare an Honor Code for Graduate Students.
- Tameka suggested that the second and third year students would benefit from a writing workshop or course to help with writing their proposals.

The meeting was adjourned.

Graduate Curriculum Committee Meeting
Minutes
July 20, 2010

Present: Drs. Sanford, Paulsen, Ahmad, Anderson, Tameka Bythwood (student rep.) Patrice Capers, Mari Salmi, Jamillah McDaniel (staff)

Absent: Dr. Tosini

- I. The meeting was called to order by Dr. Sanford. The minutes from 6-15-2010 were reviewed. Minor changes to spelling were made to spelling and the student rep present was corrected, Tameka Bythwood is the student rep. not Patrice Capers. Both were present at this meeting.
Dr. Anderson moved to approve the corrected minutes. Dr. Kirlin seconded that motion, it was voted and approved.

- II. New Course Proposed: Research Data Analysis (replaces Biostats)
Dr. Kirlin and Newman are the course directors. There are two courses described, each one credit hour and a letter grade will be assigned. The course proposal was presented and discussed. The course directors need to prepare a course syllabus for each of these two courses. Tameka Bythwood moved that the committee accept the course description that was provided. Dr. Leonard seconded that motion, which was voted on and approved.

- III. Core Course Reviews
 - A) Follow-up on Organ Systems Course
The syllabi for Organs & Systems lab and lecture course were reviewed. These need to be split into separate syllabi for each class. Dr. Gibbons has not assigned a new course director for this course. In the absence of a course director Drs. Klement and Paulsen will try to organize the course for the 2010-2011 academic year, following this syllabus. Dr. Sanford moved that the course presented be approved. Dr. Kirlin seconded that motion, which was voted on and approved.

 - B) Fundamentals of Professional Sciences – First Module
The course director is Dr. Paulsen. The syllabus for this course was reviewed. Mari will try to get the correct office hours and contact information for this syllabus for all teachers included. Dr. Kirlin moved that the syllabus and course be approved. Tameka seconded the motion which was voted on and approved.

- IV. Old Business
 - A) Continued discussions about possible revision to the First Year Graduate Curriculum
Dr. Paulsen's proposal for restructuring the first year curriculum as attached was discussed. Dr. Sanford proposed that this plan be moved forward by

having Dr. Paulsen contact the appropriate institute and faculty directors to determine their interest in the integrated biomedical sciences course in the second semester. The goal at this time is to implement this plan for the 2011-2012 academic year. Mari will begin to revise the existing course schedules for Biochemistry, Cells and Tissues, and Genetics to fit into this schedule and provide a starting draft to course directors for them to work from.

V. New Business and/or Student Concerns

There was no new business or student concerns.

The meeting was adjourned.

Graduate Curriculum Committee Meeting
June 15, 2010
Minutes

Meeting Attendees: Drs. Sanford, Newman, Paulsen, and Kirlin; Tameka Bythwood (student rep); Jamillah McDaniel and Mari Salmi (staff); Adrienne Wyatt (Registrar)

Absent: Drs. Anderson, Tosini, Patrickson, and Mann

Dr. Sanford called the meeting to order.

Minutes: The minutes for the previous meeting were reviewed. There was a misspelling of Dr. Paulsen's name to be corrected. Dr. Newman called for a motion to approve the minutes with the correction. The motion was seconded and approved.

Core Course Reviews:

- Dr. Elmoehli is leaving in August and was asked to send the existing syllabus for organs and systems to Dr. Sanford for this committee.
- Dr. Paulsen asked Dr. Gibbons to assign a new Organs and Systems course director.
- The syllabi for Biomedical Genetics and Biomedical Genetics lab were reviewed. Dr. Sanford recommended these course syllabi be approved. The motion was seconded by Dr. Kirlin, voted on and approved.
- The next course to be reviewed by this committee will be Fundamentals of Professional Science (FPS). The first module of the 5 section course will be reviewed at the next meeting.

Graduate Schedule for 2010-2011:

- The schedules for the first module including Biochemistry and FPS are finalized and have been made available to incoming students.
- Drs. Klement and Paulsen will maintain the Organs and systems course following the previous schedule to the best of their ability in the absence of a course director. They still need to have teachers for muscle physiology and neurophysiology.
- The Research Data Analysis course to be taught by Drs. Kirlin and Newman will be added as parts 2 and 3 of FPS. These courses will be reviewed at the next meeting.

Qualifying Exam Part I:

Update from Mari Salmi: The grades have been compiled and will be distributed to the students next week. The GEBSSAP committee will meet to make recommendations for all students who did not pass any part of the exam.

Old Business:

- Curriculum Committee Members:
 - Members who need to be replaced – Drs. Mann, Patrickson, and Anderson
 - Proposed new members – Drs. Fukuhara, Akimbami, and Ahmad

- Proposed revision of the First Year Graduate Curriculum see attached spreadsheet for layout of Dr. Paulsen's plan.
 - Make each Core Course one semester long, with two Courses running concurrently
 - Combining the Cells & Tissue Course and Organ Systems Courses
 - Developing an Integrated Biomedical Sciences Course

Graduate Curriculum Committee Meeting
May 18, 2010
Minutes

Meeting Attendees: Drs. Sanford, Newman, Paulsen, Kirlin and Mann; Matthew Staples (student rep); Jamillah McDaniel and Mari Salmi (staff)

Absent: Drs. Anderson, Tosini, Patrickson, and Adrienne Wyatt (Registrar)

Dr. Sanford called the meeting to order.

Minutes: The minutes for the previous meeting were reviewed. Dr. Newman called for a motion to approve the minutes. The motion was seconded and approved.

Committee Member changes

There was a suggestion to replace Drs. Anderson and Patrickson on the committee as well as Dr. Mann. This was discussed but the Committee made no decision on this topic.

The new President of student government is Zaven O'Bryant and the new student representative to the curriculum committee Tameka Bythwood

Core Courses Reviews

1. Organ Systems Course review was postponed until the next meeting
2. Graduate Genetics Course; Course Director Dr. Newman provided the course syllabus and some sample exam questions.
 - i) There was a suggestion for another lecture, which will be added to next year's schedule. This lecture would cover "drugs and xenobiotic metabolism" and may be taught by Dr. Kirlin
 - ii) There needs to be a separate syllabus for the lab class portion, also formatted as per the established guidelines.
 - iii) A motion was made to approve the course description which was seconded and voted on and approved.
3. The syllabi for all courses will need to be formatted as per the established guidelines ASAP prior to SACS review.
4. Qualifying Exam questions have been approved and are in the established format and are being imported into Exam Soft. Dr. Paulsen's questions are already loaded and Dr. Newman is loading her questions. Dr. Paulsen will work with Jamillah to load QE questions.

Graduate Schedule for 2010-2011

1. The schedule for last year was passed out and reviewed. The schedule for starting biochemistry and FPS has been set and will be made available.
2. Dr. Newman suggested including a video conference between the graduate students and students in Ghana in the FPS program. This was discussed and may be included for students who are interested.
3. The Committee discussed the needs of the students for a graduate biostatistics course. Dr. Newman and Dr. Kirlin are currently developing a course proposal for Biostatistics.

Old Business

1. There was discussion about changing the core courses to run from quarterly to two courses running a whole semester concurrently. This will involve scheduling concurrent lectures and reviewing material covered to eliminate overlap. This proposal has been supported by students in the case of the biochemistry course specifically and generally it is supported by the students. The formatting change will affect lab class scheduling, and will not start with the 2010-2011 school year.
2. There was some discussion about creating an Integrated Biomedical Sciences core course. This will require a course director and could be set with directors within each specialization overseeing their area. The committee asked Matthew Staples to take the proposed course to the GSA for student feedback. No specific plans were made in regards to this.

Student Concerns/ New Business

1. Students would like to have more established rubrics for grading and evaluation purposes. There are now new rubrics established for the QE questions and Cells and Tissues course.
2. Students prefer established specific schedules for classes available ahead of time.
3. New student government officers have been elected
4. Student evaluations for courses are not being received by the appropriate course directors.



Graduate Education in Biomedical Sciences Committee Meeting

May 5, 2010

12:00pm

Members Attending: Drs. Newman (Chair), Anachebe, Elks, Gibbons, Kirlin, MacLeish, Paulsen, Powell, Sanford, and Smith; Jamillah McDaniel (Staff); Patrice Capers, and Hauwa Balami (Student Representatives)

Members Not Attending: Drs. Anderson, Bond, Harris-Hooker, Mann, Ofili, Quarshie, Stiles, and Tosini; Adrienne Wyatt (Interim Registrar); Jendai Richards and Ishaka Ogar (Student Representatives)

Meeting called to order by Chair, Dr. Gale Newman.

Minutes

Dr. Sanford submitted corrections to the curriculum update to strike streaming courses and replace with streamlining. The minutes were updated and recorded. Dr. Sanford moved to accept the minutes with changes and Dr. Gibbons seconded. The minutes were unanimously approved.

Admissions Committee

Dr. Kirlin updated the committee on the admissions of applicants for the 2010-2011 academic year. All accepted applicants were sent a letter and email regarding the status of their acceptance.

- 2 PhD students responded yes to acceptance
- 4 MS students responded yes to acceptance
- 10 MS applicants have not notified the office of admissions regarding the offer

The Admissions Committee did receive an application from a student desiring to transfer from Georgia State's graduate program to MSM. An email was sent to the committee regarding a vote to interview the applicant. The incoming class size is small and the student is comparatively a good student which makes this a great opportunity to consider the applicant.

On Tuesday May 11th, the admissions committee will hold its first meeting in regarding the charge to improve recruitment. During this meeting the Admissions Committee will begin to develop a recruitment strategy for the program and determine funding available and extra funds needed to carry out a recruitment plan. Information from this meeting will be forwarded after Tuesday, May 11th.

MSCR Updates

Ms. McDaniel reported that two short term applicants for TL1 programs were accepted Charisma Manley and Robinette King. Both applicants are first year MD students.

Certificate program applications are low. In a meeting held with the students during an informational the students noted they were not aware of how the degree programs in MSCR and certificate programs in Clinical Research could be utilized in their careers. It is important that students are made aware of the career options available for students with Clinical and Translational research training.

Subcommittee on Policies Regarding Mediating Student-Mentor Disputes

Dr. Newman reported that some of the disputes for the current year have been taken care of so the urgency for the committee has subsided but it is still something which needs to be addressed and she will notify members once the committee be

Update on SACS Self-Study of Graduate Programs: Surveys

All surveys were sent out to alumni, students and faculty. Dr. Newman asked the students if they had already submitted their responses. Patrice Capers stated some students had concerns about the anonymity of the separate surveys. The committee explained the surveys responses are not tied to the respondents but the surveys are aggregated by the answers to each question. In addition, the more students participate the greater the anonymity. In addition it counts against the school during the SACS reaccreditation process if it's not filled out by the students and it may be to the detriment of the program and the students if they are do not graduate from an accredited school.

Patrice Capers mentioned the Master's students did not receive an email for the survey.

Dr. Newman asked if the alumni list was sent to Tara Smith. Ms. McDaniel stated the alumni information was not readily available through the Graduate Program Offices. Dr. Newman suggested the Alumin Office be contacted, Ms. Carrie Dumas and also contact mentors of students because most mentors still keep in contact with the graduates.

Dr. Paulsen mentioned RISE is implementing a student tracking program, which we may be able to use as a template for tracking alumni.

Curriculum Committee

Dr. Sanford gave an update on the progress of the curriculum review being conducted by the Curriculum Committee.

A set of recommendations has been sent out and accepted by the Cells & Tissues Course Director.

The information receive from Organs & System was insufficient but the requirements were sent in a short turnaround time. The Organs & System course review was tabled for a future meeting. The

changes to the curriculum in regards to the length of courses were discussed and the changes will not occur in the new academic year.

Drs. Kirlin and Newman are putting together a specific biostats course for graduate students to help them to prepare for research data analysis and teach them how to review stats in research and go to appropriate software. For example, chi-square, learning how it works and its use in research data.

Dr. Gibbons suggested engaging the CRC for stats course instruction. If no one is available to direct course a Sr. Biostatistician could be recruited to serve a leadership role in biostats for academic, research and teaching. A new person coming in could incorporate and see the value of teaching.

Dr. Kirlin suggested that it's possible to set up contents and have since we have an idea of the contents the students need to do the research in the lab and have someone else come in to teach.

Dr. Newman stated that she along with Drs. Qing Song and Alex Adams are in the process of developing a special topics bioinformatics course.

Dr. Kirlin stated the in certain areas such as microarray, stats, mRNA the student will get the basics and bring in experts to expand.

Update Teaching Lab

Paulsen we've accomplished the 1st step in renovating the graduate teaching lab. The architects came to look at the space and are supposed to be providing an estimate of the cost. There was no answer on when the renovation will actually begin.

No answer on when it will begin

Expend too much, move from current space allocated

Dr. Sanford asked if we could identify changes that are permanent and allow them to design it so no further changes will have to be made. There is not enough money to do a temp fix and redo it.

The problem is there is no budget to see how much what we have will cost. Dr. Newman suggested we wait to see what the architects determine the budget is for what we've submitted and if there are funds available to do a more permanent

The bottom line is we need a plan and a budget.

New Business

Dr. Paulsen reported GEBS received a notification of acceptance from the Council of Graduate School regarding its application for membership. Dr. Paulsen encouraged members to visit the website at www.cgsnet.org when they have the opportunity.

In addition, the graduate office received a packet of books and literature to be cataloged in the GEBS library for use by the program faculty. The Council of Graduate Schools assisted the program determining the guidelines for admissions which require programs not to require students to make a decision on an offer before April 25th.

The Graduate Teaching Lab Coordinator position has been filled. The offer was made by HR and accepted by Dr. Mari Salmi, who will be joining on May 17th. She is a molecular geneticist by training and will help students with lab course work.

Student Concerns

Dr. Newman asked if students were able to get access to the journals they inquired of at the last meeting. Jendai Richards is compiling a list of journals that aren't accessible. Dr. Newman stated they needed to get the list to the committee as soon as possible because they are working on getting new journals.

Students were excused.



Graduate Education in Biomedical Sciences Committee Meeting

April 7, 2010

12:00pm

Members Attending: Drs. Newman (Chair), Anderson, Bond, Elks, Gibbons, Kirlin, MacLeish, Paulsen, Powell, Sanford, Smith, Tosini; Adrienne Wyatt (Interim Registrar); Jamillah McDaniel (Staff); Hauwa Balami, and Jendai Richards (Students)

Members Not Attending: Drs. Anachebe, Bond, Harris-Hooker, Mann, Ofili, Quarshie, and Stiles

Dr. Newman called meeting to order and for approval of minutes.

Dr. Tosini made a motion to accept minutes and Dr. Powell seconded. The minutes were approved after some stylistic and grammar changes were made under Student Concerns.

Sub-Committee chairs were called to report updates.

ADMISSIONS COMMITTEE REPORT

Dr. Kirlin reported the following from the admissions of fall applicants:

- Interviews for applicants were completed
- 6 applicants were interviewed out of 18
- 2 applicants were acceptable for Ph.D. program Hassana Salifu & Oliyinka Alausa

Dr. Kirlin brought up the need to increase recruitment efforts and having the charge as the Admissions committee. A meeting is set for May 11th. Recommendations for recruitment efforts will be brought back to GEBS. The GEBSC commended the Admissions committee for continuing to hold a standard for applicants even with a limited pool.

CURRICULUM COMMITTEE REPORT

Dr. Sanford reported on the Curriculum Committee progress:

- Continuing to review courses. Cells & Tissues were reviewed and Organs & Systems is the next course to review

The committee discussed the following possible changes to the curriculum:

- Increase length of course to semesters and running concurrently
 - FALL: Biochemistry/Cells Tissues (concurrent)
 - SPRING: Organs & Systems/Genetics
- The committee discussed streamlining courses and having various areas of research concentration (ARCs) for study (e.g., Cardiovascular, Cancer, Neuroscience, Infectious Disease).
- Maintain core program requirements, ARCs add elective requirements for their programs and advise on appropriate content for program core requirements

Areas of Research Concentration and Course Streams

- ARCs would oversee elective requirements for their program and elect an an ex officio member to the GEBS curriculum committee
- Beyond the core, the courses and credit hours would be established by each ARC

MSCR

- April 8th recruiting for short term program
- Zaven O'Bryant is accepted to long term MSCR program

NEW BUSINESS

- A new subcommittee on policies regarding mentor-mentee interactions to be convened by Dr. Newman to begin meeting sometime in April or May
- SACS- compliance committee to conduct self study on GEBS programs. Surveys have been developed based on AAMC recommendations and a University of North Carolina template. Draft surveys were presented, reviewed and GEBSC suggestions for modifications were collected. The revised surveys will be deployed on Survey Monkey. Surveys will be targeted to graduate faculty, GEBS (including PhD, MSCR, and MS) students. A drawing for a \$25 Amazon gift certificate will be offered to encourage students, alumni, and faculty to complete the surveys.

STUDENT CONCERNS

- Students expressed concerns about journal availability through the library. Currently Nature Genetics is not available.
- GEBSC members acknowledged the gaps in availability but responded that such journals can be obtained through interlibrary loan or through direct contact with authors to request PDFs or reprints.

Students were excused.