

**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

July 7, 2010

12:00pm

Members Attending: Drs. Newman (Chair), Anderson, Lyn, Paulsen, Powell, Sanford, Smith and Tosini; Jamillah McDaniel and Dr. Mari Salmi (Staff); Adrienne Wyatt (Interim Registrar), and Jendai Richards, and Patrice Capers (Student Representatives)

Members Not Attending: Drs. Anachebe, Bond, Elks, Harris-Hooker, Kirlin, MacLeish, Ofili, Quarshie, and Stile; Jendai Richards and Ishaka Ogar (Student Representatives)

### I. The meeting was called to order by Dr. Newman.

- Dr. Deborah Lyn was welcomed to the committee.
- The winners from the survey contest were announced;
- **Winners for Survey drawing:**
- Student: Patrice Capers
- Faculty: Dr. Alec Davidson
- Alumni: Dr. Barbara Jacob
- Minutes from the May 5 meeting were reviewed. Several typing errors were pointed out for correction. Dr. Powell moved that the corrected minutes be approved. This was seconded and voted on and carried.

### II. Admissions and Recruiting Committee Report – Dr. Paulsen

- We have a new brochure for the Graduate programs which was given to those present
- Jamillah has drafted a recruiting plan proposal which is being reviewed and includes a budget
- We have begun to get data from GRE testing for recruiting purposes and will be using the new brochure among other things in contacting students from these lists
- A meeting needs to be scheduled for the admissions and recruiting committee
- We have 3 Ph.D. and 6 Masters Students who are starting this summer and are participating in the orientation programs. One student from India did not show up and has not been in contact with us. He has a visa through our program so we need to make sure Dr. Roaf is aware he did not come and follow up on his visa.

### III. Curriculum Committee

- Reviewed and approved Biomedical Genetics course and Biomedical Genetics Lab course. We have syllabi for both courses.

- At the next meeting we will review the Fundamentals of Professional Science Course.
- Organs and Systems courses need to be reviewed. The course director for these is leaving and a new one has not been assigned. Dr. 's Klement and Paulsen will maintain the course for this year.
- The first year schedule for the first module of courses (July-September) has been finalized and distributed to the students
- Proposal for the Research Data Analysis Class will be submitted at the next curriculum committee meeting
- We are in the early stages of re-organizing the first year schedule to have two classes running concurrently in each semester rather than as modules.

#### IV. MSCR Update

The MSCR certificate program for training clinical research nurses was previously discussed by this committee. Dr. Sanford moved to approve this program. The motion was seconded and carried.

#### V. Subcommittee on Policies Regarding mediating student-mentor disputes

Dr. Newman reported that they have not met yet.

#### VI. SACS Self-Study of Graduate Programs – Dr. Newman

- All of the GEBS information has been uploaded into the SACS compliance software
- The results of the survey that our alumni and students participated in to get their opinion of the program was about 1.6 overall (1- good, 5- bad)

#### VII. Update on Teaching Lab

- The temporary lab will begin being used next week.
- There will be an open house of the teaching lab after the next GEBSC meeting
- The plans for the permanent teaching lab are not yet finalized. It will accommodate 32 students, which fits with our recruiting goal of 12 PhD students and 20 MS student.
- We will have about \$230,000 for the permanent lab construction.

#### VIII. Qualifying Exam Grading Policy Amendment

The Qualifying Exam committee has suggested to the GEBSC that there be a change to the grading policy. The existing policy is that if there is a difference between the two grades for the same question greater than 15 points, a third person is asked to grade the question. The mean of all three grades is used. The QE committee recommendation is to only average the two closest grades and drop the outlier in these situations where three grades are obtained. Only in cases where all three grades are evenly distributed would the mean of all three be

used. The qualifying exam committee recommends that this change in policy be applied retro-active for the 2009 first year students who have just taken part 1 of the qualifying exam.

There was a lengthy discussion about several possible changes to the existing policy.

There was a motion to use the QE committee recommended policy change for June 2010 Qualifying Exam only. This motion was seconded and approved unanimously.

There was a motion to change the QE grading policy for the current student handbook to be if a student receives one passing (80% or above) and one failing (79 % and below) grade from the two primary on the same closed book question, the two graders will confer in order to resolve the grading discrepancy for that question. If the two graders cannot reach a consensus regarding either a pass or fail grade, the exam question will be sent to a third grader. The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. This motion was seconded and voted on. The motion carried with one dissenting vote.

It was also verified that the statements about overall written and oral grade averages should be removed from the student handbook for PhD students. For PhD students it should only say that they must pass each written and each oral section with a grade of at least 80%.

#### IX. GEBS committee communications

There is a class listed on blackboard that all committee members should have access to where they can find meeting minutes and other information about the committee.

#### X. Student Concerns

The qualifying exam was the only student concern at this time



# 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 11<sup>th</sup>, 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 11<sup>th</sup>.

### **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 1<sup>st</sup> 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](http://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 25<sup>th</sup>.

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 17<sup>th</sup>. 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 11<sup>th</sup>. 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 8<sup>th</sup> 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.