### RECORDING: Connie Stephens MEETING TIME: 2:00 – 4:09

**PRESIDING:** Michael Mathis, Ph.D.. **MEETING LOCATION:** EAD 714

**PRESENT:** Berg, Borgmann, Bunnell, Cloe, Cross**,** Dossou, Griffith, Handler, Hodge, Inman, Johnson, Jones, Lam, Ma, Malaer, Mathis, S. Mathew, Menegaz, Meyer, Phillips, Rickards, M. Smith, D. Smith, Stephens, Sumien, Yan

**ABSENT:** R**.** Cunningham, Fudala, Goulopoulou, Gregory, Zascavage

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| **Topic/Agenda Item** | **Discussion/Conclusion** | **Action/ Recommendation** | **Responsible Person(s)** |
| **Minutes** | Dr. Fudala moved to accept the November Minutes and Dr. Jones second the motion. Motion carried. | Post minutes to website |  C. Stephens |
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| **Dean’s Update** | An official email went out announcing the Undergraduate Program. A new name for our department will be discussed with the faculty next week. School Of Biomedical Science will be suggested. Dr. Mathis congratulated Dr. Emma Handler for Valubility of the Year. He also brought up the New Student Code of Conduct and Civility. The stipend for a Master Student as a TA will be $12,000 |  |  |
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| **Education & Admissions** | Students are moving into their disciplines. Application are now open for Traditional, Med Sci, and CRM. Dr. Hodge and Dr. Berg have been working on streamlining the application process so early offers can be made. Amanda announced we have 388 signed up for Open House. All Master students can apply as TA’s.  |  |  |
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| **Library Update** | RAD will be held virtually again for 2022 from March 21-25. The library will be closed during Christmas break. |  |  |
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| **Graduate Student Association Update** | Applications being reviewed (four applicants) for GSA travel awards for research presentation in Jan-March 2022GIST presentation with Dianna Nguyen and Ben (Integrative physiology and Pharmaceutical Sciences). Hopefully, presenters from NTERI and P&N in February 2022Working with Career readiness center for GSBS-specific programmingNext events will be in January 2022 (GSA General Body meeting and Bowling Bash) |  |  |
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| **Center for Academic Performance Update** | CAP will be fully staffed in January. Tutoring is up especially for Med Sci. The will hire a part time person for Writing in the near future.  |
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| **Distance Education Committee** | Nothing to report, they only meet every other month. |  |  |
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| **Old Business** | Dr. Hodge has tabled the discussion for Remediation until January.The undergraduate Course Inventory was approved by Dr. Hodge and second by Dr. Berg with some changes to 4325 and 3323. |  |  |
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| **New Business** | Amanda discussed the changes with Admissions and was approved by Dr. Borgmann and second by Dr. Sumien. Motion carried.Carla explained the Degree Programs was the same. Undergraduate was added but no policy changes. Two courses was added to the PhD program, 1. Responsible Conduct of Research and 2. Grant Writing. There was much discussion on the grant writing course and it was decided to do a vote by email after the meeting to determine if changes needed or would be made for grant writing to be made a required course or not or if only the wording needed to be changed.Dr. Sumien requested we delete PHRM 6280, motion was second by Dr. Phillips.Dr. Menegaz requested to modify PHAN 5301, motion was second by Dr. Hodge. Dr. Borgmann requested a new course, MIMG 62xx, motion second by Dr. Berg. Motion carried.Special Problems will be reviewed by the Education Council meeting. A course syllabus will be required. Dr. Berg motioned and second by Dr. Fudala. |  |  |
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| **Graduate Faculty Nominations** | Dr. Ma recommended Styliani Goulopoulou as an associate member and Dr. Borgmann second the motion.Dr. Ma also recommended George Farmer as an associate member, Dr. Hodge seconded the motion.Dr. Phillips recommended Courtney Cross, second by Dr. Fudala.Dr. Borgmann recommended Joseph Malaer, second by Phillips.Dr. Phillips recommended Roxanne Zascavage, second by Dr. Sumien. |  |  |
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| **Motion to adjourn** |  Dr. Jones motion to adjourn and Dr. Phillips second. |  |  |