

PhD Leadership Meeting Agenda December 12th, 2018

Attendance: Abigail Lubin, Josh Acklin, Guha Arunkumar, Jim Duehr, Jesse Gelles, Basil Hanss, Maggie Hung, Denise Jurczynszak, Allison Kann, Matthew O'Connell, Shikha Nayar

Meeting start time: 16:01

PLM Business <5 mins

1. Handbook edits
 - a. Preliminary edits have been made to update the Graduate Student Handbook. These will be on-going.

Updates from the Deans ~10 mins

1. Basil Hanss, Senior Associate Dean for Student Affairs and Career Development
 - a. General updates
 - i. Jonathan Ripp-led wellness taskforce has been meeting regularly to work on collective school issues.
 - ii. Survey conducted to assess open rate of emails by students. This was only at 12%; leadership (students and faculty) to work on solutions to help improve this.
2. Matthew O'Connell, Senior Associate Dean for Curriculum, Recruitment and Admissions
 - a. Admissions updates
 - i. Huge increase in admissions numbers from previous years.
 - ii. Dates: January 10-11; 14-15; 17-18, 2019.
 - iii. Multiple events have been organized to facilitate applicants learning about the school and culture. Current students invited to volunteer to participate in these.

Steering Committee- *Jim Duehr, 5-10 mins*

1. Update on Career Services
 - a. Mechanisms of getting more student involvement was discussed with Ellie.
 - b. Student Affairs taskforce to be involved with Ellie to work on scheduling events, highlighting events, and utility of Career Services office.

Curriculum Committee- *Abigail Lubin, Guha Arunkumar, 5 mins*

1. General updates
2. Communicating with the student body
 - a. Curriculum committee representatives will be introducing themselves to the student body in the new year.
 - b. Representatives will email students with agenda-items on classes to solicit feedback to be discussed where relevant at Curriculum committee meetings.

Student Affairs- *Jesse Gelles, Allison Kann, 5-10 mins*

1. General updates
 - a. Student Affairs and THAW representatives are working on creating sections to include in the Graduate Student Handbook.
 - b. International student guide is in good progress—representatives from Student Affairs are working with the Post-doc Executive Committee and Zakariyyah Selph on this.
2. Feedback on survey to be sent out to PhD students in the new year
 - a. Survey will include relevant information that has not been surveyed before→ specifically focusing on para-curricular areas that have not been addressed thus far.

Student Council- *Josh Acklin, Nick Upright (absent), ~10 mins*

1. Comprehensive survey and BoT meeting
 - a. Comprehensive survey data will be presented along with the Medical School to the Board of Trustees in February 2019.
 - b. To increase number of survey takers, Graduate Student representatives of Student Council will make completion of the Comprehensive Survey mandatory for entrance to the sushi party.
2. Events updates
 - a. This semester, multiple events have been organized for students by Graduate Student representatives of Student Council: Phun Phriday, Sushi Party, Winterfest, Winter Formal.
3. Admissions events
 - a. Student Council representatives to solicit volunteers from current students and send these names to Matthew. Shikha and Allison to be points of contact for this.
 - b. Bar outing after escape the room will be held at each interview weekend (Graduate Student chaperones to pick up applicants and go the bar); Matthew to advertise this to students during afternoon sessions.
4. Masters Housing
 - a. Data collection across Masters programs is underway→ Josh and team of representatives across different Masters programs looking to get information from program directors to work on data analysis for further steps.
 - b. Analysis is on-going, report will be generated in January 2019, and a comprehensive resource by February 2019.

THAW- *Maggie Hung, Denise Jurczynszak, 5 mins*

1. PEERS curriculum update
 - a. In the process of solidifying curriculum (along with post docs with psychology backgrounds) and number of modules that will be implemented→ this curriculum will be piloted for all incoming first years in Fall 2019. This will be mandatory for incoming students and opt-in for incoming post docs.
 - b. THAW representatives are working to make sure important things are covered through discussions with Medical School representatives that run the PEERS program (Jordyn Feingold).

2. THAW holiday party
 - a. Thursday 13th December at 5pm.

Items for discussion ~5 mins

1. March for Science
 - a. Will be in May 2019; city wide council event.
 - b. Josh Acklin to solicit volunteers for a task force and t-shirt designs from the student body.
 - c. THAW and Student Life will help with advertisement and recruitment for this event.

Feedback from the student body ~10 mins

1. Aron Hall culture
 - a. Shikha and Nick will bring up the issues pertaining to Aron Hall housing at future steering committee meetings.
 - b. Josh will bring this up at the next GBM as well to get the Med Reps to begin surveying cohorts on the topic, and will collect data (feedback) for distribution and summary at the next steering meeting by Nick and Shikha.
 - c. General arguments are: 1) Management/policy needs to be readdressed to support trainee mental health and wellness; 2) Student satisfaction with management is necessary to continue using Aron Hall as an attractive advertisement for incoming recruits (the building has previously been a major attractive factor for students to our program); and 3) Adhering to contract details by the management company, Rose Associates.
2. Biostatistics (first year course)
 - a. Students unaware of supplemental credit to the MPH Biostatistics course that is mandatory to take in the Spring.
 - b. In general, Graduate school course requirements on the website need to be updated to reflect this, and better/more frequent communication about expectations needs to happen with the next cohort.

Meeting adjourned: 17:04

Next meeting: January 9th, 2019