

**PhD Leadership Meeting Minutes**  
**May 15<sup>th</sup>, 2019**

**Attendance:** Josh Acklin, Jim Duehr, Jesse Gelles, Basil Hanss, Maggie Hung, Denise Jurczynszak, Allison Kann, Matthew OConnell, Shikha Nayar, Nick Upright

**Meeting start time:** 16:02

**PLM Business 5-10 mins**

1. June meeting, elections, and transition to the next academic year
  - a. New members from each body will join for this meeting along with current members.
  - b. Chair and vice-chair positions will be elected for the 2019-2020 academic year.
  - c. If there are any edits members would like to propose to the current SOP, send to Shikha before June meeting.
  - d. A larger room will be reserved for the June meeting.

**Updates from the Deans ~10 mins**

1. Basil Hanss, Senior Associate Dean for Student Affairs and Career Development
  - a. General updates
    - i. #livehere campaign launch party is on Thursday 5.16.19 12:30pm Annenberg Student Lounge. This is a collaboration between Student Council, Graduate Student Affairs and Mount Sinai Real Estate Division.
    - ii. The Office of Wellbeing and Resilience fair is on Thursday 11am-2pm in the Annenberg lobby with over 26 booths.
    - iii. There will be a rollout of a 24-hour 7 days/week mental health hotline service soon. The date is TBA.
2. Matthew O'Connell, Senior Associate Dean for Curriculum, Recruitment and Admissions
  - a. General updates
    - i. This Friday 5.17.19 Eric Sobie is running the PREP symposium. There will be a poster session at 3:30pm in the Guggenheim pavilion. Current students and faculty are encouraged to attend.
    - ii. NYAS membership: 1<sup>st</sup> year is covered by the Graduate School; after that the membership is \$35 per year. Advertise the importance of this for upper year students, and encourage membership.
    - iii. 2<sup>nd</sup> year PhD student orientation date is TBA, but will occur before the summer.

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

1. Proposal to increase PhD class size
  - a. This issue is tabled until a later date:
    - i. First, data will be gathered from PIs to see if they want more students; even if this is the case, students currently have more options for getting

into their first choice lab, which may be incentive for keeping the ratio as it is.

- ii. an assessment of student/lab availability will be done with the increase in number of students in the PhD cohort this year.

## 2. Housing

- a. The Housing department has met with the Housing Subcommittee of Student Council as well as Jim and Josh to evaluate data from the survey. These results have been presented at the Student Council Executive Steering Committee meeting. Housing has agreed to change policies that students have requested, which will be addressed to students as these occur.
- b. A quick sheet will be placed at the front desk of Aron Hall for rules and regulations that are permitted.

### **Curriculum Committee-** *Abigail Lubin, Guha Arunkumar, 5-10 mins*

1. Course evaluation updates
  - a. Evaluation of courses occurred. There was a discussion of normalizing credit hours (class time, preparation time etc.), which the committee will update on in future meetings.
2. Listserve whitelisting and information dissemination
  - a. Curriculum committee representatives are working on getting the list of courses to be discussed slightly earlier. Reps need to get email moderation waived for each program from the Graduate School to prevent emails from not being received in time.

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

1. General updates
  - a. Monthly meeting was held to review Student Affairs survey: lack of organization and communication seemed to be one of the biggest issues (e.g. milestones and tracking—Student Affairs and Basil are working on making changes to how this is disseminated).
  - b. Changes are being made to the current student page on the website (portal) to make it more cohesive for the Graduate School.
  - c. Student Affairs is working with Ellie to put together career resources (e.g. streamline funding for career interest groups that are specific to the Graduate School).
  - d. There is new staff in the International Office and students are unaware of the turnover. Students need to obtain a signature from new personnel before traveling. Basil and Guha to discuss offline with how new information should be disseminated from the International Office to students.
  - e. Diversity and inclusion will be addressed at the next meeting.

### **Student Council-** *Josh Acklin, Nick Upright, 5-10 mins*

1. Comprehensive survey advertising

- a. The comprehensive survey for 2018-2019 has been disseminated to all Graduate Students at this time. There is a week and a half left for students to fill this out. Encouragement is needed to complete these ASAP.
2. Dental/vision insurance
  - a. Students are getting bills for dental/vision that they were not aware of: Josh is talking to Phillip Parke to work out a plan for payment if students wish to choose use this type of payment option. More clarity re: these bills and due dates needs to be made towards students.

**THAW-** *Maggie Hung, Denise Jurczyszak, <5 mins*

1. General updates
  - a. Those who were mentors for THAW this past year should email Maggie if they would like to see any changes going forward.

**Feedback from the student body 5 mins**

1. Graduating students would like more information re: details and requirements of graduation (before, during and after).
2. Students are requesting for a shower facility somewhere on Mount Sinai's campus. If any updates are made, students will be made aware.

**Meeting adjourned: 16:57**

**Next meeting: June 12<sup>th</sup>**