

PhD Leadership Meeting Minutes
February 13th, 2020

Attendance: Camille Goldman, Sindhura Gopinath, Basil Hanss, Maggie Hung, Denise Jurczynszak, Abigail Lubin, Matthew O'Connell, Bar Nachmani, Shikha Nayar

Start time: 16:11

PLM Business ~5 mins

1. Fellowships list curation
 - a. The GSBS will be uploading an initial fellowship list to the Grad School website: this will be added/edited after the initial upload.
 - b. Would be important to flag which ones can international students apply to.
2. IRS tax service for international students → newsletter
 - a. IRS tax service information to be distributed on front page of newsletter from PLM this month.

Updates from the Deans ~10 mins

1. Basil Hanss, Senior Associate Dean for Student Affairs and Career Development
 - a. General updates
 - i. Workshop on skills around recognizing/identifying when colleague is having mental health issues is being planned → what resources are available to you to help the individual? This will occur in April.
 - ii. Focus group to identify topics that would be most useful are taking place shortly: students to sign up (email to be sent out by THAW to Graduate students as initial emails were not received).
 - iii. This will be expanded to faculty eventually.
2. Matthew O'Connell, Senior Associate Dean for Curriculum, Recruitment and Admissions
 - a. General updates
 - b. Interviews recap
 - i. Offers were sent out and acceptances are coming in.
 - ii. Events went well; adding session on housing to next year's interview sessions would be helpful.
 - iii. There are plans to have an International student orientation day Friday before orientation of this year.

Steering Committee- Bar Nachmani, <5 mins

1. No new updates (first meeting Feb 20)

Curriculum Committee- Abigail Lubin, Guha Arunkumar, 5 mins

1. Course evaluations
 - a. No new course proposals discussed.

- b. Course evaluations were discussed; most time spent on Systems Biomedicine (taken by Masters of Data Science students)→ some updating and possibilities to revamp this are being discussed.
- c. Maybe would be a good idea for curriculum committee reps to place minutes on a webcommons website so that students can see what was discuss if they wish.

Student Affairs- *Sindhura Gopinath, Allison Kann, 10-15 mins*

1. Update & discussion of PhD Milestones Document
 - a. Student Affairs have put together detailed documents for each MTA by populating data from conferring with MTA directors/Marta/Matthew. Re-verification of all MTA-specific requirements before uploading by Matthew should occur.
 - b. Proposed that lists should be hosted on Graduate school server and this can be linked out to through multiple places (e.g. student portal page, MTA pages on the current website etc.)
2. International Student Resources
 - a. Tax service available for use!
 - b. Elective course proposal soon to be announced, to help international students to take internships.
 - c. Information for international students to be sent out to students earlier in the summer after they have accepted their place at Sinai so they can start preparing for visa applications/moving logistics.

Student Council- *Josh Acklin, Chris Panebianco, Camille Goldman to fill in as invited guest 10-15 mins*

1. Student feedback on interviews
 - a. Good representation from MTAs—not much first year involvement because of email issues (need to email PhD year 1 listserv separately)
 - b. Basil to ask Sophie to add PhD year 1 to phd-all listserv to help mitigate this issue.
2. Chat with the Deans summary
 - a. A lot of attendance.
 - b. Format to be edited and updated so that Deans have more of a “chat” feel as opposed to Deans responding to pre-submitted questions
 - c. To maximize time and student-Deans engagement, future town halls might be focused on a specific a topic.
3. Social event planning
 - a. PhD Phun Phriday next Thursday Feb 20th; Sushi party sometime in May after comprehensive survey has been administered for at least a month.
4. Comprehensive survey strategy
 - a. Aim is to send this out at the end of March; planning to have an ice cream social in Aron hall to fill out the survey at this time and increase and engage participation in filling out survey.
5. Standardizing MTA guidelines

- a. PhD reps have been/are having on-going meetings with MTA directors to figure out what each MTA does (besides curricular) to enrich their MTAs/student or department engagement.

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

1. Paws 'n Play initiative
 - a. Planning to have Moby the pup have a "paws 'n play" interactive session in the student lounge every 3 months or so. This was well-received the first go-around!

Feedback from the student body 5 mins

Meeting adjourned: 17:10

Next meeting: Thursday, March 12th