

PhD Leadership Meeting Minutes
March 12th, 2020

Meeting attendees: Josh Acklin, Marta Filizola, Sindhura Gopinath, Maggie Hung, Denise Jurczynszak, Abigail Lubin, Sophie Miller, Chris Panebianco, Bar Nachmani, Shikha Nayar, Matthew O'Connell

Start time: 16:05

PLM Business 5 mins

1. PLM newsletter
2. Leadership for next academic year
 - a. June meeting is transition meeting with new PLM leadership--think about next year reps and PLM leadership positions.

Updates from the Deans ~30 mins

1. Basil Hanss, Senior Associate Dean for Student Affairs and Career Development
 - a. General updates
2. Matthew O'Connell, Senior Associate Dean for Curriculum, Recruitment and Admissions
 - a. General updates
3. Marta Filizola, Dean of the Graduate School of Biomedical Sciences
 - a. Graduate school update
 - b. PhD program requirements and milestones*
 - i. MTAs are concentrations of BMS → institutional accreditation and program standards required by middle states commission on higher ed and NYED
 - ii. Confusion around MTA guidelines (committee meetings differently conducted)
 - iii. Milestones and standards were differently interpreted and communicated → clarification → changes and clarifications have been codified in Graduate school Student handbook (some editing still needed)
 - iv. Roadmap for PhD milestones built → will be sent to MTA directors, students and PIs
 - v. Empower: tracking the milestones for each student in each MTA (MTA and GSBS will be checking this. If a student does not meet the criteria, the student and MTA director will receive a reminder email)
 - c. Roles and responsibilities of MTA directors
 - i. Job description of MTA directors and what their roles are (students should feel empowered and must be responsible for their progress—roadmap should help with this)
 - ii. MTAs can give feedback through GSSC (Rob Krauss); contribute to fund raising efforts with alum and dev office; talk to Marta!
 - iii. Two way feedback from MTA directors to the Graduate School, and Graduate School back to MTA directors

- d. Mistreatment policy
 - i. Mistreatment policy on website from Oct 25, 2019
 - ii. Students sharing concerns should be able to use the following outlets: program directors, advisors, deans, title IX coordinator, MRP, Human resources, ombudsperson
 - iii. Use feedback form for reporting mistreatment (anonymous)
 - iv. **Investigations are conducted by professionals, not faculty**
 - v. Closing the loop: quarterly review that will be reported to the whole Sinai community
- e. Feedback on PhD roadmap→members of PLM to test this out/check timing/scheduling etc. and report any feedback to Marta by March 20th.

*in combination with Student Affairs and Student Council

Student Affairs- *Sindhura Gopinath, Allison Kann, 5 mins*

- 1. MTA specific guidelines*

Student Council- *Josh Acklin, Chris Panebianco, 5-10 mins*

- 1. February steering: alumni relations and housing
 - a. Alumni: no one from Graduate School currently representing student wise/or graduated alum from Graduate School—will be working on this
 - b. Housing annual survey: badging into elevators will be happening. Temporary suspension of guest policy→ don't know how long; does this pertain to overnight guests or visitors in general? Clarification to come by Chris.
- 2. March GBM: diversity
 - a. URISM reps→ meeting of “diversity council” from multiple student organizations (meeting TBD)
- 3. March steering: financial aid
 - a. Not really pertaining to PhD students

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

- 1. New co-chairs for THAW
 - a. Looking for new co-chairs (student and post-doc)
- 2. Existing programming overview
 - a. Events are on halt for now—virtual events to come

Steering Committee- *Bar Nachmani, 5-10 mins*

- 1. Criteria for scoring thesis proposal exam
 - a. Steering committee revamping this→ Bar to bring comments to PLM after this is more flushed out
- 2. Topics of interest to raise at the GSSC meeting
 - a. Standardizing committee meetings (green light meetings, structure of each comm meeting)

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

- 1. General updates

- a. No burning issues with course evaluations
- b. New course proposal: internship into a course → quorum not reached but this will likely go through soon

Feedback from the student body <5 mins

Meeting adjourned: 17:02

Next meeting: April 16th, 2020