**PhD Leadership Meeting Minutes**

**July 8th, 2020**

**PLM Business** *Josh Acklin 5 mins*

1. Welcome and explanation of meeting structure
	1. PLM will meet the second Wednesday of each month from 4-5:30pm
	2. Please send in agenda items and newsletter sections on time
	3. Certain resources will be centralized with PLM
		1. PIs taking students
		2. More to come
	4. Newsletters to go out the Wednesday after PLM, minutes to be distributed the Friday after PLM
2. Anti-racism initiatives across leadership
	1. All updates for this year should commit to discussing the relationship to anti-racism work at ISMMS

**Updates from the Deans** *10 mins*

1. Basil Hanss, Senior Associate Dean for Student Affairs and Career Development
	1. General Updates
		1. Immigration – School is trying to come up with changes with student interest coming first. Original guidelines were murky. Immigration attorneys at Sinai are involved.
		2. No definitive updates on anti-racism at Sinai, but many groups are starting discussions on how to address this going forward.
2. Matthew O’Connell, Senior Associate Dean for Curriculum, Recruitment and Admissions
	1. General Updates
		1. Upcoming meeting with homeland security to determine course requirements to allow for international students to stay
		2. Trainings for TAs and faculty on Zoom
		3. More review sessions added to online courses
3. Bradley Gano, Associate Dean of the Graduate School
	1. General Updates
		1. Communications over immigration
		2. Data collection/analysis related to race conversations and recruitment/admissions
		3. Sinai Cloud – Post
			1. Sinai transitioned to Sinai cloud from Sinai Central in March
			2. HR database, Payroll and directory exist here. Some aspects went smoothly, others not so much. Pay lapses occurred for staff and students.
		4. ICE notification – ICE has released more details in an FAQ, although still not very clear. The school is on the side of international students. The school is taking the list of current and incoming students to determine in which cases students have planned in person laboratory experiences (lab rotations), and to determine if they will have a hybrid or online education come the fall.
			1. Primarily an issue with the MPH program
			2. PhD and MSBS programs – priority is to document requirement and plan for rotations to ensure student safety.

**Student Affairs-** *Sindhura Gopinath, Chris Guevara, 5 mins*

1. Rewarding Graduate Student volunteer work
	1. Transcript indication (certification)
	2. Honors (might be more than what the graduate school can do)
	3. Further discussion of the form this will take on slack
2. General Updates
	1. Regarding International Students
		1. Policy came out Monday claiming that F1 or M1 visa holders will need to leave the US if they are taking online classes instead of in person classes. They will not be issuing visas if this is the case for an individual student applicant.
		2. Older PhD Students that do not have classes anymore (JC/WIP are online for the foreseeable future). Could course descriptions be modified to highlight in person requirements?
			1. According to Matthew, needs vary on program and year. One size solution might not meet all. If we define somewhere that research requires in person attendance, which could be a solution.
			2. At present, the school is fairly confident that in person lab work will qualify to meet the in person requirements ~Brad Gano
			3. Person in charge of students with F1 visas is currently on maternity leave.
			4. Working on forming an international student group
	2. Presence during Orientation along with Student Affinity groups (SEOS, oSTEM)

**Steering Committee-** *Katherine Meckel, 5 mins*

1. New Steering Representative position
	1. Co-Rep is being selected. There are currently no students from the URISM community on this committee; additional students might be involved in future discussions.
2. Diversity and Inclusivity initiative pitches
	1. Tasked by Marta to identify how to better support students from diverse backgrounds. Universally agreed to expand SURP to be a URISM Program
		1. Discussion on expanding PREP program
		2. Use these programs as pathways to bridge students into the PhD program

**Student Council-** *Daisy Hoagland, Camille Goldman, 5 mins*

1. Discussion with Marta and Eric on how the graduate school can increase support for URISM students. A list of questions has been drafted. A meeting in early August is planned.

**URISM** – Dania Figueroa Acosta, Marisa Goff, 10 mins

1. Disabilities Office website revamp
	1. Currently all resources are disorganized and de-centralized.
	2. Increasing accessibility, requirements, and details of documentation required for students with disability.
	3. Christine Lowe is already involved and onboard.
2. Class evaluation forms
	1. Modifying to ask questions about race, gender and accessibility
3. Compensation for SOC
	1. Dania is reaching out to Ann-gel Palermo and ODI to ask if there’s a way to make a training grant to support students in training on anti-racism work.
		1. Questions on logistics for funding

Basil ~ New route to get funding for these types of programs. Reach out to George Huntley. R25 link: <https://www.ninds.nih.gov/Funding/Training-Career-Development/Award/R25-NIH-Neuroscience-Development-Advancing-Careers-Diverse>

1. SEOS Leadership Certificate Program
	1. Sending a proposal to the careers office on a leadership/entrepreneur program on how to acquire soft skills that aren’t formally taught.

**THAW-** *Denise Jurczyszak, Lauren Vetere 5 mins*

1. *Recent and Upcoming Wellness Events*
	1. How can we continue to maintain mental health and support the community?
		1. Open sessions with social workers via zoom
		2. Social workers from Sinai coordinated with students in THAW to generate a flyer for contact information for one on one sessions with social workers
			1. Hope is that this is more accessible than STMH for students
		3. Art event (distributed art supplies, did mindfulness/art over zoom).
		4. New ideas: Cooking event, movie night. How do we combat zoom fatigue?
2. *Peer Mentorship*
	1. Chris and Maggie have been spearheading this
	2. First years seem particularly active this year, possibly because of COVID isolation
	3. Trivia night is upcoming in the next few weeks
	4. Orientation event for mentor groups
		1. Orientation is streamlining zoom content to be outside of zoom sessions (prerecorded content)
		2. Nobody knows when restrictions will be eased. Community building/orientation socialization are important, so the Grad School is looking to support small in person events or Central Park events if that’s possible.
			1. There is potentially a budget for this

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

1. 2 new course approvals
	1. Topics in Neuroscience - Fall
	2. Biostatistics course – Spring; Pre-requisite in the fall. Description of biostatistics course offerings will be sent out soon.
2. Course Evaluations: Lack of in person meetings are impacting faculty as much as students
	1. Intro to neuro-anatomy
	2. BMS
	3. Commercialization
3. Zoom courses
	1. The way we proceed will be not to disadvantage any international students
	2. Plan for a zoom semester, but we will move to hybrid when we can.

**Feedback from the student body** *Camille Goldman 10 mins*

1) Shared resource with course syllabi, descriptions of electives. Student perspectives about this specifically – can we combine the course catalogue with student perspective?

* Matthew could compile the list of sllyabi – he has access to all blackboard courses. Josh and Sindhura/Curriculum committee could centralize this information into one resource that can be then housed by the graduate school.

2) Centralized webpage for grant application information?

* Every department has one or more grant specialist to help put together
* Grant resource website exists
* Plan: Respond to this with explanation of contact system for grant applications in the monthly newsletter.

3) Aron Hall policies:

* Different than policies in other Sinai housing – specifically guest policy
	+ Type of living arrangement increases risk for each individual
	+ Under review again
* Gym re-opening
	+ One of the largest risks, tough because of mental health benefits of getting to workout
	+ Policy is being considered and re-considered regularly

4) Returning student survey from the graduate school:

* All about infection control – put in place with the travel advisories around the country