### RECORDING: Carla Johnson MEETING TIME: 3:00 – 4:05 pm

**PRESIDING:** J. Michael Mathis, Ph.D. **MEETING LOCATION:** Zoom

**PRESENT:** Berg, Borgmann, K. Clark, R. Cunningham, T. Cunningham, Dossou, Fogelman, Fudala, Griffith, Hodge, Inman, Jacobsen-Bridges, Jones, Mallet, Mathis, Menegaz, Nguyen, Phillips, Smith, Sumien

**ABSENT:** Lam, Goulopoulou, Gregory, S. Mathew, Simecka

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| **Topic/Agenda Item** | **Discussion/Conclusion** | **Action/ Recommendation** | **Responsible Person(s)** |
| **Minutes** | Dr. T. Cunningham moved to approve the minutes from August. Dr. Smith seconded. Motion carried. | Post minutes to website | C. Johnson |
| **Dean’s Update** | * Dr. Mathis welcomed the new graduate advisors: Kathleen Borgmann (CBIM), Nicole Phillips (Genetics), Rafal Fudala (BIOCB), Denise Inman (VISSCI) and Caroline Rickards (Med Sci Research Track)
* Dr. Mathis announced that Dr. Paula Gregory has just begun her new role as Associate Dean for Faculty Affairs
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| **Discipline External Reviews** | * Dr. Mathis shared schedule for discipline reviews. Each discipline should have an external review every 5 years. Dr. Berg will manage the traditional discipline reviews with the graduate advisor for each and Dr. Hodge will manage the specialized MS discipline reviews
* Dr. Berg will outline the process and share that outline with everyone for feedback
 | Draft outline procedures | R. Berg |
| **Graduate Advisor Appointments** | Dean Mathis shared the schedule for graduate advisor/program director terms. After these initial expirations, each term will be 3 years. The appointments are renewable upon expiration. |  |  |
| **Library Update** | Kayleen Lam was unable to attend the meeting but she provided the following notes from the library:* Library website domain has changed! It’s now easier to remember and streamlined with the rest of the HSC website domains. You can access and bookmark the new domain at <https://library.unthsc.edu/>.
* Due to the update with the domain address, we are having some access issues, resulting specifically in broken links that are embedded in courses as well as security warnings when using EUID/password.
* Please remind students that the best way to connect with our resources is starting at the library homepage.
* Please let faculty know that they may need to update the links in their course.
* If you run into a security warning when going from our homepage, you can use the advanced settings to bypass the warning. We are working with IT to fix the situation.
* If anybody has any questions, please don’t hesitate to reach out so everyone can access the information they need.
* We have also updated how you access resources from off campus. The interface will look a little different; however, you will still use your EUID/password to get to the resources you need.
* We will be launching a new library homepage and catalog for e-books/books soon. The deadline is by the end of this month.
* A new version of EndNote is coming and should be launched in October. We will be updating our website with more information!
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| **Center for Academic Performance Update** | * CAP will be hosting Power Hour presentations in September (usually over the lunch hour) on test taking and test anxiety, time management, priorities/boundaries and balance. They are sending out notices to students but feel free to refer students. Go to <https://www.unthsc.edu/center-for-academic-performance/lunch-and-learn> for details
* Tutoring – getting a lot of student appointments from both Med Sci cohorts (10 Histology, 41 Biochemistry, 6 Epidemiology). Individual tutoring resources are getting scarce so they are looking at small group tutoring as an option if more requests come in. Group sessions are recorded and are accessible for 14 days for students that are unable to attend at the schedule time.
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| **GSA Update**  | * Recently announced traditional student representative is Ammar Kapic. They will hold an election to add a representative from the online cohort
* One travel award was given this month to help with registration fees for a virtual meeting
* Starting back with GIST, planning for September 23rd and looking for speakers. Any interested students or postdocs should contact Dianna Nguyen.
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| **Graduate Faculty Nomination** | Dr. Sumien moved to approve Nicoleta Bugnariu, PT, PhD, for Professional Affiliate Membership. Dr. T. Cunningham seconded. Motion carried. | Update faculty roster | C. Johnson |
| **Course Inventory** | Dr. Mallet moved to approve the new course, Online MCAT Prep (BMSC 5200). Dr. R. Cunningham seconded. Motion carried. Dean Mathis urged graduate advisors/program directors to review the course inventory for their disciplines with regard to frequency of offerings, deleting outdated courses from inventory, etc. The December Graduate Council meeting will be the last meeting to make inventory changes for the 2021-22 catalog. Dr. Berg asked advisors/directors to clarify titles of journal club, seminars and WIPs courses. He will develop guidelines for nomenclature and distribute.  | Forward course to registrarEstablish course feeReview course inventory and submit Course Update Forms for any changes neededEstablish nomenclature for these courses and distribute to advisors/directors | C. JohnsonB. Jacobsen-BridgesGraduate Advisors/ Program DirectorsR. Berg |
| **Announcements** | * Dr. Jones announced that the GSBS DEI Working Group requested faculty to complete a survey. He asked that everyone encourage fellow faculty members to complete the survey. One of the initiatives is to start a seminar series around these topics. First seminar will be at noon on September 15th.
* The next meeting is scheduled for October 14, 2020. Agenda items must be submitted in writing for consideration by October 7, 2020.
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| **Motion to adjourn** | * Dr. Sumien moved to adjourn. Dr. Menegaz seconded. Motion carried. Adjourned at 4:05 pm.
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