**Council of Biomedical Graduate Students**

**01/15/2015 Meeting Agenda**

**Location: DOW2315**

**Start Time: 8:06am**

**Attendance:**

Jennifer Ohtola, President

Anita Iyer, Vice President

Adam Blatt, Secretary

Carmen Mitchell, Treasurer

Prabhatchandra Dube, Risk Assessment

Adaeze Izuogu, IIT Track Representative

Prince Ampem, CVMD Track Representative

Amanda Blaker, NND Track Representative

Nneka Mbah, CAB Track Representative (Proxy for Franz Corrales)

Brian Youseff, MD/PhD Representative

Matthew Ellis, Pharmacy Representative

Saad Moledina, First Year Representative

Dr. Kandace Williams, Faculty Advisor

**I. Call to Order**

**II. Old Business**

1. Dr. Williams gave update on BGEC meeting
	1. Reported decision was made to raise graduate student stipend to currently recommended NIH levels beginning this fall
	2. Mulford Library will undergo renovations during the summer
	3. Working on lowering number of credits for which students will register
2. GRF 2016 speaker invite update

**III. New Business**

1. 2015 Graduate Research Forum
	1. GSA Proposal
		1. Carmen submitted proposal to GSA requesting money to fund GRF
			1. Will use toward honorarium, hotel, and flight for Dr. Flaherty
			2. Will find out next Tuesday whether our proposal was successful
	2. Speaker Itinerary Update
		1. Dr. Flaherty will arrive Thursday and leave Friday night
			1. Thursday night – dinner with council
			2. Friday morning - breakfast with Chairmen
			3. Friday – judge, lunch
				1. Decided to have lunch with ALL students (12-1:30) instead with just the finalists
				2. **Will send a message to all students who registered asking them if they would be interested in having lunch with Dr. Flaherty**
	3. Dinner suggestions for Thursday night dinner with Dr. Flaherty **(Carmen will start obtaining food quotes, Amanda is assisting)**
		1. Element 112
		2. Revolution Grille
		3. Mancy’s
		4. Registry Bistro
	4. Lunch suggestions for Thursday lunch – **email Carmen if you have any ideas**
		1. Panera
		2. Jimmy John’s
		3. Chipotle
		4. Deet’s
		5. Bangkok Kitchen
		6. Tropical Smoothie Cafe
	5. Registration/Abstract Submission Update
		1. Adam reported there are 43 total people registered: 16 poster presentations, 12 oral presentations, and 15 first year/no presentations
		2. **Jennifer and Adam will review registrants on Tuesday or Wednesday of next week and select who will give oral presentations. They will give students official notice on 1/30 (one week after abstract submission)**
	6. Judge Recruitment
		1. Judges will be sent a form to register on Monday – will have to register by February 20th
	7. Duties
		1. All council members were asked to please sign up for duties
		2. Brian suggested sending the schedule for the forum to students more than a day in advance
		3. Abstract booklets – pdf version will be sent to all students and faculty
			1. Judges will be informed of which students are in their sessions
			2. Should have abstract booklets prepared and pdf versions sent by week before forum
2. COGS Survey
	1. Saad and Dr. Williams put together a survey to send to students
	2. Will send out after GRF deadlines

**IV. Adjournment**

 **Next Meeting: Thursday, February 19th, 8:00-9:30am, Location HEB276**

 **Additional meeting may occur in late February or early March**

**End Time: 9:17am**