**Council of Biomedical Graduate Students**

**10/16/2014 Meeting Agenda**

**Location: HEB276**

**Start Time: 8:05am**

**Attendance:**

Jennifer Ohtola, President

Anita Iyer, Vice President

Adam Blatt, Secretary

Prabhat Dube, Risk Assessment

Adaeze Izuogu, IIT Track Representative

Prince Ampem, CVMD Track Representative

Amanda Blaker, NND Track Representative

Franz Corrales, CAB Track Representative

Brian Youseff, MD/PhD Representative

Matthew Ellis, Pharmacy Representative

Dr. Kandace Williams, Faculty Advisor

Dr. Rande Worth, Faculty Advisor

**I. Call to Order**

**II. Old Business**

1. GRF speaker invite update
	1. We are at Glenn Dranoff, right now. If we move through the rest of the list unsuccessfully, we will have to generate a new list.
2. UT football game
	1. Attendance was poor. REMINDER: If the council approves an event, its members must make more of an effort to attend. If you are undecided about an event, err on the side of caution and vote “no”.
3. Career Forum Details/Duties
	1. Will look into getting audio/visual to record forum.
		1. **Anita and Adam will have to get approval from speakers beforehand.**
	2. Adam has confirmed buffet style meals from Oasis.
		1. Adam will receive itemized list from Oasis in the next few days.
		2. **Prince and Prabhat volunteered to help set up food on the day of event.**
			1. **Adam will contact them with the time they need to help.**
		3. **Anita and Adam also need to procure drinks for event.**
	3. **Need an extra microphone for event (so that questions from students can be recorded).**
	4. **Anita and Adam will contact speakers this week to confirm time of arrival and if they are OK with the suggested order of the talks.**

**III. New Business**

1. Council of Health Science Education Meeting
	1. Changes to HSC-COGS Office
		1. Thea Sawicki, Michelle Arbogast, and Joan Mulligan are leaving HSC office. There is a transition period in which main campus employees will be taking over their duties. **Make sure to report any problems to Dr. Williams during this transition period.**
		2. Discussed setting up a survey at the end of the semester to determine if students had any problems with the office throughout the semester.
2. BGEC Meeting
	1. Changes in COGS funding to students
		1. There may be more limited funding for student travel.
	2. Constitution/by-law changes were approved.
3. CBGS Website
	1. **Franz agreed to aid Anita in setting up and maintaining the CBGS website.**
4. 2015 Graduate Research Forum
	1. Forum Overview
		1. March 19th and 20th, 2015
		2. Discussed the general organization of the research forum.
		3. **Jennifer will, by next meeting: make room reservations, make tentative schedule, create/identify budget/funding sources.**
		4. **It will be important for sending emails to all students at approximately the same time, as there are time considerations for determining which students will do oral presentations versus poster presentations.**
	2. Registration/Abstract Submission Deadlines
		1. **Adam will modify emails and Google docs and monitor RSVP’s.**
		2. **Carmen will monitor costs and obtain quotes.**
5. Zoo Lights Event
	1. $13/person - no discount for students.
	2. Brian, Anita, Franz, Jennifer will determine date and time.

**IV. Adjournment**

1. **Next meeting, November 20th, 8:00am – 9:30am**

**End Time: 9:18am**