**Council of Biomedical Graduate Students**

**02/19/2015 Meeting Agenda**

**Location: HEB276**

**Start Time: 8:07am**

**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

Franz Corrales, CAB Track Representative

Brian Youseff, MD/PhD Representative

Saad Moledina, First Year Representative

Dr. Kandace Williams, Faculty Advisor

Dr. Rande Worth, Faculty Advisor

**I. Call to Order**

**II. Old Business**

**III. New Business**

1. February meeting updates—Dr. Williams
	1. BGEC Meeting
		1. Confirmed we will give Dr. Flaherty $1000 honorarium
		2. Due to renovations to first floor Mulford this summer, the COGS offices will be moving. Options are Main Campus or 3rd Floor CCE
		3. Professional development sessions will be held on Main Campus for time being due to lack of interest from students on this campus. **Please inform Dr. Williams if you receive any emails about professional development sessions (other than monthly updates)**
	2. HSC Council Meeting
2. GSA Meeting – Anita
	1. Sufficient funds for funding travel to conferences
	2. Midwest Graduate Research Symposium – March 21st
3. 2016 Graduate Research Forum Tentative Date(s)—Franz
	1. Dr. Weian Zhao, University of California-Irvine, agreed to be 2016 GRF guest speaker
	2. Free for March – Franz will check availability for March 17-18
4. COGS Survey Update—Saad
	1. 10 responses
		1. Main issue is that students do not know who to approach in the COGS office (or where to go)
		2. Many students receive all information directly from Dr. Williams and/or track directors
		3. For those who have interacted with COGS office, experiences have been good
5. 2015 Graduate Research Forum
	1. Speaker Itinerary Update
		1. Should have a final itinerary by end of the month
		2. MD/PhD’s will meet with Dr. Flaherty Thursday late afternoon/early evening
	2. Judge Recruitment Update—Adam
		1. Dr. Cooper has expressed interest in judging final round – currently confirming schedule
		2. 18 volunteer faculty judges – counting judges that can judge oral and poster sessions, there are 15 faculty available to judge poster sessions and 11 available to judge oral presentations
		3. **Adam will email department chairs today to encourage remaining faculty to sign up as judges**
	3. Duties
		1. Members signed up for remaining duties
	4. Abstract booklet—Brian
		1. Printing – color copies with assistance from Marianne Pohlman; main campus copy center can bind booklets
		2. Brian presented rough draft of cover page, forum schedule, thank you page, poster/oral presentation groups, and abstracts
		3. Decision made to send electronic version of abstract booklet to students before publishing – Students will have 48 hours to review booklet and report any mistakes to Council
		4. Will include page about Dr. Flaherty in booklet
			1. **Jennifer (with possible assistance from Shweta) will obtain blurb about Dr. Flaherty for inclusion**
	5. Food Selections—Carmen
		1. Carmen presented breakdown of food options for Thursday breakfast, Thursday lunch, Keynote dinner, and Keynote reception
			1. Decided on coffee and donuts/bagels from Tim Horton’s for Thursday breakfast
			2. Decided on Potbelly’s for Thursday lunch (unless vegetarian option is not adequate) – then will most likely order Panera
			3. Friday lunch with Dr. Flaherty – Mediterranean self-serve: Oasis or Grape Leaf
			4. Keynote dinner – Registry, Carmen has private room reserved. Will inquire about vegetarian options
			5. Keynote Reception – use our table cloth, will inquire with restaurants/grocery stores for cheaper catering options (catering through school is too expensive)
	6. Blade Advertising/Reporting—Dr. Williams
		1. Discussed options for advertising GRF in Blade
			1. Include article introducing GRF and inviting attendance at Dr. Flaherty’s Keynote Speech
			2. Make sure Dr. Flaherty’s Keynote speech is advertised in JCCTR newsletter – possibly reach out to medicine
			3. Article describing forum and some of the research, post fact

**IV. Adjournment**

 **Next Meeting: To Be Discussed**

**Thursday, March 12th, 8-9:30am, HEB 276**

**End Time: 9:30am**