**Council of Biomedical Graduate Students**

**6/18/2015 Meeting Agenda**

**Location: HEB 233**

**Start Time: 8:04**

**Present: Ada, Brian, Adam, Katy, Tupa, Erin, Neha, Sravan, Saad, Dr. Worth, Dr. Williams**

**Absent: Jessica**

**I. Call to Order**

 1. Introductions

Ada, this year’s treasurer (wasn’t present at the new council luncheon).

 2. Expectations

Punctuality- both in meetings and in responding to emails.

Try and respond to council emails within 48hrs.

For official emails- CC the council.

Be vocal- everyone is here representing the students so let your opinions be heard! Participation- we’re a small council so we need everyone’s help with events.

Attendance- Required to attend 75% of the meetings- if you can’t attend please notify Adam prior to the meeting.

**II. Old Business**

1. CBGS email account access-

Everyone has access, Adam and Brian will check it frequently.

1. Representatives – secretary information and student lists-

**Please send Adam the name of your department secretaries.**

Reps can make contact lists within the council email account for ease in communicating. Pharmacy students will be notified through the department secretary due to policies.

**III. New Business**

1. Faculty advisor

Dr. Worth has served for 7 years! Thank you, Dr. Worth!

Possible ideas- Dr. Hill, Dr. Taylor, and Dr. Matson.

Adam is emailing Dr. Hill to see if she’s interested.

1. Contact person for incoming international students-

Anita Iyer was previous liaison. Follow-up information being sent to all international students with new contact information for Saad and Neha.

Dr. Williams will be handling this notification.

Neha contacted the current student looking for housing/roommate at Oak Hill.

Main campus international students have reached out to HSC students for help. Adam is notifying GSA so they can provide accurate information that is campus specific.

1. Website

Jessica is in charge of the website. She is posting pictures of council members.

**Send Jessica a picture for the website.**

Website has meeting dates and will have upcoming dates.

1. Summer Events
	1. International Student Assistant/Fellowship Workshop/Orientation – August 10th
		1. 8:30-10:00am, location TBD, UT Health Science Campus
		2. International student volunteers-Ada, Tupa, Saad, Neha

-Attending departments/individuals-Human Resources, Marianne Pohlman, Dr. Williams, Peter Thomas (more AM session)-maybe Michelle A.

\*New Mulford area has an office for OISS (when renovations are done).

-All international students on campus can get paperwork handled on August 10th. -If receiving a stipend, HR paperwork will be addressed after.

* 1. Fall Kickoff – August 19th (All of COGS)
		1. Student Resource Fair – 11:30am-3:00pm, ICare Center

-Last year, the council worked two-1.5hr shift with two people each

-Asking for volunteers next meeting

-Following up with Michelle for finer details

* 1. CBGS welcome picnic
		1. August **22nd**, following International Student Orientation
		2. Location-Looking into Botanical Gardens, Oak openings, WW Knight nature preserve, and Maumee Bay is still an option
			1. Neha and Katy are heading up Picnic planning- **information to Adam by next Friday.** Estimating 30-50.
			2. Last year- grilled out/potluck. Council provided grilling items and drinks.
1. Fall events
	1. Career Forum
		1. Potential speakers- **please go look into them ASAP**
			1. Elizabeth Herness Peters – Founder and Senior Consultant, Astilbe Group
				1. Suggested by Dr. Ruch
			2. Kalpana Merchant – President, Trans Thera Consulting Company
				1. Suggested by Dr. Yamamoto
		2. Potential dates- will be addressed next meeting
		3. Expansion

-Debated transitioning to a career fair-might be too cumbersome for our means

-Breaking possible career possibilities into groups: academia, tech, clinical, government, science policy, venture capital, tech transfer

**-Email possible speakers to Brian by next meeting**- include name, company, blurb about their work

1. Spring Events
	1. Graduate Research Forum – March 17-18, 2016
		1. Guest speaker – Weian Zhao, University of California-Irvine
		2. Location idea- Simulation center

-Possible liaison/point person needed for Dr. Zhao. **If interested, mention it next meeting**.

1. Other
	1. Social events- more informal events, the council can split up for various events. More information and planning will occur in following meetings.
	2. 2017 GRF guest speakers- starting the ranking process soon
	3. Proposed budget- 2014-2015: spent just over $5000. Still planning on utilizing GSA for funding. Dr. Williams is forwarding information about COGS travel grants and this information will be posted to CBGS website.
	4. Constitution/bylaws- **Please review and be ready to address proposed changes at the next meeting.**

**Next meeting- July 16th, 2015**

**IV. Adjournment**

**End Time: 9:16**