

07.10.07 IGSB Minutes

Ryan B. elected director of IGSB.

Officer Reports

Communications chair:

- Goals accomplished from last year (review) – overhaul of website, updated faculty profiles, IGSB section, recruitment/prospective student sections more well laid out now, RIP/Journal Club schedules posted, department info sections, photo-sharing (flickr.com) established for students (password access only)
- New/ongoing projects – NIH dissemination requirement that each faculty/pi needs own website (linked to profiles, want to be able to have them update themselves), want to better maintain event schedules and reminders this year, have non-academic event postings (social, etc.)
- Master schedule? Logistics of maintaining have put it on the back-burner for now. Idea is to have a “website editor” that would update it frequently (possible to have university update on their calendar for our events, linked to the immuno website, or a Gmail calendar), still working out how to do it, suggested looking at other school sites for calendar ideas
- Need to work on post-doc training section, student profiles section needs to be updated with more information, it was suggested to add faculty phone extensions to their profiles, news section on the website, message and discussion board additions

Recruitment Chair:

- No news at the moment

Seminar Series/Journal Club Officer:

- Interest meeting was held June 19th – set up committees
- Jen L. is in charge of communications – emails about upcoming events
- Fundraising – Jon and Lenka (set up accounts and rules)
 - Sharon is in charge, requesting a speedtype for univ. accounts
 - Want to contact President’s Office about what we are allowed to do as far as fundraising goes
 - Donations that are “earmarked” may need separate accounts
 - Lindsay, Jon, Lenka, Jason, Darlynn – contacting corporations for donations to have a fully funded seminar series
- Jen McWilliams and Ryan H. are helping solicit for food donations for journal club and data club.
 - Qdoba – for every two speaker meals, one will be donated for free
 - Contacted Chipotle, Papa Johns, Spicy Pickle as well, all need an official letter
 - Speaker Lunch committee – Kim J, Tracy, Francina, Corinne (organize student lunch for speakers)
- Have direct billing for 6 restaurants for NJC sponsored things

- Have procurement card for university sponsored events
- No more out of pocket spending (or large amounts)
- 25 ideas for student invited speakers, need to meet with the committee, then email the list for voting
- JC and Data Club schedules have been made an emailed, will be posted on the website

Retreat chair:

- Set for October 12-14th of 2007
- No specifics yet, will ask for input/meeting in the near future
- Joint retreat again with other departments

Grad Affairs rep:

- Prelim survey responses tabulated (Heather K. put it together) from last year
 - Ideas from the last survey include – test key, blinded exam grading put into effect for this past exam cycle
 - 6 of 7 returned the survey after this years exam
 - Handed out a summary of the survey
- Comprehensive exam surveys – one thing not reflected in survey was the idea of a single exam topic (give a general problem, write the exam on that one), committee more like a study section, idea of a writing coach, same committee for all comps in a single year, faculty want to standardize the exam, question that came up “What is the goal of the exam?”
- Working on what we can do to improve our relationship with Fitz and the faculty out there – share an administrator for posters, information sharing, etc (try to increase attendance)
- Sep. 15th CU Denver conference for student leaders/higher education, Colorado Commission on Higher Education (sets goals for state education), if there is interest email

New Student Integration:

- Incoming 1st years – Lindsay, Greg, Jaime, Shannon, Jonathan are coming in the next few weeks
- Sent out buddy forms, will be arranging those and a lunch when the new students get here
- Fitz tour to know where to go (how to get to Core, etc).
- Core notes solution (for printing issues) – working on it currently
- 1st year integration dinner – have in the park this year (more interactive), want to get attendance up this year
- JC will email to find PIs interested in giving faculty talks for August – 7 talks so far are scheduled
- It was suggested that the talks be kept shorter this year (15-20min)
- Also having a “how to choose a rotation talk” during the days that the faculty also present to the students – have a couple of students give advice (also a “what to expect” talk and who to go to with questions)

- Encourage the choice of a first year rep also for IGSB office
- Francina went to a meeting where it was discussed that the Grad School wants to have all recruitment done under one umbrella for every department – would there be financial repercussion if we don't do it?
 - Immuno decision was NO, not going to join at this time (would be centralized application review, choose program while being recruited, concern of geography, timing is too late) – what about moving up the deadline?

GSC rep:

- Issues from last year – transportation issues and AV with RC1 North auditorium
 - RC1 feeds in Molly Blank, not Heitler
- What issues do we want to bring up?
 - Concern with GSC for transportation, but attention given to them was minimal so far, but it is something that we need to work on before the shuttle service ends in January
 - Everything will be at Fitz in January (as of now)
 - Cancer Center Sequencing pick-up (where will it end up?) Can we move it NJC?
 - Core – amount of material given to students, core change is “under review” (reducing the amount of material that is being covered)
 - Maybe ask for money for the student retreat from GSC (since it is open to more people than just Immuno)

Teaching and Learning:

- Want to have a meeting in the next few weeks to get ideas
- Talking to Sandra about re-instating the high school lectures at another campus (Raul and Sandra have contacts that we can explore)

Secretary:

- IGSB Operating Budget at this point -- \$1879.32

New Business

- Corinne requesting \$20 for each data club for food (when there isn't food already available in any other way (as a default))
 - See hand out for budget plans
 - Would put this on the procurement card – we are allowed to have food at these things by the university
 - Jon moved to vote, Jason second, all aye (passed) that we will allocate money for JC/Data club from our budget
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- Discussion about why IGSB has closed meetings?

- What is the purpose of the meetings, would others benefit from the discussions
- Formal purpose to bring up proposals, changes, updating on the goings on, recognition for your work to the department
- Corinne to get feedback from other students, write up a proposal or next meeting
- Table and revisit at next open meeting