

The first meeting of the IGSB was called to order at 4:06pm.

The first order of business was to review Robert's Rules of Order. Kim J. went over a handout of the condensed rules as a way to familiarize the board members with the protocol that will be used as a future template for how to conduct the IGSB meetings.

A director of the IGSB was appointed by the board members. Jessica called for nominations to the position from among the board members. Heather nominated Kim J. for the position and Tony seconded the nomination. Kim J. accepted. Kim J. also nominated Heather, but Heather declined the nomination. A call to vote was made, with all those in attendance voting Aye. There were no Nays. Kim J. was elected as director and led the meeting from this point.

Two amendments were proposed for the IGSB constitution by Kim J. They were as follows:

Article IV: Bylaws, B. Election Procedures, 3. In the event of a tied vote the student who has not been elected to any other position shall be given priority. If neither student is serving on the board in another position, a run-off election will be held prior to the first board meeting.

Article III: Amendments, B. Quorum is defined as  $\frac{3}{4}$  of the IGSB membership, Board members holding two positions shall be considered as one board member.

Heather made a motion to accept both amendments as written. Frank seconded the motion. A vote was taken, and all members in attendance voted Aye. There were no Nays. The amendments were accepted into the constitution.

The next order of business was to have each IGSB member give reports on their progress/goals in the order that they appear in the constitution.

Communications (Frank):

- The new website is now up. It is a beta-launch site and there are still kinks to be worked out
- The site address is [www.uchsc.edu/immuno/index.htm](http://www.uchsc.edu/immuno/index.htm)
- Frank asked the members to review the site and handouts for content errors and return any to him by Monday (08.28.06)
- The Faculty profiles are a high priority right now, and Frank will send out emails to get profiles from both faculty and students
- The communications committee is formed of Ryan B., Jason Oh, Darlynn Korns, Ybing Wang, and Heather Knowles
- Frank asked Charles for a shot paragraph to add to the student retreat page of the site
- The topic of faculty websites was also brought up, and will be talked about at the faculty meeting
- Frank will be attending the faculty meeting on 08.29.06 to show the new website layout
  - o Guide them through the new site
  - o Discuss the faculty section

- Discuss the featured lab/featured paper option
  - Having electronic templates to fill out for profiles
- Other website items that are lower priority are adding to the post-doc page and updating the department/school resources
- It was also mentioned that “google-bombing” would be good in order to move the new site up on the search list
- A future item is to add a site index

There was also discussion of who was going to be at the faculty meeting on 08.29.06 and what would be brought to the faculty’s attention. Heather, Kim J., and Frank will be attending. The constitution and the website will be discussed

#### Recruitment (Francina)

- No official report as of yet
- Kim J. suggested going to Jane for a budget
- It was also suggested that Francina get feedback from the new first-years, as they had just gone through recruitment
- It was also mentioned that this could be done with the Graduate Affairs Rep. in a focus group meeting

#### Seminar Series (Tony)

- Tony has met with Yosef and the seminar committee and they have a short list of names for possible student speakers that Tony emailed to the graduate students on Monday (08.21.06)
- The goal is to have the first student-invited speaker come in early December
- A seminar series committee (students) is also in the process of being put together
- Tony will also go over budget info with Heather, who was the seminar series coordinator last year

#### Student Retreat (Charles)

- A tentative schedule has been given to Jane for this year’s retreat
- The retreat dates are October 6 -8 2006
- More information will be sent out the grad students in September
- An invitation will be made to the Microbiology grad students to join the retreat
  - Charles will send an email this week and ask them to RSVP
- Both Kim M. and Charles will be taking an alcohol responsibility class for the retreat
- The retreat is again at the same time as the CRI meeting in New York, at which many grad students are at
  - For future retreats it may be good to change the retreat date so that it is not on a conflicting weekend
- It is being proposed this year to add longer talks on both Friday and Saturday to be given by both Immuno and the invited students, and Ryan B. suggested that both immuno and micro students do talks on each of the days

- It was also mentioned that help would be needed in transporting supplies to the cabin for the retreat

#### Journal Club/Data Club (Ryan B.)

- Schedule from end of last year is mostly set, there are some spaces to be filled
- Heather suggested that we go out to Fitz for one Journal Club this year (or attend the BDC journal club) and that we organize car pools and food to get students to go
- It was also suggested that there be "suggested subject" months for the journal club presentations

Kim J. moved to set a date to go to Fitz for journal club. Heather seconded the motion. It was decided that Jonathan send BDC journal club info to Ryan B.

#### Graduate Affairs (Heather)

- The faculty meeting is on 08.29.06 at 4pm, and the IGSB is on the agenda
- A request for control over a grad student budget will be made
- Heather also wants to set up future focus group sessions on courses/exams and grading/comps/rotations/recruitment and admission
- Members of the board also asked Heather to inquire about the status of the Ethics course (7607)

#### New Student Integration (Sarah)

- Buddies have been assigned to the new first years and they will all be going out to lunch on 08.24.06
- Faculty presentations will be given next week to the new first years
- There is a budget of \$550 for welcome activities. Welcome "happy hour" will be at MEzcal on 08.31.06 in the evening. It was also suggested that there be a department BBQ/social event to incorporate BSP/MSTP/and more labs in order to introduce the new students to more of the department and to the first years from other programs
- A tour of NJMRC and Fitz for the first years was also suggested
- Another idea brought up was to have a talk about how to coose rotations for the first years

#### Admissions (Kim J.)

- Has been working with Frank on the prospective student pages of the website
- Would like email current grad students and mention that if they are going to their home universities they might want to give a presenation on the program to the science classes
- It was suggested that it might be helpful to have a "generic" presentation made for everyone to use
- Will be talking to advisors at different universities to see what would be most appropriate to send and be effective for ungrads to have as a way to promote our school/program

- Will be putting together a student session/focus group to gather ideas on how to proceed

#### Grad Student Council (Jonathan)

- Groups can't get funding without having representation at the GSC meetings
- In order to gain funding, a group also has to be affiliated with the GSC/grad school and recognized by the GSC/Dean
- GSC's role is currently seen as putting on "fun in the sun" type events and grad student recruitment
- The GSC will co-sponsor events, but will not allocate funds to another group by itself
- We also need to have a faculty advisor in order to get recognition (suggestions were Pippa Marrack, John Cambier, Raul Torres). It was suggested to bring up this need for an advisor at the faculty meeting
- It was asked if we could go to the graduate school directly for funding. Jonathan said that we would need to have an account set up with the university and a line item budget.
- A decision was made to have Kim J. and Jonathan email the dean and introduce the IGSB
- It was also suggested that if Jonathan can't attend a GSC meeting to have other members of the IGSB go to maintain a presence at the meetings

#### Teach and Learning Opportunities (Kim M.)

- Kim M. will brainstorm ideas with Leila
- Also wants to work with JJ Cohen to possibly have him hold a presentation on teaching or give ideas for teaching opportunities
- Will also contact Terry and Jill for possible teaching presentations
- Wants to establish a web page for teaching positions that are found

#### Secretary (Jessica)

- Kim J. mentioned that Frank had a way to post the minutes of IGSB meetings online

#### Other Business:

- There is a need to appoint a first year representative. Sarah will talk to the first years about the IGSB, with the goal of them electing a rep sometime after the department retreat in September
- A goal was set to have all members establish a budget by the next meeting
- A date for the next IGSB meeting (an open meeting to all students ) was set for 09.28.06 at 5pm. A room needs to be reserved for that time.
- Ryan B. mentioned that he is thinking of having the first Data Club be on 09.21.06
- Kim J. brought up the motion to have a table at the Welcome Weekend on 09.01.06. We would have people there to talk about the department and program. It was suggested to have a calendar of events, and handout, and candy at the table. The time is approx. 4-6pm.

- There will be a cabinet in Sharon's office for all IGSB officers with office supplies and notebooks. Sharon will have a key.
- Some agenda items were tabled until the next meeting for discussion:
  - o Fitz transportation stop at the B'nai B'rith building (Jonathan will do some fact-finding)
  - o IGSB awards (student-voted recognition of students and faculty to increase positive morale, to be implemented later)
  - o Fundraising (Jessica will talk to Sharon about the protocol for fundraising)
  - o Student lounge (need to find out info before discussing further, Heather will look into possible places, the idea needs to be brought up at the open meeting to see what the student consensus is for what we would want out of the lounge)
- Heather motioned that the meeting move on to the next order of business. Ryan B seconded the motion.
- The next order of business was the need for A/V technical staff. The full time NJMRC A/V person will work at the retreat. We are on our own for student presentations and speakers
- It was Charles' birthday! It was also mentioned that there would be a happy hour after the meeting.
- Charles was going to look into organizing an intramural sports team

The meeting was motioned to be adjourned at 6:05pm by Kim. J. Ryan B. seconded. Meeting was ended.

Minutes submitted by the secretary on 08.24.06