

12.06.06

Closed officer meeting

4:30pm

Highlights of the minutes from the last meeting were read and approved.

Old Business

- We still need a place on the website to put up postings for grad student grant opportunities.
- Budget review
 - o We have ~ \$969.64 remaining in our budget
 - o We will vote on each extra expenditure
 - o Tony motioned to keep \$200 of our budget in reserve in case of emergency, all voted "aye"
 - o What to do with our extra funds
 - Lunch with JJ Cohen when he comes to speak on teaching early next year
 - Help with the biotech symposium Kim M. and Leila are planning
 - Tabled for future: contributing to data club dinner
- IGSB awards
 - o Kim J. has a list of possible ideas for awards
 - o Heather thought it was a good idea to give some out, but it was also noted by many members that we would need descriptions of each award before being able to vote on them, and that we will re-visit the idea after definitions are made
- Bulletin board (please use and update as needed)
- Meeting with Dean Freed
 - o The notes from the meeting are posted on our bulletin board
 - o Topics discussed included minimum requirements for exams and masters degrees, stipends, insurance, transportation, finding labs, increasing diversity, fellowship notification, fitz parking, and core class
 - o There was a separate stipend meeting with the program directors and student reps, where it was voted to increase grad student stipends by \$1000 starting next fall. Raul Torres was at this meeting and said that the grad student reps were well informed and had data to support the need for an increase.

Officer reports

- Frank (communications)
 - o 90% of the faculty have updated profiles on the website
 - o There will be a class offered by Frank to teach people how to use Dreamweaver to update and make web pages. The first classes will be January 10th and 11th
 - o Kathy and Andrea will update the main page of the site
 - o Student profiles are currently incomplete

- Jason Oh is looking into making a student forum
- Heather and Frank are working on a “Living in Denver” page
- Dean Freed and Sharon are working on an “Immunology in Denver” page
- The grad student handbook needs to be updated still
- Frank is looking into putting recruitment tools on the site, such as an interactive tour, and also making this available on CD to put in application material packets, likely to be done in the spring (Raul mentioned that the MSTP site has a tour)
- Heather asked for a time frame for web site progress, Frank said that the navigation and student handbook would be done by Dec. 19th and the student profiles by mid February
- Francina (Recruitment)
 - Recruitment will be the weekend of Jan 26th
 - The projection is to interview about 10-12 students and to take 4-5 students into the program
 - The goal is to try and do all of the interviews on one weekend
 - The department party will be held at J. Cambier’s house
 - Our recruitment budget is \$450 per recruit
 - Changes to recruitment
 - The main room for the interview day will be in Molly Blank
 - Instead of an interest interview there will be forums on different subject with a few faculty and interested recruits
 - There will be 4 one-on-one interviews
 - A poster session at the end of the interview day will be held in Molly Blank with student posters (volunteer basis)
 - Further changes for the “free day”
 - Take to Fitz for a tour Saturday morning
 - Cancel skiing and go for a drive/lunch in the mountains and a tour of the city
 - Changes in interview schedule: have another forum instead of faculty presentations, have an informal lunch with the current students instead of student presentations during lunch
 - There will be an organizational meeting on Jan 4th from 12-2 to organize and sign up for jobs
 - We also might participate in BSP recruitment (go to the poster session, have them visit NJC, help with transportation)
- Tony (Seminar speakers)
 - Paul Allen had to cancel due to illness, Tony is in the process of rescheduling
 - Martin Hemmler is a possible spring speaker (March/April)
 - There may be extra money available for a third speaker
 - The dinner would be catered and potluck and BYOB
 - The budget is still be worked out for these speakers
- Charles (Student Retreat)

- It was discussed that the length of the student talks was too long, and that we might want to reduce the number from 4 to 2 each day
- BSP and micro enjoyed coming to the retreat
- Would we like to invite micro again, or other departments?
- Mentioned that intramural football was in the fall, IGSB decided not to defray registration costs for sports teams
- Ryan (Data/Journal club)
 - The Fitz Journal Club went well, there were about 15 people
 - Need a January Data Club presenter
- Heather (Grad Affairs)
 - Would like to update the faculty after each of our meetings
 - Is planning focus groups for comprehensive exams and prelims
 - Handed out prelim exam questionnaires to fill out, for both faculty and students, please fill them out and return to Heather
 - She would like to have the questions done by next quarter to have the data and talking points for the groups
- Sarah (New Student Integration)
 - Will wait to talk about picking a thesis lab until after prelims are over and more rotations are done
 - Raul brought up ideas presented at the Steering Committee meeting
 - Having faculty host journal clubs in the evening with dinner for first years as a way for the students to see who has rotation/thesis space in their lab
 - Having a separate journal club for the first years (organized by Ross Kedl) to learn how to dissect papers, separate from the regular student journal club, possibly with already assigned core papers
 - Journal club for the classic immunology papers, or integrate more into the immunology classes
- Kim (Admissions)
 - Made brochures and pens with our web site and info to hand out (materials are on the top of the mailboxes on the 5th floor of Goodman)
 - Wants to find a way to track progress of this approach (there is space on the applications to mark this)
 - Went to the CSU grad fair
 - Gaby and Jeanette handed out info at SACNAS
 - The UCHSC office of diversity has materials to hand out as well
 - Wants to continue local advertising by continuing teaching at undergrad and high schools
- Jonathan (GSC)
 - There will be a shuttle stop by NJC in a couple years after all of the 9th avenue campus is moved linking all of the major affiliates of the university and hospital

- Senate info: with the consolidation of the CU campuses in Denver we can have access to the Auraria campus library and rec center, working on career services, as well as classes with math faculty in bioinformatics
- Kim Mace (Teaching and Learning)
 - JJ Cohen will have a seminar on “how to teach” in February
 - IGSB will host a lunch for this event
 - Had a committee meeting (in attendance were Darlynn, Kim J, Jeanette, Andrea, Charles)
 - Some committee members went to a HOMES workshop (hands on medical experience in schools) held in Denver Public Schools, put on via another group
 - Want to expand the teaching week at Pomona High School to other schools, use contacts made via HOMES
 - Suggested to have a Wikipedia account for graduate students to contribute to in immunology as a way to advertise and help writing skills
 - The careers in biotech/science symposium would be in late spring
- Jessica (secretary)
 - Order any office supplies via the secretary (so we can keep track of the budget and supply use)
 - The secretary will also be responsible for keeping budget records for the IGSB offices so we can track our own spending
 - Asked that the officers give copies of their budgets to the secretary for this purpose

New Business

- Steering Committee Meeting
 - RIP sign-in for students is mandatory starting in January, can only miss 25% of them
 - RIP review will be made for thesis chairs to attend the RIP and write a report/evaluation
 - Working our thesis committee guidelines
 - Possibly having a writing/techniques course
 - Keeping the comps deadline as Nov. 1 and not defending until January due to registration requirements from the university
- Elections
 - Will be held in May, with appointment pending until after prelims are passed (for first year students elected)
- Core note printing
 - Problems with using the 8th floor printer, they are being worked out at this point