

Graduate Faculty Senate Archive of Minutes

June 29, 2000

Attending: D. Keskula, C. Lapp, J. Allison, J. Perry, J. Borke, J. Lewis, D. Lewis, G. Caughman, C. Campbell.

I. The meeting was called to order by Dr. Deborah Lewis who was substituting for Dr. Lore Wright.

II. The minutes of the March 9, 2000 meeting were approved as written.

III. Committee Reports:

1. Faculty Affairs - Dr. Jerry Allison

Since the last Graduate Faculty Senate meeting, the Graduate Faculty Affairs Committee recommended approval of six applicants for appointment to the School of Graduate Studies: Dr. Raymond Chong, Dr. Alfred Lupien, Dr. Nancy Troy, Dr. Jana Saunders, Dr. Andreas Seyfang, and Dr. Larry Mellick. Two applicants were not recommended.

The Associate Dean for Graduate Studies received two letters from Department Chairmen that question the graduate faculty appointment criteria. We have decided to periodically review the criteria. A letter has been sent to departments having graduate programs (and to the School of Nursing), requesting that they review the current criteria and provide the Graduate Faculty Affairs Committee with suggestions applicable to their specific school and faculty.

The Committee is losing two members to early retirement and one member to medical school. We have replaced one member, and would like to replace two more. We request that Mr. William Andrews and Dr. Raymond Chong be added to the membership of the Graduate Faculty Affairs Committee. Mr. Andrews is an Assistant Professor of Medical Illustration and Graduate Studies. Dr. Chong is an Assistant Professor of Physical Therapy and Graduate Studies.

(The Senate accepted Dr. Allison's report.)

2. Graduate Student Research Day - Dr. Wendy Bollag

No Report

3. Program Development - report given by Dr. James Borke

The written report submitted by Dr. Jancis Dennis was reviewed by Dr. James Borke. The report was accepted by the Senate. The full report is available upon request (contact Gwyn Toole). There was some discussion regarding faculty qualifications to participate in the SGS8000 level courses. Faculty funding is not a requirement for participation in these courses.

The previously tabled proposal for a Master in Health Science program was discussed. The proposal was approved by the Senate. However, some clarification or development admission criteria is required.

4. Student Affairs - Dr. Joyceen Boyle

Although not in attendance, Dr. Boyle forwarded the following report to the Senate:

Student Travel:

January - March \$2325.63

April - June \$859.88

TOTAL \$3185.51

Nominations:

Student Affairs Committee nominated Andrew Clark (Advisor: Tom O. Abney, PhD) as the recipient of the MCG Faculty and Spouse Club Award for 2000. The award was presented prior to the May graduation services.

5. Nominating Committee - Dr. Scott Barman

No Report

(Post-script: Lynn Jaffe and Elizabeth Kenimer are the newly elected Graduate Faculty Senate members from the School of Allied Health Sciences.)

IV. Progress report of the ad hoc Task Force on Restructuring the Graduate Faculty Organization - Dr. Deborah Lewis

The full report submitted by Dr. Lewis is available upon request (please contact Gwyn Toole).

The proposed structure and function of the Graduate Faculty Organization was reviewed and discussed. Assembly meetings will be retained at which the Dean of the Graduate School will report on the state of the Graduate School. A Graduate Council elected by Graduate faculty will replace the Graduate Senate. The Associate Dean of the Graduate School, though not a voting member, will chair the Graduate Council meetings. The election process will ensure staggered terms on the Council. Suggestions were made and approved to change the wording of the Council duties to state "Select" rather than "appoint" a member of the Graduate Council to serve as chair of the Graduate Student Research Day Committee. Also, it was clarified that student membership is selected from students enrolled in Masters programs.

V. Dean's Report

Dr. Caughman reported that program review criteria and implementation is underway; this is a SACs requirement. Dr. Caughman also distributed a diagram that depicts the vision for the Office of Biostatistics; the vision includes the creation of an Office of Biostatistics and Bioinformatics.

VII. Adjournment

Dr. Lewis adjourned the meeting at approximately 2:15 P.M.

If you would like a copy of any of the above mentioned reports, please call Ms. Marvis Baynham at 721-3278 or email her at mbaynham@mail.mcg.edu.

November 9, 2000

Attending: M. Tingen, P. Cameron, L. Jaffe, J. Borke, G. Caughman, M. Kluger, C. Lapp, J. Perry, J. Allison, D. Lewis.

- I. The meeting was called to order by Dr. Martha Tingen at 1:00 PM and was begun with everyone introducing themselves.
- II. The minutes of the June 29, 2000, meeting were brought up for consideration and were approved as written.

III. Committee Reports:

1. Faculty Affairs - Dr. Jerry Allison

Since the last Graduate Faculty Senate meeting, the Graduate Faculty Affairs Committee recommended approval of four applicants for appointment to the School of Graduate Studies: Dr. Kathleen Wren, Dr. Anatolij Horuzsko, Dr. Guichao Zeng and Dr. Patricia Cameron.

The Graduate Faculty Affairs Committee met on June 9th, 2000, to consider suggestions submitted by departments having graduate programs and the School of Nursing relative to graduate faculty appointment criteria. Feedback was received from the School of Nursing, Department of Occupational Therapy, Department of Physical Therapy and Department of Oral Biology and Maxillofacial Pathology. The GFA Committee drafted revised graduate faculty appointment criteria and circulated the criteria among Committee members for two additional rounds of revision.

The Graduate Faculty Affairs Committee met again on August 18th, 2000, to further deliberate revision of the graduate faculty appointment criteria. It was decided to add adjunct appointment as a mechanism for graduate faculty appointment. We do have adjunct faculty here at MCG, so now we have a provision that adjunct faculty could be appointed to graduate faculty. So this proposal has been put in a draft document and sent to departments having graduate programs and the School of Nursing for comment. The deadline for comment on the revised appointment criteria is November 17th, 2000. To date, we have received a response from the Department of Medical Illustration. The GFA Committee will meet later this month to finalize our recommendations for revision of the graduate faculty appointment criteria. Recommendations will be forwarded to the Graduate Faculty Senate for consideration.

2. Graduate Research Day - Dr. Wendy Bollag

Dr. Bollag was not in attendance, therefore, the report was given by Dr. Patricia Cameron. Before giving the report, she stated that Graduate Research Day was a great success, the banquet was fun, and feedback from the students and faculty was that they enjoyed the speaker very much. She also said that Dr. Bollag did a wonderful job with Graduate Research Day.

Graduate Student Research Day was changed to Graduate Research Day to include post-doctoral students. The event took place on October 13th and had about 80 visiting undergraduates and their advisors participate from 10 different institutions. Dr. Cabot, the speaker, was videotaped so that people who couldn't make it could have a chance to see him on tape. Visitors were treated to student and post-doc descriptions of the quality research ongoing at MCG as well as tours of various research facilities and a seminar by the featured speaker, Dr. Myles Cabot from the John Wayne Cancer Institute. Dr. Cabot gave a fascinating talk on the problem of chemotherapy resistance and his research into

ways to combat this resistance to improve cancer treatment. There were a total of 59 presentations including 30 poster presentations by MCG graduate students, 9 poster presentations by post-doctoral fellows/associates, 10 interactive computer projects from Medical Illustration, 7 oral presentations by post-doctoral fellows/associates and 3 poster presentations by undergraduate students who had participated in the Summer MCG Undergraduate Research Program (SMURP).

The winners of the Excellence in Research Awards were Christy C. Bridges, Derin Keskin, and Dennis Maddox, all of the Department of Cellular Biology and Anatomy, and Michael Dohn and Stephen Hantus of the Department of Molecular Medicine. Also, Dr. Margaret Hardebeck of the Department of Medical Illustration was a winner in this category. The winner of the Educational Multimedia Award sponsored by the Department of Medical Illustration was Sheila L. Sexton. The Excellence in Research in Molecular Medicine Award went to Chadwick Hales. Shannon Clements won the Excellence in Research in Graduate Nursing Award. The Virendra B. Mahesh Award sponsored by the MCG Foundation was won by Andrew Clark. Susan Nozell was the winner of the R. August Roesel Award sponsored by the MCG Foundation. Jonathan Wetherington won the Lowell M. Greenbaum Award sponsored by the MCG Foundation. Jung-ren Chen was the winner of the Charles J. Hannan Award sponsored by the CSRA chapter of Sigma Xi. Jianhui Shu was the winner of the first MCG GRD post-doc award for the best poster presentation and M. Brennan Harris won the first MCG GRD post-doc award for the best oral presentation.

3. Program Development - Jancis Dennis

No report. Dr. Caughman said that the last communication was concerning two programs in molecular medicine. They were basically approved, but the committee had a few questions. Dr. Caughman asked Dr. Tingen to please circulate the report when it was received and Dr. Tingen agreed to do so.

4. Student Affairs - Dr. Joyceen Boyle

Dr. Tingen read the report that was submitted by Dr. Boyle. Student travel for January through March was \$2,325.63, for April through June it was \$859.88 and for July through November 9 it was \$3,358.25 bringing the year 2000 total to \$6,543.76.

Dr. Boyle also reported that it should be noted that the MCG travel office no longer considers travel to Canada as Aforeign@ travel. Therefore, funds from SGS can be used for student travel to Canadian meetings.

5. Nominating Committee - Dr. Deborah Lewis

No report. Dr. Lewis ask if there was a timetable for restructuring. Should they go ahead and nominate. Dr. Caughman reported that it would come up for discussion at the Assembly meeting next Thursday (November 16). Suggestions were made with regard to changing from the calendar year for this group and also in regards to serving staggered terms.

IV. Dean's Report

Dr. Kluger reported that the video tape for the Ph.D. biomedical sciences program is almost complete. James Worth is producing. Now that this is over, he would like to start concentrating efforts toward producing another video for recruitment purposes of the Master=s Programs. Haven=t decided when to start this one. Dr. Ross MacLean is trying to develop a Health Services Evaluation Master=s Program. He has a certificate program now. This is a hot area now, so there should be no problem filling classes. We are in the

early stages of developing a masters in Clinical Research, and not clear yet where such a program would be housed.

Dr. Caughman reminded everyone of the Graduate Studies open house on the 10th of November. Dr. Kluger said that everyone would be getting an announcement next week about the SGS Holiday Party to be held on December 16th at his house. It will be all desserts and beverages.

V. Other

Dr. Perry encouraged the group to consider changing the year to fiscal year (July 1-June 30) and to add terms of service. It was noted that if year changes, everything now would be extended to 18 months to include new term. People would have to know that they now don't finish in December. Dr. Caughman stated that the only exception would be the GRD committee because of the Graduate Research Day calendar. Current officers and committee members would need to know that in that case they would not finish in December.

Everyone was encouraged to attend the Graduate Faculty Assembly meeting on November 16th.

In regards to the restructuring of the Graduate Faculty Organization, Dr. Lapp asked why, in the new structure, the chair of the GRD committee has to be a member of the proposed SGS Council. Should a graduate faculty member be appointed to chair by the Council instead? Dr. Kluger wanted to know whether the chairperson would appoint the committee. It was decided that the approved changes would be put in bold and a few copies of the proposed restructure document would be available at the Assembly meeting on the 16th. The three proposals that were discussed were term, having an amendment regarding appointment of GRD chair, and changing the reference from MS to just Master=s degree in the document.

The amendment to change the general meeting of the Graduate Faculty from once a year to semi-annually as stated in Article III - Section 1. of the proposed restructuring document was proposed and approved.

Lynne Jaffe asked that a follow-up memorandum be sent regarding the two meetings (Graduate Faculty Assembly at 2 PM and MCG General Faculty Assembly at 4 PM) on November 16th. The memorandum needs to state that there are two different meetings at different times that afternoon so that everyone would understand there were two entirely different things.

VI. Adjournment

Dr. Tingen adjourned the meeting at approximately 1:00 PM.

March 2, 2001

Present: Dr. Martha Tingen, Dr. Gretchen Caughman, Dr. Carol Campbell, Dr. Carol Lapp, Dr. Jill Lewis, Dr. Jerry Allison, Dr. Matthew Kluger, and Dr. Elizabeth Kenimer

- I. The meeting was called to order by Dr Martha Tingen at approximately 2:00PM
- II. The minutes of the November 9, 2000 meeting reviewed and approved as written.

III. Committee Reports:

1. Faculty Affairs – Dr. Jerry Allison

Dr. Allison presented the revised criteria for faculty appointment to the Graduate School.

**MEDICAL COLLEGE OF GEORGIA
SCHOOL OF GRADUATE STUDIES
FACULTY APPOINTMENT PROCEDURES**

Dr. Allison also reported on a proposal to create a provisional appointment status. The concept is similar to that of adjunct faculty. The proposal is outlined below.

Proposal:

At the Graduate Faculty Affairs Committee meeting on December 12, 2000, the concept of provisional appointment to the graduate faculty was discussed. A provisional appointment would allow new faculty, that would not otherwise meet all criteria for graduate faculty appointment, to train MCG graduate students and to serve on graduate school committees. Provisional faculty could co-chair a thesis committee. The other co-chair would have their primary appointment at MCG and be a regular member of the School of Graduate Studies faculty whose appointment is in the same department, institute or center as the provisional faculty co-chair. The responsibility of the co-chair with regular appointment to the School of Graduate Studies faculty (as well as the other members of the thesis committee) would be to ensure that the student is properly trained according to the standards of the Medical College of Georgia. After three years of provisional appointment, a faculty member could apply for a regular appointment in the School of Graduate Studies. The Graduate Faculty Affairs Committee unanimously elected to forward this concept to the Graduate Faculty Senate for discussion.

Dr. Allison also submitted the following report regarding recent appointments to the Graduate School.

Recent Appointments: Since the last Graduate Faculty Senate meeting, the Graduate Faculty Affairs Committee recommended approval of eight applicants for appointment to the School of Graduate Studies: Dr. Lynnette P. McCluskey, Dr. Edward W. Inscho, Mary C. Downey, Dr. Michael W. Brands, Dr. Janet Jedlicka, Dr. Franklin H. Dennison, Dr. Mary Ellen Franklin and Dr. Mary Ellen Quinn. One applicant was not recommended.

Faculty Awards: Dr. Allison reminded the Senate that nominations are needed for faculty awards.

2. Graduate Research Day - No report

3. Program Development: Written report submitted by Jan Dennis and presented by Dr. Caughman. In the absence of Dr. Dennis, Dr. Caughman presented the following report:

Report from the Program Development Committee

Courses reviewed June 00 - February 01

The following group of courses was submitted from the Vascular Biology program and reflects the needs of the new structure of the Ph.D. program. All courses were approved.

- **Seminar in Vascular Biology (9000 level)**
- **Research in Vascular Biology (9000 level)**
- **Investigation of a Problem in Vascular Biology (9000 level)**
- **New Frontiers in Vascular Biology (8000 level)**
- **Fundamental Principles in Vascular Biology (9000 level)**

The following group of courses reflects the need for new courses offered as part of the Molecular Medicine program and the needs of the new structure of the Ph.D. program. All courses were approved pending some minor word changes that the Committee understands have been made by the department

- **Advanced Topics in Neurobiology.**
- **Advanced Topics in Developmental Biology**
- **Advanced Topics in Molecular and Cellular Immunology**
- **Advanced Topics in Gene Regulation and Cancer Genetics**

This group of courses reflects the need of the department of Physician Assistant to provide courses in Urology for its graduate students. The courses were sent for rewording and are now approved.

- **PAD 8700 Evaluation of the Urologic Patient**
- **PAD 8701 Clinical Urology, Core 1**
- **PAD 8702 Clinical Urology, Core II**
- **PAD 8703 Clinical Urology, Core III**
- **PAD 8710 Urologic Pharmacology**
- **PAD 8720 Radiographic Evaluation**
- **PAD 8730 Urodynamics**

HIV Management in Health Care. This course was received for discussion but withdrawn for further consideration within the School of Nursing.

4. Student Affairs: Written report submitted by Dr. Joyceen Boyle. In the absence of Dr. Boyle, Dr. Tingen presented the following report:

Since January 1, 2001, the Student Affairs committee has recommended that a total of \$4,245.34 be distributed to graduate students to support travel to professional meetings. This figure shows the increased amount of travel allocated to student use by Dr. Kluger, Dean, Graduate School.

During the last week of February, letters were mailed out to all program chairs asking for nominations for the MCG Faculty and Spouse Club award. Eligible students are rising seniors (not graduating in May 2001) and attending classes on a full-time basis.

I would like to acknowledge and thank the members of the Student Affairs Committee who have been extremely attentive to the work of this committee. They are: Drs. Sheila Bunting, Carol Campbell, Richard White and Tony Creazzo.

5. Nominating Committee: No report

IV. Dean's Report – Dr. Matthew Kluger

Dr. Kluger reported that the recruitment video is finished and ready for use. He explained that this tool could be used as a model for the development of other recruitment videos and that funds were available for the production of videos. Dr. Kluger circulated

the publication entitled “Tomorrow” which is a new brochure for recruiting faculty and students to the Graduate School.

Dr. Kluger also reported on the program development and the status of establishing collaboration with UGA for health services research. The need to establish a department of Biostatistics to support this type of collaboration was discussed. Dr. Kluger reported that he is in the process of recruiting candidates for the position of Director of Biostatistics. However, the issue of awarding tenure to someone in that position is still being addressed.

V. Associate Dean's Report - Dr. Gretchen Caughman: No report.

VI. Graduate School Representatives to the Academic Council Subcommittee:

Dr. Tingen reported that a ballot will be sent out to faculty to elect Graduate School representatives to the MCG Grievance Subcommittee and the MCG Nominating Subcommittee.

VII. Other

The Spring Graduate Faculty Assembly is scheduled for April 19 at 3:00 PM. The MCG Faculty Assembly has been rescheduled for April 19 at 4:00 PM

Dr. Tingen thanked Dr. Kluger for suggesting the new structure for the Graduate Faculty Senate and she thanked Dr. Lewis for chairing the task force that proposed the new structure.

VIII. The meeting was adjourned at approximately 3:00 PM.