**Neuroscience Program Faculty Advisory Committee Meeting**

**April 22, 2016**

**Present: Sortwell, Hegg, Jordan, Cobbett, Sisk, Symonds, Galligan, Gulbransen, and Kneynsberg (Grad Rep)**

Absent: Miller, Breedlove

Meeting was called to order at 3:06 pm

1. **Approval of meeting minutes**
2. **Program wide individual development plan (see attached)**
* Jim Galligan circulated the PowerPoint provided at cross-campus research (CCR) day. Caryl Sortwell discussed the mechanics on the individual development plan (IDP), mapping out the development plan. Sortwell indicated that several students at CCR expressed interest in having an IDP.
* Andrew Kneynsberg provided a student perspective of the IDP. He indicated the plan provided adequate support for mentorship from faculty, was good for goal setting of students, provided students with the opportunity to get training they may have missed.
* Cheryl Sisk liked the IDP idea when presented at the February FAC meeting. She indicated this may be a safety ne6t for some students.
* Jim Galligan said that any student who is on a NIH grant has had to fill out an IDP.
* Cindy Jordan asked what is the vision for the IDP? Who will lead it? Caryl Sortwell has agreed to lead the charge and will meet with Cindy Jordan to go over the IDP for NEU 807, since Cindy Jordan does have a session on IDPs.
* Caryl Sortwell’s goal is to implement the IDP process for the East Lansing campus during Fall Semester 2016.

Laura Symonds made a motion to implement the IDP on campus. Colleen Hegg seconded the motion.

All in favor for IDP’s to be implemented Fall Semester 2016 for the on-campus Neuroscience students.

1. **Mentor attendance at oral exam**
* GAC discussed the change of having mentors attend the oral examination.
* There was some concern about a junior faculty member having to ask a tenured faculty member to leave oral exam, if they were coaching or answering questions
* Students may feel uncomfortable with silent mentor in the room. Making the process more nervous for the student.
* Cindy Jordan expressed that advisors really want to be there. While Brian Gulbransen indicated that the students he has spoken to have indicated that they would be more nervous with a silent professor.
* Cheryl Sisk provided some historical information why the no mentor in the oral exam came about. Students felt the experience was not the same for all students due to the degree of the advisors involvement.
* GAC does not argue against the process, however they were several suggestions made during the discussion
	+ Keep faculty member out of the room
	+ Audio recording
	+ Skype or some type of video conferencing without being able to contribute verbally.
* Jim Galligan stated that for one year, audio and/or video non-verbal participation will be allowed by the advisor. This process will be revisited within one year and modifications will be made at that time.
1. **Oral comp exam paperwork**
* The oral comprehensive paper is a necessary form for the University to recognize our graduate students as “DD” status.
	+ Students will no longer be required to take 9 credits for full-time status.
* It is a student’s responsibility to bring the paperwork to the defense. They should email the graduate secretary to obtain the paperwork, prior to the defense.
* Cindy Jordan suggested faculty report the grades to Julie Delgado. Since the form is pre-populated, if the faculty member is not available at the meeting. The faculty member can stop by Julie’s office to sign the document.
1. **New Business**
* Cheryl Sisk wanted to clarify the date of the next FAC meeting. The next meeting is scheduled for Friday, May 13th.
1. **Old Business**
* GAC considered the proposed forum changes. Sarah Cooper presented the proposed changed. Peter Cobbett will send FAC members the thoughts of GAC out in an email.

Meeting adjourned at 3:30 pm