**Neuroscience Faculty Advisory Committee**

**Giltner Hall, Room 101**

**January 25, 2019**

**Attendance**: Gina Leinninger, Michelle Mazei-Robison, Marc Breedlove, Jim Galligan, Krishna Yelleswarapu (student rep), Galit Pelled, Alexa Veenema and Caryl Sortwell (chair)

**Old Business**

1. Action Item: Approve minutes from FAC meeting minutes from November 16, 2018
* Motion to Approve: Gina Leinninger
* Second: Alexa Veenema
* Motion passes

Previous Action Item: Jim will relay the sentiments from FAC to GAC regarding policy recommendations related to NSP admission

* + Jim stated that the sentiments have not been a part of recruiting, and not a program policy that the program need worry about. Jim added that evaluations of students are ongoing right now, and offers of fellowships are based on student qualifications and not faculty they want to work with.
	+ There was agreement that for the sake of follow through, sentiments raised in FAC will be relayed on to GAC as stated in the previous minutes.
	+ Caryl mentioned that there were not changes to what was already decided, and that this was discussed in means of checking on action items from last meeting.

Previous Action Item: Jim will initiate a conversation with CNS IT about scope and costs of NSP website redesign

* + Jim said that he spoke with Julie and Casey, who both maintain the Neuroscience website. Jim explained that the program can make any changes it feels necessary to the website according to IT. Jim then asked for clarification on what the exact concern was with the website.
	+ Caryl responded that it is suboptimal for recruiting purposes. She continued that the website’s accessibility is not “phone friendly”, and that they have heard people aren’t always clear on the East Lansing campus from the Grand Rapids campus. She also mentioned that a few ideas had come up in GAC.
	+ Caryl concluded that these are not complaints of how the website is now, but rather a focus on how to make it more useful. Caryl suggested that specialty teams could be highlighted on the website, and that there are different ways to enhance the website to build the program.
	+ Jim responded that faculty are clustered together on the website so that students can see the faculty in that specific topic area. Jim also stated that there is an alphabetized list of faculty including their concentrations, and other links are available to find faculty in specialty areas.
	+ Caryl suggested a committee of faculty members come together to deligate the website. The committee would come up with ideas to make the website more optimal. Caryl asked if are other resources in CNS for redesign?
	+ Jim confirmed there are no resources in CNS for redesign. He stated that they supply support and technical advice, but they do not give us with the resources we need.
	+ Michelle commented that she was in support of the committee and efforts to improve and update the website; she added making the website as easy to navigate as possible was a great idea.
	+ Carol, Krishna and Alexa would like to serve on the committee to redesign the website

**New Business**

1. Discussion Item: Feedback on revised inclusion, equity, and diversity (IED) statement
	* Caryl asked for any suggestions for change to the statement
	* Marc said that he would like a comma to seperate “sexual violence” and “sexual bullying”
	* No other changes were suggested

 Action Item: Approve and accept changes made to the IED statement

* Motion to Approve: Marc Breedlove
* Second: Alexa Veenema
* Motion passes
1. Discussion Item: Update on NSP Graduate Program recruitment (via Greg Swain)
	* Jim began by stating that the support and requirements differ by fellowship
	* Caryl asked what criteria will determine which students will qualify for these fellowships?
	* Jim responded that academic and research credentials are taken into consideration. Five students will be receiving fellowships from CNS at least; university level fellowships are to follow. University level fellowships offer two years of support, while CNS will cover just the first year.
	* Galit said that if our program doesn’t require the GRE, it may be more difficult to get these fellowships
	* Jim stated that decisions are made at the college level, and that any programs don’t require the GRE anymore
	* Gina added that the graduate school said as of next year, the GRE requirement will be gone.
	* Marc replied that many applicants have GRE scores, and that we may decide to favor those that do have higher scores. If all programs stop asking for them, then we will know the importance of the GRE scores. But until then, we won’t know for sure.
	* Caryl inquired about the applicants in regards to making offers. She stated that there were many positive comments about the students this year, and asked how many offers will be made?
	* Jim responded that 10 to 12 offers will be made in hopes to successfully recruit half of them
	* Caryl mentioned that faculty need to reach out and encourage the students they want to work who are also officially getting offers. She added that in order for recruitment to be a success, this is a crucial part of the process.
2. Discussion Item: Inclusion of Greg Swain in monthly NSP FAC meetings (this would require rescheduling)
	* Caryl stated she was open to including Greg for better communication between FAC and GAC
	* Discussion ensued that this inclusion would be a good idea. The more information and communication between FAC and GAC, the better. There was also discussion on a good timeframe that would work for new meetings to take place

Action Item: Caryl will have Julie send out a Doodle Pole to determine the new FAC schedule (Tuesdays are a possible option)

1. New Business: Our next FAC meeting is Tuesday, February 12 at 10:30am
2. No Old Business

Meeting adjourned: 1:30pm