
Regrets: P. Boutros, R. Khokha, A. Martel, D. Sears, A. Vitkin

Minutes: M. Casci

1. Approval of Minutes from the MBP Executive Committee meeting, January 10, 2018.
   The minutes were reviewed and approved.

2. Chair's Report (T. Kislinger)
   Dr. Kislinger reported the following:
   (i) The Faculty of Medicine has received an increase in government-funded positions (i.e. BIU funded spots). This year there are 52 BIUs for international PhD student allocated to the Faculty of Medicine and 222 more for MSc students.
   (ii) International PhD students will have the same tuition as domestic students, effective September 2018. However, this does not apply to MSc international students. These students will continue to have the higher tuition rate.
   (iii) The Faculty of Medicine plans to administer the online supervisor evaluations to the students in September 2018.

   Dr. Kislinger attended a recent meeting in the Faculty for Best Practices for Assisting Students in Crisis. The speakers at this meeting provided information with regard to different services for faculty to be able to use to help their students. Dr. Kislinger distributed this information to the Executive and the link to information to health and wellness offices for the students at the University will be added to the MBP website.

   Action: Add Health & Wellness link on the MBP website.

3. Report from Vice Chairs (J. Sled, C. Cunningham)
   Dr. Sled reported that the Graduate and Life Sciences GLSE office requested further clarity with regard to the curriculum and admission requirements written for the SGS calendar entry. The requirements for transfer/recategorization and PhD direct admission have been addressed. Discussion also ensued about making the seminar course 0.5 credit for MSc students and 0.5 for PhD students. It was concluded that the seminar course as 1.0 credit given during the student’s 2nd year will remain unchanged. Should the department decide to change this, a curriculum revision needs to be submitted to the GLSE Graduate Curriculum Committee.

   Dr. Cunningham reported on the planning for interview day on February 22, 2018. As part of his welcome to these applicants, he plans to use some of the best student publications to illustrate the research in the department.

4. Report from the Research Institutes Representatives (M. Lupien, B. Stefanovic)
   Dr. Lupien reported that some MBP faculty have cross-appointments to the newly created Vector Institute. Dr. Kislinger plans to include this information in his welcome talk to the applicants on the biology interview/recruitment day on March 21.
Dr. Stefanovic didn’t have anything to report on behalf of SRI.

5) Report from Student Executive (T. Huang, C. Lee)
i) Mr. Huang confirmed that the exit interview questionnaire is complete. He will try to implement via survey monkey. The questions were reviewed by the Executive and it was suggested that the questionnaire be vetted by an MSc student studying survey design before administering.
ii) Mr. Huang also confirmed that the Outreach Committee has organized another visit this year for high school students to tour labs during March break. This was a very successful event last year.
iii) Ms. Doodnauth discussed issues with regard to a university-wide mandatory leave of absence policy. The policy is in draft form, but should include the requirement for consultation with a mental health practitioner. As a result this policy has been tabled with Vice-Provost’s office.

6) Physics Rotation Survey (B. Stefanovic)
Dr. Stefanovic reported on the physics rotation survey, which was sent to the physics faculty. A town hall meeting was held to discuss the survey and Dr. Stefanovic provided a summary: The survey results indicated that three quarters of physics faculty answered that there should be additional exceptions as to why a student and supervisor can choose not to complete rotations. There was an unanimous vote from the Executive to keep rotations.

7) Proposed changes to Medical Biophysics Policy on Student Rotations (T. Kislinger)
Proposed changes to Medical Biophysics Policy on Student Rotations was circulated to all faculty asking for comments. The Executive reviewed these comments and it was agreed to amend the proposed policy to include the following:
- MD/PhD students may choose not to complete rotations, but the consent of proposed supervisor is required;
- Students are exempt if they completed a co-op or summer research term in the proposed supervisor’s lab prior to applying to the department;
- A student must meet with a prospective supervisor prior to selecting that lab for a rotation.

The policy was voted upon at the Executive meeting and the Executive voted in favour, but with 2 dissenting faculty and 1 dissenting student.

**Action:** Dr. Sled to include above amendments in the policy and circulate

**Action:** Send rotation survey to biology faculty and schedule town hall meeting.

7) Equity, Diversity and Inclusion (EDI) (S. Stefanovic)
This agenda item was tabled for next meeting.

8) Composition – Appointments & Promotions Committee (T. Kislinger)
Tabled until next meeting.

9) Geneva Park – 2018 Keynote speaker (M. Casci)
Dr. Kislinger suggested that the students create themes for the sessions and provide suggestions for keynote speakers.

**Action:** Geneva Park student committee will create themes and provide suggestions.
10) 4th International Li-Fraumeni Syndrome Symposium – Sponsorship (T. Kislinger)
Dr. Malkin requested MBP support for this symposium. The Executive discussed how to decide which symposiums, etc should be supported by MBP. Dr. Penn suggested that there should be some guiding principles; such as, determining how MBP students are attending such events. It was agreed that requests for sponsorship should be assessed on a case-by-case basis.

Meeting Adjourned: 11:00 am.