1. Approval of Minutes from the MBP Executive Committee meeting, December 13, 2017.
The minutes were reviewed and approved.

2. Chair's Report (T. Kislinger)
Dr. Kislinger confirmed that he had nothing to report.

3. Physics Rotation Survey (B. Stefanovic)
Dr. Stefanovic confirmed that the survey was sent to Physics faculty members on December 22 and that at this point 50% of the faculty members have responded. There were many suggestions that 1 rotation be pre-selected and that the Rotation Market should continue to take place. 80% of respondents suggested that faculty members be given the choice of opting out of rotations. Dr. Simon Graham, who is chairing the physics rotation committee also attended the meeting to give his input. It was recommended that the Executive needs additional survey results before further assessment of rotations can occur.

There will be a Town Hall meeting for Physics-stream faculty on January 24 at Sunnybrook.

Dr. Stefanovic also confirmed that a survey was sent to students and the response was good.
Dr. Boutros suggested that a document summarizing the criteria and goals of the rotations program be circulated.

Action: Will discuss survey results and town hall meeting at next Executive.

4) Microscopy Module – Support for AOMF Hands-On session (T. Kislinger)
Dr. Kislinger reported that Dr. Brian Wilson, the coordinator of the Microscopy Module has planned a practical session for this module. The session is to be given by AOMF and the cost will be $100 per student. There are 12 students taking the module in 2018 and Dr. Wilson has asked MBP to reimburse the cost for each student.
Action: Request approved for the 2018 session; however, such expenses will need to be reviewed for future sessions.

5) Merit Award for Approval (T. Kislinger)
The committee reviewed a proposal for a MBP PhD Achievement award to be given to three PhD students (basic, applied and translational) for outstanding academic achievements. The Executive agreed that three awards will be awarded annually at Geneva park for $2,000 each
Action: The policy for this merit award will be posted on the MBP website and faculty and students will be emailed about this new initiative.
6) Report from Vice Chairs (J. Sled)
i) Dr. Sled reported that CAMH is growing their Imaging faculty and would like these individuals to be appointed as faculty to Medical Biophysics. **Action:** Dr. Kislinger and Dr. Sled will meet with Dr. Bruce Pollock, CAMH, to discuss MBP’s appointment policy and procedures.

ii) Dr. Sled also discussed the policy regarding passing or failing a module. He pointed out that students whose final grade on a module is 69% or lower is a failing grade as per SGS policy. Students who fail a module must re-take it. If the module is not offered again within the necessary time-frame for that student, the student will take a comparable module. If the student obtains a better grade on re-taking the module, the failing mark is removed and the new mark will be averaged with another module mark to obtain the final grade for 0.5 credit. Students who receive a grade of 70% or higher are not permitted to re-take modules.

7) Report from Research Institute Representative (B. Stefanovic)
Dr. Stefanovic confirmed that she had nothing to report.

8) Report from Student Executive (T. Huang, C. Lee)
i) Mr. Huang confirmed that the JLM Symposium will be held at the U of T Pharmacy Building. Dr. Kislinger reminded him that it is important to keep the venue of the event consistent and also to use a location which is suitable for the number of expected attendees.

ii) Mr. Huang also confirmed that the Alumni Networking event is to take place on June 13 at Hart House. There are expected to be about 5 or 6 alumni speaking.

iii) Mr. Huang also reported that the results of the Geneva Park survey will follow.

iv) Dr. Kislinger asked Mr. Huang the status of the Exit Interview Survey and Mr. Huang confirmed that the survey is in the process of being finalized and will be sent to all alumni.

9) Web Page (T. Kislinger)
The committee reviewed the department website. It was agreed that there are some elements of the site could be improved or simplified. It was also pointed out that the website’s appearance on a cell phone should be considered. **Action:** A small committee to be formed to develop detailed changes with focus on the home page.

10) Other business
Ms. Casci advised that potential dates for the Annual Departmental meeting are June 11, 12 or 14. She asked the committee to confirm which date the meeting should be held. Dr. Kislinger suggested that the meeting be held at a different time of the year. It was determined that May 14th would be a suitable date. **Action:** Check room availability.

Meeting Adjourned: 11:02 am.