
REGRETS: A. Chan, S. Doodnauth, R. Khokha, T. Pugh, A. Vitkin

Minutes: D. Sears

1) Approval of Minutes from the MBP Executive Committee Meeting, June 14, 2017
The minutes of the meeting were reviewed and approved with the following amendments proposed:
Item 6: Dr. Bojana Stefanovic’s name to be added to those faculty members to be invited to join the Executive Committee.
Item 11: Dr. Sled advised that the GLSE is proposing the centralized system and has not implemented it at this time.
Dr. Kislinger confirmed that Ms. Dang has set up a page on the MBP website where minutes will be posted.

2) Chair’s report (T. Kislinger)
i) Dr. Kislinger discussed a situation where a new student advised about not being able to attend the beginning of the first rotation due to a vacation. He proposed that the offer letter should stipulate this and re-iterate that students must attend on all days of their rotations.
Action: Amend offer letter
ii) Dr. Kislinger also advised that Dr. Laurie Ailles wishes to step down as Coordinator of the Summer Student Program.
Action: Dr. Kislinger to discuss further with Dr. Benjamin Haibe-Kains (who has accepted the invitation).
iii) Dr. Kislinger reported that he attended the GLSE Retreat. Dr. Reinhard Reithmeier’s study of 10,000 PhD’s was reviewed and potential conclusions of this study were discussed.
iv) Dr. Kislinger advised that the Department of Molecular Genetics holds an Alumni Day annually and proposed that MBP do the same. It was suggested that this be run by students and Dr. Lupien suggested that it be done at the time of the Open House. However, it was agreed that the logistics of hosting MBP Alumni Day with Open House would be difficult.

3) Report from the Vice Chair (J. Sled)
i) Dr. Sled reported on the progress of scheduling for modules for the academic year 2017-18. Dr. Cunningham was asked if he will be offering the Advanced MRI module during the upcoming academic year and he confirmed this.
A module coordinator is needed for the module on Cell Biology for Physical Scientists as Dr. Rast is no longer in Toronto.
Action: Dr. Kislinger will start to approach MBP faculty members to teach in this module (possible start dates for this module will be spring 2018).
ii) Dr. Sled also confirmed that an Introductory Statistics module will be offered in November 2017.
Action: Ms. Sears to book a large room to accommodate approximately 50 students on Mondays for this module
iii) Dr. Stuart Foster announced that he is stepping down from the executive committee. He has been on the committee for 25 years.

4) Report from the Student Executive (S. Chiang)
i) Mr. Chiang confirmed that Ryan Jones has agreed to give an exit talk at the Geneva Park Retreat.
ii) Mr. Chiang also proposed that a time to completion slide be included in the presentation given at orientation.
iii) Mr. Chiang confirmed that the MBP Olympics will take place on Friday, July 28 at Sunnybrook Park. The games begin at 11 am and the barbecue will be at 2 pm. He invited all members of the Executive to attend.
iv) Dr. Kislinger also suggested that an award be instituted for the best Physics and Biology Theses.

**Action:** A committee is to be formed to review theses.

5) **Supervisory and Pre-Supervisory Committee Meeting forms** (M. Lupien, D. Sears)

Revised versions of these forms were distributed and Dr. Lupien explained that the Pre-Supervisory Committee Meeting form has been re-named as the Research Summary Report (RSR). He proposed that completion of the RSR form be mandatory for all students and that the completed form be submitted to the MBP office with the completed Supervisory Committee Meeting Report form (SCM).

Dr. Foster proposed that students should be asked to download a copy of their transcript from ROSI and bring this to the meeting instead of listing courses needed for completion of the program.

Dr. Lupien also suggested that Question 7 have a “N/A” option for first year students and that Question 13 should read “Conference Presentations” instead of “Presentations.”

It was agreed that all of the above modifications be made to both forms and that completion of the RSR form should be mandatory.

**Action:** i) Ms. Sears to make the proposed amendments to the forms

ii) Once the forms are revised, Dr. Kislinger will e-mail faculty and students to explain the change in procedure for Supervisory Committee meetings.

6) **Recruitment Update 2017-18** (M. Casci/D. Pow)

Ms. Casci reported that there are 26 students joining the Physics stream in September; 8 of these are direct entry PhD’s and 18 are Masters.

For the Biology stream, there will be 17 new students beginning the program in September.

7) **Geneva Park/Rotations Market Update** (M. Casci)

Ms. Casci confirmed that 33 faculty members are interested in participating in the Rotations Market; of these, 8 cannot attend and will be sending representatives.

It was noted that another Admissions Coordinator for the Biology stream is needed; this will be discussed at the next Executive Meeting.

8) **Application Deadline** (C. Dang)

Ms. Dang asked if the application deadline be re-considered as the Open House is taking place in October.

It was agreed to keep the deadline at early January.

A second Interview Day was proposed due to the volume of applications.

The issue of applicants listing preferred faculty members on their applications was discussed; it was suggested that instead of doing this, applicants could be asked to provide keywords for the areas of research interests.

9) **Other business**

i) Ms. Casci advised that an MBP representative is needed on the University of Toronto Faculty Council.

**Action:** Dr. Kislinger will attend the Faculty Council meetings.

ii) Dr. Hakem suggested that cross-appointed faculty members whose MBP appointments are being terminated should be advised of the termination in person and not by letter.

iii) Dr. Cunningham commented that the section of the MBP Student Handbook regarding transfer credits should be revised to provide a clearer description of how transfer credits are granted.

Meeting adjourned: 10:58 am.