

BIOCHEMISTRY GRADUATE STUDENT COUNCIL (4/2007)

I. Council Co-Chairs (2 or 3 students)

1. Appoint and/or solicit volunteers to serve on departmental committees
2. Organize a bi-monthly meeting of graduate students to discuss:
 - a. Committee progress from above
 - b. Concerns of and suggestions from students
 - c. Miscellaneous information relevant to grads
3. Disseminate information
 - a. additional meetings
 - b. posting of notices/announcements on the grad student bulletin board
4. Organize "coffee breaks"
5. Organize informational orientation for new graduate students (e.g. coffee break format)
6. Work in association with the Undergraduate Biochemistry Club
 - a. organize an information session for undergrads interested in graduate school
 - b. organize department visits from industry (as per the Eli Lilly visit) to discuss career options
7. Organize annual graduate student meeting for the coming year's grad student council
 - a. this should occur by May 1 to allow overlap time between incoming and outgoing participants
 - b. call for open nominations about 1-2 weeks prior to annual meeting

II. Faculty Representative (1 student)

1. Maintain a graduate student "suggestion box"
 - a. Bring suggestions to the attention of graduate co-chairs or department chair, if relevant;
 - b. Bring suggestions to the attention of the faculty at faculty meetings;
 - c. Submit suggestions, which should be acted on by the faculty to the Graduate Advisor so they can be forwarded to the Faculty Advisory Committee.
2. Attend all faculty meetings in the same mode as faculty, except as reserved. The matters reserved to the faculty are:
 - a. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty;
 - b. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members;
 - c. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning the above matters;
 - d. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University;
 - e. Matters concerning the academic standing of students.
3. Report to the graduate students on major issues discussed at faculty meetings.
4. Report to faculty on major issues discussed at graduate student meetings.

III. DSAC (Dean's Student Advisory Council) (1 student)

Meetings with the Dean of College of Natural Science regarding undergraduate and graduate issues.

IV. COGS (Council of Graduate Students) (1 student)

1. Attend COGS meetings and report relevant information to graduate students.
- monthly meetings, plus meetings as participants on COGS-based committees
2. Disseminate information on COGS issues or gatherings (fall bonfire).

V. Admissions (1 student)

(Per faculty by-laws for faculty committee assignment: "To evaluate applications for admission to the graduate programs of the Department, to make recommendations to the departmental Chairperson as to whether or not the applicants should be admitted and, if so, with what conditions (if any), to supervise the administration of the evaluation process, and to ensure appropriate notification to the applicants of the results of this evaluation.")

VI. Graduate Programs and Curriculum (up to 4 students)

1. General Charge - to review, evaluate, and make recommendations concerning matters pertaining to the graduate program in Biochemistry and Molecular Biology. These matters shall include, but not necessarily be limited to graduate admissions criteria, the broad issues of graduate curriculum and degree requirements, and graduate financial aids and awards. Additionally charged to review the grad student guidelines.
2. Per faculty by-laws for faculty committee assignments: The **Graduate Programs and Curriculum Committee** shall consist of four faculty members, and an equal number of graduate students elected by the graduate students, as specified in the Bylaws of the Biochemistry and Molecular Biology Graduate Students Association. Both faculty members and graduate students shall have the right to vote and shall serve one-year terms, beginning the first of July of each year. Members of the committee, both faculty members and graduate students, are eligible for up to two additional one-year terms. The committee has the responsibility to review, evaluate, and make recommendations concerning matters pertaining to the graduate program in **Biochemistry and Molecular Biology**. These matters shall include, but not necessarily be limited to, graduate admissions criteria, the broad issues of graduate curriculum and degree requirements, and graduate financial aids and awards. The committee is charged with the responsibility to review, periodically, the "Guidelines for the Doctoral and Masters Programs in Biochemistry and Molecular Biology" document and to recommend any revisions that the committee considers desirable. All recommendations of the committee shall be forwarded to the faculty for final approval and implementation. In making a formal recommendation to the faculty, at least three faculty members of the committee will have voted. A majority of these who voted must be in favor of submitting a recommendation. The faculty will not take final action on matters that are the responsibility of the committee without first requesting and considering a recommendation by the committee.

If the faculty wishes to substantially alter a recommendation of the committee, they will send the matter back to the committee and obtain their opinion before final action is taken.)

VII. Judiciary (1 student)

1. The functions of this committee are as specified in the related Article of the current *Graduate Students Rights and Responsibilities* document. Members of this committee, or alternates, chosen by the Department Chairperson, will also serve to hear grievances filed by undergraduate students under procedures prescribed in the Michigan State University Academic Freedom Report.
2. (per the faculty by-laws for faculty committee assignments: "The membership of the **Student Judiciary** shall consist of the Department Chairperson or his/her designate (to act as Chairperson), three graduate students, and three faculty members. The three graduate students and several alternates will be selected by the graduate students as specified by the Bylaws of the Biochemistry and Molecular Biology Graduate Student Association. The three faculty members and alternates shall be selected by the Faculty Advisory Committee at the time when normal committee assignments are made. The faculty members and alternates will be determined by random selection of names from a pool containing the names of all faculty members; the first three names drawn will be designated as regular members and the next seven names drawn will be designated as alternates to serve, as required, in the order in which they were drawn. Members are to serve a one-year term. The one-year term shall not preclude the selection of any member or alternate the following year. Members of the Judiciary involved in a case at issue shall be disqualified and replaced by alternates. The judicial process shall be that described in the related Article of the current *Graduate Students Rights and Responsibilities* document.")

VIII. MSU-IDEA (1 student)

"Ad-hoc" committee; prompted by the University Program for Ethnic Diversity..."How do we get more women and minorities into the sciences and keep them here?"

IX. Web Committee (up to 4 students)

-Update and maintain Biochemistry Graduate Students website and solicit annual updates from all graduate students.

X. Speaker (1 student)

1. Meet with Biochemistry Seminar Committee and advise on seminar speakers for the coming Fall and Spring semesters.
2. Invite and host one seminar speaker.

XI. Holiday Party (as many as want to participate!)

1. Plan the upcoming holiday party
 - a. Find and book a location, decorations
 - b. Allocate departmental funds and/or find alternate funds for expenses

- Company Sponsors in return for product table/display/advertising
- c. Order and/or solicit departmental members for food and drinks.
- d. Organize and communicate itinerary to department (via Jessica)

XII. Poster Session / Retreat Party (2 or 3 students)

1. Organize a retreat where students and post-docs can present their research (poster and/or seminar format) outside the MSU setting
 - can be conducted in conjunction with the Genetics retreat
2. Organize bi-monthly poster session within BMB throughout the year
 - each session to be hosted by each floor of the building
 - students outside of Biochemistry Building labs to be incorporated as room is available on the hosting floor
 - organize snacks and refreshments for the event