IPIB Steering Committee Meeting
2013-2014
Wednesday, November 20, 2013, 1:00pm
179 Biochem Labs

MINUTES

Present: Dave Brow, Margaret Clagett-Dame, Mike Cox, Jim Keck, Ivan Rayment, Mike Sheets, Shruti Waghray
Absent: Ann Palmenberg

1. **Update of the development of the two-semester course for incoming IPIB students** – Rayment
   Mr. Rayment plans to meet with Betty Craig and Tricia Kiley regarding the staffing of the new courses, which will be helpful information in completing its development. Ad hoc committees have met to discuss the format and content of each semester. At this time it would appear that the first semester is more developed than the second semester.

   Mr. Keck offered to contact DoIT to learn if they offer online modules that students can use to gain any background knowledge that they will be expected to know and that will not be taught in class. The results of Mr. Keck’s efforts are outlined in the attached email dated November 21, 2013.

   Mr. Cox volunteered to participate in defining what the faculty think the students should know coming into the Program, i.e., what topics will be available in the online module.

   Ms. Waghray said she would direct Mr. Fima Zaltsman, the SFLC member appointed to the Curriculum Committee, to contact Mr. Rayment regarding his role in developing the new course

2. **Individual Development Plans (IDPs)** – Rayment
   a. MBTG’s take (attachment)

   Mr. Rayment advised the Committee that the NIH is encouraging awardee institutions to develop a policy requiring Individual Development Plans (IDPs) for all NIH-supported graduate students and / or postdoctoral researchers to be in effect by October 2014. The Committee agreed that such a tool is very useful to students as they consider their career options and the type of background they might need to enter into them.

   The Committee reviewed the IDP Guide prepared by the MBTG coordinator and determined to adopt a similar protocol, which will require IPIB faculty approval.

   Ms. Ryan will take the lead in drafting IPIB’s IDP protocol.

3. **Proposed GTAC Language to make policy that core courses (501 and 651; and 507 and 508) get first consideration for graduate assistant assignments** – Bednarek / Rayment
   TABLED – GTAC determined to continue to address GA assignments on a case-by-case and as-available basis
4. **Proposal to change the formal description of the Examination and Certification Committee (ECC)**
   - Brow (attachment)
   Mr. Brow presented the modified description of the ECC for the IPIB handbook, which more accurately reflects its responsibilities. The Committee approved the new description, including the decrease in Biochemistry members from 2 to 1 and the elimination of SFLC representatives.

5. **Questions and comments on the revised IPIB handbook** – Rayment
   Mr. Brow pointed out that the IPIB curriculum in Appendix D needs further updates to departmental namechanges and course crosslistings, which Ms. Ryan will facilitate. The handbook will then be ready for circulation among IPIB faculty and an electronic vote to accept or amend it. Once the revised handbook is approved, it will be posted on the IPIB website and students will be notified via email.

6. **Update on SFLC Activities** – Waghray
   **IPIB Retreat** (attachment)
   Ms. Waghray shared the evaluation results of the IPIB Retreat, which were numerous and largely positive.
   a. Most respondents would like the Retreat to be an annual event
   b. The Overture Center was very well received as a venue; but if attendance increases, it may not be large enough. The coordinators of the 2014 IPIB Retreat are exploring other local venue options
   c. There should be more and shorter talks, particularly from graduate students and postdocs
   d. A sit-down lunch with assigned seating would force people to meet new people, and would replace dinner which is typically more expensive

   **SFLC Goals and Budget Update** (attachment)
   She also reviewed the revised goals of the SFLC and provided an update on the SFLC budget.
   Highlights include:
   a. An IPIB tea time is being developed to occur 1 to 2 times per month and all members of IPIB labs will be encouraged to attend. The SFLC is currently exploring securing corporate sponsors to defray the costs (~ $100 per tea time)
   b. The Student Seminar Series has been reincarnated as the Student Lunch Symposia to give students an opportunity to present their science in an informal setting and get constructive feedback from their peers. Postdocs are also welcome
   c. The new Career Committee will help increase graduate student awareness of career options for a PhD in Biochemistry
   d. Community service and science outreach efforts increase, in part to use as leverage for getting NIH and NSF grants ("broader impact" guideline)
7. **Update on lab rotations and thesis lab assignments** – Sheets
   Mr. Sheets recapped the key dates for final lab rotations and thesis lab assignments:
   a. **December 6** – thesis lab choices due from rotators; selected faculty notified
   b. **December 9** – selected faculty advise whether or not they will take students into their labs
   c. **December 11** – NSOC meets to make lab assignments
   d. **December 12** – Steering Committee meets to ratify lab assignments
   e. **December 13** – lab assignments are announced prior to the Holiday Party

8. **Update on recruiting for 2014-15** – Keck
   Mr. Keck updated the Committee on recruiting efforts for 2014-15. Highlights include:
   a. The Recruiting and Admissions Committee is currently surveying IPiB faculty to determine how large the incoming Class of 2014 should be
   b. No MBTG slots will be available in 2014-15, due to an unusually high acceptance rate in 2013-14
   c. IPiB was granted $101,200 in flexible funds, the highest of any University program, largely due to the quality of its incoming students
   d. The second and third (if applicable) recruiting weekends will allow for IPiB applicants to interview with the Chemistry Department and vice versa as part of the inter-program initiative. If no Chemistry applicants interview with IPiB, the initiative will be re-assessed
   e. Recruiting (1 person) and Admissions (2 people) are both big jobs. For discussion at an upcoming Steering Committee meeting will be whether to separate the responsibilities and share them among more people and / or to move them from one person to another each year

The meeting was adjourned.

Respectfully submitted,

Kate Ryan
Hi all,

I wanted to update everyone about campus and free on-line resources that are available for the on-line content that we have discussed having in the first-semester of the IPiB graduate course that is currently under development. As a reminder, we agreed in our first meeting that it would be best to have the more rudimentary biochemical concepts contained in on-line modules so that our in-class concepts could focus on higher-level concepts. All of the students enrolled in the class would be responsible for knowing the on-line content, which would include amino acid structures, core equations (Nernst, Henderson-Hasselbalch, etc), and other topics.

Earlier this week I met with an academic technology consultant from DoIT (Margene Anderson) to discuss how we should be planning the on-line content and how we would actually put it all together. There are a huge number of technologies that are available to us (Piazza, Blackboard Connect, iTunes, Google Apps) and we would be able to use the Desire2Learn learning management system with which many of us are familiar. DoIT has support staff who are eager to help in our effort as well. So this is all great news and Margene is excited to help out. I would be happy to talk with anyone who wants to hear more about what I learned in my first meeting and Margene is available to discuss on-line content development further if anyone would like to delve into this more deeply.

In terms of developed (i.e. free) on-line content, there are some really good resources available. One of my favorites is Kahn Academy, which has well developed modules that cover many of the basic biochemical topics that we have deemed to be necessary background (biomolecules, amino acids, redox reactions, basic thermodynamics and chemical kinetics, basic organic definitions, basis pathways of metabolism). We could potentially couple links to these modules with quizzes that we create to measure student preparedness. Please check out the Kahn Academy site to see what they offer. Also, if you know of free content that you like, please let everyone know. We can develop new on-line content if we wish and there may be some topics where this will be required, but we all hate to reinvent the wheel when it is not necessary!

Sincerely,

Jim

James L. Keck, Ph.D.
Professor, Department of Biomolecular Chemistry

For regular mail:  
James L. Keck  
Department of Biomolecular Chemistry

For shipping packages:  
James L. Keck  
Department of Biomolecular Chemistry
Individual Development Plan Guide for MBTG Trainees, Fall 2013
C. Hull 10/2013

Recent guidelines from the NIH indicate that all graduate students and post-doctoral fellows that are supported on NIH grants, regardless of source, should have an Individual Development Plan (IDP) in place for their training (NOT-OD-13-093). "NIH encourages grantees to develop an institutional policy requiring an Individual Development Plan (IDP) for every graduate student and postdoc supported by any NIH grant."

IDPs are recognized as useful tools for career planning and development for trainees. While these documents have been used by many individuals for the last decade or so, the NIH wants to see larger utilization and implementation for all trainees, including those receiving Training Grant support.

MBTG IDP Implementation:
In response to this directive, MBTG will now require all trainees to write an IDP effective immediately for all trainees beginning their third years of training or later. Third, 4th, 5th, and 6th+ year trainees will now be required by MBTG to develop and provide a copy of their completed IDP along with their regular annual MBTG Progress Reports.

Year 1: The MBTG requirement for an IDP in the third year will be presented to trainees at the Annual Retreat, and resources for developing the IDP will be provided.

Year 2: Trainees will be reminded of the IDP requirement in the third year at the Annual Retreat.

Year 3: Trainees will be required to develop and provide a copy of an IDP at the time of their annual Progress Report and meeting with an MBTG SC member.

Years 4 and 5: Trainees will be required to provide an updated IDP at the time of their annual Progress Report and meeting with an MBTG SC member.

Years 6+: Trainees will be required to provide an updated IDP at the time of their annual Progress Report and meeting with the MBTG Director.

Upon degree completion: Trainees will be required to participate in an exit meeting with the MBTG Director at which time a review of the trainee’s MBTG experience and IDP will be carried out.

MBTG IDP Resources: Sciencecareers.org in collaboration with the Burroughs Wellcome Fund, UCSF, the Medical College of Wisconsin, and FASEB has developed an online IDP development resource. http://myidp.sciencecareers.org/. We ask that MBTG trainees use this resource to develop their IDPs (unless required to use other formats/resources by another institute or program*).
Current ECC Description:

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[Co-chairs are selected from among the core faculty members listed above, one from each department. One co-chair is appointed to the Steering Committee?]

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Responsibilities

i. Ensure students are effectively tracked through the Program for timely completion of the requirements

ii. In advising students on course selection, the advising and thesis committees should ensure that each student has adequate instruction in the core disciplines of biochemistry. In addition, to the extent consistent with optimal research training for each student, the advising and thesis committees should encourage cross-disciplinary training of students

Proposed ECC Description:

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Responsibilities

i. In collaboration with the Student Services Coordinator, ensure that students are effectively tracked to assure timely completion of the degree requirements

ii. Identify and inform students of undergraduate course work deficiencies that must be rectified before students can achieve dissertator status

iii. Approve the composition of first year students' proposed thesis committees, assuring that they meet program requirements

iv. Select the chair of each student's thesis committee for the purposes of the Preliminary Examination. The chair must be an IPiS member other than the student's thesis advisor

v. For any conditional passes or failures of the Preliminary Examination, monitor students' satisfactory completion of the examination

vi. Review and rule on requests for substitutions to the pre-approved seminar courses for satisfaction of the seminar requirement
2013 IPiB Retreat  Friday, September 13, 2013 at Overture Center, 174 attendees

Organized by Darryl Wesener with help from Loren LaPointe, Kate Ryan, Kim Haupt

Very well received overall, also got many responses to survey afterwards

Annual retreat is the goal, unclear about funding level.
(Would the departments pay for an offsite, overnight retreat?) More people are willing to travel than to pay a fee. Most people really liked a local, one-day retreat but thought the day was too long.

High rankings for the Retreat, Overture Center, and food. Beverages could have had more variety.

Promenade Hall at Overture - great venue, but very crowded earlier in the day. May be an issue if attendance is higher next year.

Majority became more aware of research in IPiB labs and met new people!

2014 IPiB Retreat Plans  Friday in September 2014

Committee is set, planning is starting now. Looking at other venue options: Promega, Monona Terrace, MATC East.

Auto-register first years

View/edit registration

Adjust format (no dinner):

7:45am – 8:30am  Breakfast buffet (community) and registration check-in
8:30am - 10:00am  Research talks
10:00am – 11:00am  Break and informal posters*
11:00am – 12:30pm  Research talks
12:30pm – 2:00pm  Sit-down lunch, followed by dessert and coffee with posters*
2:00pm – 3:30pm  Research talks
3:30pm – 4:00pm  Break and informal posters*
4:00pm – 5:00pm  Research talks
5:00pm – 7:00pm  Reception and posters*

*Divvy up the times when people staff their posters? Assign seating to encourage networking with people you don’t know

Change length of talks to 15 – 20’ with more talks from students and postdocs

Add teambuilding or icebreaker activity?

Be more inclusive of all members of IPiB labs

Represent both departments in faculty and student speakers

Maybe 2015 retreat will be offsite?
SFLC Goals and Budget Update

Goals of SFLC this year:

1) Create more opportunities for interaction and collaboration within the program.
   - social events (as in previous years: New student welcome picnic, Halloween social, Holiday party, Art Show, Elections BBQ), these are great for the students to get to know each other, not much student-faculty interaction
   - iPib Teatime (1-2x/month, 1hr afternoon gathering of everyone in iPib labs. Coffee/tea/snacks provided), to facilitate interaction between students and faculty

2) Continue to provide opportunities for graduate students to get scientific/presentation feedback in an informal setting.
   - Student Lunch Symposia (previously Student Seminar Series)
   - venue for students (especially first years) to learn what graduate students in the program work on and what sort of progress is typical
   - Good venue for practice prelim talks, student get useful feedback from peers and first years see what a prelim talk typically looks like

3) Increase graduate student awareness of career options.
   - Career Committee, holds events every month or few months (women in science roundtables, panels of speakers from different career paths, financial planning, events with PALS)
   - Life Sciences Career Day (as in May 2012, aiming for May 2014)

4) Community service and science outreach.
   - Volunteer events at food pantry
   - collaboration with WID for telecasts and Science Festival/Science Olympiad, etc
   - Working with local schools to do small demonstrations and lectures to tie into science curricula

5) Student Invited Speaker Seminar (as in previous years)
   - Robert Stroud (UCSF), April 2014

6) Recruiting (as in previous years)

7) Plan next retreat
Budget: $1600 total. 70% from Biochem, 30% from BMC

- With events other than Teatime, current and projected expenses total $1580.
- Retreat/recruiting are not paid for by SFLC budget
- Art Show, Welcome Picnic, and Student Lunch Symposia cost the most
- Teatime projected to cost $800-1000 (estimating $100/event), looking into industry sponsors
- Fundraising in Spring to cover cost of Art Show and help with cost of Teatime (T-shirt/other IPiB merchandise sale)