



MEMO

March 28, 2005

To: John Evans, Dean, College of Medicine
Jane Knodell, Dean, College of Arts and Sciences

From: Rae Nishi, Director, Neuroscience Graduate Program

Re: Operational Framework of the Neuroscience Graduate Program

On March 25, 2005 I met with the Assistant Director, Mark Bouton, the Steering Committee, and Vice President for Research and Dean of Graduate Studies Fran Carr to formulate the following operational framework for the new Neuroscience Graduate program, which was revised March 26 and approved via email March 28. According to the MOU of July 8, 2004, you must approve this framework before we can proceed with planning this program.

Roles and Responsibilities of the Steering Committee

- The Steering Committee, together with the Director and Assistant Director, is responsible for the operation of the Neuroscience Graduate Program
- Operation of the graduate program includes responsibilities such as overseeing the curriculum, tracking the progress of students, recruiting, reviewing applications for admissions, and other responsibilities as deemed necessary
- The members of the Steering Committee will be chairs of standing committees concerned with operation of the program
- Decisions affecting the operation of the Program will be made by the Director with consensus of the Steering Committee and the Assistant Director

Criteria for Designation of Program Faculty

- Program Faculty must be members of the Graduate Faculty
- Program Faculty must be approved by the Director, Assistant Director, and Steering Committee
- The expertise of the faculty member must be related to the field of neuroscience
- Faculty become eligible to be approved as dissertation advisors if they are actively involved in neuroscience research and if they have a source of stipend support, including tuition and health insurance premium, for students in their 3rd-5th year of study.

Criteria for graduate student support

- All graduate students will be supported for the first two years of study by a 12 month stipend from institutional funds or training grants available to the Program

- The level of stipend support will be set at a fair and equitable level for all students through an annual review process
- Support will include tuition remission and assistance with health insurance
- After the first two years, students will be supported by research funds from the dissertation advisor, extramural fellowships, training grants, or funds supplied by the department or division in which the dissertation advisor holds their primary appointment
- Students will be guaranteed support for five years

Procedures for establishing structures of standing committees

- The standing committees will include Curriculum, Recruiting/Admissions, Tracking, and other committees as deemed necessary
- Members of standing committees will be appointed by the Director after consultation with the Steering Committee and the Assistant Director
- The Director, Assistant Director, and Steering Committee will seek diversity in representation across neuroscience disciplines for each standing committee
- The Chairs of the standing committees will be members of the Steering Committee

Procedures for advising, tracking progress of students

- The Tracking Committee will be responsible for tracking the progress of students throughout their graduate career
- First and second year students will finalize their coursework with the advice of the Tracking Committee
- The Tracking Committee will report on the progress of students to the Steering Committee, Director, and Asst. Director
- Once students have identified a dissertation advisor, they will form a Dissertation Advisory Committee
- The Dissertation Advisory Committee must meet regularly with the student and is responsible for maintaining a written record regarding progress to the PhD that is placed in the student's file


Criteria for monitoring program progress

- Number of applications; success rate in enrolling students
- Overall quality of students enrolled in the program as indicated by undergraduate grade point averages, scores on the Graduate Record Examination, letters of reference, publications, and quality of undergraduate alma mater
- Grades of the students in didactic courses
- Time to degree
- Retention rate in the program
- Number of publications of trainees and their advisors
- Success rate of students in securing predoctoral fellowships
- Breadth of training experienced by students with respect to disciplines
- Success rate of dissertation advisors in securing extramural funding
- Placement of students after obtaining the PhD

We approve the above operational framework for the Neuroscience Graduate Program.



 John Evans, Dean, College of Medicine



 Jane Knodell, Acting Dean, College of Arts & Sciences

Date

3/31/05

Date

04.05.05