Biomechanics & Movement Science
Spring Faculty Meeting
March 6, 2014
12:30-2:30
STAR 111

In attendance: Buz Swanik, Mike Santare, Ingrid Pretzer-Aboff, Stuart Binder-Macleod, Lynn Snyder-Mackler, Kurt Manal, Darcy Reisman, Jill Higginson, Sam Lee, Chris Modelsky, Susanne Morton, Nancy Getchell, Tom Buchanan

Agenda

1. Call to Order

2. Announcements

   a. Website updates (awards)

       The website seems to be working well and candidates report finding it easy to navigate and apply. We would like to post any news items or awards to the website. Rich Wisk is the new website administrator and would welcome any notifications we would send to be posted to our site. Also, BIOMS looking into Twitter since many undergrads may use it more than email, but we need permission from UD Communications.

   b. Tuition Blocks: Priorities 1) Bridge 2) Junior faculty 3) New Faculty 4) Diversity. Tuition blocks come directly out the Graduate Office to the BIOMS program to be given to students.

   c. Director’s Position Update

       Dr. Swanik would like to get a new director in place in August 2014 when his 3 year term is over. Please send a bio statement and vision statement for any candidate who would be interested in becoming the new BIOMS Director. The Dean’s offices can choose the selection strategy, but it is expected that the Executive Committee will serve as to evaluate and recommend a nominee after a faculty vote.

       There is no set timeline for the search so the Deans will collectively decide the timeline for the search.

       i. Staff

           It is expected that the present Staff Assistant will continue until the new Director is chosen and that person will secure their own staff person.

   d. Budget

       The budget is $25,000 per year and rolls over at the end of the fiscal year. It is negotiated with the Deans and a large portion from CHS. The budget covers contracts, refreshments for meetings, director’s travel to a graduate education or related conference, awards and BIOMS United events. It also includes office supplies and hardware. We are investigating a BIOMS server not related to the PT server.
i. 2013-14 S-contracts for courses
   1. Slobodan Jarić (F13 KAAP 808)
   2. Michele Lobo (F14 Intro to Database Management)
   3. Bill Rose (Sp14 KAAP 686)?
   4. Adam Marmon (Sum 14 BMSC 867)

ii. Awards
    We could have a distinguished alumni award and it could be named for Dr. John Scholz. Award two on Alumni Weekend. Ask the recipients to present at seminar. We would investigate paying their travel expenses as a seminar guest.

iii. Brief discussion that BIOMS program appeared productive in RBB model

3. Old business
   a. Qualifying/Comprehensive Exam Proposal (see old meeting minutes discussion)
      
      Dr. Snyder-Mackler reminded us that each college dean agreed to pay for one s-contract course per year.
      
      Some concern we need to have qualifying exams but we cannot implement them until we have a regularly supported curriculum. Concerns the students cannot get courses.
      
      Dr. Binder-Macleod remarked that in an academic review there should be three core areas with one course in each area identified as human performance.
      
      Delay for more thoughts on curriculum structure.

4. New business
   a. Executive Committee (Darcy Reisman)
      i. CAS – Biology / Psychology (Buz)
      
      • Kurt Manal is coming off, Catharine Kirm-Safran coming off, Sam Lee is staying, Jim Richards to stay, some thought should come off due to VP position?
        Also Jim was first director of BIOMS, good resource.
      
      • Dr. Swanik – Let’s see what ideas Catherine comes up with for her replacement. How about someone from Psychology on the committee?
      
      • Dr. Reisman – Is BIOMS becoming a stepchild grad program? PT has no other place to go other than BIOMS to get their PhD.
        How can we streamline processes to get Plans of Study approved? Current students in BIOMS submit latest POS In to make sure they are approved. Erin Helm.?
        The POS is to be approved by advisor before submission. If courses are not offered that are in the plans of study do the POS has to be revised yet again. If the director signs off on the POS is it done or does it have to be changed?
        Is this why everyone’s POS submitted more than once because classes aren’t being offered?
• Dr. Snyder-Mackler - we need to get away from all the interim POS’s for minor changes. The initial POS being approved are the changes being left to the advisor to get the director’s signature. Or if the executive committee member in your college approves, it’s done.
• Agreement to let Advisors make minor revisions ad forward copy to Director/Staff
  Advisors have to follow-up with students POS/available courses each semester.
• Can we put all the POS’s on the website under faculty resources, FERPA may require more privacy: limit to advisors, ex com, staff. Use Sakai, can it be linked in UDSIS?

b. Seminar Coordinator
• New, Dr. Zeni has served his term
• At the least, Dr. Zeni needs to find an additional person to share the responsibility of maintaining BIOMS Seminar. Subcommittee? – not right now.

c. Core Classes (Darcy Reisman)
• Dr. Reisman – students can’t get classes. Courses need to run each year on a permanent schedule. She has heard a lot over the last year from students that they can’t get the classes they need.

• Dr. Swanik – Courses are not always offered each semester, sometimes alternate semesters or in different departments. Should we start to work this out to offer courses both spring and fall?
• Dr. Lee – We need to define the depth and breadth in course offerings.
• Dr. Snyder-Mackler – A good part of salaries comes back to the departments for core courses. Deans and department heads need to facilitate what is a core course.
• Dr. Snyder-Mackler – There are shifting sands regarding graduate programs in other colleges and universities. We need to be sure to position ourselves as being an important BIOMS player.
• Outside courses? Maybe need to get a subcommittee together to canvass faculty twice a year to see what is coming as well as the core courses. In my mind that we have core courses that we don’t pay for. Already ask for course S-contracts and updates from BIOMS faculty
• Dr. Snyder-Mackler – We have to change the by-laws to leave it to the advisors to advise.
• Dr. Hicks - My students get most of their courses at Jefferson because most of the courses they need are not offered here but sometimes there.
• Dr. Snyder-Mackler - What do we want to do? Research design course that includes statistics?
• Dr. Reisman – Do we need to be creative?
• Dr. Buchanan - Bio-statisticians to develop bio statistics course (Ryan) just call it something else.
• Dr. Binder-Macleod – I would change the requirement from 3 credit courses to 6 credits for core courses. Also, some students have no background in
instrumentation. But, the more rigid we get the less appetizing it would be to be in this program.

d. **Pre-Requisites (Sam Lee)**
   - Dr. Lee – Regarding applicants, depending on whether they have the pre-requisites, can we be more flexible???
   PA and GRE requirements are not that high. It’s a balancing act. If an applicant needs more than 3 pre-reqs, they should go back and do them and reapply. I voted not to take a student who had some low numbers that did extremely well. Sometimes a letter of support from the prospective advisor helps the application.
   Physics – 2 credits, 3 chemistry, math up to calc. (and anatomy/physiology).

   - Dr. Hicks - Are you asking us to support you saying “no”? Conditional admits have worked thus far. Not all grades and scores are indicative of performance as PhD students.
   - Dr. Swanik – Common sense prevails in most cases.

**By-Laws / Policies & Procedures**

  i. Minor Revisions
  
  ii. **Comp Exam (Attached to agenda, copied to end of minutes)**
   - Comprehensive exam…when to have it … after certain number of credits (18).? It is an oral exam. If they don’t do well they can write, take course and/or, retest?
   - Dr. Buchanan – how do we best get rid of students who are not performing? After first year? Dr. Swanik-always have “failure to make sufficient progress,” Comp exam would help.
   - Dr. Santare - is on the campaign to get rid of comp exams in mechanical engineering because he hates them….big PAIN. If you don’t have them isn’t it so much harder to get rid of a student that needs to go? Very early give them 3 papers to absorb and ask them to write a response.

  iii. **5 Program Areas**
   
   1. Applied Anatomy & Biomechanics (AAB)
   2. Applied/Exercise Physiology (AEP)
   3. Motor Control & Behavior (MCB)
   4. Rehabilitation Engineering (RE)
   5. Tissue/Molecular Biomechanics (TMB)

   - Dr. Swanik - So, the good news is we can change any of the five areas.
   - Dr. Reisman - epidemiology is more related to outcomes.
   - Dr. Swanik – Because of time, in another meeting for another day we’ll focus on changing 5 areas of study. We need to know where are students are, in which of the five areas.

BIOMS Seminar

Meeting adjourned at 2:45pm.
Recommendation for Comprehensive Exams (Oral)

I. Eligibility
Once a student has completed their required coursework, they will be eligible to proceed with their comprehensive exam. The exams should be taken within 6 months of the completion of coursework.

II. Comprehensive Exam Committee
In consultation with each student’s advisor, the student's comprehensive exam committee will be made up of three members. This includes the student's advisor, one faculty member who is within their area of concentration and one member outside their area of concentration. Members of this committee may also later be part of the student's dissertation committee, but this is not required.

III. Scheduling of the Comprehensive Exams
Once the committee has been formed, the student will meet with each of their committee members to obtain guidance regarding preparation for the exam. When the student feels ready, the oral exam will be scheduled.

IV. Comprehensive Exam Components
The comprehensive exam will include four areas designed to test the student’s general knowledge base in biomechanics and movement science, research methodology, and their ability to critically evaluate scientific literature. Each member of the committee will be responsible for primarily contributing questions in one of these areas, but is not limited in the scope of their questions. Any committee member may ask questions regarding research specific methodology, data analysis and interpretation.

1. Research Specific & Current Literature Questions
The student's advisor will offer questions regarding the existing literature that requires the student to demonstrate their grasp of research in their chosen area of study.

2. Content Area Questions
The committee member from within the student's area of concentration will focus on providing the student with questions from within their content area.

3. Breadth Questions
The committee member from outside the student's area of concentration will focus on providing the student with questions from outside their content area.

4. **Research Questions**
   
   The committee members may all provide the student with questions regarding research methodology, experimental design, data analysis and interpretation.

   This questioning will be **confined to within the expected depth and breadth** of the student's knowledge, based upon the coursework they have completed. The oral exam will have a 2-hour time limit. Students must pass the oral exam to progress in the doctoral program.

   The results of this examination will be one of the following:

1. **Pass.** The decision to pass the student must be **unanimous.** The student may proceed to the next stage of his/her degree training.

2. **Conditional pass.** In the event that the examination committee feels the student's performance was generally acceptable but with a specific deficiency, the committee will then deliberate to determine condition(s) that will be specified for the student to satisfy in order to achieve a Pass and remain in the Program. These conditions may include a written and/or oral re-examination on one or more question areas.

3. **Re-examination.** This result is appropriate for a student whose performance was unsatisfactory, but displayed evidence of the potential to complete graduate degree training. Re-examination must be completed within one semester. The possible outcomes of the re-examination are pass or failure. The student may not take the exam a third time.

4. **Failure.** This outcome would indicate that examination committee considers the student incapable of completing degree training and the student would be recommended for dismissal from the program.