Executive Committee Meeting Minutes
April 2, 2012 at UCSF 10:00 to 12:00

Attendance in person: Tejal Desai, Christine Leon, Shuvo Roy, Christoph Schreiner, SarahJane Taylor, Chris Diederich, Sophie Wong
Teleconference: Sanjay Kumar, Rebecca Pauling, Wiktor Stopka, Vicky Garcia

- **BigBEAR**: Wiktor Stopka sought the committee’s input on how to navigate BigBEAR’s relationship with BEAST, particularly with regards to hosting events and approaching the executive committee and graduate division for funding. Where possible, BigBEAR was encouraged to team with BEAST to co-sponsor events and apply jointly for support. These issues will be revisited in greater detail during the BEAST budget discussions at the June meeting.

- **Minutes**: The minutes from the March 9 meeting will be circulated and approved by email.

- **Admissions**: Rebecca Pauling provided an update on the admissions process, where prospective students are beginning to convey their responses to our offers. There was a discussion on the process for appealing admissions decisions, and it was acknowledged that while the executive committee had developed a set of historical practices, these were perhaps not clearly understood by the faculty at large. Sanjay Kumar agreed to draft a formal appeal policy, which will be discussed and considered in parallel with Gerard Marriott’s admissions report at the May meeting.

- **Executive committee elections**: Because many faculty were out of town and/or slow to communicate during Spring Recess, the call for nominations for 2012-2013 Executive committee elections has been extended to April 15. The committee seeks to hold elections before the end of Berkeley’s spring semester, at the beginning of May.

- **Dissertation Committee structure**: A variety of students and faculty have expressed confusion and logistical concerns with the program’s current requirement of 4-5 dissertation committee members, particularly given that Berkeley only requires 3 members. The executive committee discussed the issue and expressed support for a new policy requiring only 3 members and leaving students the option to name additional members to the committee as needed.

- **BEAST Updates**: The BEAST representatives confirmed that Granlibakken has been selected as the site of the 2013 retreat and that plenary speakers for the 2012 retreat have been confirmed. The BEAST representatives also reported on the results of their recent internal program review, which will be discussed more formally at the June meeting and perhaps in the context of committee meetings in the UCB and UCSF home departments.

- **UCSF Alumni Weekend**: The committee sought to make it clear to UCSF/UCB Bioengineering alumni that their presence is both welcomed and encouraged at this important event.

- **UC Systemwide Bioengineering Symposium**: Sanjay Kumar reported on symposium progress, which will be held in June 2012 on the Berkeley campus.

- **Third rotation presentations**: These will be held at UCSF on May 23 in the Genentech Hall atrium from 4-5pm. Faculty and students from both campuses are strongly encouraged to attend.