



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
www.usuhs.mil



Graduate Student Council Minutes 2 August 2006

1 **Present:** B. Morrison, P. High, J. Henriques, J. Wu, M. Colacicco, T. McFate, K. Mohawk, A.
2 Berlin and B. Swierczewski

3
4 **Absent:** R. Osborn and L. Johnson

5 6 **I. Reports**

7
8 None

9 10 **II. Old Business**

11
12 None

13 14 **III. New Business**

15 16 1) ADGE Meeting

17
18 All Student Meeting – The meeting will be held Tuesday, 22 August at noon in
19 the Sanford Auditorium. Food will be provided by the graduate education office and is TBD.
20 Purpose of meeting is for program/department introductions, information regarding purpose of
21 Graduate Education Committee, as well as the Graduate Student Council (GSC). An additional
22 purpose for this meeting is to review the Graduate Student Handbook and draw attention to the
23 most important information contained within. More information on this meeting will be
24 distributed by the Graduate Education office as the date approaches.

25 26 2) New student orientation

27
28 New student orientation will be held on 16/17 August 2006. On 16 August at
29 0945 the Graduate Student Council Representatives will be introduced. GSC representatives are
30 to arrive at 0930 outside Lecture Room C in A Building. High will introduce the representatives
31 and provide the new students with an overview of the university.

32
33 Also, on 16 August, the Graduate Student Council is responsible for the
34 Lunch/Picnic to be held in the Breezeway between B and C buildings. Lunch will begin at 1130
35 and end at 1300. Student representatives are to contact their program/department students to
36 obtain volunteers for set-up and clean-up. Students who are volunteering to help set-up need to
37 arrive at 1030 outside the cafeteria in the breezeway for table set-up and arrangement. GSC
38 representatives are required to inform and invite their department/program students and faculty.

Learning to Care for Those in Harm's Way

39 (When the e-mail is sent to the students please include the faculty as well in that e-mail. Please
40 inform department/program personnel that post-docs, lab techs and research assistants are not
41 invited to the lunch as this is an event for only faculty and students.) Additionally, please ask
42 students to bring coolers for the picnic as well.

43
44 High will coordinate with Janet A. to obtain tables and chairs from building services.
45 High will also coordinate with the cafeteria to inform them of our activities for that day and ask
46 about using their ice and utensils.

47
48 The Graduate Education office will pay for the main course (i.e. subs and condiments) for
49 the picnic. As High will be out-of-town for the next week, Berlin has been asked to contact
50 Shoppers Wholesalers Warehouse to purchase the same food items from last year. When High
51 returns, he will coordinate any further details for the food.

52
53 Responsibilities of program/departments
54 NES - Drinks
55 MPS - Salads
56 EID - Sides
57 MCB/PATH/PMB - Desserts
58 All department/programs - coolers for ice

59
60 3) Meeting Dates/Times (Fall '06)

61
62 Meetings of the GSC and Dr. Metcalf will be held the first Tuesday of each from
63 Noon to 1330. Classroom to be used for meeting is TBD but will be coordinated by High and
64 sent to GSC reps prior to September meeting. Also included will be date/time and room number
65 of each meeting

66
67 September meeting; however, will need to be held the second week as High will be out-
68 of-town for the originally scheduled meeting date. The schedule of meeting dates and rooms
69 appears below.

70

<u>Date</u>	<u>Room</u>
12 September 2006	A2054
3 October 2006	A2054
7 November 2006	A2054
5 December 2006	A2053
9 January 2007	B4004
6 February 2007	A2053
6 March 2007	A2054
3 April 2007	A2054
1 May 2007	A2054
5 June 2007	A2054
10 July 2007	A2054
7 August 2007	A2054

71 The **REQUEST FOR USE OF USUHS FACILITIES**, dated 14 August 2006, with approval of
72 these dates, rooms and time (Noon to 1330) is attached.

73
74
75
76

77 4) Calendar of Events

78
79 The GSC decided to have a BBQ/Picnic on 17 September from 1000 to 1400.
80 The Graduate Student Enrichment Fund will be used to cover the costs of the hamburgers, hot
81 dogs, buns, charcoal and condiments.

82 Responsibilities of program/departments for the picnic follow;

- 83 NES- Drinks
- 84 MPS - Desserts
- 85 EID - Sides
- 86 PMB/PATH/MCB- Paper goods
- 87 Morrison/Wu - grill utensils

88
89 High will be out-of-town this weekend therefore Jeremy will be responsible for
90 acquiring the fire permit from the university fire department and ensuring set-up and clean-up of
91 facilities.

92 Program/department reps are also responsible for obtaining volunteers to help
93 with set-up and clean-up of picnic area and should coordinate with Jeremy regarding times
94 needed.

95
96 5) Graduate Student Issues

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98 Healthcare – Due to time constraints this issue was tabled until the next GSC
99 meeting in September.

100
101 6) Secretary

102
103 The secretary position for the GSC is a rotating position. However, the following
104 program/department representative is responsible for the following month's minutes. (Minutes
105 should be posted to the GSC members one week after meeting for review/comments/changes and
106 will be approved at following months meeting and added to the GSC record.) If a program
107 representative is unable to make a meeting it is their duty to find another representative to fill in
108 for that meeting.

- 109
110 September - PATH
- 111 October - NES
- 112 November - MCB
- 113 December - EID
- 114 January - PMB
- 115 February - MPS
- 116 March - PATH
- 117 April - NES
- 118 May - MCB
- 119 June - EID
- 120 July - PMB

121
122
123 **Adjournment:** Meeting concluded approximately at 1530.

REQUEST FOR USE OF USUHS FACILITIES

Conference and Lecture Room Request ONLY

TODAY'S DATE: 14 Aug 06

SEND REPLY THRU MAIL

PLEASE SEND TO STUDENT M-BOX

I WILL PICK-UP REPLY

BOX NUMBER _____

FROM: Sponsor <u>PATRICK HIGHT</u>	Department/Organization <u>PMB</u>
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REQUESTS PROCESSED AT 1000 AND 1400 HOURS DAILY

Title and/or Purpose of Meeting <u>GSC Mtg</u>	Number of Attendees <u>7</u>	Medical Student Teaching <input type="checkbox"/> Other <input checked="" type="checkbox"/> Graduate Student Teaching <input type="checkbox"/>
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REQUESTED	DATE REQUESTED (ONE DATE PER LINE)	STARTING TIME	COMPLETION TIME	CONFIRMED IN (MDL USE ONLY)
<u>A2053</u>	<u>12 Sept 06</u>	<u>Noon</u>	<u>1330</u>	<u>A2054</u>
<u>A2053</u>	<u>3 Oct 06</u>			
<u>A2053</u>	<u>7 Nov 06</u>			
<u>A2053</u>	<u>5 Dec 06</u>			<u>A2053</u>
<u>A2053</u>	<u>9 Jan 07</u>			<u>B4004</u>
<u>A2053</u>	<u>6 Feb 07</u>			<u>A2053</u>

ALL MDL CONFERENCE ROOMS ARE EQUIPPED WITH:
 35 MM SLIDE PROJECTOR
 COMPUTER PROJECTORS/COMPUTER
 OVERHEAD PROJECTOR
 BLACK BOARDS
 MONITORS
 1/2" VCR's
 WOODEN POINTERS

1. Do you require any teleconference capability? YES X NO
(PLEASE LIST UNDER REMARKS)
2. Do you require computer projection? YES X NO
(MAKE RESERVATIONS WITH A.V. TECHS)

ALL LOAN EQUIPMENT MUST BE RESERVED WITH THE MDL A.V. TECHNICIANS. TO MAKE ARRANGEMENTS FOR PICK-UP PLEASE CALL 295-3301

*** SPONSOR WILL BE RESPONSIBLE FOR MDL ROOM AND EQUIPMENT *
 (PLEASE SEE REVERSE FOR SIDE FOR RESPONSIBILITES)**

Remarks:

TELEPHONE NUMBER:	SIGNATURE: <u>Patrick Hight</u>
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FOR OFFICE USE ONLY

Security Concurrence	# of Guards Required	Confirmation <u>11541</u>
Signature-Support Services		Authorizing Signature <u>Megan Fitzgibbon</u>
Date		Date <u>8/24/06</u>

