



Memorandum of Understanding
Interdepartmental Program in Neuroscience
Graduate Council Review 2009-2010

This memorandum of understanding is a summary of decisions reached at a wrap-up meeting on May 19, 2010, concluding the Graduate Council Review of the Interdepartmental Program in Neuroscience. A. Lorris Betz, Senior Vice President for Health Sciences; David J. Bjorkman, Dean of the School of Medicine; Mary Lucero, Director of the Neuroscience Program; Charles A. Wight, Dean of the Graduate School; and Frederick Rhodewalt, Associate Dean of the Graduate School were present.

The discussion centered on but was not limited to the recommendations contained in the Graduate Council review completed on February 22, 2010. At the wrap-up meeting, the working group agreed to endorse the following actions:

Recommendation 1 - Faculty and Student Diversity: The Program, in conjunction with the Office of the Associate Vice President for Diversity, should formulate and implement efforts to successfully recruit minority faculty members and students and achieve appropriate diversity. The use of annual reports to the Graduate Council should be considered as a way to encourage the Program to work effectively toward this objective. Particular attention should be paid to the relationship between the absence of minority participating faculty members and the corresponding lack of minority student applications. The Program also should consider including diversity as a positive factor in reviewing faculty participation applications, as well as in the student application review process and interviews. The Program's new Neuroscience Recruitment Committee should expressly adopt the objective of increasing diversity as one of its major responsibilities, and should monitor and report the Program's progress toward achieving that objective.

The director acknowledges that increasing faculty diversity is a particular challenge for the Program because it does not participate directly in faculty recruitment, which is done by the departments that support the Interdepartmental Program in Neuroscience. The Program can suggest appropriate candidates to departments and will work through that channel to nominate women and underrepresented minority candidates when available. The Program's new Neuroscience Recruitment Committee will consult with the Assistant Dean for Diversity in the Graduate School to formulate strategies for increasing applications from women and minorities. The Program will make annual reports to the Graduate School on the status of student diversity.

The Graduate School
302 Park Building
201 South Presidents Circle Room 302
Salt Lake City, Utah 84112-9016
801-581-7642 • Fax 801-585-6749
www.gradschool.utah.edu

Recommendation 2 - Teaching Requirement: The Program should proceed with its plan to require a formal teaching experience that must be fulfilled by the end of Spring Semester in the fourth year. The experience will include feedback in the form of evaluations and a dedicated faculty mentor. The Program plans to implement the new requirement in August 2010 for incoming students.

The Program plans to add a formal teaching requirement to be fulfilled by the end of the fourth year. This will be implemented in the August 2010 Program Policy and Procedures. As indicated in the recommendation, the teaching requirement will include feedback and a dedicated faculty mentor.

Recommendation 3 - Procedure for Replacement of Faculty in Administrative and Teaching Positions: The Program should proceed with its plan to implement a 3-year term for faculty service on Program committees. Replacements for committee positions will be arranged by an online survey tool that will ask faculty to sign up for appointments a year in advance. Core course teaching commitments and the position of Director will have 5-year terms to provide more continuity. The Program Directorate Committee will review membership in the program annually to make sure members are participating and informed of their commitment to the Program.

The Program is currently implementing this recommendation and will report to the Graduate School by August 1, 2010 on its progress.

Recommendation 4 - Formalized Training in Graduate Student Presentations: The Program already provides students with numerous opportunities to make formal oral presentations. The Program should implement a formal evaluation and feedback system for each of such presentations to assure that students fully benefit from making such presentations.

Students have three opportunities to give presentations during the course of their training. They are instructed in how to give PowerPoint presentations and are given formal feedback on their presentations.

Recommendation 5 - Interplay Between Program, Departmental, and University Administrative Structure: The 2002 review of the Program recommended clarification of the budgetary, teaching, and student advising implications of having faculty participate in an interdepartmental program in order to assure that such faculty and their departments received proper "credit" for such work. The 2009 internal and external reports note that the same coordination concerns still exist. The Program should formulate and propose a "letter of understanding" among the Program, each participating department, and the University administration that clearly sets out and formalizes these relationships in all their dimensions, including budgetary, teaching, student advising, and all other aspects unique to the interdepartmental character of the Program.

**Memorandum of Understanding
Interdepartmental Program in Neuroscience
Graduate Council Review 2009-10
Page 3**

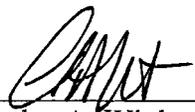
The issue of coordinating with participating departments is a concern for interdisciplinary programs within the health sciences. The Senior Vice President for Health Sciences has instructed the Director of the Neuroscience Program to coordinate with the directors of the Molecular Biology Program and the Biological Chemistry Program to develop a document of understanding to be used by all combined and interdisciplinary programs. This document will specify the obligations and responsibilities of the program to students as well as indicate the relationship between programs and participating departments. Currently, the Program tracks student credit hours and returns SCH funds to departments. In turn, chairs commit departments to support students and chairs sign off on students mentored within their departments.

Recommendation 6 - Relation Between Program and Brain Institute: The Program should proceed with its plan to formalize the relations between the Program and the Brain Institute. Items currently being discussed are space use, potential serving on each other's directorate/advisory board, and continued collaboration on Brain Awareness Week and Intermountain Neuroscience programs.

A proposal is being developed to formalize relations between the Program in Neuroscience and the Brain Institute. Discussion items include space, board service, and collaborations. This process is facilitated by the fact that, at present, directors serve on each other's executive committees. A memorandum of understanding between the Program and the Brain Institute is currently being finalized and will be transmitted to the Graduate School when completed.

This memorandum of understanding is to be followed by annual letters of progress from the director of the Neuroscience Program to the dean of the Graduate School. Letters will be submitted each year until all of the actions in the preceding paragraphs have been completed.

A. Lorris Betz
David J. Bjorkman
Mary Lucero
Charles A. Wight
Frederick Rhodewalt



Charles A. Wight
Dean, The Graduate School
July 16, 2010