

J. Crayton Pruitt Family Department of Biomedical Engineering Faculty Meeting Agenda

Wednesday, April 8, 2020
3:00 p.m.

- 1. Call to Order**
- 2. Guest** – Dr. Cammy Abernathy, HWCOE Dean
 - Cammy thanked faculty for their handling of online courses and transition to remote work. She also congratulated faculty on great faculty recruiting year.
 - Cammy gave updates on COVID-related issues in the college and university and asked faculty to consider what recovery would look like in labs and classes.
- 3. Approval of Agenda and Minutes** – April 1, 2020 minutes
 - Wes moved to vote; minutes approved.
- 4. Important Dates to Note (mark your calendars!)**
 - DCEs – May 12, 13, 14
 - e-mail has been sent to students outlining process for DCEs. Faculty also received a copy of this.
- 5. Discussion Items**
 - 5.1. General check-in and assign note taker (Christine)

Emergency Paid Sick Leave: reminder to the faculty that all UF employees were provide 80 hours of emergency paid sick leave for their use during the COVID-19 public health emergency. These hours may be used intermittently or by day as needed. Use of these hours is fairly lenient for the purpose of covering lost time due to a variety of COVID-19 related scenarios. These hours are available from March 24, 2020 and will expire on December 31, 2020. More details are provided via the following link:

<https://hr.ufl.edu/covid-19/guidance-on-taking-leave/>

UF COVID-19 Leave Donation Plan: In response to the developing response and prolonged remote working climate related to COVID-19, UF has implemented a Leave Donation Plan that all Faculty and TEAMS Staff may participate in. The plan allows 12-month faculty and staff to donate up to 280 hours and 9-month faculty to donate up to 78 hours, so long as their combined leave balance post-donation exceeds 480 hours. More details are provided via the following link: <https://hr.ufl.edu/covid-19/guidance-on-taking-leave/covid-19-leave-donation-plan/>

- 5.2. Items Requiring Action – NONE
- 5.3. Department and COE Updates and Discussion Items
 - 5.3.1. Professional conduct in course syllabi (Christine)
 - There have been instances of conduct in undergrad classes that is inconsistent or inappropriate of behavior in a workplace. It was suggested that faculty include language in syllabus about expectations of professional conduct and provide a reminder at beginning of class. Sarah has done this in BME 1008, and faculty are encouraged to include in all classes

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- It was suggested that UPC and GPC create a general statement for professional conduct that faculty could then tailor to their specific classes as needed.
 - There was a discussion about recent emails circulated anonymously to faculty and students. The department has been working with police, Umatter WeCare, and Dean of Students to address these issues.
 - Faculty were reminded that if they have concerns about a student they are encouraged to reach out to others as there are often a number of other signs and experienced noted by others, and this information can be better utilized to get help.
 - 5.3.2. FIU College of Medicine seed proposals (Christine)
 - Faculty were made aware of funding opportunity.
 - 5.3.3. STS effort and expectations (Dan)
 - COVID has changed some of the effort and expectations.
 - Dan reminded faculty that STSs effort level should be on average 6 hours/week.
 - 5.3.4 Executive Committee update: Food @ oral examinations (Kevin)
 - A proposed policy was sent out and should be reviewed by faculty. A Qualtrics survey will be sent to vote.
 - 5.3.4. Awards Committee update (Kevin)
 - 5.3.5. Shepard Broad gift/outreach fund (Christine/Ed)
 - 5.3.6. S10 major instrumentation proposal (Ed/Kevin/Lee)
 - 5.3.7. Canvas demo on ABET data collection (Sarah)
 - 5.3.8. Administrative & fiscal updates (Zac)
 - 5.4. Student Org Updates (All)
- 6. New Items (all)**
- 7. Adjourn**