

BME Faculty Meeting Minutes – 9/18/19

1. Christine called the meeting to order
2. No guest speaker
3. Agenda and minutes approved unanimously
4. Important dates noted, as per agenda
5. Discussion Items
 - 5.1. Items Requiring Action
 - 5.1.1. Faculty Vote – BME Exec Committee
 - Full Professor: Kevin Otto (unanimous & unopposed)
 - Associate Professor: Lekisha Williams (unanimous & unopposed)
 - Assistant Professor: Parisa Rashidi (unanimous & unopposed)
 - 5.1.2. Faculty Vote – BME Honor Code (proposed by Kevin Otto)
 - Unanimously approved
 - 5.1.3. Faculty Vote –Affiliate Faculty Request
 - Mamoun Mardini: Unanimously approved for affiliate status
 - Josy Allen: Unanimously approved for affiliate and immediate graduate faculty status
 - 5.2. Department and CoE Updates & Discussion Items
 - 5.2.1. ABET data collection – Kyle presented new ABET evaluation tables to be used for 2019/2020. Data collection requirements will be presented to the faculty at least once per semester.
 - 5.2.2. Faculty Search Update – 3 open lines / Continuous recruiting until filled / Rogu suggested posting ads on computer job websites / Focus is on assistant professor level appointments
 - 5.2.3. Diversity – Christine stated that we should use inclusive examples in class (e.g. diverse names that reflect other nationalities and cultures) / Do not initiate extracurricular lab/group activities that have the potential to exclude participants based on gender, race, sexual orientation, religion – e.g. sports activities. / See Ayse if you have ideas for diversity activities / There was a discussion on the use of personal pronouns and students' preferred names.
 - 5.2.4. Adenbaum gift – Adenbaum has funded BME's first ever undergrad scholarships. Paul Print's work on securing this funding was highlighted.
 - 5.2.5. Resources for Diversity and Inclusion – See 5.2.3 / Toshi's office has a list of diversity resources / It was suggested that BME's website have a link to these resources.
 - 5.2.6. Letters for women & letter writing – Sommer is to send guidelines on writing recommendation letters for awards. Please provide your draft letter to Christine well in advance of the deadline and provide her with the due date if you are requesting a letter from her in support of an award. / Letters of recommendation for women should avoid certain descriptors that may introduce gender bias. Sommer will circulate further information on this.
 - 5.2.7. Research Project Management – Students should be told the project they are working on and, if possible, provided with a copy of the proposal. / Christine recommended that faculty involve students in writing progress reports for the projects.
 - 5.2.8. Space update – Design space is under renovation. / Tito has led the transformation of the space. / There are now prototyping facilities and it was recommended that faculty visit and have a look. / NEB renovations have progressed well
 - 5.2.9. Plagiarism – not discussed
 - 5.2.10. Support for non-native students with reading and language – not discussed
 - 5.2.11. DCE article selection – not discussed
 - 5.2.12. Administrative and fiscal updates – Faculty were exceptionally excited to learn of the outstanding opportunities for enhanced engagement in administrative duties via additional reporting requirements and regulations. / New tuition is now in effect.

