

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

Wednesday, November 13, 2019
3:00 p.m. – 5:00 p.m.

- 1. Call to Order**
- 2. Guest Speaker – NONE**
- 3. Approval of Agenda and Minutes – October 9, 2019 minutes emailed in advance**
Minutes were unanimously approved.
- 4. Important Dates to Note (mark your calendars!)**
 - December 6 @ 12pm – BME Annual Holiday Celebration
 - December 11 @ 11:30am – BME Faculty/Staff Holiday Luncheon
 - December 11 @ 3pm – BME Faculty MeetingFaculty were instructed to encourage students to participate in the annual holiday celebration. Faculty were also encouraged to participate in the Faculty and Staff events.
- 5. Discussion Items**
 - 5.1. Safety (Jon)**

Dobson provided a review of safety matters, including a recent incident in another department. Faculty were reminded that all safety incidents, including those that occur in teaching labs, must be reported through GatorTRACS. He also described a recent Safety Workshop in October that provided useful tips and was well organized by the BME Student Safety Council. Faculty are encouraged to incorporate safety into lab meetings and to make sure they (and their labs) are up-to-date on safety training.
 - 5.2. Diversity and Inclusion (Christine/Ayse)**
 - 5.2.1. IDEA = Inclusion, Diversity, Equity and Access**

Gunduz provided an update on activities of the BME diversity club. The next diversity event will be in January with an event for Black History Month. This semester the diversity club hosted a welcome event, Hispanic Heritage month event, and attended PRIDE parade. Students remain enthusiastic about these initiatives. There was also discussion about advertising these events beyond the club e-mail list in the future.

Schmidt highlighted that IDEA is a new term being used by the HWCOE with regards to diversity and inclusion. IDEA stands for “inclusion, diversity, equity, and access”
 - 5.3. Items Requiring Action**
 - 5.3.1. Faculty Vote – Affiliate Faculty Request**
 - Hans van Oostrom (moved home department; requesting grad faculty status)The faculty voted unanimously to support van Oostrom for affiliate and graduate faculty status.

5.4. Department and COE Updates and Discussion Items

5.4.1. Faculty search update (Christine/Search Committee Members)

There are three upcoming visits of faculty candidates. Faculty were reminded to attend the vision talk and the seminar as well as encourage students to attend the seminar. The spirit of the visits should be on recruitment (not screening/vetting). All candidates have already been vetted by the search committee. The vision should include ample time for discussion and enable faculty to interact positively with our candidates. Faculty were also reminded to keep in mind that early visits are likely these candidates first interviews and our goal is to give every candidate a positive experience in UF BME.

The search committee is continuing to review candidates and will provide future updates.

5.4.2. Research update (Dan)

Ferris presented data from the RAC Report Out (in-depth review of college/department's research activities) at the request of Forrest Masters, Associate Dean for Research. The goal of reviewing these data was to provide the faculty with a sense of the research data the College/University is tracking across time. Presented slides will be distributed to faculty.

Faculty were reminded that there is strength in having a diverse funding portfolio. NSF is a good opportunity and the College is organizing an NSF workshop sometime soon.

5.4.3. COI and outside activities (Christine)

Updated guidance on COI and outside activity reported was distributed via e-mail and discussed. Faculty were reminded that they can ask questions and that over reporting is better than under reporting. The purpose of reporting is to protect the faculty. Note, reporting is required to the university as well as to funding agencies through grant reporting.

A few additional notes from the Dean:

- (1) Faculty should be cautious of dual affiliations. Any dual affiliations should be disclosed annually. Faculty should not include other affiliations on publications (i.e., other universities or corporate affiliations).
- (2) Faculty should not sign contracts without review from the University (e.g., be cautious of being listed as affiliated on other institution's websites)
- (3) When you are on sabbatical, you are still a UF employee and should keep disclosing outside activities.

There was also discussion regarding the fact that **FCOI** (Financial Conflicts of Interest) are submitted to the funding agency and the **DOA** (Disclosure of Outside Activity) is an internal document. Both documents must be separately completed and kept up-to-date.

5.4.4. Working title for lecturers (Christine)

There is a proposal from the College of changing the working title of lectures. Current suggestions include "Assistant Professor of Instruction", "Assistant Teaching Professor", or

“Instructional Assistant Professor” [Note: In these proposed titles, Assistant would be replaced with Associate or Full based on promotion through the Lecturer, Senior Lecturer, and Master Lecturer ranks]. The College is seeking input from each department. Note, this is “working title”, meaning this will be the title on business cards and used on websites etc., but will not (at this time) influence official university titles. There is interest in the College and across the University in aligning this type of naming with clinical and research track titles.

The faculty unanimously support creating working titles for lecturers.

5.4.5. Support of international students and feedback (Ben)

Jen Bartlett and Ben Keselowsky held roundtables with the international students and will distribute a summary. Faculty also discussed ensuring that international students are aware of and nominated for awards. Faculty also discussed immigration concerns that have been voiced by students. The department fully supports its international students and faculty should work to communicate this fact to students.

5.4.6. President’s sexual harassment report (Ayse)

Results were reported from a survey of 33 universities through the Association of American Universities. UF participated in this survey and university specific findings are available. Faculty discussed best practices to change the culture in order to reduce sexual harassment and to provide support to students who experience harassment. These initiatives are being undertaken at the university and college levels.

5.4.7. Classroom locations (Ayse)

Discussed that classrooms are centrally scheduled. However, there is the ability to move classes after that central scheduling process. Therefore, faculty should reach out to Kristin Theus and Jen Bartlett regarding appealing undergrad and graduate class locations. Note, HSC buildings (e.g., Communicore) are not part of this central scheduling system. Also, the schedules of the students should be considered when moving classes to facilitate transit between courses. Faculty were also reminded that there is a campus cab and the bus system to facilitate getting across campus.

5.4.8. Data Sciences certificate (Parisa)

There is an ongoing effort across multiple departments in the college to create a data science certificate at the graduate level.

5.4.9. Awards Committee updates (Kevin)

The faculty were reminded that we should keep nominating people for awards. Note, the university-awards require input from the person being nominated.

5.4.10. Administrative & fiscal updates (Zac)

Ginger Gibson was announced as new HWCOE Executive Director of Finance

Information from the NIH Regional Seminar was shared reminding faculty about current trends in research misconduct, diversity initiatives (training programs, diversity supplements), and pre-doctoral stipend levels (working to close gap with NSF GRFP).

Faculty were reminded

- OPS employees require college approval via petition
- Summer effort reports will be coming to faculty inbox soon
- Faculty should inform Hollie Martin of vacation or sick days; long-term leave should be discussed with Christine Schmidt
- Travel requests and travel reimbursement should be submitted

5.5. Student Org Updates (All)

BMES & GRiP are hosting an adopt-a-thon (design challenge for prosthetics)

GSC will have an Angel Giving Tree for the holidays

6. New Items (all)

None

7. Adjourn