

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

Wednesday, September 21, 2022
3:00pm – 4:30pm

Attendees: Allen, Bolch, Ferrall-Fairbanks, Ferris, Fuller, Furtney, Gunduz, Hudalla, Keselowsky, Lewis, Murfee, Nichols, Otto, Parker, Phelps, Porras, Schmidt, Sharma, Stabler, Taylor, Williams

1. **Call to Order** – assign attendance/note taker – Ana assigned as note taker
2. **Guests** – Chris Pinkoson and Rodney Gammons, UFIT Center for Instructional Technology and Training (30 minutes) - <https://citt.ufl.edu/>
 - CITT has implemented some changes since COVID. Key information:
 - Rodney Gammons is the Director of the Instructional Design Unit
 - Unit is very flexible and can work around faculty schedules to revise, update courses or implementing new strategies
 - Working now with more instructors on face-to-face and lab courses
 - Can work with CITT on a “live” course (2-3 wks in advance)
 - “Build your own service” → request help tailored to individual needs
 - All services are FREE
 - Three types of workshops: asynchronous online, face-to-face, self-paced
 - Resource section of their website expanded a lot during the pandemic (e.g. teaching in HyFlex, engaging Zoom classes, Canvas tools)
 - Request assistance form is the best way to get ahold of CITT - <https://citt.ufl.edu/request-assistance/>
3. **Approval of Agenda and Minutes** – August 24, 2022 minutes emailed in advance – minutes and agenda were approved as is
4. **Important Dates to Note** (mark your calendars!)
 - Events
 - September 26 – Seminar, Pedro A. Valdes Hernandez, UF
 - October 3 – Seminar, Idalis Villanueva Alarcón UF
 - October 12-15 – BMES, San Antonio, TX
 - October 17 – Seminar, Kerry Costello, UF
 - October 27 – Halloween Party
 - November 29 – Pruitt Research Day
 - December 9 – BME Department Holiday Party
 - December 16 – Faculty/Staff Luncheon *coming back from before COVID!

➤ Awards Deadlines

- October 10 – Senior/Junior/Staff International Educator of the Year Awards
- October 18 – Nomination for Doctoral Dissertation Mentor Award (complete application due November 8th)
- November 15 – AAW Madelyn Lockhart Dissertation Fellowship Applications
- November 18 – BME Excellence Awards
 - Adding a diversity award that faculty/postdoc/staff/students/orgs can apply for this

5. Discussion Items

- Safety Minute (Lakiesha) (5 minutes)
 - Invite your labs to Safety Council info session on Oct 5th JG32
 - Kelley sent out a safety newsletter
 - No more shared lab coats due to Monkeypox
 - Fiscal can help get connected to lab coat laundry service
 - October is safety awareness month
 - Oct 5th open house in NEB for engr
 - Oct 22nd open house in BMS for biosafety specifically
- Diversity and Inclusion Minute (Blanka) (5 minutes)
 - Hispanic Heritage Month (Sept 15 – Oct 15) → Candi is featuring several of our Latinx faculty/staff/faculty on social media. Event hosted by BME IDEA Committee on Friday Sept 23rd feat. Prof. Porras
 - Events in the world (Hurricane Fiona in PR, massive protests in Iran) may be impacting our students, let's keep that in mind in our classes and labs
- Administrative Updates (Shaima) (10 minutes)
 - Review of Fiscal and Research Duties given changes coming up
 - Direct Reports to Shaima: Curtis, Fiscal Team, RAs
 - Curtis is go-to person for any Graduate Fellowship/payment questions
 - Britt now processes all Pcard purchases
 - Janie processes travel authorizations and reimbursements, senior design purchasing and all reimbursements from dept. funds
 - Alexis is leaving. Position is posted and closes on Oct 3rd. We have coverage from the College for Marketplace processing – Shaima will send contact info via email
 - We're transition to the pre/post award model
 - Chris has taken over most proposal submissions
 - Matt and Obed are now in charge of all post-awards. Encouraged to meet with RAs monthly

- Chris is working on a web-based proposal submission form. It will be presented at next month's faculty meeting
 - Handling cycles when several people are submitted to the same sponsor at the same time – Obed and Matt can help if necessary
 - Staff survey out until Friday Sept 23rd – please provide feedback
- Items Requiring Action – Faculty Vote – documents emailed in advance (Wes) (10 minutes)
 - 5..1. Kerry Costello: Request for Affiliate BME Faculty w/o Grad Status (Kyle) - faculty unanimously voted to give Dr. Costello BME Affiliate Faculty Status for 1 year
 - 5..2. Pinaki Sarder: Request for Affiliate BME Faculty w/o Grad Status (no formal sponsor, recommended by Associate Dean Alina Zare) – new hire, bringing BME students, for now – can co-advise (note – important to make sure they have a point person in BME), faculty unanimously voted to give Dr. Sarder BME Affiliate Faculty Status for 1 year.
 - 5..3. Affiliate faculty don't have to give seminar within that first year
- Department and COE Updates and Discussion Items
 - 5..1. Chair Updates (Christine) (10 minutes)
 - None
 - 5..2. Any Late-Breaking Committee Chair Announcements
 - There will be shifts in student org sponsorship. Faculty advisors – don't sign anything right now until we get more clarity. More info to come from Shaima.
 - New policy says orgs can get money from student government OR dept but not both
 - GRiP needs to find a new faculty advisor – let them know if you're interested
 - Wes is the faculty advisor for Bone Marrow Drive and is interested in having them speak at faculty meeting
 - Greg – SFB has tentatively schedule Biomaterials Day for Friday, March 31st

6. Adjourn

Committees Not Reporting: Awards (Ayse); EOPR (Kyle); Faculty Search (Greg); GPC (Ben); IDEA (Blanka); Research (Lakiesha); Seminar (Ana); T&P (Cherie); UPC (Lee)