

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

Wednesday, September 18, 2024
3:00 – 4:30pm

Attendees: Allen, Bowe, Ding, Ferrall-Fairbanks, Ferris, Furtney, Geiger, Gong, Hudalla, Keselowsky, Lewis, Nichols, Parker, Phelps, Porras, Schmidt, Sharma, Stabler, Taylor, Williams

- 1. Call to Order** – assign attendance/note taker
M. Ferrall-Fairbanks assigned as note taker
- 2. Guest** – none
- 3. Approval of Agenda and Minutes** – August 21, 2024 minutes emailed in advance
Schmidt approves, Taylor seconds, unanimously approved
- 4. Important Dates to Note** (mark your calendars!)

Events

- 9/19-20 – SFB, Atlanta
- 9/23 – Pruitt Research Day/Alumni Connect
- 9/29-10/1 – ABET Site Visit
- 10/23-26 – BMES, Baltimore
- 10/31 – Halloween Party
- 12/6 – Holiday Party
- 12/12 – Holiday Faculty & Staff Potluck
- 3/8/25 – BME Education Outreach Day

Seminars (Ana)

- 9/23 – Chelsea Magin, UC Denver (PRD)
- 9/30 – Kevin McHugh, Rice
- 10/7 – Alice Tomei, Miami
- 10/14 – Karin Jensen, Michigan
- 10/28 – Zoran Nenadic, UC Irvine
- 11/4 – Erin Lavik, NIH/NCI
- 11/18 – Xin He, Chicago
- 12/2 – Aniruddh Sarkar, GA Tech

Awards Deadlines (Jamal)

- 9/20 – SFB Honors, Officer Positions
- 9/27 – Int'l Educator of the Year
- 10/9 (tent.) – Int'l Student Achievement
- 10/10 – UF Superior Accomplishment
- 11/15 – Madelyn Lockhart Fellowship

- **UF BME has a lot of events coming up, including:**
 - Pruitt Research Day is Mon Sep 23
 - Kimberly has poster judging assignments, visit her if you want ahead of time
 - Old numbers first with a 30 min overlap in time of judging (based on feedback)
 - Encourage students to get there early
 - Agenda is in calendar invite
 - BMES is upcoming in October
 - One of teams selected as finalist for the Design Competition (Furtney, Geiger mentor)

- UF BME will have a booth and reception
- Seminars going very well; new model of having hosts being proactive is helping balance workload.
- Award deadlines — please let Cherie/Emily/Jamal know if you are thinking about awards

5. Discussion Items

5.1. Safety Minute (Blanka)

- College Safety Meeting just before Faculty Meeting, key takeaways
- Mandatory Lab Manger Safety Bootcamp —LMS must take either initial or refresher
- Council spent a lot of time discussing an incident in ChemE and UG student splashed in face and was not wearing eye protection. Brought up a big discussion about PPE and particularly eye protection and inconsistency in usage. Discussed barriers to why people don't wear them, so more guidance may come out. Reinforce the use of eye protection in lab.
- EPA new guidance on certain chemicals, one of first is DCM, so if you have it on your active list, you will be contacted, guidance is to generally phase out if possible
- New safety reporting online system has gone live
- Raised concern of NEB alarms — Fleetwood suggested getting on NEB facilities list; Kelley is also looped in and has said students have been good about reporting alarms to here
- Student Safety Council – working on getting that revived and hope to get that up and running; perhaps have a PPE demo for a first event

5.2. Items Requiring Action – Faculty Votes (Ed) – applications emailed in advance

- 5.2.1. Kiley Graim, CISE: Request for Affiliate BME Faculty w/o Grad Status (Ferrall-Fairbanks, Porras, Fan)
Kiley Graim (CISE) was unanimously approved for Affiliate BME Faculty w/o Grad Status.
- 5.2.2. Wei Shao, Medicine: Request for Affiliate BME Faculty w/o Grad Status (Gong)
Wei Shao (Medicine) was unanimously approved for Affiliate BME Faculty w/o Grad Status
- 5.2.3. Wenjun Xie, Pharmacy: Request for Affiliate BME Faculty w/o Grad Status (Fan)
Wenjun Xie (Pharmacy) was unanimously approved for Affiliate BME Faculty w/o Grad Status
- 5.2.4. Christopher Butson, Neuro: Request for Affiliate BME Faculty w/ Grad Status (Gunduz)
Christopher Butson (Neuro) was unanimously approved for Affiliate BME Faculty w/ Grad Status
- 5.2.5. Adam Khalifa, ECE: Request for Affiliate BME Faculty w/ Grad Status (Gunduz, Allen)
Adam Khalifa (ECE) was unanimously approved for Affiliate BME Faculty w/ Grad Status
- 5.2.6. Damon Lamb, Psychiatry: Request for Affiliate BME Faculty w/ Grad Status (Ding)
Damon Lamb (Psychiatry) was unanimously approved for Affiliate BME Faculty w/ Grad Status

- 5.2.7. Ali Zarrinpar, Surgery: Request for Affiliate BME Faculty w/ Grad Status (Keselowsky)
Ali Zarrinpar (Surgery) was unanimously approved for Affiliate BME Faculty w/ Grad Status

5.3. Administrative Updates (Natalie)

- Graders — Instituting a policy that graders will be terminated at the end of the semester by default; let Hollie (cc Natalie) know if you want to have for beyond one semester
- Obed is on FMLA into October, continue with RA challenges, Department is reaching out to the college to help support us better
 - If you are having issues, please reach out and let Cherie know
 - Please try to be proactive about getting grant plans items in advance, especially budget, those can be tweaked later as needed
 - Huge RA shortage across UF; trying to develop a college pool to help with this, but that isn't up and running yet
- Recent Award Highlights: Xiao Fan was awarded a DP2; Ana Maria Porras was awarded a MIRA; Ivana Parker was awarded a DP1.

5.4. Department and COE Updates and Discussion Items

5.4.1. ABET (Lee)

ABET going well, good talk with ABET leader (first time doing a visit). The main coordinator is a BME. The BME Undergraduate Team has done a lot of work done by in preparation. All faculty that will meet with the ABET team have been notified.

5.4.2. Graduate Program (Lakiesha)

- Recruitment Strategy
 - Send applications to faculty Dec 13 to be reviewed by Dec 18
 - Plan for how to review: we have 6 different areas and plan to pool into 3 teams/areas/core reviewing committees
 - Goal: bring in 25 + 10 pooled offers
 - How many per team/area will depend on recruitment needs: Lakiesha/GPC is interested in feedback on number of spots teach team gets
 - Plan: Admission letters will go out Dec 22
 - Need from Faculty: Dec 18 for 3-4hrs of time, to review applications in your team area and go through the applications together; all faculty welcome to participate; asking faculty to prescreen prior to meeting
 - ~Dec 20, full Dropbox will go to Affiliates, and you can do directed recruiting if you wish, pooled offers will be pulled out
 - Funding Strategy: pooled students will be covered for the first semester (going to drop ST support program and try this instead); if you direct recruit, then you would pay for the student starting in August
- GPC is looking for active ways of recruiting in the State of Florida; if you know if connections at state institutions, please let the Grad Team know; perhaps leverage BMES/

- Graduate Program Recruitment Flyer passed out — please give Candi feedback; these will be available at BMES.

5.4.3. BME Faculty Hiring (Cherie)

Currently hiring for 2 lines that focus on replacing retired faculty rather than growing with approval to hire at mature assistant and higher level. We are working on developing the ad to move ASAP.

5.4.4. Chair Updates (Cherie)

- Doctoral student incentive program policy has been discussed at the HWCOE Faculty Meeting
 - TT can elect to pay a month of salary (13th month) if meet criteria of doctoral mentorship: number of students graduated or currently mentoring (set one metric for all) based on ASEE metrics (past 2 then 3, current 4 then 5)
 - Co-mentored students would be split, only BME PhD if MD/PhD need BME PhD
 - Count determined by fiscal year, so if at any point in that year, then you can count; it will be up to department for determine counting
 - Current policy discussions are for 2024-25 and 2025-26, not sure if will go beyond that
 - Policy would require that money is pulled from your own overhead account (post tax) and you must have enough money for your students before you can pay the extra salary
 - Once formally approved, policy will be circulated

5.5. Any Late-Breaking Announcements

None

6. Adjourn