

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

Wednesday, November 13, 2024

3:00 – 4:30pm

**Attendees: Kyle Allen, Wesley Bolch, Markia Bowe, Mingzhou Ding, Xiao Fan, Meghan Ferrall-Fairbanks, Dan Ferris, Sarah Furtney, Chris Geiger, Gregory Hudalla, Benjamin Keselowsky, Jamal Lewis, May Mansy, Lee Murfee, Jennifer Nichols, Ivana Parker, Edward Phelps, Ana Maria Porras, Parisa Rashidi, Christine Schmidt, Blanka Sharma, Cherie Stabler, Brittany Taylor, Natalie Wasykowski, Lakiesha Williams**

- 1. Call to Order** – assign attendance/note taker: **Ivana**
- 2. Guests** – Jennifer Munroe & Donna Stilwell, HWCOE-HR: “Leave Policies/Procedures & Employee Relations Aspects Related to GAs” (30 minutes)
  - HWCOE Human Resources came to speak to us about Leave and Policies and Procedures for Graduate Students.
  - GA Appointments shifted from semester to annual
  - Went over reappointment changes
    - Non reappointment notice is longer, if you have an issue with your GA; need a longer time for non-reappointment
      - need 90 day notice period for annual
      - need a 45 day notice period for semester
    - HWCOE College standards
      - Individual underperforming evaluate accordingly; 2 unsatisfactory semesterly evaluations for a non-reappointment (ie Fall 23/Spring24) – issue non reappointment summer, but need 90 days.
      - If you anticipate your student will not continue- can place them on a semester appointment for the next appointment.
      - Article 4.7 is an immediate release; prefer not to use this for dismissal. Prefer Article 4.5- where there is a chance for students to recover.

Appointment Evaluation we only get once a year in the Fall, then we evaluate semesterly, they still need to go on file.

Can be rescinded if the student turns it around. The two consecutive semesters also gives the student a chance to find another advisor.

They pass these along to Hollie, and she also lets them know.

Fellows are not actual employees. They get a disbursement from a fellowship award. Then it becomes an academic issue. Also need to consider if they are making progress as an employee, not evaluating

9 month faculty; Full time earn 4 hours of sick leave on a bi-weekly basis - 320 hours of sick leave per year.

Postdocs earn 5 hours of PTO on a bi-weekly basis.

GA- get 5 personal days each semester. Get 8 weeks of paid medical leave, they have to document this. If they are having a baby, etc.

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3. **Approval of Agenda and Minutes** – October 16, 2024 minutes emailed in advance  
Minutes approved - Ana moved to approve; Dan seconds

4. **Important Dates to Note** (mark your calendars!)

Events

- 12/6 – Holiday Party
- 12/12 – Holiday Faculty & Staff Potluck
- 12/18 – PhD Application Review
- 1/30-1/31/25 – AAB/EAB Meetings
- 3/8/25 – BME Education Outreach Day

Awards Deadlines (Jamal)

- 11/14 – Departmental Excellence Awards
- 11/15 – Madelyn Lockhart Fellowship
- 11/15 – *Biomaterials* Awards
- 12/6 – Academy of Distinguished Teaching Scholars

Seminars (Meghan)

- 11/18 – Xin He, Chicago
- 12/2 – Aniruddh Sarkar, GA Tech

5. **Discussion Items**

5.1. Safety Minute (Blanka)

BME incident -Isofluorine Exposure

ChemE – Inhalation Exposure – PI discontinuing use

Getting rid of hazardous materials.

Anonymous feedback on animal lab facilities from consulting group, looking for people to provide feedback

Rolling out a new board for ppl to communicate hazards within each lab

EHS has lab safety spillkits for sale

5.1.1. Safety Discussion (Blanka, Cherie, Ed)

BMS Incident- Discussion- Workmans’s Comp

Be aware of ports on machines that use isofluorine; or any anesthesia machine

Ensure students know proper protocol

First call workman’s comp; but James Fleetwood may be much more helpful

May also be able to call 911.

5.2. Items Requiring Action – Faculty Votes (Wes) – application emailed in advance

- 5.2.1. Benjamin Shickel, Medicine, Quantitative Health: Affiliate BME Faculty w/ Request for Grad Status (Rashidi)
  - Unanimous vote to approve
  - December faculty meeting (2 requests; pending requests)
  - Wes updated: November, or every fall, we will have affiliate faculty submit a packet so that we can review and streamline the process.
- 5.3. Administrative Updates (Natalie)
  - Fair labor standard act, new post-doc minimum \$58,600. Post-docs will be automatically increased to the new rate.
  - College RA – Uniformed Grants budget moving forward. Natalie went over the new budget spreadsheet. It will be emailed out to everyone.
- 5.4. Department and COE Updates and Discussion Items
  - 5.4.1. Faculty Search (Mingzhou)
    - Committee is reviewing applicants, still taking more.
    - New non-tenure track line available. Associate Funding available.
  - 5.4.2. Grad Discussion on Application Review and Assessment Rubric (Lakiesha)
    - Grad School Campus visit program went very well. Info session had about 30 students show up. How many recruiting faculty do we have.
    - Bringing in 35-40 for the Spring Visit.
    - Application is due December 5. We are developing a rubric for the December 18 meeting. Asking faculty for review of the applicants.
    - Invite the first 45.
    - Score them, 1-5; metrics on research, leadership, extracurricular, academic, resilience
    - Make it as simple as possible, add some space for comments
    - Temper rolling acceptances
  - 5.4.3. Chair Updates (Cherie)
    - Presidential Search Announcement
    - Deans Search has been initiated
    - Eligibility for 13<sup>th</sup> Month
- 5.5. Any Late-Breaking Announcements

## 6. Adjourn