

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

Wednesday, January 22, 2025

3:00 – 4:30pm

**Attendees: Allen, Bolch, Bowe, Ding, Fan, Fang, Ferrall-Fairbanks, Ferris, Furtney, Geiger, Gong, Hudalla, Lewis, Mansy, Murfee, Nichols, Parker, Phelps, Porras, Rashidi, Schmidt, Sharma, Stabler, Taylor, Wasykowski, Williams**

1. **Call to Order** – assign attendance/note taker
2. **Guests** – Dr. Denise Simmons & Mike Pearce, Workforce Development: Creating Online Courses (20 minutes)
  - Presentation by Denise Simmons and Mike Pearce – Workforce Development
  - What direction should our department take in the area of online course offerings given that we do not currently have an online presence
  - EDGE – online MS degrees, or non-degree sources – online delivery of on-campus courses
  - Others include non-credit courses and professional certificates
  - Operates under the Provost's Office of Teaching and Technology
  - Center for Online Innovation and Production
  - Departments are funded by a direct amount per student credit hour
  - EDGE – online delivery of MS degrees, graduate certificates, and non-degree courses
  - Department of Engineering Education – responsible for recording and distribution of lectures
  - Remote PhD – 9 departments currently offering some level of remote access.
  - Considerations: (1) risk assessment and mitigation strategies and (2) plan for long-term sustainability
  - Office of Teaching Technology – can help develop a market analysis
  - UF Quality Rubric – research-driven guidance of course design and standards
  - State requires that all undergraduate online courses must be reviewed based upon this rubric
  - 11 Standards for Quality of Online Courses
  - Resources
    - Center for Online Innovation and Production (COIP)
    - Center for Instructional Technology and Training (CITT)
    - Center for Teaching Excellence (CTE)
  - Link for Design Tool for Faculty and Staff – course development for online delivery
  - Training and Development Initiative – Foundations, Growth, and Innovators – three levels of experience.
  - Slide on additional resources with links
  - Faculty Discussion – where to start? Perhaps online MS degree for BMS BS graduates working in industry. These would be students seeking only the MS degree. Need to do a market analysis.
  - Also discussed the need to have a faculty discussion / meeting on how to handle AI tools in course assignments.
  - Lee – why is there a push to have an online presence in the department of the college?
  - Cherie – also these is an issue with ownership of the course lecture materials
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**3. Approval of Agenda and Minutes** – December 18, 2024 minutes emailed in advance

- Ed / Brittnay – approval of minutes

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

- Lunar New Year event coming up. Some issues with our Chinese Students coming back from holiday break.
- AAB/EAB Meetings. Encourage students to come to the 4:30 pm Thursday Speed Mentorship Session.
- On Friday, breakouts will be focused on entrepreneurship
- Faculty should reach out to Cherie and Jamal regarding proposed applications to these awards below.

Events

- 1/29 – Lunar New Year Party
- 1/30-1/31 – AAB/EAB Meetings
- 2/20-2/22 – Grad Recruiting
- 3/8 – BME Education Outreach Day
- 4/7 – UG Research Day
- 4/17 – Senior Design Showcase
- 5/5 – UG Pinning Celebration
- 5/9 (tentative) – Lake Wauburg

Awards Deadlines (Jamal)

- 2/7 – University Scholars for UG
- 2/7 – IEEE Fellow Program
- 2/14 – L'Oreal FWIS for Postdocs
- 2/15 – AiChE Braskem Award for Excellence in Materials Eng. & Science
- 2/15 – ASEE Theo Pilkington Outstanding Educator Award
- 3/18 – UFRF Professorships
- 4/1 – Global Learning Institute
- 4/5 (tentative) – Provost Excellence Awards for Assistant Professors

Seminars (Meghan & Mingzhou)

- 1/27 – Jamal Lewis, Clinton Smith, John Byatt
- 2/3 – Gregg Duncan, Maryland
- 2/10 – Jae Mo Park, UT Southwestern
- 2/17 – TBD
- 2/24 – TBD
- 3/3 – Melissa Kemp, GA Tech
- 3/10 – Angela Alexander-Bryant
- 3/24 – Mike Mitchell, UPenn
- 3/31 – Abhinav Jha, WashU
- 4/14 – Tamara Allistrion
- 4/21 – TBD

**5. Discussion Items**

- 5.1. Safety Minute (Blanka)

- College is launching a program to promote the use of eye protection / safety goggles
- Some concerns raised about forced use of safety glasses – James Fleetwood will be considering this feedback.
- ESH Updates – new laboratory signage required. Acrylic sign holder – request form. No specific deadline for the transition. Please do as soon as possible.
- Laboratory Safety Laboratory Awareness weekend upcoming.
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5.2. Items Requiring Action – NONE

5.3. Administrative Updates (Natalie)

Audit by the Office of Research of overhead accounts – cracking down on non-research expenditures mostly focused on food purchases. Food cannot be purchased on overhead accounts unless the event includes a non-UF visitor to the meeting. Solution – the department will use its accounts and swamp the funds after the purchase.

5.4. Department and COE Updates and Discussion Items

5.4.1. Faculty Searches

➤ Tenure Track (Mingzhou)

Update – applications are rolling, and the committee is conducting interviews.

➤ Non-Tenure Track (May)

Yesterday was the deadline for applications – the committee is reviewing applications and will conduct interviews.

5.4.2. Grad Recruiting (Lakiesha)

Sent out an email for the graduate student recruitments. Top 27 on the list agreed to accept the invitation for on-campus visit. Doing well regarding diversity of applications. Some backlog in Graduate School approvals of applications. Cherie – please continue efforts in personalize student recruiting. Jamal – for students not selected for the visit, what is the process? Lakiesha – still have the opportunity for online engagement including faculty funding their visit to UF. Non-visiting student list has now been sent to the Affiliate Faculty.

5.4.3. EOPR Event (Ed)

Thanks to those volunteers for the event participation. Changed the date to March 2025. Could use faculty help with advertising – share the flier with local schools and faculty. Perhaps use facilities to push out the even flier to Alachua County School parents. Jennifer – would like some guidance and deadline for laboratory materials to be finalized.

5.4.4. Chair Updates (Cherie)

No major updates. Cherie – asks faculty to complete the survey emailed just before this meeting. Discussed some issues with the AC/Heating conditions in NEB offices and laboratories.

5.5. Any Late-Breaking Announcements

Discussion of current (perhaps temporary) closure of NIH study sections, council meetings, and new awards.

**6. Adjourn**