

## **BME Faculty Meeting**

September 12, 2018

### **1. Call to Order**

### **2. Guest Speaker – NONE**

### **3. Approval of Agenda and Minutes**

May 2, 2018 and August 20, 2018 minutes emailed in advance

**Motion – minutes were approved**

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

- September 21 @ 5pm – Social at The Swamp, hosted by GSC
- September 26 @ 3pm – Coffee Break in JG32, hosted by GSC
- October 1 – Leadership Seminar Speaker: Leonard Pinchuk
- October 10 – BME Faculty Meeting
- October 17-20 – BMES Annual Meeting
- October 21-23 – ABET Visit

### **5. Discussion Items**

#### **5.1. Items Requiring Action – NONE**

#### **5.2. Safety (Blanka/Stacy – Exxon Mobil Meeting)**

**Couple meetings were held this summer. Student safety tips are given at beginning of BME seminars. Laboratory safety boot camps are available. Students are working on their next newsletter – focus on histology. Student organization will work on guidelines for laboratory inspections. Discussion of Exxon Mobil meeting this summer. UF and Univ of Minnesota are leaders in engineering laboratory safety. Safety is a culture. Don't be afraid to report issues and problems and students should notify faculty accordingly. Safety should be a part of the departmental mission statements, and presence on their webpages. Safety moments – what is going on in their universities and departments. UM has a Stall Wall Moments. Each month a different message such as policies of transporting chemicals. Annual laboratory safety training sessions – blood borne pathogens, hazardous waste, etc.**

#### **5.3. Student Org Updates (All)**

#### **5.4. Department and COE Updates and Discussion Items**

##### **5.4.1. ABET update (Dan)**

**Slides have been distributed on ABET. Faculty are asked to discuss and present in their classes so that undergraduates are aware and knowledgeable about the review process and dates. Faculty discussed the need to emphasize to the BME undergraduate students the importance of graduating from an ABET accredited program. At present, there is no PE exam in the area of BME (there is one for agricultural & biological engineering).**

##### **5.4.2. Faculty search update (Lin)**

**Eighteen applications have currently been received. Each packet will be reviewed by two committee members. Candidates will be scored and comments collected. Summary to be prepared one week prior to BMES. Try to invite as many of the qualified candidates to interviews at BMES. This is the best time to personally invite / recruit candidates to apply for our open positions. After BMES, a rolling review will continue. Candidate will be sent to committee members in their respective research areas – candidates are evenly distributed across research areas. Top candidates will be encouraged to attend BMES to meet our BME faculty. First review by the committee will be comments and yes/no/maybe in terms of hiring potential. Christine – let's be proactive in making inquiries to programs – postdoc, graduating PhD students, young promising faculty. Zac – made list of names of BME faculty that could be available for the Meet the Faculty Session on Wednesday of the BMES meeting**

**in Atlanta. Department reception will be Thursday evening. Kyle – also encouraged faculty to attend the undergraduate recruiting session on Saturday.**

5.4.3. Moonshots (Christine)

**University-wide collections of ideas – tool to raise funding. Christine has forwarded BME ideas to the Dean**

5.4.4. IP disclosures – submit before BMES (Christine)

**Reminder to faculty – see prior email from Christine. OTL will need 2-3 weeks to issue approvals for IP.**

5.4.5. Faculty vacation and sick leave reporting (Christine)

**New college rule regarding reporting. Handout was distributed and reviewed by Zac. Faculty need to report both sick days and vacation days within myUFL. If faculty notify Hollie Martin as to sick days or vacation days, she can enter your values for you.**

5.4.6. Conference travel funds (Christine/Zac)

**Prior email has been sent regarding departmental support – registration and travel – for the BMES meeting. Faculty to submit receipts post-meeting to Nick Sessions.**

5.4.7. Reference letter requests (Christine)

**Request that faculty draft letters of reference to the Chair to consider for various award nominations. Keep an impact statement ready for when it is requested as part of the nomination process. Recommendation – keep impact statement as third person.**

5.4.8. IT support feedback (Dan)

**Review of Phillip and Victor – faculty feedback on response and support. There had been issues in the past. Both are college employees but the college is looking to the department for job performance feedback. Phillip – focused more on desktop office support. Victor – more focused on networking and systems (higher level) support. Ben – had asked them to be more proactive. General thought is that they are not as proactive as has been requested.**

5.4.9. NSF grad research fellowships (Dan)

**Review of David Mazyck’s course on NSF fellowships. “Only 5 minutes to convince a tired reviewer, who is not an expert in your field, that your application is worthy of funding.” Intellectual Merit and Transformative Nature of the Work. NSF are investing in the students and not the proposal. Need to emphasize the engineering aspects (not NIH aspects) of these proposals.**

5.4.10. Awards Committee update (Kevin)

**Review of college award nominations from BME. Faculty need to be proactive regarding award nominations.**

5.4.11. Administrative & fiscal updates (Zac)

**Zac – reviewed a variety of information items. Need to take Mandatory Compliance Training – A Collaboration of Success”. Deadline – October 15. Timeliness of Travel, Entertainment, Employee Reimbursements – new UF policy guided by IRS Publication 463. Faculty need to turn in your travel/reimbursement expenses in a timely manner (45 days of purchase /travel). Faculty signatures are required on all cost transfers (retroactive charges). These include temporary charges to overhead accounts for delayed grant budgets. BME department will explore DocuSign software. Total research expenditure summaries – currently \$8.355M. Discussion that the data gathered for the Dean is heavily focused on input, and not output – such as publications and citations.**

**6. New Items (all)**

**7. Adjourn**