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

Wednesday, May 13, 2020  
3:00 p.m.

**1. Call to Order – assign note taker**

Mingzhou assigned as note taker.

**2. Guest – NONE**

**3. Approval of Agenda and Minutes – May 6, 2020 minutes**

Minutes corrected and approved.

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

- HWCOE Virtual Awards Celebration – 10am (link to be provided by the HWCOE)

Reminders: (1) faculty activity reports are due and (2) virtual college award celebration will be held tomorrow.

**5. Discussion Items**

- 5.1. Items Requiring Action – NONE
- 5.2. Department and COE Updates and Discussion Items
  - 5.2.1. College Updates (Christine)

Information about returning to research and related procedures including Covid-19 testing schedules are discussed. Travel requests need to be submitted to the Dean for approval. All documentation concerning moving classes online must be retained. For some classes, such as cell engineering lab, unspent funds will be reimbursed back to the students.

- 5.2.2. Research onboarding and pre-planning (Christine/Dan)
- 5.2.3. Fall seminar schedule (Ed)

The motion that fall seminars be virtual only is approved unanimously.

- 5.2.4. Learning Assistant Program (May)

May introduced the LA program. A discussion followed. Further discussion on this topic will take place next week.

Meeting adjourned at 4:01p.

- 5.2.5. Administrative & fiscal updates (Zac)
  - 5.3. Student Org Updates (All)
- 6. New Items (all)**
- 7. Adjourn**