

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

Wednesday, December 11, 2019

3:00 p.m. – 5:00 p.m.

*In attendance:* Hudalla, Keselowsky, Murfee, Williams, Bolch, Otto, Fang, Stabler, Fuller, Ding, Nichols, Phelps, Dobson, McFetridge, Gunduz.

*Also in attendance:* Bieling

*Minutes taken by:* Gunduz

- 1. Call to Order**
- 2. Guest Speaker – NONE**
- 3. Approval of Agenda and Minutes – November 13, 2019 minutes emailed in advance**  
Dr. Ferris moved, Dr. Williams seconded  
Approved with all in favor
- 4. Important Dates to Note (mark your calendars!)**
  - January 8 @ 3pm – BME Faculty Meeting
  - (New item) January 11 – Dr. Hudalla will be a featured inventor at the Cade Museum on Jan 11<sup>th</sup>.
- 5. Discussion Items**

### 5.1. Safety (Jon)

Beautiful wooden suggestion box by Calum McFetridge in the front office.

Last College safety meeting was cancelled.

Dr. Mansy reported an incident in the Bioinstrumentation Teaching Lab. These incidents need to be reported to EHS and CC'd to Dr. Dobson. PIs need to be on top of their safety training.

### 5.2. Diversity and Inclusion (Christine/Ayse)

D&I Club is working towards our Black History Month celebration.

### 5.3. Items Requiring Action

#### 5.3.1. Faculty Vote – Affiliate Faculty Request (Kevin)

The materials for the requests were circulated via email prior to the meeting.

- Damon Lamb – Affiliation approved with all in favor (Dr. Schmidt moved to vote, Dr. Ferris seconded)
- Vinata Vedam-Mai – Affiliation approved with all in favor (Dr. Bolch moved to vote, Dr. Dobson seconded)

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

#### 5.4.1. Faculty search update (Christine/Greg)

- BME candidates to date

Dr. Hudalla reminded faculty to provide feedback on two candidates who interviewed. One more candidate interview will be held this week. Four other visit invitations were sent out starting January. The dates are Jan 6-7, Jan 21-22, Jan 27-28, Feb 3-4.

Goal is to have 9 candidate visits by end of February.

- Chris Butson – potential affiliate or 0% hire

Dr. Schmidt mentioned engaging affiliates in the grad student recruitment process and something that we can discuss in detail in the future.

GPC will discuss direct or early matching this Fall. Late matching hurts NSF GSFP applications, but early matching may be a disservice to new starting faculty.

#### 5.4.2. Food @ oral examinations (Christine)

The topic was discussed by faculty.

#### 5.4.3. Postdoc Teaching Fellows program (Christine)

To be discussed at the next meeting.

#### 5.4.4. Research/Education – collaborations w/FIU Colleges of Medicine or Nursing (Christine)

Dr. Schmidt informed faculty that Wertheim funds are available for collaborations between HWCOE and FIU Colleges of Medicine or Nursing

#### 5.4.5. Awards Committee Update (Kevin)

The awards committee will be meeting to discuss adding a lab staff award to departmental awards. Faculty were encouraged to send more nominations for departmental and college awards.

#### 5.4.6. Administrative & fiscal updates (Zac)

HWCOE Administrative Procedures for Business Entertainment and Travel Lodging were distributed and discussed.

#### 5.5. Student Org Updates (All)

GSC- was active during the Holiday season (organized the BME Holiday Party, Angel Tree). The council is working on outreach events (Updates by Dr. Nichols).

Overall departmental outreach is ~1000 human-hours as reported by Dr. Phelps.

SFB – is working towards Biomaterials Day (Update by Dr. Hudalla).

American Society of Biomechanics (ASB) - may pilot a student chapter on our campus (Update by Dr. Ferris).

#### 5.6. Department Holiday Cards are available

Faculty are welcome to send out for professional communication to donors, speakers, etc.

### 6. New Items (all)

None

### 7. Adjourn