

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

Wednesday, January 25, 2017
3:00 pm – 5:00 pm

1. **Call to Order**
2. **Guest Speaker(s) – NONE**
3. **Approval of Agenda and Minutes**
December 1, 2016 minutes emailed in advance (Approved)
4. **Important Dates to Note (mark your calendars!)**
 - ▷ January 30 – Distinguished Early Career Lecture: Canan Dagdeviren
 - ▷ February 22 @ 3pm - BME Faculty Meeting
 - ▷ February 23 @ 5pm – Graduate Recruitment Dinner
 - ▷ February 24 – Graduate Recruitment Events

-Faculty retreat to be scheduled soon to review external review feedback
5. **Discussion Items**

#	Topic	Discussion
5.2	Safety	<ul style="list-style-type: none"> • Putting together guidelines and documents for graduate students
5.3.1	Faculty Search Committee Update	<ul style="list-style-type: none"> • 16+ candidates reviewed in detail so far, 8 candidates (to be) invited • 1 candidate: strong feedback, in the process of negotiating and startup request • Spousal candidate: might not work out until 2018 due to spouse’s fellowship at another institute. Hire can be spousal hire, or regular hire using one of our existing lines (<u>only if</u> there is overwhelming enthusiasm). It was concluded that we should wait on a decision from COM before proceeding further. <ul style="list-style-type: none"> • 3 candidates: already invited, visits scheduled. • 3 candidates: Skype interview completed, final decision should be made whether they should be invited onsite or not (search committee will report early next week). <ul style="list-style-type: none"> • 2 additional candidates: Christine will Skype soon
5.3.2	New UPC policies	<p>Two new policies were discussed:</p> <ul style="list-style-type: none"> • ENG4912: Students can take it as part of their specialization track, where each credit roughly equals 4 hours of lab work. The student should submit a plan of study at the beginning of the semester, and they should submit the final report to the faculty member on the last day of semester, as well as to Kyle and Kristin for compliance review (S/U course, up to 3 credits). Kristin already is sending out a weekly newsletter and deadlines will be included. Kyle will circulate the guidelines, and faculty will approval next time.

		<ul style="list-style-type: none"> Guidelines for Honor thesis: Students should have completed at least two semesters of ENG4912 (voluntary lab research or part of the specialization track). The honor thesis should be an examination of their skill in terms of active research, not necessarily reflecting the successful completion of the research task. Kyle will circulate the guidelines to the faculty to seek their feedback.
5.3.3	PhD Recruitment	<ul style="list-style-type: none"> Faculty have received calendar invites for the PhD recruitment events, Feb. 23 = Dinner, Feb 24 = recruitment day. Many schools have changed their recruitment policy this year, several students have indicated they are already committed to recruitment events at other schools, as invites from other schools were sent out earlier (e.g. Utah, Dec. 27). Rice, Vanderbilt, Wake Forest, Pitt, Utah all are recruiting on the same date. Some schools also have stated that if the student is not attending the recruitment event, they will not consider the student for admission. We can consider two recruitment events next year to provide flexibility, but it will be costly (and some challenges for arranging the event). Currently we have invited 49 students. Cherie has been contacting the students personally, but more engagement from faculty is encouraged in the future.
5.3.4	Diversity Engagement	Cherie discussed some inclusion tips were for engaging female and minority students in the class. Students should be encouraged to discuss their career opportunities with the faculty, perhaps during office hours. Cherie will share the material with the faculty.
5.3.5	Curriculum/teaching schedule and course teaching expectations	<ul style="list-style-type: none"> Fall 2017 course assignments: Carols will use the same process/forms for assigning the courses next year. He has not assigned several courses yet (Fall 2017) due to teaching release/buyout/etc. (e.g. BME6502/BME5704/..). Dual enrollment courses: For dual enrollment (graduate/undergraduate) courses, the syllabus and the assignments need to be different between the graduate and undergraduate sections. In the future, there will be some entry-level graduate courses that can be taken by both graduate and undergraduate students, while only graduate students can take some of the more advanced graduate courses. Faculty are encouraged to provide more options when asked about their teaching preferences next semester. Special topic courses: Some discussions on when a special topic course should get its number. It needs a number if part of a certificate program. In addition, a numbered course will allow us to control a course at our department (other departments will be restricted if creating a similar course). Changing textbooks on syllabus: Faculty can change their textbooks, but the topics change need approval.

5.3.6	ABET Data	<ul style="list-style-type: none"> ABET data needs to be collected before the Spring break preferably. July: mock internal reviews will be scheduled.
5.3.7	Social media “requirement” for student travel fellowships	<ul style="list-style-type: none"> The students will be asked to post picture/short description of their presentation at scientific meetings as part of the travel fellowship requirement. Candi can help with this.
5.3.8	Department-hosted events/parties	No more department sponsored events for the faculty (e.g. baby showers) due to low faculty attendance.
5.3.9	5.3.9. Postdoc/graduate student ratios	<p>Commitment to recruiting graduate students (as opposed to postdocs) is encouraged, as well as recruiting BME students.</p> <ul style="list-style-type: none"> Flexibility for retaining GSF (to use later) was discussed to allow the faculty to manage grant expenditure, it was concluded it is not possible currently.
5.3.10	CANE NSF ERC Update	Kevin discussed the CANE NSF proposal status, more news to follow mid-Feb, currently among the top proposals. It was suggested that the grant preparation process and the available college resources to be documented and shared with other faculty.
5.3.11	Awards Committee	<ul style="list-style-type: none"> Term professorships: 31 spots for COE, requirements were discussed such as being willing to relinquish any current endowment (two endowments cannot be carried at the same time). Deadline is next week.
5.3.12	Administrative & Fiscal Updates	<ul style="list-style-type: none"> Fiscal position: 18 applicants, 4 interviewed, 3 will be further interviewed, announcing final decision early next week Acquiring equipment from Huabei lab was discussed, Zac to send out details in an email.

5.1. Items Requiring Action: NONE

5.2. Safety (Pete)

5.3. Department and COE Updates and Discussion Items

5.3.1. Faculty Search Committee Update (Pete)

5.3.2. New UPC policies (Kyle)

5.3.3. PhD recruitment (Cherie)

5.3.4. Diversity engagement (Cherie)

5.3.5. Curriculum/teaching schedule and course teaching expectations (Carlos)

5.3.6. ABET data (Stephen)

5.3.7. Social media “requirement” for student travel fellowships (Christine)

5.3.8. Department-hosted events/parties (Christine)

5.3.9. Postdoc/graduate student ratios (Christine)

5.3.10. CANE NSF ERC Update (Kevin)

5.3.11. Awards Committee Update (Kevin)

5.3.12. Administrative & Fiscal Updates (Zac)

6. New Items (all)

7. Adjourn

Committees Not Responding/Reporting:

Research Committee (Ben); Tenure & Promotion Committee (Mingzhou); Seminar Committee (Blanka); Executive Committee (Jon)