

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

Wednesday, February 22, 2017

3:00 pm – 5:00 pm

- 1. Call to Order**
- 2. Guest Speaker(s) – NONE**
- 3. Approval of Agenda and Minutes**
  - January 25, 2017 minutes emailed in advance - approved
- 4. Important Dates to Note (mark your calendars!)**
  - ▷ February 23 @ 5pm – Graduate Recruitment Dinner, Hippodrome
  - ▷ February 24 – Graduate Recruitment Events
  - ▷ February 27 – Leadership Seminar Speaker: Dr. Nicholas Peppas – noted that Morgan Giers will also be here
  - ▷ March 13 – Sigma-Aldrich Lecture: Dr. Warren Chan
  - ▷ March 27 – Leadership Seminar Speaker: Dr. Tejal Desai
  - ▷ March 29 @ 3pm - BME Faculty Meeting
- 5. Discussion Items**
  - 5.1. Items Requiring Action**
    - 5.1.1. Faculty Vote – Affiliate Faculty Policy Review (Jon) –** Jon is being heckled; affiliate faculty guidelines have been updated; issue wrt affiliate status and grad faculty status has now been clarified, suggestion is affiliate first; discussion related to language of primary faculty priority for GSF – recommended to remove based on new GSF policies; discussion of general requirements (must be UF faculty; must demonstrate activity in BME and have sponsor; sponsor brings case/application to the department; must designate status level in application); discussion ensued regarding % of faculty votes to approve affiliate status (suggestion is 80% of quorum, where quorum is 50% of faculty; provided we are quorate); vote outcome – change language to indicate that letter of appointment will come from department/chair rather than be relayed by the sponsor; recommended to define which staff member to receive ‘information to complete appointment’ as well as which staff to arrange seminar – suggestion is that sponsor should figure out who this staff is; discussion of requirements for renewal – policy is not new but has not been implemented; is annual review reasonable; who is going to analyze report; suggestion to use qualtrics survey to indicate which requirements you have fulfilled – Christine will set up the survey with input from ExComm; requirements for renewal – suggestion to include supervising BME undergraduates; suggestion is that all current affiliates should submit an activity summary for reappointment to be reviewed by ExComm; any non-responders will be considered no longer interested and will be removed from the affiliate roster; call to formally approve until after revisions are made.
    - 5.1.2. Faculty Vote – Engineering Research Policy (Kyle) –** updates made to proposed doc as suggested by UPC members; request for full faculty input; policy does not prevent students from taking EGN4912 as free elective, only applies to take EGN4912 for track elective credit; departmental review will ensure compliance for track credit; question – does this count towards ABET (NO); is Kristin responsible for tracking this (she collects forms; committee reviews; students have to file forms when they register for class; where did

hr/credit come from... discussion ensues... no change proposed; move to vote – unanimous approval

5.1.3. Faculty Vote – Honor’s Thesis Policy (Kyle) – overview of requirements presented; articulated that guidelines are not policy, rather a recommendation that can be edited; question raised regarding language “active research” rather than just “research” – clarified that goal is to have student articulate what they have done toward their research objective not in support of grad student/postdoc mentor; confirmed it is not Kristin’s responsibility to find thesis advisor; called to vote - based by unanimous consent

5.2. Safety (Pete) – No updates

5.3. Department and COE Updates and Discussion Items

5.3.1. Faculty Search Committee Update (Pete) – GatorJobs is now closed; 1 candidate has verbal offer, written offer waiting on space renovation; 2<sup>nd</sup> candidate has verbal offer, working on needs proposal; 2 additional candidates there is no movement; Spousal candidate: working to identify needs; One final candidate next week – last official interview at moment; remaining shortlist on hold; reach out to 2 other candidates; plan to skype few device people from pool #2; discussion about 2 of interviewed candidates; called to vote – all present in favor (Fang);

5.3.2. Curriculum Review (Kyle) – skip

5.3.3. Recruitment update (Cherie) – reminder of scheduled events;

5.3.4. Addressing student unrest (Hans) - skip

5.3.5. Awards Committee update (Kevin) – college has 31 term professorships to give out, BME has 3 nominees that were reviewed favorably

5.3.6. Funding opportunity/resource for collaboration (Lin) – Moffett seed proposal, must collaborate between UF/Moffett or UF/Miami med school. LOI due on Mar 1; Lin will send RFA

5.3.7. Administrative & fiscal updates (Zac) - skip

**6. New Items (all)**

**7. Adjourn**

**Committees Not Responding/Reporting:**

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