

J. Crayton Pruitt Family Department of Biomedical Engineering Faculty Meeting Minutes

Wednesday, May 2, 2018
3:00 pm – 5:00 pm

Minutes were recorded by Jennifer Nichols

1. Call to Order

Meeting was called to order at 3:05 pm

2. Guest Speaker – Elliot Douglas, Professor of Environmental Engineering Sciences; Associate Director for Research, UF Institute for Excellence in Engineering Education

- Goal to “create community ecosystem around engineering education scholarship”
- Encouraged faculty to think about areas of engineering education scholarship that they are interested in pursuing, such as (1) improving individual teaching practices, (2) evaluating teaching practice (i.e., collecting data and publishing on whether the practice works), and (3) education research (i.e. exploring why a teaching practice works and how students learn)
- UF Institute for Excellence in Engineering Education has several initiatives in the work:
 - Organizing activities once per month (e.g., workshops and seminars) around various areas of the scholarship of teaching and learning (SOTL)
 - Offering one-on-one consultations to explore individual educational research goals or get feedback on teaching practices
 - Offering Graduate Certificate in Computer Science & Engineering Education
 - Provides credential to graduate students interested in faculty positions
 - Requirements are currently under development but will include coursework as well as supervised teaching
 - Earliest potential availability is Fall 2019
 - The fact that it is set-up as a graduate certificate program influences to what extent it can support postdocs; postdocs should be able to complete certain components of the program (e.g., seek permission to sit in on specific courses)
 - Departments will be encouraged to incorporate prepared modules (approximately 1 credit worth of content) into existing supervised teaching courses.
- Starting in the Fall announcements from the UF Institute for Excellence in Engineering Education will be circulated to the BME department through the Chair.

3. Approval of Agenda and Minutes

February 7, 2018 and April 4, 2018 minutes emailed in advance

- February minutes were approved.
- April minutes were approved under the condition that identifying information regarding discussed faculty candidates is removed.

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

- May 4 – Congressman Ted Yoho visit
 - Dr. Yoho was invited to campus by the BME Department and will be touring a subset of labs. Lab tours are being student-run by SASS. Dr. Schmidt and Dr. Dobson will also be present for the tour.
 - Unfortunately, the faculty Q&A panel has been cancelled due to time constraints.
 - Faculty whose labs are being toured are encouraged to be present for the tour.
- May 6 – Commencement/Pinning Ceremony
 - Faculty are strongly encouraged to attend the BME pinning ceremony.
 - This is an important event to build community with the graduating class and promote department engagement.
- May 7/8 – External Advisory Board Dinner/Meeting
 - Faculty are strongly encouraged to attend the events scheduled during the External Advisory Board visit on Monday night and throughout Tuesday.
 - Thanks to the faculty providing transportation to various events.

5. Discussion Items

5.1. Items Requiring Action

5.1.1. Faculty Vote: Affiliate Faculty – Dr. Vinata Vedam-Mai (Jon)

- Due to unforeseen circumstances, Jon was unable to attend today's meeting.
- The vote regarding this affiliate faculty will be held via e-mail over the summer.

5.2. Safety (Pete)

- No new updates; no safety-related accidents or events to be reported.
- A safety survey will be sent in the near future; faculty are strongly encouraged to respond to this survey.

5.3. Student Org Updates (All)

- Graduate Student Council (GCS):
 - Elections for the 2018-2019 executive board are currently being held

- GCS members have voiced support pay equality among graduate students and are being advised on appropriate methods for discussing this with the department leadership.
- The GCS interested in hosting a cell culture lab workshop and are in process of designing student-led workshop.
- Biomedical Engineering Society (BMES):
 - The end of year social event was held recently and had a low turnout (possibly due to evening conflicts with exam reviews).
 - Idea of encouraging BMES to host some events as luncheons to promote more faculty-student engagement was discussed.
 - Events are most prominently advertised through Facebook; providing greater advanced notice to faculty of events via e-mail was discussed.
- No other student organization updates were provided.

5.4. Department and COE Updates and Discussion Items

5.4.1. ABET update (Dan)

- Christine and Stephen presented on behalf of Dan.
- Priority Item: Need evaluation data collected ASAP.
- Other Updates:
 - Team chairs (i.e., the individuals organizing the visit) have been selected
 - Course folders for Spring 2018 need to be updates, as this information will be used during the Fall visit.

5.4.2. Faculty search update (Lin)

- Lee lead discussion of faculty job ad on behalf of Lin.
- Faculty Job Ad:
 - Summary of Ad:
 - Hiring at the level of Assistant
 - Deadline will be late October based on timing of BMES and to facilitate hosting second visits and making offers in early Spring.
 - Discussion & Feedback:
 - Preference of a 1-page document that can be distributed and includes a link to the website providing additional information
 - Discussion of research areas to include on the ad was indecisive.
 - Interest in having order to listed specialty areas (perhaps alphabetical)
 - Suggested wording of “Welcome applications that work in any of our six core research areas, with special consideration to...”
 - Additional suggestions provided to Lee in writing

- Other Faculty Search Updates:
 - Lakiesha Williams has accepted her offer and will be joining the department in August
 - Ben provided Christine and the search committee with a C.V. of a senior faculty member who may be interested in joining the department; the faculty search committee will review
 - Christine provided updates regarding ongoing discussions and offers for which decisions are still outstanding.
 - Two potential candidates for lecturer positions were discussed.

5.4.3. HWCOE award winners (Kevin)

- Ayse Gunduz – Pramod P. Kargonekar Junior Faculty Award
- Brandi Ormerod – Faculty Award for Excellence in Leadership
- Zac Bielling – Staff Award for Excellence
- Margaret Pires-Fernandes – Attributes of a Gator Engineer for Professional Excellence

- Congratulations! Round of applause to the winners.
- Thank you to nominators as well; keep in mind that we can be competitive in future years by continuing to have a strong nomination process; committees have memory, so you can re-nominate individuals for awards if they do not initially win.

5.4.4. GSF Salaries (Christine/Cherie)

- GSPA stipends are being increased to an annual rate of \$30K
 - This is a university-wide change; the department does not have control of this decision and must abide by the new stipend levels.
- Students are interested in equitable pay. However, the department understands that not all faculty can provide equal pay due to limitations in funding and/or rules dictating grant budgets.
- Faculty discussed potential ways to increase student stipends, such as transitioning students to newer awards that are budgeted at higher stipend levels when possible and appropriate.
- Faculty discussed the need to educate students on the variety of factors that influence stipend levels and pay disparity including salary compression, university policies, and grant budgeting restrictions.
- Faculty discussed need to educate BME graduate students on how BME stipend-levels vary across the HWCOE and UF as a whole.
- Cherie will be participating in a Town Hall on Friday to discuss stipend issues with graduate students from across the college.

5.4.5. Department Comprehensive Exams (Cherie)

- All comprehensive exams have been scheduled: May 10, May 21, May 22
- Calendar invites, including information on the papers, will be coming from Myra within the next few days.
- Faculty are strongly encouraged not to cancel, as a faculty member missing the exam will result in the exam not being administered.
- Summary for New Faculty: Journal articles are distributed to faculty prior to exam. Faculty are expected to read the article and will ask questions regarding the article during the exam. Students will be notified 1 week in advance regarding the faculty members on their committee. The chair of the committee prepares a brief report regarding the exam.

5.4.6. AIMBE (Christine)

- Prior to discussing AIMBE, Christine circulated an example postdoc certificate and informed faculty that UF BME branded certificate folders are available for use at department and/or lab events (cost is approximately \$1.40 per folder)
- AIMBE stickers “Standing up for Science” were provided to faculty
- Christine is now the AIMBE President
- Cherie and Ben are new AIMBE Fellows
- AIMBE Fellows in the department are encouraged to be active through activities such as visit to the Hill.

5.4.7. New PI Slack (Christine)

- Information regarding the New PI Slack page were distributed via e-mail.
- This is an international group of Assistant Professors who seek and provide professional and personal advice via Slack, a cloud-based collaborative platform.

5.4.8. Animal facilities (Christine)

- Upcoming changes are occurring to the animal facilities; faculty who may be impacted have been invited to a meeting on May 14th

5.4.9. Individualized advice to NIH applicants (Christine)

- Information on available grant consultants has been circulated via e-mail; consultants have previous experience as program directors at NIBIB and provide variety of services from just reviewing specific aims to an in-depth review of a grant; costs are at an hourly rate of approximately \$160 per hour.
- Benefits of individual grant consulting as well as general grant workshops for both new and experienced faculty were discussed.

- Potential to cost-share a visit in September/October, during which faculty could have one-on-one meetings with the consultant were discussed.
 - Faculty generally expressed interest in using service.
 - Due to ability to use service via e-mail and interest in getting feedback from ChemE about quality of service, decision was made to not cost-share visit for in-person meetings.
- Faculty suggested investing in general grant workshops. Specifically, Stephen Russell has visited UF previously and provides an intensive grant writing workshop. Ben was tasked with discussing the possibility of getting college support for Stephen Russell to come back to campus.

5.4.10. EAB Meeting (Christine)

- All relevant information was discussed during Agenda Item 4.

5.4.11. Teaching release for R01 or NSF CAREER (Christine)

- Assistant Professors can now receive a one-time teaching release for either an R01 or an NSF Career Award. Previously, this benefit was only available to NSF Career Award winners.

5.4.12. BME Committees (Christine)

- Christine will be reassigning committee duties this summer.
- Faculty are encouraged to contact Christine with their committee preferences.
- Briefly discussed whether Ras should be part of the Research Committee in order to participate in discussions regarding changing research policies at the college and/or University level.
- Discussed the fact that the Executive Committee meets very sporadically, as the Senior Associate Chair has somewhat taken the place of this committee. Interest in finding a way to more effectively utilize this committee was expressed. No clear ideas on how to more effectively utilize the committee were described.
- Suggestion was made to formulate a new committee and/or task a current committee with providing support for industry partnerships.

5.4.13. Administrative & fiscal updates (Zac)

- Information on total research expenditures that will be shared with the External Advisory Board were shared with the faculty.
- Update on recently purchased equipment was provided.
- Faculty encouraged to continue bringing in grant funding.

6. New Items (all) – None discussed.

7. Adjourn – Meeting adjourned at 4:57 pm.

Committees Not Responding/Reporting:

Executive Committee (Jon); Tenure & Promotion Committee (Mingzhou); Undergraduate Studies Committee (Kyle);
Departmental Seminar Committee (Blanka); Awards Committee (Kevin); Research Committee (Ben)