

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

Wednesday, November 1, 2017
3:00 pm – 5:00 pm

1. All in favor and the minutes are approved.
2. Affiliate voting Jose Principle
[Jon] I would recommend yes for both his graduate and affiliate position.
[Cherie] He did not respond our emails for five months
[All] approve for his application, all in favor
3. UPC
[Kyle] I add the freshmen design into the curriculum, add back the BME elective. We are the only engineering department now require circuits. Right now circuits class is offered by ECE.
[Steve] Students are not doing particularly good in circuits.
[Cherie] We will soon overwhelm the ECE with 200 students. What is the total amount of credits compared with other department in general?
[Kyle] 3-4 more credits than other departments.
[Cherie] Do we really need so many BME electives?
[Kyle] If we go down to 9 credits for BME electives, we need to find the core class.
[Jon] Hans recommend the extra electives.
[Cherie] Would 4 electives even be sustainable?
[Kyle] Cammy want 128 credits, but back off for us because our graduation rate is OK. And also there is a reason for 4 BME electives because a lot of certificate programs require four classes.
[Dan] Yes, it's gonna to be sustainable for a while, in the future I am not sure.
[Kyle] We need to grow the number of faculty members if we want to cover all the classes.
Voting: All in favor to approve UPC's proposal.
4. Student organization
[Aysegul] We will have an event on Dec.
[Steve] A joint event together with the School of Art will be held and the flyer will be sent to the faculty members.
[Christine] None of the funds can go to alcohol, bar settings are not encouraged, especially for undergraduates. Our student organization is not doing particularly good on fund raising. For now we are providing funding for all the students' organizations, but they should try to rely on themselves to raise funds in the future like many other departments.

5. ABET

Slides are shown by Steve, and Steve suggested some wording changes.

[Dan] We are in trouble if we say prepare to have, so we should use will have, will become.. etc.

[Steve] I will send the suggested changes to all the faculty members and then I will consolidate.

[Kyle] You set the bar high, whether they achieve that will of course depend on.

[Steve] We try to cover all the student objectives. When send out the self reports, we should have a solid report. If you teach a class, please inform the students part of the work is for ABET purpose.

[Dan] Let me second that, it's bad if the UG know nothing about ABET when the ABET team is on campus. We need to inform all the UG that this ABET evaluation is critical for their future.

[Steve] Besides the common folder, I put the questions into the folder, and I will share some slides to all the faculty members.

[Kyle] Gator evaluation is rigid, we can do ourselves as well if needed.

[Cherie] I am delivering the ABET information to the students in my class.

6. GSPA

[Cherie] I send the email about IDP. UFL want every program to have IDP plans for each Ph. D student. It's difficult to dismiss a student without clear documents showing that the students are not doing good consecutively. I share the form (Stanford) in my email.

[Lin] Is IDP needed in the NIH report

[Kyle] It would be required soon in NIH annual report.

[Kyle] You set the bar high, whether they achieve that will of course depend on.

[Ben] What is the difference between our existing evaluation form and the GSPA?

[Cherie] evaluation form is for past performance, IDP is for future planning and knowing more about the student.

[Kevin] It should be informal form, and it works really well in my lab

[Ben] It has to be deadline driven, can't increase the burden of the faculty member.

[Dan] Michigan has this, IDP gives you the opportunities to better know your students.

7. GSPF

[Zac] CISE took the 4 year unsplit model.

[Jon] Why can't we just give the money back to the department, it will be much easier.

[Zac] The dean want us to choose the model

[Christine] The original plan is unsplit model and split is for the transition stage.

[Kyle] I do not think we have a consensus last time, I do not know how to address the fairness (such as area distribution, etc.)

[Blanka] The unsplit model may affect our recruiting ability since less awards will be offered.

[Jon] It seems to be easier to have the unsplit model, and the selected faculty member can nominate the students.

[Christine] I agree with Jon, and this is also easier to explain to the students.

8. Research with Dean

[Dan] Two websites: get research done website, and also the engineering faculty keywords website. It contains a lot of useful information and also easier to identify the potential collaborators.

[Dan] NSF research traineeship. Harnessing the data revolution, will have internal completion, might be a good call for our biomedical data science faculty.

[Christine and Jon] We will send Lin some previous templates.

9. Faculty search committee

[Christine] We will have 7 open positions in total, but this year we will focus on under representative faculty recruiting.

[Lin] I would ask each faculty search committee member to send me a name with minority faculty candidate. Also we all agree to invite candidate from MSU for a seminar. Please send me your names and I will consolidate the list.

[Ben] It would be a good idea to even reach out earlier to those who are still Ph.D but will graduate soon.

10. Finance

[Zac] Please respond to our emails, we expect to clear all the receipts within 5 days. For amazon and ebay, please don't just the confirmation email, we need the real invoices.

[Lin] Should we send you the invoice email right after we get them.

[Zac] Please always send whenever you got those receipts. We will dig into the folder to find out the receipts. Please give us the source of funding and how it will be used (justifications are important if the usage is not obvious). Please always send to fiscal@bme.ufl.edu