

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

Wednesday, December 16, 2020
3:00 p.m.

Faculty Present (20): Schmidt, McFetridge, Keselowsky, Gunduz, Stabler, Ferries, Phelps, Hudalla, Nichols, Dobson, Otto, Allen, Williams, Mansy, Ding, Rashidi, Fang, Furtney, Bolch, Sharma.

1. Call to Order – assign note taker (reminder to not include sensitive information)

Ruogu

2. Guest – Ryan Litzinger

3. Approval of Agenda and Minutes –

November 18, 2020 minutes emailed in advance. Minutes were approved unanimously.

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

- December 24 – Homecoming observed
- January 11 – Seminar, Dr. David Russell
- February 1 – Seminar, Dr. Trey Crisco

5. Discussion Items

5.1. Development Update (Ryan)

Ryan –

- 1. BME Development is going on: Alumni event, virtual external advisor meeting, new mentorship program, internship. Dr. Lee Murphy is leading with the BME undergraduate internship program. BME3941 Employer Evaluation is an undergraduate course for internship.*
- 2. Industry partner program. In the Spring, we have 3 partners renewed. We also work on expanding our industrial partnership, including new people getting on board, and new companies. Send information of graduates who go to industry for more connections. Dr. Fuller has also helped with industrial partnership. Harper scholarship donated by George Harper for graduate students means a lot to the department. Foundation funding which supports department faculty continues this year.*
- 3. Alumni connect event. Thanks to Kevin, Lee, and others who moderate the event. Went on really well. Students appreciate and like to be connected.*
- 4. Take home message: if you have students who work in industry and would like to connect, please send to Ryan.*
- 5. Ryan is happy to have faculty join the virtual visits to corporate. Interested faculty can contact Ryan.*
- 6. Christine: Virtual format helps to connect with students and industry. Lots of progress in development end.*

5.2. Welcome New Associate Director (Shaima)

Shaima will setup one-on-one meeting with each faculty in the coming semester. Feel free to reach out to her.

5.3. Budget Update: Software Purchasing (Shaima)

1. *Do no use PCard for software purchase before asking. Need risk assessment first: <https://riskmanagement.ufl.edu/apps/ArcherApp/Home.aspx#>*
2. *Faculty reflect that the risk assessment of software is slow and can hamper research progress. It is helpful to document in email about the technological difficulties and may be sent up to college administrative.*
3. *Risk assessment is required for any software that is not purchased through UF procurement.*

5.4. Safety (Jon)

- *Need to submit application to add new personnel on campus.*
- *Essential emergency personnel needs to be approved by chair and dean during the holiday and be on the essential personnel list. This is the pre-COVID definition of the essential personnel between Dec. 24, 2020 - Jan. 3, 2021.*
- *College provides N95 and other PPE for human subject research (contact Kelly)*
- *Microsoft Outlook link for meeting scheduling from now on to reduce emails*
- *UPD emergency contact is available for essential personnel*

5.5. Diversity and Inclusion (Ayse)

1. *A diversity seminar was well attended.*
2. *Editorial published in Science: <https://science.sciencemag.org/content/370/6516/502.full>*
3. *College diversity statement: <https://www.eng.ufl.edu/diversity-inclusion/>*
4. *Faculty and staff have received email on training for managing bias.*

5.6. Teaching Minute (Kevin)

- *Jen – BME3012 Clinically-Inspired Engineering Design*
- *Kevin – BME4409 Quantitative Physiology*

5.7. Items Requiring Action - NONE**5.8. Department and COE Updates and Discussion Items****5.8.1. Graduate Studies Committee – PhD recruiting & admissions for Fall 2021 (Ben)**

Ben – No GSPA. Need to match PhD students with faculty on the first day. Applications are being processed now. Faculty needs to look at applications now, because by Jan. 4, faculty need to submit their top choices. See the Proposed timeline for Grad Recruiting sent by Ben.

Jen – suggested assistance for new faculty in recruiting

5.8.2. Awards Committee update (Kyle)

Sent via email to faculty. Staff awards will be announced on Dec. 17, 2020.

5.8.3. UG Studies Committee update (Lee)

Kristin is leaving and her last day is Jan. 21, 2021.

5.8.4. Input on college in-person meetings draft (Christine)

Christine – provided update on guidelines for holding in-person meetings from the college.

5.8.5. Grant-based PhD Qualify Exam Idea (Ruogu)

Will talk about in January faculty meeting.

5.9. Student Org Updates (All)

6. New Items (all)

7. Adjourn

Committees Not Reporting: Executive Committee (Cherie); Faculty Search Committee (Greg); Research Committee (Dan); Seminar Committee (Ed); Tenure and Promotion Committee (Jon)