

**BCOM Research Advisory Council Meeting (via Video/Electronic Conferencing)**

**September 18, 2020**

<b>Members Present:</b>		Joseph Benoit, PhD (Chair), Adrienne Kania, DO, Harald Stauss, MD, PhD, Gabor Szalai, PhD (2:03PM), Robert J. Ketchum, PhD (ex-officio), Kalli Martinez, MS (ex-officio), Steven J. Ontiveros, PhD (ex-officio), Michael E. Woods, PhD (ex-officio)			
<b>Members Absent:</b>		Adela Lente, MD (ex-officio), Erin Palazzolo, MLIS (ex-officio), Richard Ross, MD, Jennifer E. Taylor, (ex-officio), Jonathan Kreger OMS-II			
<b>Other Attendees</b>		Martha Enriquez (Recording Secretary)			
<b>Item</b>	<b>Topic/Agenda</b>	<b>Discussion</b>	<b>Recommended Action</b>	<b>Responsible Person(s)</b>	<b>Actions/Follow-Up</b>
I.	<b>Approval of Minutes</b>				
	August 21, 2020	The meeting minutes for August 21, 2020 were unanimously approved.	<b>APPROVED</b>		
II.	<b>Announcements</b>				
	COVID-19 Research Update	Dr. Benoit gave a brief update on the COVID-19. <ul style="list-style-type: none"> <li>No major changes on operational at the laboratories.</li> </ul>	<b>No Action Required</b>		
III.	<b>Old Business</b>				
	Revised Student Research Support Fund SOP Draft	The revised draft of the Student Research Support fund was discussed. Input was provided by council members. <ul style="list-style-type: none"> <li>The research support fund is open to all medical students. The medical student would have to seek a fund advisor.</li> <li>The funds are meant for student driven projects, that are not supplemental to an existing or ongoing project of a PI at Burrell or the fund advisor.</li> <li>The deadline has been modified to 10 days before the Research Advisory Council (RAC) meeting on a monthly basis.</li> <li>Include that the students need to seek a designated content expert with some expertise in whatever the research is about.</li> <li>Delete section 5.1.5 from the SOP; don't need to state it twice.</li> <li>Rephrase 5.2.4 to "One award per student per year. One award per project per year." And remove the word "typically."</li> </ul> Drs. Benoit and Ontiveros will take the input provided by the council and revise the SOP prior to posting it on the website.	<b>No Action Required</b>		
VI.	<b>New Business</b>				
	Capital Equipment Purchase-HPLC	Dr. Woods briefly discussed about the purchasing of an HPLC. Dr's. Ontiveros and Szalai volunteered to help to assist Dr. Woods and Kalli Martinez, with quotes to develop a recommendation to bring to the RAC meeting.	<b>No Action Required</b>		

	Student Publications Discussion	Drs. Ontiveros and Benoit discussed about student publications. Input was provided by council members regarding the best way to provide some level of oversight and implement it to ensure policies and procedures are being followed for ethical reasons. Input will be coming back to future meetings.	<b>No Action Required</b>		
	Risk Assessment and the Peer Committee Review	Dr. Woods presented the concept of formalizing a risk assessment in the laboratories and to find a way to integrate this with some sort of peer review process among lab users. Input was provided by council members. Dr. Woods and Kalli Martinez will continue to work on developing a risk assessment tool and will bring back to RAC for review.	<b>No Action Required</b>		
	Publishing Costs	Dr. Benoit discussed about publication costs. The topic of paying for publications costs has been raised by both faculty and students. Input was provided by council members regarding the type of program that would be appropriate to meet the needs of the institution if that were the route. It was recommended that the dean possibly work with the department chairs on developing a plan for offsetting the cost of publications to where the individual departments begin to be the areas that handle those costs.	<b>No Action Required</b>		
VII.	<b>Other-Updates</b>				
	Research Laboratories	Dr. Woods gave a brief update on the research laboratories.	<b>No Action Required</b>		
	Student Research	Dr. Ontiveros gave a brief update on student research. <ul style="list-style-type: none"> <li>• The summer research experience 2021 faculty cycle is open. The deadline is November 2, 2020.</li> <li>• Those projects will be brought to the November RAC meeting for review.</li> <li>• Summer Research Experience Orientation will occur on June 2, 2021.</li> <li>• Medical Student Research Day will occur on July 16, 2021.</li> </ul>	<b>No Action Required</b>		
X	<b>Adjourn</b>				

Meeting adjourned at 3:13 PM

Signature on File

Committee Chair

11/6/2020

Date