

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

**June 19, 2020**

<b>Members Present:</b>		Joseph Benoit, PhD (Chair), Adrienne Kania, DO, Harald Stauss, MD, PhD, Gabor Szalai, PhD, Robert J. Ketchum, PhD (ex-officio), Kalli Martinez, MS (ex-officio), Steven J. Ontiveros, PhD (ex-officio), Erin Palazzolo, MLIS (ex-officio), Michael E. Woods, PhD (ex-officio), Matthew Steritz, OMSII			
<b>Members Absent:</b>		Adela Lente, MD (ex-officio), Jennifer E. Taylor, (ex-officio)			
<b>Other Attendees</b>		Martha Enriquez (Recording Secretary), Jonathan Kreger (OMS-II)			
<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>				
	May 15, 2020	The meeting minutes for May 15, 2020 were unanimously approved.	<b>APPROVED</b>		
II.	<b>Announcements</b>				
	CITI Program COVID-19 Module	Dr. Benoit gave a brief update on the COVID-19 module developed by CITI. <ul style="list-style-type: none"> <li>Free module is available on the CITI program through September 30<sup>th</sup>.</li> </ul>	<b>No Action Required</b>		
	Research Incentive Policy	Dr. Benoit gave a brief update on the research incentive policy. It's back on the website. Dr. Benoit will work with Jennifer Taylor to develop an SOP.	<b>No Action Required</b>		
	Biosafety Cabinet Cleaning and Decontamination SOP	Dr. Woods gave a brief update on the Biosafety Cabinet Cleaning and Decontamination SOP. <ul style="list-style-type: none"> <li>How we would like investigators to clean the biosafety cabinet as they are entering and leaving their work</li> <li>How Kalli and Dr. Woods will do to decontaminate the laboratories.</li> <li>A brief instruction will be placed on the biosafety cabinet.</li> </ul>	<b>No Action Required</b>		
III.	<b>Old Business</b>				
	None				
VI.	<b>New Business</b>				
	Distinguished Researcher Speaker Series Subcommittee	Dr. Benoit discussed about the distinguished speaker series. The office received support for the distinguished speaker series. <ul style="list-style-type: none"> <li>Up to \$2500 per event.</li> </ul> It was proposed that oversight and planning of the series would be provided by a subcommittee of the RAC consisting of two RAC members. RAC members assembled the subcommittee that will work with the department to coordinate the speakers. The subcommittee will consist of the following members: <ul style="list-style-type: none"> <li>Jonathan Kreger, OMS-II</li> <li>Erin Palazzolo</li> <li>Dr. Stauss</li> <li>Dr. Szalai</li> </ul>	<b>No Action Required</b>		

VII.	Other-Updates				
	Research Laboratories	<p>Dr. Woods gave a brief update on the research laboratories.</p> <ul style="list-style-type: none"> <li>• Reminder to keep an eye out for snakes.</li> <li>• Activity in the lab seems to be working out as far as capacity and adherence to the requirements.</li> <li>• Keep Kalli apprised of when researchers plan to use the lab.</li> <li>• Kalli will install the Webex or Zoom application to the iPads in the lab.</li> </ul> <p>Dr. Woods asked members to contact him or Kalli with any concerns about any activities in the lab.</p>	<b>No Action Required</b>		
	HPLC Purchase	<p>The office has approval for a capital equipment purchase in this year's budget.</p> <ul style="list-style-type: none"> <li>• Office will purchase an HPLC.</li> <li>• Dr. Woods will acquire a few quotes and the request or final proposal will go through RAC.</li> </ul> <p>Dr. Woods asked RAC members to reach out to him with any special requirements, requests, suggestions, or if they would like to be involved in the evaluation of various pieces of equipment.</p>	<b>No Action Required</b>		
	Distinction in Research and Summer Research Directed Study Course	<p>Dr. Ontiveros gave an update on the distinction in research and summer research directed study course.</p> <ul style="list-style-type: none"> <li>• The Distinction in Research and Summer Research Directed Study Course documents were finalized and submitted to the Curriculum Committee on May 24<sup>th</sup>. Approval was given with minor modifications.</li> <li>• Distinction in Research will commence the 2020-2021 academic year.</li> <li>• Will start accepting applications on January 15, 2021.</li> <li>• Applications will close March 15, 2021.</li> <li>• The applications will be brought to the March RAC meeting for review.</li> <li>• Notices will go out by April 15, 2021, for applications that were accepted.</li> </ul> <p>Dr. Ontiveros gave a brief update on the Summer Research Directed Study Course</p> <ul style="list-style-type: none"> <li>• Will commence Summer of 2021.</li> <li>• Course worth 6 credits. As well as two (2) different non-clinical research elective rotations. One will occur on the third year and the second will occur on the fourth year. Each worth a total of 4 credits. A total of 14 credits will be applied to the distinction in research.</li> </ul>	<b>No Action Required</b>		
	Summer Research Experience	<p>Dr. Ontiveros gave a brief update on the summer research experience.</p> <ul style="list-style-type: none"> <li>• Will be sending a survey to the students who participated, at the end of the summer research experience, to gather feedback.</li> </ul>	<b>No Action Required</b>		
	Medical Student Research Day	<p>Dr. Ontiveros gave a brief update on Medical Student Research Day.</p> <ul style="list-style-type: none"> <li>• Will be provided virtually through Webex on July 17, 2020.</li> </ul>	<b>No Action Required</b>		

		<ul style="list-style-type: none"> <li>• Abstracts are currently being accepted.</li> <li>• Students will be pre-recording their 10-minute presentations.</li> <li>• Pre-recorded presentations will be showed followed by live question and answer sessions.</li> </ul>			
	Medical Student Research Day Oral Presentation Rubric	Dr. Ontiveros discussed about the MSRD oral presentation rubric. Feedback was provided by council members.	<b>No Action Required</b>		
X	<b>Adjourn</b>				

Meeting adjourned at 2:28 PM

Signature on File

Committee Chair

September 10, 2020

Date