

BURRELL Research Advisory Council Meeting (via Video/Electronic Conferencing)

April 23, 2021, 1:00 p.m.

Members Present:		Joseph Benoit, PhD (Chair), Adrienne Kania, DO, Gabor Szalai, PhD, Kalli Martinez, MS (ex-officio), David Osborne, PhD (ex-officio), Steven J. Ontiveros, PhD (ex-officio), Erin Palazzolo, MLIS (ex-officio), Michael E. Woods, PhD (ex-officio), Elijah Ibadlit OMS-I			
Members Absent:		Jonathan Kreger OMS-II Adela Lente, MD (ex-officio), Harald Stauss, MD, PhD, Jennifer E. Taylor, (ex-officio), Richard Ross, MD			
Other Attendees		Martha Enriquez (Recording Secretary)			
Item	Topic/Agenda	Discussion	Recommended Action	Responsible Person(s)	Actions/Follow-Up
I.	Approval of Minutes				
	March 19, 2021	The meeting minutes for March 19, 2021 were unanimously approved.	APPROVED		
II.	Announcements				
	COVID-19 Research Update	<p>Drs. Benoit gave a brief update on the COVID-19.</p> <ul style="list-style-type: none"> The Office of Research is continuing with the Summer Research Experience Program and the resumption of human subjects research. The Bioscience Research Lab and the Human Physiology Lab are now open. 	No Action Required		
	New or Revised Standard Operating Procedures (SOP)	<p>Dr. Benoit provided an update on the Grant Submission Process, Research Misconduct Proceedings, and Leave of Absence for Advanced Study SOPs.</p> <p>Grant Submission Process:</p> <ul style="list-style-type: none"> Codified a procedure for submitting a grant application. The Grant Submissions Process includes an intent to submit form, which must be completed prior to submitting the ORSP Transmittal form. <p>Research Misconduct Proceedings:</p> <ul style="list-style-type: none"> The Office of Research is currently working on creating an online anonymous reporting mechanism that asks very basic questions. <p>Leave of Absence for Advanced Study:</p> <ul style="list-style-type: none"> Advanced Study, as well as other leave of absence requests, have been incorporated into this SOP. All requests are submitted to the Registrar's Office. Students interested in submitting advanced study leave of absence requests should start the process at least 60 days in advance. 	No Action Required		
III.	Old Business				
	None				
VI.	New Business				

	Faculty Research Support Fund Request	<p>The council reviewed the Faculty Research Support Fund Request submitted by Dr. Vanessa De La Rosa.</p> <p>Dr. Woods made a motion to approve Dr. De La Rosa's request of \$3,150.00. Dr. Kania seconded the motion. The motion was unanimously approved.</p> <ul style="list-style-type: none"> • 9 FOR • 0 AGAINST • 0 ABSTENTION 	APPROVED		
	Distinction in Research	<p>Dr. Benoit provided an update on Distinction in Research.</p> <ul style="list-style-type: none"> • Dr. Ontiveros provided the 2020-2021 Distinction in Research Annual Report. • Dr. Ontiveros shared information about discussions he had with students about research distinctions and why research was not pursued. • No Distinction in Research applications were received this year. Some of the issues were the availability of research and the commitment to the research lasting four years. • Distinction in Research will be added to the agenda for further discussion to ensure that students are aware of the opportunities fully available at Burrell. 	No Action Required		
VII.	Other-Updates				
	Student Representatives	<ul style="list-style-type: none"> • No updates were provided by Mr. Elijah Ibadlit. 	No Action Required		
	Research Laboratories	<p>Dr. Woods provided the following updates on the research laboratories.</p> <ul style="list-style-type: none"> • Signage has been ordered and will be installed soon. • New RO water has been installed in the sinks. • A power pole was installed in the chemical room. • Three new security cameras connected to Burrell's network. • Installed a drying rack above the utility sink in Building 300. • Installed a shelf in Building 300's restroom. • The washer and dryer in Building 300 are now connected. • Will be upgrading the card swipe system in May. • Two panic bars will be installed at the entrances to Buildings 200 and 300. • A new label printer has been added. • Kalli is offering a Lab Standard and Hazard Communication training on May 14th. • Picnic tables have been put assembled. 	No Action Required		
	Student Research	Dr. Ontiveros provided the following updates on Student Research.			

		<ul style="list-style-type: none"> Students are concerned about the breadth of research opportunities on campus. Dr. Ontiveros will provide RAC with the final number of applications and participants for the summer research experience program. 			
	Summer Research Experience and MSRD Planning	<p>Dr. Ontiveros provided updates regarding the Summer Research Experience and MSRD Planning.</p> <ul style="list-style-type: none"> The orientation will be held in person, with a streaming option available. <p>Dr. Ontiveros provided a summary of what was discussed at the April 8, 2021 Task Force meeting.</p> <ul style="list-style-type: none"> Planning to have the orientation in person. Students are required to attend in person. There will be a streaming option available. The plan is to Lecture in the Year 1 lecture hall, then set up a Zoom meeting using an online link and use the same Zoom link to stream into the Year 2 lecture hall. Dr. Ontiveros has discussed the plan for handling orientation and summer workshops with IT. IT will provide support during the orientations and summer workshops. Dr. Ontiveros incorporated a brief segment about data handling, legal and IRB requirements for human subject studies into the data session. Summer Workshops will be structured similarly to orientation day. The topics for the summer research program will revolve around oral presentations. The task force discussed the poster awards. The top four awards normally receive \$250.00. The task force discussed the awards because one of the concerns about the summer research experience is that only one project fits the medical education category. MSRD will have two concurrent running sessions with two awards, one top prize and one second prize for each concurrent session. The task force was concerned with the equitable distribution of funds and discussed how to distribute the award funds fairly. The task force proposed allocating \$100.00 to each project participant rather than \$250.00 to each project category. Drs. Stauss and Kania both volunteered to contribute additional funds to the awards. The contest and guidelines for designing a cover were discussed. Students will receive an email with information about the cover design contest for the event program. Dr. Ontiveros presented the orientation program schedule. Dr. Benoit suggested that the summer workshop presenters be diverse. 	No Action Required		

		<ul style="list-style-type: none">• Dr. Benoit informed the council that the Office of Research is in the process of developing a tracking and inventory system.			
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X	Adjourn
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Meeting adjourned at 3:00 PM

Signature on File

Committee Chair

May 25, 2021

Date