

**BCOM Research Advisory Council Meeting
December 10, 2018**

Members Present:		Joseph Benoit, PhD (Chair), Adrienne Kania, DO, Erin Palazzolo, MLIS, Steven Ontiveros, PhD, Richard Selinfreund, PhD			
Members Absent:					
Other Attendees		Michael Woods, PhD (ex-officio) Martha Enriquez (Recording Secretary)			
Item	Topic/Agenda	Discussion	Recommended Action	Responsible Person(s)	Actions/Follow-Up
I. Approval of Minutes					
	November 16, 2018	<p>Dr. Kania made a motion to approve meeting minutes for November 16, 2018. Dr. Ontiveros seconded the motion. The motion was unanimously approved:</p> <ul style="list-style-type: none"> • 5 For • 0 Against • 0 Abstention 	APPROVED		
II. Announcements					
	NONE				
III. Old Business					
	NONE				
VI. New Business					
	COCA Policy Regarding Research	<p>Dr. Benoit discussed about the draft on the COCA Policy Regarding Research and asked committee members for feedback.</p> <ul style="list-style-type: none"> • Need clarification on Item 2. • Medical Education is not included in policy. • There are many parts on Item 5. <p>Erin made a motion that we distribute this policy to members of the RAC, members have until December 17th to submit recommendations and changes, while looking at COCA standards, to committee chair. Committee chair will take recommendations and opinions into consideration, re-write the policy, and bring it back to RAC in early January to finalize recommendations for this policy. Dr. Kania seconded the motion.</p> <ul style="list-style-type: none"> • 5 For • 0 Against 			

- 0 Abstention

VII. Other-Updates				
BioScience Research Laboratory Relocation	<p>Dr. Benoit gave a brief update on the relocation of the BioScience Research Laboratory.</p> <ul style="list-style-type: none"> • Laboratory is relocating in January. 			
Discovery Blog	<p>Dr. Benoit gave a brief update on the Discovery Blog.</p> <ul style="list-style-type: none"> • Office of Research is launching a research blog called BCOM Discovery. • Posting regular communications with opportunities for feedback, not just about what the office is doing but also regular contributions, student research, bioscience laboratory and faculty research. 			
IBC Membership Changes	<p>Dr. Benoit gave a brief update on IBC Membership Changes.</p> <ul style="list-style-type: none"> • Dr. Shipley has left the institution; he was a member of the Institutional Biosafety Committee. • Dr. Ontiveros has replaced Dr. Shipley and is now a formal member of the Institutional Biosafety. He has similar expertise in biosafety and biohazardous agents. 			
Accreditations Requirements	<p>Dr. Benoit discussed about accreditation requirements during the discussion on the COCA Policy Regarding Research. A plan is in place.</p>			
Exposure Control Plan	<p>Dr. Woods gave a brief update on Exposure Control Plan.</p> <ul style="list-style-type: none"> • IBC will be working on plan. 			
Infection Control Policy	<p>Dr. Woods gave a brief update on the Infection Control Policy</p> <ul style="list-style-type: none"> • IBC will be working on plan. • Clarification is needed on what the role of the IBC is and what the role of Jeff Harris' group is. Will IBC be expected to do things that normally would be the role of the Environmental Health and Safety Office at a larger institution? • Dr. Woods is drafting an Institutional Biosafety Manual. • Dr. Woods will seek clarification on IBC member liability in case of an incident. <p>Dr. Selinfreund made a motion that IBC will review and make specific recommendations for the revision of the Exposure Control Plan and the Infection Control Policy on behalf of the Research Advisory Council. Dr. Kania seconded the motion.</p>			

		<ul style="list-style-type: none"> • 5 For • 0 Against • 0 Abstention 			
	BioScience Research Laboratory Layout	<p>A map of the bioscience research laboratory was distributed.</p> <ul style="list-style-type: none"> • Dr. Woods will bring proposal on lab layout to RAC for recommendations. 			
	Scientific Research Associate Applications	Dr. Woods gave a brief update on Scientific Research Associate applications.			
	Summer Fellowship Program	Dr. Ontiveros gave a brief overview of the results of the faculty applications for the summer research program.			
	Budget Justifications	Dr. Ontiveros will bring requests to RAC for justification and review of projects requesting travel and payments to external individuals, as per Dean's request.			
	Dean's Meeting	Drs. Ontiveros and Benoit gave an update about their summer fellowship proposals and funding meeting with Dean.			
	Stipends	<p>Drs. Ontiveros and Benoit gave a brief update about the use of stipends and wages for summer research.</p> <ul style="list-style-type: none"> • Dean indicated that funds could not be used for wages or stipends. <p>Dr. Selinfreund made a motion that requested funds by the faculty minus any personnel costs, the residual be re-distributed in an equitable fashion towards the students for stipends to stay within budget with the target of 25 students enrolled in the program. Dr. Kania seconded the motion.</p> <ul style="list-style-type: none"> • 5 For • 0 Against • 0 Abstention 			
X	Adjourn				

Meeting adjourned at 2:37 PM


 Committee Chair


 Date