

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

December 18, 2020, 1:00 p.m.

Members Present:		Joseph Benoit, PhD (Chair), Adrienne Kania, DO, Erin Palazzolo, MLIS (ex-officio), PhD, Gabor Szalai, PhD, Robert J. Ketchum, PhD (ex-officio), Kalli Martinez, MS (ex-officio), Steven J. Ontiveros, PhD (ex-officio), Michael E. Woods, PhD (ex-officio), Jonathan Kreger OMS-II			
Members Absent:		Adela Lente, MD (ex-officio), Richard Ross, MD, Harald Stauss, MD, Jennifer E. Taylor, (ex-officio), Elijah Ibadlit OMS-I			
Other Attendees		Martha Enriquez (Recording Secretary)			
Item	Topic/Agenda	Discussion	Recommended Action	Responsible Person(s)	Actions/Follow-Up
I. Approval of Minutes					
	November 20, 2020	The meeting minutes for November 20, 2020 were unanimously approved.	APPROVED		
II. Announcements					
	COVID-19 Research Update	<p>Drs. Benoit & Woods gave a brief update on the COVID-19 effect on research activities.</p> <ul style="list-style-type: none"> • There have been no major changes on operational activities at the laboratories. The BioScience Research Laboratory and Computer Laboratory continue to operate at limited capacity. Activities in the Human Physiology Laboratory remain suspended. • Dr. Woods and Ms. Kalli Martinez must be made aware in advance of any visits to the facilities. • Site office will be closed for the holidays from Monday, December 21, 2020 through January 4, 2021. • Dr. Woods is currently working with the Institutional Review Board (IRB) on how we might resume face-to-face activities with human subjects. 	No Action Required		
III. Old Business					
VI. New Business					
	Student Research Reporting Policy Draft	<p>A draft of the Student Research Reporting Policy was distributed and discussed.</p> <ul style="list-style-type: none"> • The policy was developed to ensure that all research students are engaged in, is conducted in accordance with Burrell and applicable local and federal regulations. • Dr. Benoit will send the policy draft to the Office of Student Affairs for input. • Student Doctor Jonathan Kreger will take the policy draft to the Student Government Leadership for input. 	No Action Required		

	Research Laboratories Service Request SOP Draft	A draft of the Research Laboratories Service Request SOP and the Laboratory Services Request Form were distributed and discussed. <ul style="list-style-type: none"> The SOP was developed to allow faculty to submit a request for specific tasks that could be performed by Ms. Kalli Martinez, Research Lab Associate to further the laboratory research activities and support faculty and students. 	No Action Required		
	Summer Research Experience SOP Draft	A draft of the Summer Research Experience SOP draft was distributed and discussed. <ul style="list-style-type: none"> The SOP was developed to provide information about faculty and student applications associated with the ongoing process that occurs throughout the year. 	No Action Required		
VII.	Other-Updates				
	Research Laboratories	Dr. Woods provided the following updates on the research laboratories. <ul style="list-style-type: none"> BioRad will install the BioPlex in January (2021). Ms. Kalli Martinez will be the primary person to receive the training on how to operate and manage the new equipment. 	No Action Required		
	Student Research	Dr. Ontiveros provided the following updates regarding Student Research. <ul style="list-style-type: none"> The Summer Research Experience application cycle for students has commenced and will close on 2/2/2021. The Medical Student Research website is now active. Drs. Benoit and Ontiveros will begin meeting monthly, in advance to RAC meetings, with Mr. Jonathan Kreger and Mr. Elijah Ibadlit, student representatives. 	No Action Required		
	Student Representative Updates	Mr. Jonathan Kreger provided the following update. <ul style="list-style-type: none"> The COSGP national 2021 Student Researcher of the Year application deadline is December 21, 2020. 	No Action Required		
X	Adjourn				

Meeting adjourned at 3:00 PM

Signature on File

Committee Chair

January 30, 2021

Date