

Burrell College of Osteopathic Medicine

Research Advisory Council Meeting Minutes

Date: August 29, 2017

Time: 3:00 PM-4:00 PM

Location: BCOM # 161

MEETING CALLED BY	Joseph Benoit, Director, Chair, and Professor
TYPE OF MEETING	Research Advisory Council Meeting
FACILITATOR	Joseph Benoit, PhD
NOTE TAKER/TIMEKEEPER	Martha Cardoza
MEMBERS PRESENT	Joseph Benoit, PhD, Oliver Hayes, DO, Robert Ketchum, PhD, Steven Ontiveros, PhD, David Osborne, PhD, Erin Palazzolo, MLIS, Richard Selinfreund, PhD, Tim Shipley, PhD, Jennifer Taylor, Hugo Vilchis, MD, Michael Woods, PhD
MEMBERS ABSENT	Anthony Levatino, MD, Christa Vaudrey, MAEd
GUESTS	

I. Call to Order

- a. The meeting was called to order at 3:02 pm.

II. Approval of Minutes

- a. Minutes for July 18, 2017 were unanimously approved.

III. Announcements

- a. None

IV. Old Business

- a. None

V. New Business

- a. Updates

- i. Arrowhead Space
 - a. The space has been cleared, re-keyed, and they will be moving some computer equipment from one of the other rooms.
 - b. Jeff will place a wireless router.
 - c. Main phone line will be placed in the main laboratory space so people have access to a landline if necessary.
 - d. Jeff has expressed that he can make the wireless interface seamless with BCOM and there should be access to shared folders.
- ii. Dr. Woods distributed a narrowed down handout of the Equipment List and gave a brief summary of the list.
 - a. Need to start making decisions about prioritizing items; Dr. Woods welcomes any feedback. Opportunities for input were solicited and only Dr. Shipley replied.
 - b. Dr. Ontiveros has worked on a lot of good deals with Fisher; will talk to Fisher and see what he can work out with her.
 - c. Once list is obtained, Jennifer's office can run a bid process for us.
 - d. Unlike a public institution, BCOM is wide open and can be very flexible when obtaining bids; we don't have to get secure bids.
 - e. Once list is obtained, Martha will schedule a meeting with Jennifer, Renee, and Drs. Benoit, Ketchum, Osborne, Shipley, Woods and Vilchis to review the list and work through the process.
 - f. There is possibility of leasing major equipment. Leasing major equipment hasn't been budgeted therefore we need to see the impact on the overall academic affairs budget.
 - g. Jennifer suggested surplus sources of equipment. She can assign someone to research that if needed.
 - h. Drs. Ontiveros, Shipley and Woods will explore on Autoclave.
 - i. Should use the same service company that NMSU has.
 - j. Need a separate budget analysis for maintenance.
- iii. COCA/Research Strategic Plan.
 - a. We are scheduled for a COCA visit from March 7, 2018- March 9, 2018.

- b. There is anticipation that we will be asked to work on something for the self-study. This group will be the one that forms the core for the self-study.
 - c. Need to focus more on the research part for accreditation purposes.
 - d. Dr. Ketchum shared that there is now a pathway for us to get Institutional Level Appointments, Graduate Faculty status at NMSU. The Dean and Dr. Ketchum will be putting together a list of faculty that they would like to submit to NMSU and offer that to. He will keep people informed as they move forward with what exactly the requirements are.
 - e. Dr. Ketchum shared that a small group will come together and will be working on an Institutional Level Strategic Plan based off of mission, goals, and guiding principles. They will pull those things into a document with some concepts then circulate that to faculty, staff, external stakeholders and the board to get input from the entirety of the group so there is something together for January submission.
 - f. Need to make sure the Institutional and Research Strategic Plans align.
 - g. Tim Hand has been hired as Director of Accreditation and will begin in September. He will help put together the Institutional Strategic Plan.
 - h. Tim Hand will be added to the Research Advisory Council as an ex-officio member.
- iv. Student Research Requirements & Presentation.
- i. Handouts on Publication and/or Presentation of Research and Definitions in BCOM Compliance Policies that may be pertinent to this discussion were distributed. Dr. Benoit gave a typical scenario, listed some key points, and asked members for input on subject.
 - a. BCOM student currently enrolled wishes to submit an abstract on his/her research to a meeting. Research was conducted at another institution prior to the student enrolling at BCOM, should the student be allowed to submit and present work that has previously been conducted at another institution as an agent of BCOM.
 - b. This is distilled from different requests that Dr. Benoit has had coming along.

- c. The Research Advisory Council charge is to look at potential and to advise on matters that could involve policies and procedures.
 - d. If the work is not done at BCOM, not appropriate to submit through us. The policy would be drafted here and then go through the appropriate process.
 - e. Dr. Benoit, Dr. Ketchum, Dr. Ontiveros, Dr. Vilchis, Jennifer and Erin will meet to develop a policy draft and will bring it back to the next meeting.
 - f. Dr. Benoit asked for the support of the Research Advisory Council Committee so that he and Dr. Ketchum can tell the student that if the work is not done here, affiliated with a sponsor and faculty member here at BCOM, it is not proper for them to submit through this institution with BCOM's name on it. In addition, that it will all go through their original institution. If there is new work that has been done with a faculty mentor, sponsoring agent, a Principal Investigator from BCOM then it is appropriate to submit.
 - g. Need to think about the future; any student that goes off somewhere else and does a project has a mentor at BCOM that is protecting BCOM's interest.
 - h. Jennifer suggested building a procedure; if we are directing the students to do something, then we have an obligation to show that we have monitored them and that they are covered for liability. A student should put together a project approval form just like a faculty member does and it should clear all the loops and only then they will be authorized to say they are doing this for BCOM.
 - i. Need to be very clear with the students that are working on projects. It is no longer mandatory or a requirement and that their research requirement has been fulfilled by completion of the research paper that was required by the population health course.
 - j. Dr. Hayes, Dr. Vilchis, Dr. Ketchum and Jennifer will provide direction of how to communicate that to students.
 - k. For IRB purposes, there needs to be a closing form in place for those students that will not be pursuing their project.
 - l. Dr. Vilchis made a point that as the Office of Research grows, more administrative support will be needed.
- v. IRB Membership Changes

- a. There is a new IRB Committee; new members and alternates were added. Roster will be posted online. Dr. Benoit will be contacting Offices of Research Protection with the changes and make sure our new roster is updated.
- vi. Biosafety Committee
 - a. Dr. Woods and Benoit are working together and are seeking guidance on how to put together a base Institutional Biosafety Committee.
 - b. Dr. Woods has talked with the Biosafety person at NMSU. Might be able to use some NMSU members as external members. Otherwise we will have to find people with appropriate expertise in town who could be affiliated.
- vii. Annual Report
 - a. Will begin to develop our annual reporting structures. It will be discussed at our next meeting and Dr. Benoit will be asking individuals to help gather information that can be placed in the overall institutional research reporting requirements so that when COCA is here in March, they see that there is a plan in place and that we are already tying into what we accomplished and towards the goals.
- viii. Affinity Groups
 - a. As we work toward the annual report, it would be nice to begin fostering the culture of getting together, talking, brainstorming about stuff, and advancing the research in the scholarship mission here at BCOM.
- ix. Other
 - a. Need to have someone who really understands our point of interface for NMSU. It needs to be somebody who can really get in there and articulate the need.
 - b. Jennifer will take the possibility of hiring a faculty member to work on interprofessional education to leadership. We need the appropriate point people to be more involved to continue to work those channels with the affiliate status.

VI. Other

- a. None

VII. Adjournment

a. The Research Advisory Council Meeting was adjourned at 4:16 pm.


Research Advisory Council Chairperson


Date