

Burrell College of Osteopathic Medicine

Research Advisory Council Meeting Minutes

Date: July 18, 2017

Time: 2:00 PM-3:00 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, David Osborne, PhD, Erin Palazzolo, MLIS, Richard Selinfreund, PhD, Tim Shipley, PhD, Christa Vaudrey, MAEd, Hugo Vilchis, MD, Michael Woods, PhD
MEMBERS ABSENT	Anthony Levatino, MD, Steven Ontiveros, PhD, Jennifer Taylor
GUESTS	

I. Call to Order

- a. The meeting was called to order at 2:05 pm.

II. Approval of Minutes

- a. Minutes for February 3, 2017 were unanimously approved with minor correction of typographical errors.
- b. Minutes for February 17, 2017 were unanimously approved.
- c. Minutes for February 23, 2017 were unanimously approved.

III. Announcements

- a. Office of Research & Sponsored Programs (ORSP) Transmittal Form
 - i. A draft of the Transmittal Form was distributed and a brief explanation of the form was given.
 - a. It is a fillable form.
 - b. The form is for extramural awards, contract, sub-awards and anything in those categories.

- c. The form will be provided on the website with instructions soon.
 - d. The form has a five-day routing time because of the numerous levels of approval.
 - b. Student Research Requirement Update
 - i. Dr. Ketchum gave a brief explanation about the student research requirements.
 - a. Dean Mychaskiw wants minimally the research project of the students to be a paper. A literature review.
 - b. The paper that was written as part of the Population Health Course last semester could be used to answer the requirement that relieves all the students of their research scholarly project responsibility.
 - c. The overall goal is for students who want to continue forward and do research project will have to apply for the option and we could control it better by who participates; students who are weaker, who need more time in their curricular activities can be prevented from having to spend time doing that.
 - d. Students must demonstrate the ability to read and use the paper at a scholarly level.
 - e. Erin is developing sessions of groups of 40 students, and will be getting into literature, working with papers and finding information.

IV. Old Business

- a. None

V. New Business

- a. Arrowhead Park Resource Space
 - i. A handout of the Genesis Center Map was distributed.
 - ii. A handout of the Equipment List was distributed.
 - a. \$306, 000 was created as part of our budget process this year; \$100, 000 is for capital equipment.
 - b. Drs. Osborne, Shipley, Woods, and Vilchis were assigned as liaisons to help refine the list and bring forth to the group a refined capital list that is within budget that will meet the

needs of what we would like for our faculty; will work together to get quotes/packages deals.

- c. Dr. Benoit asked the four assignees that this be a completely faculty driven process that will benefit everybody.

VI. Other

- a. None

VII. Adjournment

- a. The Research Advisory Council Meeting was adjourned at 2:50 pm.


Research Advisory Council Chairperson


Date