

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

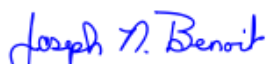
**February 24, 2023, 10:00AM - 12:00PM**

<b>Members Present:</b>		Joseph Benoit, PhD (Chair); Norice Lee, MLIS; Kalli Martinez, MS (ex-officio); Harald M. Stauss, MD, PhD; Pedro Del Corral, MD, PhD; Jon Jackson, PhD; Michael Frederick, MD; Cynthia Peraza, MBA			
<b>Members Absent:</b>		Adrienne Kania, DO; Walker Toohey, OMS II; Amelia Hidalgo, OMSI; Jennifer E. Taylor, (ex-officio); H. Eduardo Velasco, PhD, MD, MS (ex-officio)			
<b>Other Attendees</b>					
<b>Item</b>	<b>Topic/ Agenda Items</b>	<b>Discussion</b>	<b>Recommended Action</b>	<b>Responsible Person(s)</b>	<b>Actions/Follow-Up</b>
I.	<b>Call to Order</b>				
	10:09AM				
II.	<b>Approval of Minutes</b>				
	December 16, 2022	<ul style="list-style-type: none"> <li>• Dr. *****: Move to approve minutes.</li> <li>• Dr. *****: Second the motion to approve.</li> </ul>	<b>APPROVED 10:09AM</b>		
III.	<b>Announcements and Updates</b>				
	a. ORSP Update	<ul style="list-style-type: none"> <li>• Dr. *****: Introduced new Sponsor Project and Research Compliance Specialist, *****. Positions primary focus is on IRB, IBC, RAC, research office budget, and other related items.</li> <li>• Dr. *****: Discussed the site visit to the Florida for the COCA visit. From his perspective, the visit went well. He had the opportunity to meet with *****, the Dean of Engineering and Science as well as faculty within the College. There is a high level of excitement at Florida Tech for collaboration, Other information that he mentioned included the existence of laboratory animal housing on their campus, expansion of the summer research experience to include Florida Tech faculty as well as development of readiness plans for supporting research oversight and programming as Burrell adds students and faculty in Florida.</li> <li>• The FY-24 budget was mentioned by Dr. *****. The budget has been submitted. The FY-24 budget request included very little for Florida as the first major expenditures will not begin until FY-25 which is the year that the first class would enroll. As a result, he anticipates a larger budget request for FY-25. He did indicate that the FY-24 budget included a request for a separate</li> </ul>	<b>No Action Required</b>		
			<b>No Action Required</b>		
			<b>No Action Required</b>		

		<p>CITI program license in Florida, since the number of individuals accessing CITI training in the Florida location would be above the threshold that CITI would allow our current license to cover.</p> <ul style="list-style-type: none"> <li>• Dr. ***** mentioned a request for funding for the Administrative Coordinator position was also incorporated into the FY-24 budget. The needs assessment conducted by Human Resources showed a need for two staff positions in the Research Office. One was the Specialist role which has been funded. The administrative coordinator position remains a pending request... A request has been made to upgrade the Scientific Research Associate position to a Laboratory Manager position.</li> </ul>	<b>No Action Required</b>		
	b. Medical Student Representative	<ul style="list-style-type: none"> <li>• (Not present)</li> </ul>	<b>No Action Required</b>		
	c. Research Laboratories	<ul style="list-style-type: none"> <li>• Ms. *****: Discussed laboratory traffic. Faculty and students doing research electives have been the prime users in the early part of the academic year.</li> <li>• Ms. *****: Discussed the readiness work to support the Summer Research Experience.</li> <li>• Ms. *****: Conducted first Hazmat Training of the year. There were 20 students and Dr. ***** present.</li> </ul>	<b>No Action Required</b>		
	d. Medical Student Research i. Summer Research Experience	<ul style="list-style-type: none"> <li>• Dr. *****: Discussed current student research projects. There are currently 12 projects covering 32 students. Anticipating more projects, possibly close to 40.</li> <li>• Dr. *****: Discussed the issue of not having enough faculty to cover the student projects. Fewer faculty submitted projects this year.</li> <li>• Dr. *****: Discussed workshops that will be going on during the Summer Research program. The program runs from May 30<sup>th</sup> to July 7<sup>th</sup>.</li> <li>• Dr. *****: There will be a journal club for participants of the Summer Research program to review and discuss manuscripts, prior to speaker presenting. Two speakers have been identified, one from NMSU and one from UTEP. Dr. Benoit indicated that he plans to extend an invitation</li> </ul>	<b>No Action Required</b>		

	ii. Manuscript Competition	<p>to a Florida Tech researcher for one of the weeks.</p> <ul style="list-style-type: none"> <li>Ms. *****: Reminder to have journal club articles run through library for copy right compliance.</li> <li>Dr. *****: Discussed manuscript competition entries. There are currently 6 entries. Three research publications and 3 scholarly publications. Next is to assemble two teams of judges and a rubric to assist with judging. Dr. Benoit suggested that RAC members consider assist with the judging. Dr. ***** will also speak with Dr. ***** to enlist some clinical faculty. Dr. ***** will reach out and ask to gather information from other institutions regarding rubrics for judging. Dr. ***** indicated that COCA requires report of how Burrell’s research is tied to the principles of an osteopathic school. The manuscript competition can include some linkages to this to show COCA that this is part of how Burrell is addressing this accreditation criteria.</li> <li>Dr. Stauss: Discussed the Rio Grande Physiological Society Meeting. Meeting will be held March 31<sup>st</sup> to April 1<sup>st</sup>. Students can submit an abstract for the conference. It will involve a training poster competition. Would like to have it on LEO for the students to see.</li> <li>Dr. *****: Can assist with sending out the notice to the students. Key speaker lecture will be an open event to all.</li> </ul>	<p>Send Dr. ***articles to library for review.</p> <p>Assemble team of judges for manuscript competition. Create judging rubric.</p> <p>Speak to Dr. *** about enlisting faculty.</p> <p>Research a rubric for judging competition.</p> <p>Provide Dr. ***** notice for RGPS meeting for students.</p> <p>Send RGPS meeting notice that Dr. ***** provides to students.</p>	<p>Dr. *****</p> <p>Dr. *****</p> <p>Dr. *****</p> <p>Dr. *****</p> <p>Dr. *****</p> <p>Dr. *****</p>	
IV.	<b>New Business</b>				
	<p>New Business Consent Agenda: Strategic Planning Process</p> <p>Scholarly Exchange Opportunities for Faculty</p> <p>Bioengineering Adjunct</p>	<ul style="list-style-type: none"> <li>Dr. *****: Discussed the strategic planning process. The process needs to be tracked on what is happening and how it ties to President Hammer’s strategic initiatives.</li> <li>Dr. *****: Discussed future expansion and collaboration. This is a planning opportunity for scholarly exchange with Florida and other institutions faculty members. A mechanism needs to be established for faculty to apply for the opportunity.</li> <li>Dr. *****: Discussed bioengineering faculty. Working to get</li> </ul>		<p><b>New Business</b></p> <p><b>New Business</b></p> <p><b>New Business</b></p>	

	Appointments	<p>some adjunct appointments to mentor students.</p> <ul style="list-style-type: none"> <li>Ms. *****: Discussed possible institutional repository.</li> <li>Dr. *****: Discussed the student run chronical. The New Mexico Student Physician Alliance is Burrell students owned and Burrell has no affiliation with it.</li> <li>Ms. *****: Recommended ***** to assist with matters of electronic research data to RAC members.</li> </ul>	<p><b>No Action Required</b></p> <p><b>No Action Required</b></p> <p><b>No Action Required</b></p>		
V.	<b>Old Business</b>				
	None				
VI.	<b>Other</b>				
	None				
VII.	<p>Meeting Adjourn:</p> <ul style="list-style-type: none"> <li>Ms. *****: Move to adjourn.</li> <li>Dr. *****: Second. Meeting adjourned at 11:55AM</li> </ul>				

  
 Joseph N. Benoit, Ph.D.

03/29/2023

Committee Chair

Date