

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

March 29, 2023, 10:00AM - 12:00PM

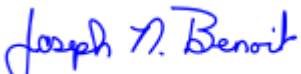
Members Present:		Joseph Benoit, PhD (Chair); Kalli Martinez, MS (ex-officio); Harald M. Stauss, MD, PhD; Pedro Del Corral, MD, PhD; Michael Frederich, MD; Adrienne Kania, DO; Cynthia Peraza, MBA			
Members Absent:		Jon Jackson, PhD; Norice Lee, MLIS; Walker Toohey, OMS II; Amelia Hidalgo, OMSI; Jennifer E. Taylor, (ex-officio); H. Eduardo Velasco, PhD, MD, MS (ex-officio)			
Other Attendees					
Item	Topic/ Agenda Items	Discussion	Recommended Action	Responsible Person(s)	Actions/Follow-Up
I.	Call to Order				
	1:18PM				
II.	Approval of Minutes				
	February 24, 2022	<ul style="list-style-type: none"> • Dr. *****: Vote to approve minutes. • Dr. *****: Move to approve. 	APPROVED 1:39PM		
III.	Announcements and Updates				
	a. ORSP Update	<ul style="list-style-type: none"> • Dr. *****: Events coming up soon: student selected speaker for Distinguish Researcher Seminar and Summer Research Experience. 	No Action Required		
	b. Medical Student Representative	<ul style="list-style-type: none"> • (Not present) 	No Action Required		
	c. Research Laboratories	<ul style="list-style-type: none"> • Ms. *****: Sending reminder emails to professors to request orders for the SRE by April 17th. One professor already ordered; others were waiting on matches. • Ms. *****: There is a service call out next month for standard preventive maintenance and service on a 5-year-old autoclave. • Ms. *****: Working on inventory and stocking lab in preparation of SRE. Will send request to professors asking them if any materials used in high volume are needed for protocols. • Ms. *****: Research poster printing requests coming in last minute, could be due to students not knowing what the timeframe is for requests. Reminder email to 	<p align="center">Send email reminder to professors.</p> <p align="center">No Action Required</p> <p align="center">Send email reminder to professors.</p> <p align="center">No Action Required</p>	<p align="center">Ms. *****</p> <p align="center">Ms. *****</p>	

		Pls of printing timeframe can help.			
	<p>d. Medical Student Research</p> <p>i. Distinguished Researcher Speaker</p> <p>ii. Summer Research Experience</p> <p>iii. Student Townhall</p> <p>iv. Manuscript Competition</p>	<ul style="list-style-type: none"> • Dr. *****: Dr. ***** from UTEP was selected by the student for the Distinguished Researcher Speaker Seminar. There is no set date. Letter of invite was sent to speaker. As of today, there has been no response. Will wait until next week. If no response, the students will send another invite email with read receipt. • Dr. *****: Letters for Summer Research Experience match were sent out to students and faculty. One student did not match. Student given the option to work one of Dr. ***** projects. Student has yet to decide. • Dr. *****: Next student townhall is April 10th at noon. • Dr. *****: Need to set up a team of judges for the manuscript competition. Need 4 to 6 judges. Members of RAC have not reached out about candidate judges. • Dr. *****: Go ahead to assign judges. • Dr. *****: Dr. ***** announced at clinical faculty meeting about needing judges for the competition. • Dr. *****: Judges: Dr. ***** , Dr. ***** , Dr. ***** , and Dr. ***** • Dr. *****: Possible judges: Dr. ***** , Dr. ***** , and Dr. ***** 	<p>Ask students to resend email invite with read receipt next week if there is no response from Dr. *****.</p> <p>No Action Required</p> <p>No Action Required</p> <p>No Action Required</p> <p>No Action Required</p> <p>Follow up with Dr. ***** about faculty judges.</p> <p>Send email to judges.</p> <p>No Action Required</p>	<p>Dr. *****</p> <p>Dr*****</p> <p>Dr. *****</p>	
IV.	New Business				
	<p>New Business Consent Agenda</p> <p>i. Organizational Structure for Research Office</p>	<ul style="list-style-type: none"> • Dr. *****: Staff change occurred a month ago. Admin Coordinator that provided support is no longer with the department. IO's role is to make sure the committees have support. Sponsored Programs and Research Compliance Specialist position fills the role of support for committees. • Dr. *****: Scientific Research Associate position has more 		<p>No Action Required</p> <p>No Action Required</p>	

	<p>ii. Strategic Plan Amendment Discussion</p>	<p>current roles and responsibilities, including lab operations, facilities management, and others.</p> <ul style="list-style-type: none"> • Dr. *****: Research Office Admin Coordinator role will be to handle general admin support, Distinguished Researcher Seminar Series Support, and student research activities, travel requests, and other duties (50% job description), • Dr. *****: All responsibilities grouped in the Human Research Protection Program which is protection of researchers and assuring appropriate review committees. Responsibilities include safety training, compliance training, and RCR. • Dr. *****: Review bodies: IRB- is the sole authority in college for review and approval of research activities involving human subjects. IBC- has over-site of college activities involving biohazard agents, recombinant or synthetic nucleic acid molecules, and hazardous chemicals. • Dr. *****: HRPP provides office level support for review committees: getting the information to the committees for review, document distribution, email distribution, and other committee admin support tasks. HRPP is part of the revised Research Office Organizational Structure. • Dr. *****: COCA accreditation requires an amendment to the Research Strategic Plan, highlighted in Element 8.1 to include cultural competency and health disparities research/scholarly activities. ACOM and COCA are meeting to define the meaning. • Dr. *****: Discussed 5 areas of Strategic Plan that Florida was not include when the plan originated. <ol style="list-style-type: none"> 1. Dr. *****: Mission Medicine Program fits in all elements. Cultural diversity and inclusion are specifically highlighted. The mandatory course will start July 2023 and will also include Florida. <p>Dr. ***** – The new faculty hires in Florida, while onboarding, can receive information of research activities and how to provide research opportunities to students. OR will have the role to include mentoring on research related topics.</p> 	<p>No Action Required</p> <p>No Action Required</p> <p>No Action Required</p> <p>No Action Required</p> <p>No Action Required</p> <p>New Business</p>
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V.	Old Business				
	None				
VI.	Other				
VII.	<p>Meeting Adjourn:</p> <ul style="list-style-type: none"> • Dr. *****: Move to adjourn. • Ms. *****: Second. Meeting adjourned at 2:43PM 				


 Joseph N. Benoit, Ph.D.

05/03/2023

Committee Chair

Date