

Burrell College of Osteopathic Medicine

Research Advisory Council Meeting Minutes

Date: November 2, 2016

Time: 2:00pm-3:30 pm

Location: BCOM # 128

MEETING CALLED BY	Joseph Benoit, Director, Chair, and Professor
TYPE OF MEETING	Research Advisory Council Meeting
FACILITATOR	Joseph Benoit, PhD
NOTE TAKER/TIMEKEEPER	Celia Ayers, Hilda Olivas
MEMBERS PRESENT	Robert Ketchum, PhD, Steven Ontiveros, PhD, Richard Selinfreund, PhD, Anthony Levatino, MD, Christa Vaudrey, Mahrin Rahman, Student Representative
MEMBERS ABSENT	Oliver Hayes, DO, Jennifer Taylor, Hugo Vilchis, MD
GUESTS	Renee Huber for Jennifer Taylor

I. Call to Order

- a. The meeting was called to order at 2:00 pm.

II. Approval of Minutes

- a. There are no previous minutes recorded; no action taken.

III. Announcements

- a. Welcome Committee Members and Introductions – All attendees listed above introduced themselves.
- b. Purpose of BCOM Research Advisor Council – Serves in an advisory capacity to the Director of Research & Sponsored Programs; BCOM administration on matters related to research and creative scholarship.

- c. Organizational Structure for Research & Sponsored Programs – Discussion on requirements for organizational structure with Dr. Ketchum being appointed as the I.O. for Research and reporting of subcommittees for compliance.
 - i. Discussion of the Affinity Group structure for federal compliance which is comprised from the areas in Medical Education Research, Basic Biomedical Research, Clinical Research and Population Health.
 - ii. Will be adding 3 more faculty members from the Affinity leaders to committee. Dr. Vilchis is already listed.
 - iii. This is a committee to bring people together, where opportunity lies for scholarly discussion and students will migrate in the areas that the faculty have an interest in.
- d. Intellectual Property Policy Draft
 - i. Academic Policy & Procedure BCOM Policy 7011-00 drafted for distribution by Dr. Ketchum.
 - ii. Subcommittee appointed to review current Intellectual Property Policy draft. Dr. Levatino, Dr. Selinfreund and Christa Vaudrey to gather input and bring recommendations before submitting to Dean's office and then to the Board for final review and approval.
- e. Research Strategic Planning Process
 - i. Timeline
 - a. Submit an outline due in the Dean's office (November 15) which provides information on BCOM's self-study process that begins in December.
 - b. Goal is to have the compiled information in a final draft form in December that can then be submitted to the Dean for review and Board for final review and approval.
 - ii. Strategic Planning Discussion - Letter dated November 1, 2016, provides approval for Dr. Benoit as Director of the Office of Research and Sponsored Programs to expand research by developing research partnerships on behalf of BCOM. Dr. Benoit will contact Dr. Boberg, NMSU Arrowhead Center, to further clarify partnership.
- f. Strategic plan will be to develop a structure that will align with BCOM's vision and research goals. Currently, there is no master plan to follow as a guide for drafting a strategic plan as required by COCA. Draft copy of BCOM's Research Strategic Plan dated 2014 was distributed. Dr. Ketchum discussed how this was a preliminary draft general and a reasonable starting point for BCOM.
 - i. Copy distributed of Standard One which was submitted for provisional accreditation. High-lighted the Mission of BCOM and Item #3 which notes

research section of the self-study. Item #3 gives latitude as we are beginning to define goals and other things for the strategic plan. This is not a Standard 7 draft which is being worked on and chaired by Dr. Benoit.

- ii. Approach will be to start the discussion of looking at us as an institution – the SWAT analysis: Strengths, Weaknesses, Opportunities, and Threats – thinking how our plan will emerge. Everyone identified one thing relative to the mission infrastructure research structure viewed using SWAT.

g. Announcements

- i. Dr. Ontiveros is the Faculty Research Chair who will oversee the 4.0 credit research course that students will be required to complete before graduating with a BCOM faculty mentor. Initial grading at S/U each semester assigned and then will convert to P/F. Satisfactory or academic progress indicates successfully completed at least two-thirds of their academic program in any given year.

- ii. Enrollment in the course to proposed to begin in January 2017.

- h. Next Meetings – Week of November 7, November 14, November 28

IV. Old Business

- a. None

V. New Business

- a. None

VI. Adjournment

- a. The Research Advisory Council Meeting was adjourned at 3:30pm.


Research Advisory Council Chairperson

11/3/16
Date