

BCOM Research Advisory Council Meeting

January 18, 2019

Members Present:		Joseph Benoit, PhD (Chair), Adrienne Kania, DO(1:44PM), Erin Palazzolo, MLIS, Steven Ontiveros, PhD, Richard Selinfreund, PhD			
Members Absent:					
Other Attendees		Michael Woods, PhD (ex-officio), Kalli Martinez, MS, Martha Enriquez (Recording Secretary)			
Item	Topic/Agenda	Discussion	Recommended Action	Responsible Person(s)	Actions/Follow-Up
I. Approval of Minutes					
	December 10, 2018	<p>Dr. Kania made a motion to approve meeting minutes for December 10, 2018. Dr. Selinfreund seconded the motion.</p> <p>The motion was unanimously approved:</p> <ul style="list-style-type: none"> • 5 For • 0 Against • 0 Abstention 	APPROVED		
II. Announcements					
	NONE				
III. Old Business					
	COCA Policy Regarding Research	Dr. Benoit discussed about the draft on the COCA Policy Regarding Research.			
	Infection Control Policy	<p>Dr. Woods gave a brief update on the Infection Control Policy.</p> <ul style="list-style-type: none"> • Dr. Woods will take the finalized policy to the IBC for review and approval. 			
	Exposure Control Plan	<p>Dr. Woods gave a brief update on Exposure Control Plan.</p> <ul style="list-style-type: none"> • There are concerns with the information on what to do in case of an exposure. • The IBC should not be overseeing environmental hazards. • Dr. Woods will take the finalized plan to the IBC for review and approval. <p>Dr. Selinfreund made a motion that the Institution pursue consulting with an Occupation Health clinic in town or either Occupation Medicine 360 or Workmed Occupation Health to develop a formal exposure response that would be documented in the Exposure Control Plan. Dr. Ontiveros seconded the motion.</p> <p>The motion was unanimously approved:</p>			

		<ul style="list-style-type: none"> • 4 For • 0 Against • 0 Abstention 			
	Research Strategic Plan	Copies of the Strategies Timeline, Research Strategic Plan and Logic Template were distributed and revised.			
VI.	New Business				
	Student Summer Research Fellowship Program	Dr. Ontiveros gave a brief overview of the results of the student and faculty applications for the summer research program.			
	SOP for Advanced Study Leave	<p>The Standard Operating Procedures for Advanced Study Leave was discussed and revisions were made based on committee recommendations.</p> <ul style="list-style-type: none"> • Bullet 2, under 5.3 Procedural Steps <ul style="list-style-type: none"> ○ Change from 2 additional faculty (members) to 2 additional faculty members appointed by the Chair. ○ Be more explicit about who is a voting member. (e.g., Chair, voting member) 			
	Advanced Study Leave Request Form	<p>The Advanced Study Leave Request Form was discussed and revisions were made based on committee recommendations.</p> <p>Dr. Benoit made a motion to accept the SOP and the Advanced Study Leave Request Form with minor modifications as discussed. Dr. Selinfreund seconded the motion.</p> <p>The motion was unanimously approved:</p> <ul style="list-style-type: none"> • 4 For • 0 Against • 0 Abstention 			
	Advanced Study Leave Policy	<p>The Advanced Study Leave Policy was discussed and revisions were made based on committee recommendations.</p> <ul style="list-style-type: none"> • Remove revision date on the top of the page. • Add that the policy is coming through the Office of Research. <p>Dr. Kania made a motion to accept the policy with minor changes as discussed. Dr. Selinfreund seconded the motion.</p> <p>The motion was unanimously approved:</p> <ul style="list-style-type: none"> • 5 For • 0 Against • 0 Abstention 			

	Research Office Budget Planning	A copy of the Research Budget planning was distributed. Dr. Benoit discussed about Capital and Minor Equipment requests relative to Research.			
VII.	Other-Updates				
	Medical Student Research Day	Dr. Ontiveros gave a brief update on the planning process for Medical Student Research Day.			
	BioScience Research Laboratory	Dr. Woods introduced the new Scientific Research Associate, Ms. Kalli Martinez. Dr. Woods gave a brief update on the progress of the BioScience Research Laboratory.			
X	Adjourn				

Meeting adjourned at 2:47 PM


Committee Chair

5/1/19
Date