

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

August 20, 2021, 1:00 p.m.

Members Present:		Joseph Benoit, PhD (Chair), Adrienne Kania, DO, Harald Stauss, MD, PhD, David Osborne, PhD (ex-officio), Michael E. Woods, PhD (ex-officio), Kalli Martinez, MS (ex-officio)			
Members Absent:		Adela Lente, MD (ex-officio), Erin Palazzolo, MLIS (ex-officio), Gabor Szalai, PhD, Jennifer E. Taylor, (ex-officio)			
Other Attendees		Martha Enriquez (Recording Secretary)			
Item	Topic/Agenda	Discussion	Recommended Action	Responsible Person(s)	Actions/Follow-Up
I. Approval of Minutes					
	May 21, 2021	The meeting minutes from May 21, 2021, were unanimously approved, with minor typographical corrections.	APPROVED		
II. Announcements					
	RAC Membership Vacancies	<p>Drs. Benoit gave a brief update on RAC membership vacancies.</p> <ul style="list-style-type: none"> The RAC currently has two vacancies. Dr. Stauss will maintain a voting role until the basic scientist position is filled. 	No Action Required		
	Distinguished Research Seminars	<p>Dr. Benoit discussed the distinguished speaker series.</p> <ul style="list-style-type: none"> Most of the departments have been assigned for two monthly seminars. Students will host the April seminar. Dr. Stauss will work with the students to coordinate the speaker. The presentations will take place in person and in a hybrid format. 	No Action Required		
	Institutional Biosafety Committee Registration	The rosters for the Institutional Review Board and the Institutional Biosafety Committee have been updated by Dr. Benoit. Dr. Benoit received notification that the IBC Committee Registration amendments had been accepted.	No Action Required		
III. Old Business					
	None				
VI. New Business					
	Student Research Support Fund Request	<ul style="list-style-type: none"> The council reviewed the Student Research Support Fund submitted by Student Doctor Alison Crane. The funds shall be used during the fiscal year. <p>Dr. Kania made a motion to approve Ms. Crane's request of \$500.00. Dr. Osborne seconded the motion. The motion was unanimously approved.</p> <ul style="list-style-type: none"> 6 FOR 0 AGAINST 0 ABSTENTION 	No Action Required		

	COVID-19 Human Subjects Research Guidance SOP	<p>Dr. Woods discussed the current COVID-19 Human Subjects Research Guidance SOP.</p> <ul style="list-style-type: none"> • Dr. Stauss proposed the revision of item 5.1.3. (b) (2) to allow more than one subject in the human physiology lab at the same time. • Dr. Woods proposed revising the language on item 5.1.2. to accommodate changing guidance. <p>Dr. Woods will draft the SOP's wording and distribute for review before moving forward with the finalization.</p>	No Action Required		
	Summer Research Experience	<p>Dr. Benoit discussed the Summer Research Experience and suggested that the number of days of orientation be reduced to maximize the opportunity for students to do research with faculty.</p>	No Action Required		
	Medical Student Research Day 2022	<p>Dr. Benoit suggested that Medical Student Research Day be moved to a different day. Dr. Benoit and Dr. Stauss will continue to explore for dates/times for Medical Student Research Day 2022.</p>	No Action Required		
	Flow Cytometer Quote	<p>Dr. Woods supplied a copy of the quote for the Flow Cytometer that will be acquired for the research laboratory. The purchase was approved as part of the capital budget for FY22.</p> <p>The Research Advisory Council will begin discussing capital equipment requests for FY23.</p>	No Action Required		
VII.	Other-Updates				
	Research Laboratories	<p>Dr. Woods provided the following updates on the research laboratories.</p> <ul style="list-style-type: none"> • Dr. Woods and Ms. Kalli Martinez will meet with faculty to review their experiences working in the labs this summer, to better support them. • A cleaning schedule will need to be established so that the human physiology lab may be cleaned by custodial staff. 	No Action Required		

	Student Research	<p>Dr. Stauss provided the following updates on Student Research.</p> <ul style="list-style-type: none"> • Dr. Stauss' goal is for first-year students to begin conducting research in the first semester. In order to prepare a list of potential research projects, he plans to send an email to all faculty members asking for a brief description of their research projects and whether or not they are accepting students. This list would be made available for students on the website. • Dr. Stauss proposed to begin workshop sessions in the Spring semester once we know who the students are. • Dr. Del Corral approached Dr. Stauss and expressed his desire for more interaction with professors who are undertaking research, suggesting that the research office arrange a Research Retreat to facilitate this interaction. • A second-year student has shown interest in the Distinction Program. The program is now set up in such a way that second-year students are unable to participate. Dr. Benoit will meet with Dr. Stauss and prepare a proposal for Dean Pieratt's consideration. 	No Action Required		
X	Adjourn				

Meeting adjourned at 3:00 PM

Signature on File

Committee Chair

October 9, 2021

Date