

RESEARCH ADVISORY COMMITTEE

Meeting Minutes

Date: November 8 2017

Place: Conference Room A324

Members present: Chair: Jeff Burgess, Cyndi Thomson, Scott Carvajal, David Marrero, Doug Taren, Karen Grinfeld, Jamie Boehmer, Zhao Chen, Rachele Peterson, (Admin: Suzanna Trejo)

Planning Meeting for 2018 RAC

1. Priorities Survey

- a. Discuss at Retreat in December
- b. Jeff gets 30 minutes for Research topics
 - i. 5 minute discussion of expenditures
 - ii. Prioritize at the tables and list priorities
 1. Send out email to with survey to prioritize to faculty and students (two separate emails)
 - iii. Survey will be on
 1. Priorities for the coming year (for faculty and students)
 2. Satisfaction with ADR
 - iv. Satisfaction survey
 1. Have you interacted with Jeff / Suzanna → Yes or No
 2. Provide feedback about interactions with Jeff and/or Suzanna
 3. Suggestions about improving work of Research Office in general

2. Replacement for Scott

- a. Lynn and Cecilia said they cannot
- b. Melanie Bell or Paul Hsu from Biostatistics?
 - i. Need BIOSTAT input at the planning phase

3. Research Website

- a. David's assistant – Kelly Palmer is good with websites
 - i. Could start a separate research topic for Diabetes
- b. Email to David
 - i. With what we need to add to the website in order to edit a template
- c. Dean's fund – is it okay where it is?
 - i. Ask Lorraine if it is okay or should go somewhere else
- d. David's page – Need CV
- e. Faculty pages – Need structure for faculty page format

4. 2018 Meeting Dates

- a. Add to Research Resources

RESEARCH ADVISORY COMMITTEE

ACTION ITEMS:

1. Jeff – Coordinate priorities and satisfaction survey through Research Office to have it ready for administration at or immediately after December retreat
2. Jeff – Contact Melanie Bell about joining the committee
3. Determine the format for faculty pages
4. Suzanna – contact Loraine about Dean's Fund page location
5. Suzanna – send out possible dates for regular monthly meeting time and dates

REMINDER: *** Next meeting: February 12, 2018