Department of Microbiology, Immunology and Pathology
Advisory Committee Minutes
Wednesday, September 21, 2011
IDRC, RIC, D201

Attendees: Gregg Dean, Susan Deines, Brian Foy, Ed Hoover, Gary Mason, Ken Olson, Sandra Quackenbush, Ric Slayden, Glenn Telling, Hana Van Campen

Meeting began 11:35 am

I. Review of mentorship program
   a. The committee discussed the status of the Mentoring Program for Assistant and Associate Professors and whether or not the formal process is effective.
   b. The Committee discussed possible mentor assignments for three new faculty members (Drs. Chad Frank, Brad Borlee, and Greg Ebel). The assignments will be made, and mentors and mentees will be contacted by Dr. Dean.

II. Rights and responsibilities of Instructors
   a. The rights and responsibilities of Instructors are not outlined in the Department Code, but historically, Instructors have had the same participation as all other faculty.
   b. The Committee discussed the procedure to add these rights and responsibilities to the Department Code.
   c. Action:
      i. Input will be solicited from faculty regarding suggested changes and/or updates to the Department Code.
      ii. Dr. Dean will work with the Advisory Committee to draft an amendment to the Department Code regarding the rights and responsibilities of Instructors. The draft will be taken to the PTR
Committee for discussion and revision before the entire faculty will vote on the change in the Department Code.

III. SOP for orientation of new faculty

a. Dr. Dean suggested drafting an SOP for new faculty to include administrative items that need to be done before they move and when they arrive on campus (University ID, Keys, Computers, HR, etc).

b. The committee discussed this process and decided it would be best to deal with the process on a case-by-case basis.

IV. Space requests

a. Dr. Anne Lenaerts re-submitted a request for Dr. Mike Lyons to be assigned a private office, Micro B309A. Due to the nature of his work and the equipment he will be using, a private office is ideal.

b. The precedence has been set that MIP does not assign private offices to Research Scientists, but the committee approved this request based on the condition that Dr. Lyons will vacate the office when his K25 grant award has ended.

c. Dr. Slayden will email Dr. Lenaerts to inform her of the Committee’s decision.

V. Website enhancement

a. The Committee discussed the difficulty in navigating the Department website and finding the faculty pages.

b. Erin Napier and Meg Wilson will attend the next Faculty Meeting to make a presentation and answer questions.
VI. Strategic planning exercise

a. The Committee discussed the need to assess the level of administrative support in each facility to ensure that faculty are getting a high level of service.

b. The Committee discussed the possibility of hiring a scientific writer to develop a comprehensive list of all MIP Facilities and equipment, including summaries of the buildings. The list would be useful when PI’s apply for new grants.

   i. Action: Dr. Dean will identify a scientific writer who can draft a document with descriptions of each facility including equipment.

Meeting ended 1:00 pm