I. Approval of minutes
   a. The minutes from the September meeting were read and approved.

II. Review of Department Code
   a. The committee discussed the progress of revision of the Department Code.
   b. Action:
      i. A subcommittee will be appointed to revise the Department Code.
      ii. Each section of the Department Code will be revised by the subcommittee with input from other department committees.

III. DMIP Icon
   a. The DMIP icon needs to be updated so that it may be included on printed informational materials for programs in the Department.
      i. Action: The Department will issue a call to faculty and graduate students for designs of a new icon.
      ii. Select designs will be given to a graphic artist to draft samples and the best sample will be selected as the new DMIP icon.

IV. Space requests
   a. Dr. Brian Geiss submitted a request for Bejan Saeedi, Research Associate, and one graduate student for micro B411
      i. The committee approved the request for Bejan Saeedi on a temporary basis until renovations occur or the space is needed for a higher priority space assignment.
   b. Dr. Bill Black for Laura Dickson
      i. The request was not approved. The committee felt that since Laura is assigned space at the foothills campus she should not be assigned space in the Microbiology building.
c. Ms. Janet Bebell submitted a request to assign office space to the Computing Resources Group, which would allow a technician to work at the Foothills Campus and provide better service to faculty and staff.
   i. The request was approved for IDA 112.

V. Other items as needed
   a. Respiratory Protection policy
      i. There was discussion of a new policy regarding the use of N95 respirators, including mandatory annual testing. Annual testing was a point of concern for faculty who only use N95 respirators on a very limited basis.
   b. Flu shots
      i. There will not be a clinic for flu shots at the Foothills campus this year as in previous years. Foothills Campus PI's will draft a list of all employees who work in BSL3 labs who need a flu shot. They will forward it to Janet Bebell, who will provide it to Hartshorn Health Service.

Meeting ended: 1:07 pm