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

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

Meeting began 11:40 am

I. The November minutes were approved.

II. Department Head’s hopes and aspirations for the Advisory Committee
   a. Dr. Dean expressed his hopes and aspirations for the Committee:
      i. Committee members were encouraged to express their thoughts and perspective on departmental processes and policies to better assist Dr. Dean.
      ii. Action on agenda items will be quick to ensure efficiency in implementing new policies. Ideas may be introduced at the meeting, revised and finalized by email.
      iii. Dr. Dean appreciates honesty from Committee members and relies on them to provide input on the history of department processes.

III. Departmental Code
   a. The Committee discussed revision of the Department Code. At the October meeting Committee members were assigned a section of the Code to revise.
      i. Action: Committee members will complete their revisions and a draft of the revised Code will be completed by January 15. The draft will be closely reviewed and presented to faculty for a vote to approve.

IV. Travel Grants
   a. The travel grant policy is intended to define eligibility and provide guidelines for departmental funding of travel. Departmental funding of travel is intended to present current research at meetings in order to increase Department recognition and visibility.
   b. The committee recommended criteria for travel grants, which will be included in a policy.
   c. Action: Dr. Slayden will circulate a draft of the travel grant policy. The Committee will suggest revisions and make a recommendation to Dr. Dean to approve the final draft.
V. Special faculty compensation
   a. Dr. Dean would like to offer departmental compensation for the service and teaching of special faculty in recognition of their efforts.
   b. Dr. Dean met with special appointment faculty to discuss salary support for teaching/service. The meeting resulted in several suggestions regarding a policy for this process.
   c. Action:
      i. Dr. Dean will meet with Dr. Blehm to determine correct percentages of specific activities.
      ii. Department Administration will use the FAS reported activities and annual reviews from the two previous years, as well as projected activities for next fiscal year to determine a formula for the percentage of salary coverage by the Department.

VI. Strategic planning
   a. Strategic planning for the DMIP has been re-directed by Dr. Perryman because of the push to be involved in college training for strategic planning. It will also be delayed until the new Dean has been identified and can provide input.
   b. Action: Dr. Dean will keep committee updated on the status of strategic planning.

VII. Renovation of classrooms in Micro
   a. Micro A wing classrooms need renovations/updates. There have been several concerns from faculty about technology and facilities.
   b. The Committee recommended the following process to update the rooms:
      i. Obtain input from teaching faculty regarding specific issues
      ii. Contact Classroom Scheduling to assess and analyze the problems in the classrooms.
      iii. Submit a request to the University Facility Fee Advisory Board (UFFAB) to match department funds for renovations and updates.

VIII. Mentoring Plan
   a. Mentoring committee assignment recommendations for Dr. Chad Frank are Gary Mason as Primary and Lora Ballweber as Secondary.
b. Dr. EJ Ehrhart has agreed to replace Dr. Van Campen on Dr. Colleen Duncan’s
   mentoring committee.

c. The Committee recommended approval of these assignments.

d. Dr. Dean has been modifying the Mentoring Plan and will obtain faculty approval on
   the revisions and implement the plan for tenure track faculty.

IX. Other items as needed

a. FYI-The Scholarship and Awards Committee has cancelled both the annual awards
   reception and awards luncheon.
   i. Donors and recipients will be put in contact with each other through the
      CVMBS Development Office.

b. Lenaerts space request-follow up from previous meeting
   i. Clarification was obtained from Drs. Crick and Brennan regarding current
      usage of Micro B318 and B303. These rooms are not currently being used, so
      the Committee recommended to approve the space request.

Meeting ended 1:03 pm