Department of Microbiology, Immunology and Pathology  
Advisory Committee Minutes  
Wednesday, January 18, 2012  
Diagnostic Medicine Center, Room 301

Attendees: Gregg Dean, Brian Foy, Ed Hoover, Ken Olson, Sandra Quackenbush, Ric Slayden, Hana Van Campen

Meeting began 11:35 am

I. The December 2011 minutes were approved.

II. Renovation of classrooms in Microbiology
   a. The committee recommended that Dr. Dean send an email to DMIP teaching faculty to help identify specific problems with the classrooms in Microbiology.
   b. When the specific problems have been identified the DMIP will request funding to proceed with renovations of these rooms.

III. Travel grants
   a. The drafts of the travel grant policy and application were circulated among the committee, revised and sent to Dr. Dean prior to the meeting.
   b. Action: Dr. Dean will make additional edits and send an email to faculty announcing the new policy.

IV. Department Code
   a. The Committee identified a timeline to complete revision of the Department Code:
      i. Revisions to each section of the Department Code will be finished by February 1.
      ii. The revised draft will be circulated to the committee and finalized at the February Advisory Committee Meeting.
      iii. The final draft will be presented to faculty at the March Faculty Meeting.

V. Departmental Grants
   a. Bridge Funds-Results of the faculty survey indicated that bridge funds were best suited to bridge gaps in funding in order to maintain programs.
   b. Seed Funds-There is also a need for funds to begin research programs, which will have different criteria than bridge funds.
   c. The committee discussed whether the Department should offer seed funds when they offer bridge funds. Bridge funding is considered a top priority.
d. Recommendation: The Department should issue a call for both bridge funds and seed funds and Dr. Dean will work with the Advisory Committee to rank the applications and fund them based on priority and available budget.
   i. The call for bridge funds and seed funds applications will be issued in April.
   ii. Applications will be reviewed and ranked at the May Advisory Committee Meeting. The rankings will be forwarded to Department Administration with a recommendation for funding.

VI. Strategic Plan
   a. The DMIP Strategic Plan is still in a holding pattern until the new Dean begins.

VII. Space Requests
   a. Dr. Chatterjee requested that her Postdoc, Prithwirat De, be assigned a desk in Micro B316.
   b. The committee recommended that this space request be approved if there is a desk available.

VIII. Departmental Icon
   a. Submissions for a new Departmental Icon were distributed and discussed by the committee.
   b. The committee recommended that the Department hire a graphic artist to draft several options for a Departmental Icon.

Meeting ended: 12:50 pm