Department of Microbiology, Immunology and Pathology  
Advisory Committee Minutes  
Wednesday, 15, 2012  
IDRC, RIC, D201

Attendees: Gregg Dean, Greg Ebel, Ed Hoover, Mary Jackson, Ken Olson, Sandra Quackenbush, Herbert Schweizer, Glenn Telling, Becky Trentlage  
Meeting began 11:40 am

I. Approval of minutes- Committee members voted unanimously to approve the July minutes. 

II. New members were welcomed, Drs. Greg Ebel and Mary Jackson. 

III. New committee chair- Dr. Brian Foy  
   a. The Advisory Committee Chair is elected annually from members with one year remaining on term. Dr. Foy is the only member with one year remaining on his term. 
      The Committee voted unanimously in favor of electing Dr. Foy to chair the committee. Dr. Hoover will serve as back up committee chair in the absence of Dr. Foy. 

IV. Overview of FY13- Dr. Dean discussed items the committee will review in FY13 including:  
   a. Space requests 
   b. Travel grants-The DMIP administration has determined the budget for FY13 will be $25,000 total. 
   c. Bridge and seed grants 
   d. The committee was encouraged to think about any other items that should be discussed by the advisory committee in FY13. 

V. Departmental Review and Evaluation  
   a. The Academic Faculty and Administrative Professional Handbook dictates that a departmental review and evaluation needs to be completed every 5-7 years. 
   b. The committee discussed the timeline for completing this review, the potential value to the DMIP and the challenges to completing this review. 
   c. It was suggested that the DMIP obtain external evaluations along with the internal review to help identify programmatic strengths and weaknesses and provide suggestions for improvement. 
   d. Committee consensus- A department initiated review with specific aims is a big undertaking, but would be beneficial for both the DMIP and the new dean. The committee unanimously agreed that it should be initiated now.
e. Dr. Dean will speak with the Provost and CVMBS Dean to ensure they are in agreement on proceeding with this review and determine the next steps in the process.

VI. New Telephone System
   a. The University initiated a mandate to replace the current analogue phone system with a new phone system, Voice over Internet Protocol (VoIP).
   b. In conjunction with the new system, DMIP administration developed a new, consistent system for payment of phone lines and long distance charges.
   c. The committee received information regarding the VoIP system, payment structure for phone lines and long distance charges, both current and proposed with the new system.

VII. Facilities Coordinator job description
   a. The request for this position is currently being reviewed by HR.
   b. The job description was presented to the committee.
   c. The committee suggested that the position description include a preferred requirement of scientific knowledge for understanding equipment/facility issues.

VIII. Space Requests
   a. Dr. Mary Ann DeGroote for Micro B332 (lab)
      i. The committee recommended approval of this request.
   b. Dr. Carol Wilusz for 4 desks in B410
      i. Paula Schaffer-PhD student/Resident
      ii. Mary Schneider-postdoc
      iii. Stephen Coleman-postdoc
      iv. Annie Zhang-PhD student (CMB)
      v. The committee recommended approval.
   c. Dr. Anne Avery for two DVM/PhD students in Pathology 308
      i. The committee recommended approval of this request.

Meeting ended 1:04 pm