Attendees: John Belisle, Gregg Dean, Susan Deines, Greg Ebel, Mary Jackson, Bob Jones (guest), Gary Mason, Sandra Quackenbush, Jeff Wilusz, Mark Zabel

Meeting began 9:08 am

1. DMIP review – Q&A session with Bob Jones, Associate Provost for Program Planning
   a. Dr. Jones addressed questions from the committee regarding the program review system, CampusLabs, and indicated that the program review is intended to provide a meaningful analysis of the department.
      i. Student learning is the only section that has specific guidelines due to university requirements.
      ii. Strategic objectives will come out of this review, some of which will be forwarded to the college.
      iii. Dr. Dean also addressed questions about the specific expectations for the DMIP review.
         1. Specific goals for the DMIP will be discussed with the committee and the faculty before the program review is finalized.

2. Approval of minutes
   a. The minutes from the August meeting were approved.
   b. A question was raised about space allocation at RIC. The building is owned by the VPR, so Dr. Lyons will allocate space. He wants to assign space strategically in order to put collaborative groups together. He may issue an announcement for space requests/allocation, and he intends to engage the DMIP in process.

3. Request to initiate search for medical entomologist
   a. Dr. Dean requested committee input regarding filling the medical entomologist position that will be vacated by Dr. Lars Eisen. The committee is supportive of filling the position; however space is a concern for recruitment. It was noted that there are viable options and potential with the current space in IDA/AIDL. The committee reviewed the updated job description and it will be edited to attract a broader applicant pool.
   b. The search committee will meet shortly to draft the position description and advertisements, which will hopefully be posted sometime in October.

4. VPR Quarterly Funding Announcement
   a. Dr. Dean wanted to clarify that there is no new money from the VPR with the quarterly funding announcement; Dr. Rudolph is just instituting a new process to handle requests for funding in a formal, equitable way.
      i. These requests do not need to be routed through the department/college unless matching funds are being requested.

5. Travel grants
   a. Rushika Perera to attend the ASMTH Meeting in New Orleans, LA.
i. The committee recommended that the trip not be funded by the DMIP with a vote of 8 in favor, 0 opposed. Start-up funds are available from the PI and should be used for this travel.

b. Rushika Perera for Nunya Chotiwan to attend the ASMTH Meeting in New Orleans, LA.
   i. The committee recommended approval with a vote of 8 in favor; 0 opposed.

c. Undergraduate student group to attend the iGEM meeting in Boston, MA
   i. There is some confusion about the iGEM organization, how it is funded and which faculty/ departments are involved. Discussion and vote regarding this travel grant were tabled until additional information is obtained about the group and students. Susan Deines will follow up with the student to get additional information.

d. Craig Miller to attend the IFRRS in Ontario, Canada
   i. This travel grant was submitted after the meeting and the committee voted via email to recommend approval for half of the expenses for this international trip (10 in favor; 0 opposed).

6. Space requests
   a. Ramesh Akkina for Paige Charlins and Vickie Ektniphong in Pathology 308.
      i. The committee recommended approval for both Paige and Vickie with a vote of 8 in favor; 0 opposed.

Meeting ended 11:00 am