

# Bioengineering Faculty Meeting

OCT 4, 2005

10:00-12:00AM

GILMORE ANNEX CONFERENCE RM

ATTENDEES	John Bolte, Susan Dobbie, Frank Chaplen, Richard Cuenca, Roger Ely, Yanzhen Fan, Hong Liu, Desiree Tullos and Tarek Kassim
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## Agenda

Item	Time	Lead	Action (X-by-Y)
Review of Agenda Items	5	Bolte	JB reviewed the list with the group with emphasis on the items in bold, telling everyone to get out there and make it happen. Said Cat 1 proposal for Undergraduate Programs should be ready for review by Dec. retreat. Faculty were also asked to make sure the Oregon Invests website is updated and current with research project information.
Committee Assignments	5	Bolte	
Purchasing Policy	30	Dobbie	Effective immediately, <u>all</u> purchasing will go through Susan.
Review of Priority Tasks	10	Bolte	
Faculty Reviews	10		John Bolte has created Access Database to capture information required for effective Faculty Reviews. Information available will be entered into database, then sent to Faculty for completion. This Database form will be sent out to faculty within the next month with an expected return of completed information within 4 to 6 weeks.
Kelley Center Opening	5	Bolte	October 29 <sup>th</sup> is the ribbon cutting ceremony for the Kelley Engineering Building with an expected attendance of 20 to 30 thousand. All campus engineering buildings will be open for touring. We will use this opportunity to launch the Department's new name with a hallway set-up of brochures and a computer with a loop of information about this Dept. and its instruction/faculty/research. Roger will set up the tent with the solar racers, and labs will be open to public with grad student demos.
Adjunct Faculty Request	15	Tarek Kassim	<b>Faculty to review and make recommendation</b> Tarek spoke for about 15 minutes about his background, research interests and reasons why he would like to be adjunct faculty for

			this Dept. Vote was taken and Tarek has been approved to come to this Dept. for one year with a review at that time.
Retreat Date	5	Bolte	The date for this retreat has been changed to Dec. 3 <sup>rd</sup> .
Subcommittee Reports			
Information Items Priority Staffing Salary Increases Assessment of Student Learning Meeting w/ President Ray (10/17)	10	Bolte	Please attend October 17 <sup>th</sup> event if time allows.
Other			