

Basic Science Working Group
Friday February 14, 2025
1:00 – 2:00 pm
2J2.14 WMC (Dean’s Large Board Room)
Minutes (Approved)

1. Welcome (inform)

2. Review agenda & minutes (collaborate)

- Agenda – Approved as presented
- Minutes of 02.07.25 – Approved

3. Follow-up on action items from previous meeting (collaborate)

- *Review administrative/technical support staff self-nominations for working group* – the group reviewed the list of self-nominated individuals and decided that the representative would be selected by a confidential vote of working group members.
- *Finalize date & time for first working group town hall* – Town Hall #1 has been scheduled for February 26 1-2 pm in Classroom F based on working group member recommendations. A hybrid option will be offered although attendance in person will be encouraged to facilitate engagement and discussion. A draft agenda for the town hall was discussed including; introducing members of the working group, reviewing the rationale for the review and sharing draft work plans (ethos of the working group, proposed scope of work, draft work plan). The goal is to solicit input from members of the FoMD before work begins.
- *Finalize scope of work* – Confirmed scope of work discussed at February 7, 2025 meeting including:
 - i. Need to rename the working group to better reflect the community engaged in and impacted by the review.
 - ii. Focus will be on fundamental biomedical science – education, research and service as it pertains to underlying mechanisms of biology and the cellular, molecular and physiological basis for health and disease.
 - iii. Need to define success – both for the working group and fundamental biomedical science in FoMD.
 - iv. Will request DEC approve a change to the overarching question to be addressed by the working group in the TOR so that it reads; “What is the optimal focus and structure of fundamental biomedical science, education, research and service, in the FoMD?”
 - v. There is no predetermined outcome for the work being undertaken by the working group. Discussion that multiple strategies may be needed to ensure that fundamental biomedical science thrives in the FoMD.

4. Determine work outputs (collaborate)

- Working group proposed the following elements to be included as part of the work plan:
 - i. Define success: What does a vibrant fundamental biomedical ecosystem look like? How can the ecosystem evolve to minimize barriers & silos? What would be high level measures

of institutional success?

- ii.* Baseline assessment and projections: What is the current baseline state of fundamental biomedical science in FoMD? How is that state likely to change with current trends?
- iii.* Synthesis of the literature: What can we learn from the published literature about the optimal focus and structure of fundamental biomedical science?
- iv.* Environmental scan: What can we learn about organizational structure (what works, what could work better) in the FoMD, other faculties at the University of Alberta and other comparable universities? What are the risks, benefits and opportunities afforded by the different structures and approaches?
- v.* Internal consultations: How do we best engage members of the FoMD (town halls, small group meetings, surveys etc.) to inform the working group recommendations?
- vi.* External review: What can we learn from external reviewers (outside of FoMD and outside of university) about how to optimally focus and structure fundamental biomedical science in the FoMD?

5. Next steps (involve)

- Vote to select an administrative/technical support staff representative for the working group.
- Email names of candidates for internal & external reviewers (send to TS and DD).
- Email suggested changes for the working group name (send to TS and DD).
- Brainstorm essential data elements for the proposed baseline assessment.

Schedule of meetings / commitments:

Next Meeting: **February 21, 2025 1:00 – 2:00 pm**