

**Biomedical Science Working Group**  
**Friday February 21, 2025**  
**1:00 – 2:00 pm**  
**2J2.14 WMC (Dean's Large Board Room)**  
**Approved Minutes**

1. Welcome

- Land Acknowledgement

2. Review agenda & minutes

- Agenda – Approved as presented
- Minutes – Approved, approved for posting

3. Follow-up on action items from previous meeting

- Administrative/technical support representation on working group
  - Thank you to the committee members for participating in multiple votes to determine our new member. Elected - **Kelly Lee** who is a technician Dr. Plemel's lab - research, health/safety, supervisor, admin. Dr. Stelfox will meet with her prior to our next meeting to bring her up to speed on the work completed to date. She will be invited to join the committee at the Town Hall scheduled for Feb. 26.
- Renaming working group
  - We received 17 suggestions from committee members for consideration - grouped into common themes, replaced "research" with "science" given the focus on research, education and service – one round of voting with the agreed upon title being - **Biomedical Science Working Group**
- Review discussion of rationale and timing for the review
  - Working group agreed on a figure that illustrates the key elements and products of the FoMD biomedical science ecosystem.

4. Review & revise draft definition of working group success

We discussed and finalized a definition of working group success that consists of 3 deliverables:

- **Engage** members of FoMD – how do we best position biomedical science in the FoMD for future success?
- **Complete** – 6 bundles of work - define FoMD biomedical science success; literature synthesis; baseline assessment & projections; environmental scan; internal consultations; external review.

- **Submit** report to the Dean to provides recommendations for the optimal future environment for biomedical science (research, education and service) in the FoMD.

5. Discuss goals and agenda for town hall #1 (collaborate)

- Determine goals for town hall
- Invite the FoMD biomedical science community to engage in the review
- Share the working group's proposed approach and work plan
  - How will we work together?
  - Why is there a need for a review?
  - What is the spirit and intention of the proposed work?
  - What is the proposed work plan?
  - Draft definition of working group success.
- Solicit input from the FoMD biomedical science community on any changes or refinements to the proposed approach and work plan

6. Review draft list of internal/external reviewers

- Deferred to next meeting
- Next steps - Email Debbie by end of day February 28th. Homework
  - key concepts (words/phrases) that you believe would be important to define/measure the institutional (faculty level) success of biomedical science (research, education, service) in the FoMD (i.e., how would we measure the success of our ecosystem?)
  - names of potential organizations to include in our environmental scan
- Attend town hall & debrief - February 26, 2025 1:00-2:00 pm & 2:00-2:45 pm

**Schedule of meetings / commitments:**

Town Hall: **February 26, 2025 1:00 - 2:00 pm**

Town Hall Debrief: **February 26, 2025 2:00 – 2:45 pm**

Next Meeting: **March 7, 2025 1:00 – 2:00 pm**