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| Location: BBSRB 202A Time: 11:00 am Chair: Ann Stowe, PhD |

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| **Committee Members** | | | |
| **Chair:** Ann Stowe, PhD | Ken Campbell, PhD | Jordan Harp, PhD | Jeremy Wood, PhD |
| Ahmed Bahrani, PhD | Tritia Yamasaki, MD | Maj-Linda Selenica, PhD | Ryan Temel, PhD |
| Sam Hart | Tyrone Kendrick | Jonathan | Elika Moallem |
| T.J. Libecap | Leobarda Robles-Martinez, PhD | Mark Rzeszutek | Chase Heim |
| Majd Al Halmaly | Utku Gulbulak, PhD | Annabelle McAtee | Hailey Traxler |
| **Ex Officio Members, Standing Guests, and Visitors** | | | |
| Chipper Griffith, MD, MSPH | Beth Garvy, PhD | Kathleen O’Connor, PhD | Hollie Swanson, PhD |
| Erin Oakley, PhD | Wally Whiteheart, PhD | Joseph Lutz, PhD | Tithi Basu-Malik, PhD |
| Jennifer Kennedy | Melinda Wilson, PhD | Diane Lally, PhD | Jenny Lutshumba |
| Isaiah Stevens |  |  |  |

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| **Agenda Topics Covered** | |
| **Agenda Item** | **Presenter/Facilitator** |
| Approval of last meeting’s minutes | N/A |
| TRAC lecture series | A. Stowe |
| Parental Leave for tranees | A. Stowe |
| Trainee Research Day 2025 | A. Stowe |
| COM emergency fund | A. Stowe |

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| **Action Items** | | |
| **Item** | **Assigned to** | **Due Date** |
| People who feel compelled to do so: sign petition for post-docs to get UK invests | Anyone |  |
| Look for Keynote speaker for TRD 2025 | Mark Rzeszutek |  |
| Set up account for COM emergency fun so that people can be invited to donate | A. Stowe |  |
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| **Notes** | |
| Topic | Discussion |
| Call to Order | * D. Lally |
| Approval of Minutes | * N/A |
| New Members | * Hailey Traxler (at last meeting), Chase Heim (at last meeting too), & Caterina Squarci |
| TRAC Lecture Series | * Lecture #1: undergrad education/teaching career lecture * Date: 11/6/24, 11am. Room BBSRB 202A * Ashley Sorrell from CELT to give this lecture * NEXT LECTURE: more avenues for teaching (either within COM or other schools i.e., BCTC) |
| Parental Leave | * Dr. Stowe meets with people at the end of the month (10/28); Katarina, Hailey, Dr. Garvy, Mark, and Dr. Lally will join |
| UK invests | * Discussion same as last month; sign petition if you want to |
| Emergency medical fund COM | * NEW IDEA: for one day of UK (donation day) (4/25/25), invite faculty/staff to contribute to this annually * Will need an official account so that we can invite people to donate * Main campus determination of need will be used * GOAL: $5,000 as starting amount in emergency fund |
| Post-doc evaluation form | * 27 faculty have completed this so far; need to be higher |
| Trainee Research Day | * TOPIC CHOSEN: AI. 2 options (looking at more positive or negative perspective of AI); in meeting we decided to do both but mostly caution * Keynote (organized by Mark) will give more of a cautionary tale with examples in academia * Workshops: advance UK, CELT, pubmed-fueled AI platforms, prompts for AI optimization (guy Mark knows about from Vandy), and data analysis through AI * Qualtric survey will go out to trainees next week   COMMITTEES:   * Program committee: John, Caterina * Judging committee: Ann, Caterina * Food: * \*\*committees will be fully formed in future meetings |
| Mentor spotlight | * Qualtrics to be sent out in email * Monthly reminders to nominate people |
| Next meeting | * Wed. November 6th |