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

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| **Committee Members** |
| [x]  **Chair:** Ann Stowe, PhD | [ ]  Ken Campbell, PhD | [ ]  Jordan Harp, PhD | [x]  Jeremy Wood, PhD |
| [ ]  Ahmed Bahrani, PhD | [ ]  Tritia Yamasaki, MD | [ ]  Maj-Linda Selenica, PhD | [ ]  Ryan Temel, PhD |
| [x]  Sam Hart | [x]  Tyrone Kendrick | [x]  Jonathan | [x]  Elika Moallem |
| [ ]  T.J. Libecap | [ ]  Leobarda Robles-Martinez, PhD | [x]  Mark Rzeszutek | [x]  Chase Heim |
| [x]  Majd Al Halmaly | [ ]  Utku Gulbulak, PhD | [x]  Annabelle McAtee | [x]  Hailey Traxler |
| **Ex Officio Members, Standing Guests, and Visitors** |
| [ ]  Chipper Griffith, MD, MSPH | [x]  Beth Garvy, PhD | [ ]  Kathleen O’Connor, PhD | [ ]  Hollie Swanson, PhD |
| [x]  Erin Oakley, PhD | [ ]  Wally Whiteheart, PhD | [ ]  Joseph Lutz, PhD | [ ]  Tithi Basu-Malik, PhD |
| [ ]  Jennifer Kennedy | [ ]  Melinda Wilson, PhD | [x]  Diane Lally, PhD | [x]  Jenny Lutshumba |
| [x]  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
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| Approval of Minutes | * N/A
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| New Members | * Hailey Traxler (at last meeting), Chase Heim (at last meeting too), & Caterina Squarci
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| 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)
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| 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
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| UK invests  | * Discussion same as last month; sign petition if you want to
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| 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
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| Post-doc evaluation form | * 27 faculty have completed this so far; need to be higher
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| 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
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| Mentor spotlight | * Qualtrics to be sent out in email
* Monthly reminders to nominate people
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| Next meeting | * Wed. November 6th
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