**Minutes**
Monday January 22, 2018
2:30 – 4:00 pm, East Campus 4, Room 2101 Boardroom (EC4-2101)

**Attending:** Catherine Burns, Christopher Backhouse, Brendan McConkey, Melanie Campbell, Brian Ingalls, Helen Chen, Alfred Yu, Jen Boger, Marc Aucoin, Shirley Tang, Chekema Prince, Krystina Bednarowski, Clarisse Misola, Mei Lin Chen (student rep)

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<td>2:30</td>
<td>Welcome, Overview of Agenda &amp; Materials</td>
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<td>2:40</td>
<td>1. Administrative</td>
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<td>- Staff changes (Chekema, Clarisse, Program Manager)</td>
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<td>2. CBB Seed Funding</td>
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<td>3. Discussion: Marketing Materials (Krystina, Chekema, Clarisse)</td>
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<td>4. Discussion: Local Hospital outreach (Chekema)</td>
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<td>5. Discussion: Student Networking events (Mei)</td>
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<td>6. Winter activities</td>
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<td>7. Round table updates</td>
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Centre for Bioengineering & Biotechnology
Operational Steering Committee

- **Staff changes:**
  - Introduction of new Associate Director, Chris Backhouse, to replace Karim Karim.
  - Chekema Prince, CBB Project Manager will be leaving for a position in the US.
  - Clarisse Misola, CBB Communications and Outreach Co-op student here until the end of April.
  - CBB is looking to hire a Program Manager for the development and delivery of research programs and projects designed to support CBB faculty members.

- **CBB Seed Funding:**
  - Launching February 1. Goal is to catalyze research and provide CBB members with pre-application research, preliminary data used to apply for larger grants. Awards ranging from $5000 to $10000. Transfer funds to researchers before fiscal year end.
  - UW Coverpage is required so that Office of Research can keep track of ethics approvals
    - Office of research wants knowledge in advance of the money being transferred; normally would not transfer money if ethics are pending
    - Signed coversheet establishes that you are aware you have to get certain approvals, and so chair of department is aware you are applying
  - Call for members of the review committee will be go on until February 15th

- **Marketing materials:**
  - Survey evaluation of our members to better understand how to group researchers. Developing website so it is more thorough under the headings of: Technology areas, application areas, disciplines
  - Future plans: Survey taught us more questions that we should ask to help characterize CBB members, gathering marketing materials, creating researcher stories, Fahad doing mini interviews with researchers to deepen our data. Re-do the survey every three years so researchers can update us on what they’re working on.

- **Local hospital outreach:**
  - Grand River looking for speakers for the Stroke clinic; 4 dates, broad research interests (speech rehabilitation, acute care, etc.)
  - London area and McMaster – need to identify how UW’s strengths cross over with their research interests, CBB can facilitate research or data collaborations similar to Grand River. Helen Chen to help facilitate connection with William Osler.
  - Clinician Council for CBB - physicians to provide feedback, collaboration advice, outreach. Need to create a factsheet and terms of reference for clinicians so they have an idea of what type of commitment is involved.

- **Student networking events:**
  - Mei’s chair is ending at the end of February – CBB is looking for graduate students to apply to participate on the OPS team and provide outreach events for students.
Call for CBB Student Ambassador:
Students members of CBB are eligible to apply to join the CBB Operations Committee. The Committee is looking for a passionate "Student Ambassador" to join the Committee who is interested in volunteering and would have an interest in facilitating CBB themed events for other students on campus. This will require a one year commitment (February 2018 - January 2019). Nominees should email cbb@uwaterloo.ca noting your interest and participation ideas no later than February 23, 2018. The CBB student ambassador is responsible for:

- planning and the organization of 2-3 events held over a 12 month period (May-April) aimed at engaging other student members
- providing an ongoing exchange of outreach efforts to the CBB team
- attending the operations committee meetings once a term

Winter activities:
- IBM visited UW to identify potential collaborations in AI for diagnostics and disease. Noted available software for university researchers: IBM Skills Academy program, IBM Digital Badging
- AGE-WELL Occupational Therapists delegation from Hong Kong visited UW on Jan 12 and 29, looking to learn about research being done in the GTA, Applied Health in Waterloo, toured the RIA
- IP 101 with WatCo and Games workshop done Jan 16, next workshop/case study coming up on Feb 13
- Biomedical Discussion Groups:
  - Jan 17 "Microscale tissue-on-chip technologies: watching biology in high-definition"
    Dr. Christopher Moraes, Canada Research Chair in Advanced Cellular Microenvironments; Assistant Professor, Dept. of Chemical Engineering; Associate member, Dept. of Biomedical Engineering; Goodman Cancer Research Center, McGill University
  - Jan 18 - "Non-invasive fall detection using 3D Deep Convolutional Autoencoder"
    Dr. Sheroz Khan, Post-doctoral researcher at the Intelligent Assistive Technology and Systems Lab, University of Toronto

Action items:
- (ALL) Recommendations for Board of Directors, Advisory Board and Clinician Council members.
- (ALL) Look for graduate students to fill Mei’s role, as her term is ending; good for a student that wants to get involved and has deep interests in community outreach
- (CBB) Marketing materials: Form research groups for website, create researcher stories to use when industry comes to UW, Fahad to do mini-interviews with researchers to deepen data
- (CBB) Hospital outreach with London, relate their interests to UW’s interests; Helen to facilitate connection with William Osler; eventually create a clinician council to help us connect our researchers to industry
- (CBB) Appoint Seed Funding committee members; looking to fill spots by February 15
- (CBB) Work on submitting an IRPG-EU proposal with Sorbonne for Spring submission.
**Centre Updates:**

- Introduction of new Associate Director: Christopher Backhouse, Electrical and Computer Engineering, replacing Karim Karim, ECE.
- Staff updates:
  - Chekema Prince, Project Manager
  - Clarisse Misola, Co-op, Communications and Outreach Assistant
  - Program Manager – ad posted
- CBB Seed funding – encouraging faculty to work together across faculties. Draft package distributed to Ops team. Open Feb 1, Close Mar 1, Awarded Mar 30. Review Committee members required.
- Marketing materials – presentation on survey findings, new research groups (Krystina, Chekema, Clarisse)
- Hospital Outreach (Chekema)
- Student engagement and networking (Mei)
- Proposals – CREATE and SPOR still under review, recently submitted for Marie Curie training network with the University of Amsterdam, currently working on ERASMUS programme (EU exchange student programme)
- International relationships – Sorbonne awarded a grant to use to exchange students between schools. IRPG proposal to help support this on UW side.
- Board of Directors – 3 members retiring (2 year terms, renewable); 2 additional replacements
  1. Sue Horton, January 2016-2018, Professor, CIGI Chair in Global Health Economics, School of Public Health and Health Systems
  2. Carolyn Ren, January 2016-2018, Professor, Mechanical and Mechatronics Engineering
  3. Andriy Lomako, January 2015-18, renewed 2017, Director, Business Development, Teledyne DALSA (TDPI)
  5. Elizabeth Meiering, January 2016-2018, Professor, Chemistry
- Advisory Board – 4 members retiring (3 year terms, renewable)
  1. Tony D’Amore; March 2014-April 2018, renewed 2017, Vice President, Product Research and Development, Sanofi Pasteur
  2. Luis Garcia, March 2014-April 2018, renewed 2017, Chair, Craig Richardson Institute of Food Processing Technology and Trades and Apprenticeship (Millwright), Conestoga College
  3. Murray Moo-Young, March 2014-April 2018, renewed 2017, Distinguished Professor Emeritus, Chemical Engineering, University of Waterloo
- Physician/Health Council – forthcoming terms of reference, members

**Company visits and events: (Oct 12 onward)**

- Oct 20 – Roche company visit (Evelyn Allen)
- Oct 31 – Visit by MEDEC and Government of Canada Trade Commissioner
- Nov 21 - MITACS Seminar (WCMR, CBB)
- Nov 22-25 – Sorbonne visit
Centre for Bioengineering & Biotechnology
Operational Steering Committee

- Nov 25 - BioTEC 2017 – UG Biotech conference, CBB sponsorship (BME Student Group (120 attendees, 46% Eng/39% Science, 75% UG)
- Dec 4 – CBB AGM
- Jan 12/29 – AGE-WELL, Occupational Therapist Delegation from Hong Kong, and University Health Network
- Jan 16 – Waterloo IP Series – presented by WatCo, co-hosted with Games and CBB “IP 101 and Commercialization”
- Jan 17 – Biomedical Discussion Group Talk "Microscale tissue-on-chip technologies: watching biology in high-definition" Dr. Christopher Moraes, Canada Research Chair in Advanced Cellular Microenvironments; Assistant Professor, Dept. of Chemical Engineering; Associate member, Dept. of Biomedical Engineering; Goodman Cancer Research Center, McGill University
- Jan 18 – Biomedical Discussion Group Talk "Non-invasive fall detection using 3D Deep Convolutional Autoencoder" Dr. Sheroz Khan, Post-doctoral researcher at the Intelligent Assistive Technology and Systems Lab, University of Toronto

Upcoming Calendar:
- Jan 25 – IBM
- Jan 29 – AGE-WELL part 2 Occupational Therapist Delegation from Hong Kong, and University Health Network
- Jan 30/31 – Stryker meet/greet
- Feb 1 – Seed funding applications open
- Feb 9 – Biomed talk, Dr. Georg Northoff, 1:00 p.m. “Spontaneous brain activity and stimuli interaction—non additive rest stimulus interaction and mental functions”
- Feb 13 - 12:30-2:00 pm – IP Case Study (WatCo, Games, CBB)
- Feb 14 – Pizza with the Profs at GRH – Emmetros – supporting Independent living for people with cognitive impairments; a local tech innovator.
- Feb 15 - Biomedical Discussion Group Talk "Ballistocardiography - An Old Methodology in the New IoT Health Monitoring Space" Dr. Abdul Qadir Javaid, Post-doctoral scholar in Intelligent Systems and Assistive Technology laboratory at University of Toronto and AGE-WELL
- Feb 22 – UHN visit to UW
- Mar 1 – Seed funding applications close
- Mar 2 - Biomedical Discussion Group Talk Dr. Craig Simmons, Professor, Mechanical Engineering, University of Toronto Distinguished Professor of Mechanobiology
- Mar 13 - 12:30-2:00 pm – IP Workshop: Copyright and Software (WatCo, Games, CBB)
- Apr 10 - 12:30-2:00 pm – IP Workshop: Trademarks (WatCo, Games, CBB)
- Apr 17-19 – 2018 Persuasive Technology Conference, supported by CBB—registration to attend is now open until March 1
- May 30 – Waterloo-Wellington Clinical Research and Quality Improvement Symposium, (WWCRQI) held at McMaster Waterloo Regional Campus, in conjunction with UW pharmacy. It brings together local students, clinicians, professionals, and researchers who are working to improve the clinical care in our region.
- May/June – Board of Directors, Advisory Board, Physician/Health Council meetings