

## Document 4: Minutes Synthesis and Decision Summaries

### Purpose

This document provides a structured synthesis of key decisions, action points, and outcomes from FHS Research Committee meetings. Full meeting minutes are archived internally; this public-facing summary highlights governance decisions and their implementation status.

### Academic Year 2016-17

#### Key Decisions

Meeting Date	Decision	Action Owner	Outcome
Sep 21, 2016	Establish monthly research committee meetings	Chair	Implemented
Sep 21, 2016	Conduct faculty research interest survey	Committee	Completed
Sep 21, 2016	Define research themes: diabetes, medical education, musculoskeletal	Committee	Adopted
Nov 3, 2016	Submit research statistics by department	All departments	Completed Nov 10
Nov 3, 2016	Approve Mr. Ibrahim Kadamani's IPE research proposal	Committee	Written approval issued
Nov 30, 2016	Define five faculty research subthemes	Committee	Adopted
Nov 30, 2016	Submit two intramural grant proposals	Dr. El Shamieh, Dr. El Darra	Submitted
Dec 23, 2016	Prepare for BAU Research Day	All departments	2 student groups per dept

Jan 23, 2017	Initiate junior research team project on bacterial transmission	MLT students	Project started
Mar 9, 2017	Submit CNRS Grant Proposals	Dr. El Shamieh, Dr. El Darra	Submitted
Mar 9, 2017	Approve presentation: Grant Proposal 101	Chair	Delivered
Apr 4, 2017	Register Ms. Rana Mashaal's currency contamination project	Committee	Registered

### Recommendations to Dean

- 68. Invite external speakers from other universities to enhance collaboration
- 69. Disseminate published faculty articles through internal communications
- 70. Keep faculty informed of CNRS and AUF funding opportunities

### Academic Year 2017-18

#### Key Decisions

Meeting Date	Decision	Action Owner	Outcome
Sep 11, 2017	Wait for university research day before planning faculty event	Committee	Avoided redundancy
Sep 11, 2017	Contact Pr. Georges Nemer for seminar	MLT Dept	Confirmed Oct 27
Sep 11, 2017	Begin contributing to BAU Newsletter	Committee	Initiated
Oct 11, 2017	Establish publication criteria: Scopus/Scimago indexed only	Committee	Policy adopted
Oct 11, 2017	Propose FHS cohort establishment	Chair	Approved

Nov 7, 2017	Launch concept mapping pilot study	Committee	Study conducted Dec 8
Nov 7, 2017	Begin FHS cohort recruitment at Siblin Hospital	Chair	100 individuals recruited
Dec 18, 2017	Prepare IRB application for concept mapping study	Dr. Fawaz, Dr. Al Khatib	Submitted
Jan 15, 2018	Invite Dr. Nathalie Zougheib for TBL seminar	Committee	Confirmed Feb 23
Mar 12, 2018	Design concept mapping evaluation tool	Chair, Ms. Shbaklo	Completed
Apr 11, 2018	Submit concept mapping article to Data in Brief	Committee	Submitted
May 2, 2018	Invite Dr. Charbel Khalil for stem cell seminar	Committee	Completed
May 2, 2018	Initiate simulation-based health education research	Committee	Research field established

### Recommendations to Dean

71. Establish formal collaboration agreement with Siblin Hospital for cohort study
72. Expand cohort recruitment to National Police Hospital Center
73. Support faculty participation in medical education research

### Academic Year 2018-19

#### Key Decisions

Meeting Date	Decision	Action Owner	Outcome
Sep 17, 2018	Prepare seminar on Predatory Journals	Chair	Completed
Sep 17, 2018	Invite Pr. Ali Bazarbachi as keynote speaker	Committee	Confirmed Oct 19

Sep 17, 2018	Initiate IPE research project	All members	Project started
Sep 17, 2018	Sign collaboration agreement with REVIVA Medical Center	Committee	Signed
Sep 17, 2018	Appoint committee secretary	Committee	Appointed
Sep 17, 2018	Initiate Journal Club	Committee	Sessions scheduled
Oct 19, 2018	Update faculty website with research publications	All departments	In progress
Oct 19, 2018	Invite Dr. Naji El Saghir (December)	Committee	Scheduled
Nov 23, 2018	Present predatory journals seminar internally	Committee	Presented
Nov 23, 2018	Invite Dr. Nehmeh El Hachem for transcriptomics seminar	Committee	Confirmed Jan 25, 2019
Jan 3, 2019	Work on AUF Grant Writing Course applications	Multiple faculty	Applications submitted
Mar 1, 2019	Organize round table on publishing	Committee	Three topics presented
Mar 1, 2019	Invite Dr. Ali H. Eid from AUB	Dr. Fawaz	Proposed

#### Recommendations to Dean

74. Present predatory journals seminar to all medical faculties
75. Integrate Journal Club as regular faculty activity
76. Support faculty applications for grant writing courses

## Academic Year 2019-2020

### Key Decisions

Meeting Date	Decision	Action Owner	Outcome
Sep 17, 2019	Participate in Pizza and Soda Research event	Multiple faculty	Completed
Sep 17, 2019	Host Emerald Publisher workshop for masters students	Dr. El Darra	Completed
Sep 17, 2019	Establish research wall for students	Committee	Wall created
Oct 16, 2019	Create Students' Research Wall (5 <sup>th</sup> floor)	Committee	Installed
Oct 16, 2019	Create Staff Research Wall (5 <sup>th</sup> and 6 <sup>th</sup> floors)	Committee	Installed
Jan 9, 2020	Invite Dr. Ghazi Tadmouri for research landscape seminar	Committee	Confirmed Jan 30
Jan 9, 2020	Plan FHS Students' Research Day exhibition	Committee	Approved

### Impact of COVID-19

- Face-to-face activities suspended from March 2020
- Committee transitioned to remote coordination
- Research day postponed

## Academic Year 2020-21

### Key Decisions

Meeting Date	Decision	Action Owner	Outcome
Jun 9, 2021	FHS Research Day approved by President	Committee	Approved

Jun 9, 2021	Prepare guidelines based on Queensland University model	Dr. Hiba Deek	Completed
Ongoing	Coordinate BAU Health and Wellbeing Journal submissions	Committee	3 accepted, 3 under review, 5 awaiting revision

## Academic Year 2022-23

### Key Decisions

Meeting Date	Decision	Action Owner	Outcome
Oct 12, 2022	Organize Scientific Research Day (Oct 28)	Committee	Virtual event held
Oct 12, 2022	Schedule 3MT event for January	Committee	Feb 10, 2023 confirmed
Oct 12, 2022	Plan biostatistics workshop for postgraduates	Committee	Proposed
Oct 12, 2022	Reactivate publications wall	Committee	Completed
Nov 16, 2022	Finalize 3MT event format	Committee	Freestyle; 1 slide; no prompts
Nov 16, 2022	Invite 4 external juries for 3MT	Committee	Confirmed
Nov 16, 2022	Propose postgraduate ethics training (ORPH course)	Committee	Recommended
Dec 21, 2022	Each department to recruit 5 students for 3MT	Department heads	Target set
Dec 21, 2022	Plan undergraduate research competition	Committee	Scheduled post-Easter
Mar 1, 2023	Evaluate 3MT event	Committee	Positive; expand

			next year
Mar 1, 2023	Update faculty website profiles with ORCID IDs	All faculty	In progress
May 8, 2023	Use research keywords aligned with BAU ranking journals	Committee	Policy communicated
May 8, 2023	Search for AI in research speaker	Committee	Ongoing
May 8, 2023	Plan undergraduate IPE health promotion event	Committee	Scheduled for next year

### Academic Year 2023-24

#### Key Decisions

Meeting Date	Decision	Action Owner	Outcome
Nov 20, 2023	Confirm Dr. Jihane Basbous as 3MT keynote	Chair	Confirmed Feb 2, 2024
Nov 20, 2023	3MT on February 2, 2024, Ali Rashed Room	Committee	Event held
Nov 20, 2023	No online session for 3MT	Committee	In-person only
Nov 20, 2023	Update research subthemes by department	All departments	Completed
Nov 20, 2023	Compile list of funding agents	Chair	Excel sheet submitted
Jan 7, 2024	20 postgraduate students confirmed for 3MT	Committee	26 participated
Jan 7, 2024	7 trophies including People's Choice Award	Committee	Awarded
Jan 7, 2024	SSHN 2024 grant	Dr. Moussa, Dr. El	Submitted

	applications	Shamieh	
Feb 2024	Research keywords prepared for BAU ranking	Committee	Completed

### Academic Year 2024-25

#### Key Decisions

Activity	Decision	Outcome
Research Empowerment Workshop	Expand SPSS to 2 hours; add AI in writing section	Implemented
Workshop logistics	Move to Soha Rawas Lab (11 <sup>th</sup> floor, max 20)	Location changed
Workshop speakers	Add Dr. Hiba or Dr. Dima for SPSS	Confirmed
Citations training	Add hands-on section	Implemented

### Academic Year 2025-26

#### Current Status

- 12<sup>th</sup> Faculty Council meeting documented
- Research planning ongoing
- Publication tracking continues

#### Summary of Policy Decisions

Policy Area	Decision	Year Adopted
Publication Standards	Only Scopus/Scimago indexed journals accepted	2017
Research Subthemes	Five themes aligned with departments	2017, updated 2022
SDG Alignment	Research mapped to 17 SDGs	2022
Journal Ranking	Q1-Q4 journal lists maintained	2023
3MT Guidelines	Queensland University international standards	2021
Ethics Training	ORPH course recommended for postgraduates	2022
Website Profiles	ORCID IDs required	2023
Ranking Keywords	Faculty to use BAU-aligned	2023

	keywords	
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### Outstanding Action Items (Pending)

Item	Responsible	Status
AI in research speaker invitation	Committee	In progress
Undergraduate IPE health promotion competition	Committee	Planned
Formal research policies documentation	Committee	In development