

**Panel on Professional Responsibility Meeting Minutes
November 7, 2022**

Present: Martine van Elk, Joanne Tortorici Luna, Bo Fu, Rajbir Judge, Kerry Woodward, Christine Costa, Joshua Cotter, Bob Minaie, Suzie Weng, Pei-Fang Hung (non-member), Ann Kinsey (non-member)

Absent: Daniel Dove, Mimi Nakajima, Joseph Aubele, Kelly Janousek

- I. Call to order:
 - a. Pei-Fang Hung called the meeting to order, provided a brief description for the charge of this committee, and stated the need for officer(s).
 - b. Members asked questions about the charge of this committee.
- II. Election:
 - a. Martine van Elk was elected chair, Suzie Weng as secretary.
- III. Issue:
 - a. A faculty member requested this committee to review an issue related to IP. Committee discussed whether the issue is related to IP internet address or IP in terms of intellectual property.
- IV. Next steps:
 - a. Pei-Fang Hung will request additional information from the faculty member and forward them to Martine van Elk. Committee can also request the faculty member to meet with us.
 - b. Given the sensitive nature of the issues that come before this committee, meeting notes will keep identity and information confidential and a Canvas site will be created to share materials.
 - c. Martine van Elk will convene the next meeting.