Members Present:  Paul DeLuca, Cindy Haq, Javier Nieto, Susan Skochelak

MembersAbsent:  Betty Craig, Norm Drinkwater, Rick Moss

Staff:  Tonya Mathison, Eileen Smith

DeLuca called the meeting to order at 1:10pm.

1. **Discuss the process of evaluating and selecting nominees to serve as expert reviewers for the competitive Medical Education and Research Committee Collaborative Health Sciences Program.**

DeLuca reported that MERC invited 21 preliminary grant applicants to submit full grant applications. He added that the Review Subcommittee is responsible for assigning two non-MERC expert reviewers who have expertise in biomedical research, health services research, community-based population health research, and/or education, as required by the content and objectives of the proposals. In order to avoid conflicts of interest, the Subcommittee agreed that those listed as Principal Investigator (PI), Co-PI, and/or Collaborator on the applications under discussion were not allowed to serve as external reviewers. In addition, the Department Chairs of the PIs were not allowed to serve as external reviewers on the applicable proposal.

2. **Adjournment-Closed Session: Pursuant to Wis. Stat. 19.85(1) (c), (e) and (f) to consider the evaluation and selection of nominees to serve as expert reviewers for the competitive Medical Education and Research Committee Collaborative Health Sciences Program. The meeting is not expected to reconvene into open session.**

Haq moved that the Subcommittee adjourn into closed session, pursuant to Wis. Stat. 19.85(1) (c), (e) and (f) to consider the evaluation and selection of nominees to serve as expert reviewers for the competitive Medical Education and Research Committee Collaborative Health Sciences Program. Nieto seconded and the motion passed unanimously.

The meeting did not reconvene into open session.

Recorder, Tonya Mathison