For 2013-2014, the Instrumentation Committee is charged to:

1. Develop a detailed strategic plan with regard to instrumentation space, configuration, equipment, and staff to a) optimize current use/operation of the Analytical Instrumentation Center, b) identify short-term (1-2 year) and longer-term (3-5 year) instrumentation needs (upgrades, additions, modification, replacements, etc.) and c) develop strategies to address those needs. Provide this plan to the Research Committee by March 15, 2014.

2. In conjunction with the COOP Committee, continue to worry about a Continuity of Operations Plan concerning instrumentation and the AIC.

3. In conjunction with the Animal Use and Instrumentation Committees, discuss the committee structure that would be most helpful that overlays all the research-related activities of the School.

4. Provide input and advice to the Dean on issues of importance to the AIC, including the NMR Facility, Mass Spec Facility, small instruments, and Electronics Shop, to support the research enterprise within the School of Pharmacy, across campus, and in the scientific community such as:
   A. Developing/reviewing usage policies concerning instrument access, user training, scheduling systems, etc.
   B. Technical support needs.
   C. AIC marketing and communications, both external and internal.
   D. Other, as desired by the faculty.

5. Construct meeting agendas and maintain detailed minutes of Committee discussions, actions, and recommendations. In addition, provide a short, written report to the Dean by June 30, 2014 summarizing the year’s activities of the Committee and how those activities fulfilled the charges and support the School’s mission and strategic priorities. These documents will be posted, as appropriate, on the SOP Committee webpage (http://pharmacy.wisc.edu/about-school/office-dean/committees) to keep the School informed.

6. Bring items and issues forward for faculty discussion/decision making throughout the year, as appropriate. If requested by the Dean, provide a short, verbal report of the past year’s Committee activities to the faculty at a Fall 2014 Faculty/Staff meeting.