

### University Research Committee 2006-2007 (URC)

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2006 - 2007 Meeting Schedule  
**University Research Committee (URC)**  
101 Admin Services III  
12 noon – 1:30 p.m.

August 16, 2006

September 20, 2006

October 11, 2006 (special meeting w/ Dr. Gilligan) Admin Serv III, Room 101

October 19, 2006 (Joint meeting w/ ROC and RSC @ 8:45 a.m. @ Friday Institute)

November 15, 2006

December 6, 2006

January 17, 2007

March 1-2, 2007 (2007 Research Administration Retreat)

March 21, 2007

April 18, 2007

Dates for Fall 2007  
101 Admin Serv. III  
12 noon – 1:30 p.m.

August 15, 2007

September 19, 2007

October 10, 2007 (Special meeting w/ Dr. Gilligan) Admin Serv III, Room 301

October 18, 2007 (Joint meeting w/ ROC and RSC @ 8:30 a.m. @ TBD\*)

November 21, 2007

December 5, 2007

**University Research Committee  
Administrative Services III, Room 101  
Meeting Minutes  
August 16, 2006**

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**Members Present:** Chair: David Bird: Co-Chair Michael Steer: Members: Dimitris Argyropoulos, Pierre Gremaud, Marlene Hauck, Gail Jones, Stephen Michielsen, Roger Moore, Malcolm Roberts and Eric Wiebe.

**Ex-officio members and Others:** Judy Curry, Ernie Murphrey, Julie Brasfield for Earl Pulliam, Matt Ronning and Reenah Schaffer.

**I. Call to Order and Opening Remarks**

Chair David Bird welcomed everyone to the University Research Committee meeting and called the meeting to order at 11:35 a.m. For the first meeting of the new academic year, introductions were done around the room.

**II. Approval of April 19<sup>th</sup> Meeting Minutes**

The Chair asked if there were any additions or corrections to the April 19th meeting minutes, and there were none. A motion was made and seconded; the minutes were approved as written.

**III. Issues for URC 2006-2007**

The Chair prepared and dispersed a list of issues for this years' URC committee. He explained these issues were not exclusive or prioritized and he is looking for individuals to champion each item. Chair Bird briefly discussed each issue with the committee. Issues addressed include the following:

- Engaging the Research Community in Disaster Planning
- F&A
- Encouraging and Supporting Research in Smaller Colleges
- Transparency in Resource Allocation and Resource Creation
- What is the Balance/Relationship between Research and Development
- Role of URC in the Oversight of Centers
- Role of URC in Search Committees for Research Administrators.

**IV. Research Representation in Disaster Planning**

Chair Bird asked the committee to address the issue of disaster planning in more details. The Ad Hoc University Committee report was previously sent via email to each member. Chair Bird established two subcommittees from the URC members to address the special needs of the research community in the disaster planning document: 1. Biological issues –Marlene Hauck, CVM, is URC representative to a committee chaired by Dr. Fleischer on preparing biological research materials; 2. Chemical hazards and instrumentation – Headed by Stephen Michielsen, COT. Dr. Hauck and Dr. Michielsen will create some thinking points to present to each College Research Committee. Dr. Michielsen passed out a handout entitled *Closure of Research Laboratories: An Outline*, which gave a brief scenario of the conditions that might arise and questions that need to be asked to shut down all research laboratories on campus. Dr. Michielsen will e-mail this document to all the URC members.

**V. Conflict of Interest & Commitment**

Matt Ronning, Associate Vice Chancellor of Research Administration, presented a copy of the *North Carolina State University Policy on Conflicts of Interest and Conflicts of Commitment*, which was authored by the Board of Trustees, to the committee. This Policy is was put together to implement the Board of Governors' (BOG) Policy on Conflicts of Interest and Commitment Affecting Faculty and Non-Faculty EPA Employees and for establishing standards and definitions applicable to NC State as required by the BOG Policy and federal and state laws and regulations. Matt asked for feedback from the committee. The committee suggested a clause be added to somehow address nine (9) month employees.

With no further business, the meeting was adjourned at 1:14 p.m.

Respectfully submitted,

Kathi McFadden, Recording Secretary

**University Research Committee Meeting  
Agenda  
101 Administrative Services III  
September 20, 2006**

Welcome and Introductions	David Bird
Approval of Aug. 16 <sup>th</sup> Meeting Minutes	All
New Faculty Accounting Reports “Wolfpack Reporting”	Julie Brasfield
Disease Pandemic Planning	David Bird

**University Research Committee  
Administrative Services III, Room 101  
Meeting Minutes  
September 20, 2006**

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**Members Present:** Chair: David Bird; Members: Jason Allaire, Dimitris Argyropoulos, David Aspnes, Marlene Hauck, Dean Hesterberg, Percy Hooper, Gail Jones, Stephen Michielsen, Mehmet Ozturk, Malcolm Roberts, Tony Stewart and Eric Wiebe.

**Ex-officio members and Others:** Julie Brasfield, Ernie Murphrey, Matt Peterson and Earl Pulliam.

**I. Call to Order and Opening Remarks**

Chair David Bird welcomed everyone to the University Research Committee meeting and called the meeting to order at 12:04 p.m.

**II. Approval of August 16<sup>th</sup> Meeting Minutes**

The Chair asked if there were any additions or corrections to the August 16, 2006 meeting minutes, and there were none. A motion was made and seconded; the minutes were approved as written.

**III. New Faculty Accounting Reports – “Wolfpack Reporting” – Julie Brasfield**

Julie Brasfield, Contracts and Grants Assistant Director – Operations, reported on the melding of the Faculty Accounting System and Wolf Reports. She provided handouts, as she compared the old to new system. She asked for members of URC to provide feedback - what is good/what to add/what does not work, etc. Ms. Brasfield noted that there would be one system, but for two audiences - faculty and administrators. Users will have the ability to set preferences and also have ability to “re-run” a feature. A new inclusion for the faculty report will be a “Quarter to date” column. Another new feature will be the ability to drill down from the account numbers. When asked about accessing “7” accounts, she said this was possible, but to work through the faculty member’s business officer, who will then let Contracts and Grants (C&G) know what accounts should be made accessible. In the new system, the drop-down menu would include sponsor name, title and account number. Users will be able to convert the reports to Excel. Concerns from members included handling of encumbrances and lag time for getting information posted, which was agreed to be an internal issue at department/college levels. Ms. Brasfield said that they are working to improve the encumbrances information reported on the system, hoping to provide the detail that the old FAS system gave, but that this would not be included with the rollout. In the future, she said that C&G’s system would get its data feed direct from RADAR. Ms. Brasfield anticipates a smooth transition to the new system, which will coincide with the upgrade for the Financials system, in January 2007.

#### **IV. Non-Agenda Topic – Interdisciplinary Research Forum – Percy Hooper**

This forum idea emerged from a discussion Dr. Hooper had with Chancellor Oblinger and the Chancellor asked that he head this up in compiling input from faculty. He provided a handout, which included a survey for members to garner feedback from their colleges. He asked URC members to send any input from faculty back to him via email. There was considerable discussion back and forth about how to best compile this information, how it was going to be used by administration, whether to ask for individual input from faculty or for URC to talk with their colleagues and provide feedback via email to Dr. Hooper. A concern was broached about not wanting to add another form to faculty's "to-do" list if the information collected could be accessed via another forum. Members discussed what the intent and purpose of this would be. Suggested that the Community of Science (COS) database could be of help. A point was made that "real" collaboration is not a formal process or activity. Consensus at conclusion of discussion was to table this topic until next month. Until then, committee members were asked to continue to think about how to best develop this information in a useable format. The Chair was asked to consider having a person come and talk about COS at the next meeting and continue discussion on how to better utilize/update the COS system. Members could assess if it can be refined to provide more information to campus and sponsors, for specific interdisciplinary research topics.

#### **V. Announcements – Chair Bird**

Chair Bird announced that at the next URC meeting on Oct. 11 the committee will have its annual opportunity to meet with Vice Chancellor for Research and Graduate Studies John Gilligan. He noted that it would be good to provide to Dr. Gilligan ahead of time some of the key issues that the URC is interested in discussing with him. Chair Bird asked URC to email him some key issues they'd like Dr. Gilligan to discuss. Two issues mentioned at today's meeting:

- Graduate Student Support Plan - what is the status?
- Future research initiatives - what does he envision?

Also Chair Bird reminded members of the annual joint meeting of URC/ROC/RSC, which will be held on Oct. 19, 2006.

#### **VI. Non-Agenda Topic – Update on Redesign of NCSU Webpage – David Bird for Michael Steer**

Michael Steer is representing researchers on the webpage redesign committee. He provided an update to Chair Bird since he could not attend today's meeting. Dr. Steer reported that he is pleased that research is getting a high priority for new website design.

#### **VII. Disease Pandemic Plan – Chair Bird**

Chair Bird reported on the campus committee addressing this issue. It is very important to get input from faculty. He asked that the Disease Pandemic Planning document provided as a handout be carefully read and shared with members' college research faculty. He noted that there is a short time frame to work from. A key component is for research labs to include information about a lab shut down in their lab safety plan. A very real concern that was voiced - would it be possible, due to huge costs connected

with a shut down of research projects, for designated faculty to come in and check their labs for a few minutes, as needed? Chair Bird concurred that examples like this would be important to consider, suggesting having a list of proper exceptions. It was noted that a key point for thought is that for this type of disaster, which could change levels (1-6) quickly, it is likely that no outside help would be available (as with hurricanes, etc). Chair Bird reported that NCSU is well ahead of the game, compared to other institutions and agencies. However, we need to move forward to develop an inclusive plan that would minimize the potential impacts to research. Members discussed the importance of getting Deans and Associate Deans of Research on board with support of plans to protect research. In addressing college faculty, important to stress URC members are not enforcers, but the URC's intent is to inform faculty and get input on ways to handle the potential for national and/or global disaster. Dr. Bird asked for this feedback to be sent to him.

With no further business, the meeting was adjourned at 1:28 p.m.

Respectfully submitted,

Deborah Hunt for Kathi McFadden

**University Research Committee Meeting  
Agenda  
101 Administrative Services III  
November 15, 2006**

Welcome and Introductions	David Bird
Approval of Oct. 11 <sup>th</sup> Meeting Minutes	All
Interdisciplinary Research Forum	David Bird

DRAFT

**University Research Committee  
Administrative Services III, Room 101  
Meeting Minutes  
Special Meeting with Dr. Gilligan  
October 11, 2006**

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**Members Present:** Chair: David Bird; Co-Chair: Michael Steer; Members: Jason Allaire, Dimitris Argyropoulos, David Aspnes, Marlene Hauck, Gail Jones, Mehmet Ozturk, Malcolm Roberts, and Eric Wiebe.

**Ex-officio members and Others:** John Gilligan. Matt Ronning, Earl Pulliam, and Becky Rufty.

**I. Call to Order and Opening Remarks**

Chair David Bird welcomed everyone to the University Research Committee meeting and called the meeting to order at 12:10 p.m.

**II. Approval of September 20<sup>th</sup> Meeting Minutes**

The Chair asked if there were any additions or corrections to the September 20, 2006 meeting minutes, and there were none. A motion was made and seconded; the minutes were approved as written.

**III. Old Business**

Chair Bird reminded the committee of the Interdisciplinary Research Forum, which was presented at the last meeting by Dr. Percy Hooper and initiated by Chancellor Oblinger. Due to the discussion with Dr. Gilligan, Chair Bird asked to table discussion of this topic until a later date.

**IV. Discussion with Dr. Gilligan**

Vice Chancellor Gilligan joined the meeting after coming from the new E. Carroll Joyner Visitors center where NC State University announced the plan to enter a number of academic partnerships with some of the top-ranked universities in China. In two weeks Provost Larry Nielsen and Dr. Duane Larick, Associate Dean of the Graduate School, would travel to China to formally sign five academic agreements with these Chinese universities. Topics discussed by Dr. Gilligan include the following:

- Initiatives Sent to State Legislature for Funding
  - Science Technology Initiative - \$7M
  - Center for Bio Energy Technology – \$7M
  - Creation of Research Center such as Nanotechnology, Neutron Sciences - \$20M
  - Enhancement of Graduate Students Recruitment
  - Centennial Campus Library - \$114M
- Energy Initiative- An inventory of all energy programs
- Graduate Student Support Plan (GSSP) discussion at the Staff Senate Meeting
- President Erskine Bowles and his initiatives

DRAFT

Chair Bird inquired as to how the URC could help drive the agenda to get the desired funding. Dr. Gilligan suggested that the committee invite Chancellor Oblinger to one of their meetings and show him what the URC does and the importance of research.

Dr. Gilligan told the URC that he would like to see the committee get involved in the development of a leadership training program for research. This program would train and assist young promising faculty members on various issues such as handling their first \$M proposal.

With no further business, the meeting was adjourned at 1:34 p.m.

Respectfully submitted,

Kathi McFadden

**University Research Committee Meeting  
Agenda  
101 Administrative Services III  
November 15, 2006**

Welcome and Introductions	David Bird
Approval of Oct. 11 <sup>th</sup> Meeting Minutes	All
Status of Pandemic Emergency planning	David Bird
Interdisciplinary Research Forum	Percy Hooper
Discussion of points raised by Dr Gilligan (leadership training program, research initiatives, Centennial library, etc)	David Bird

**University Research Committee Meeting**  
**Agenda**  
**101 Administrative Services III**  
**December 6, 2006**

Welcome and Introductions	David Bird
Approval of Nov. 15 <sup>th</sup> Meeting Minutes	All
Kidnapping Insurance	Tony Stewart
Career Banding	Dean Hesterberg
Combined Reviews for Limited Submission Individual Award Programs	Carol Ashcraft Steve Lommel
Status of Ad Hoc Subcommittees	

**University Research Committee  
Administrative Services III, Room 101  
Meeting Minutes  
December 6, 2006**

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**Members Present:** Chair: David Bird; Co-Chair: Michael Steer; Members: Dimitris Agyropolous, Dave Aspnes, Marlene Hauck, Dean Hesterberg, Percy Hooper, Gail Jones, Richard Kotek, Stephen Michielsen, Roger Moore, Mehmet Ozturk, Tony Stewart, and Eric Wiebe.

**Ex-officio members and Others:** Carol Ashcraft, Steve Lommel, Ernie Murphrey, Earl Pulliam, Matt Ronning and Becky Rufty.

**I. Call to Order and Opening Remarks**

Chair David Bird welcomed everyone to the University Research Committee meeting and called the meeting to order at 12:04 p.m.

**II. Approval of November 15<sup>th</sup> Meeting Minutes**

The Chair asked if there were any additions or corrections to the November 15, 2006 meeting minutes, and there were none. A motion was made and seconded; the minutes were approved as written.

**III. Kidnapping Insurance – Tony Stewart**

Dr. Tony Stewart, Professor of the History of Religions & South Asian Religions, Philosophy and Religion raised his concern to the URC regarding the university's policy on kidnapping for any faculty or staff that may find them self in that situation. He asked, "How can the URC ensure that there is a policy in place?" The discussion between committee members suggested that this is a broader, system-wide topic. Dr. Steer offered to speak on behalf of the URC with David Harris at UNC-GA as to whether there is a policy to support individuals who travel abroad.

**IV. Career Banding – Dean Hesterberg**

Dr. Dean Hesterberg, Professor, Soil Science, who was appointed to the Advisory Committee of the new Career Banding system, explained how the current system has around 40 different classifications for Research Support employees. With the new career banding system these would be reduced to just 9 classifications. This system allows employees to move and be compensated more easily within these classifications depending on the market value and the allocated budget.

**V. Combined Reviews for Limited Submission Individual Award Programs  
Carol Ashcraft and Steve Lommel**

Carol Ashcraft and Steve Lommel from the Proposal Development Unit requested the URC's advice on the combining of the Internal Review Committees for Limited Submission Individual Award Programs. They provided a handout with the combined

programs and their cycles. They also wanted to know how much input the URC would like to have in the process. The URC suggested that a list serve be created for the College Research Committees including the chair of the committee and its members. It was decided to try the process this year and the PDU would let the URC know how it went.

**VI. Status of Ad Hoc Committees**

- **Leadership Training – Michael Steer**  
No Update
- **FR&PD Grant Process & Resources – Eric Wiebe**  
Ideas were presented as ways to better use the monies
  - 1) Target junior faculty – team with senior faculty
  - 2) Support workshops or a seminar series

Chair Bird announced the 15<sup>th</sup> Annual Research Administration Retreat will be March 1-2, 2007 at the Dorothy and Roy Parks Alumni Center. He said if you have suggestions for discussion topics please submit to Matt Ronning.

With no further business, the meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Kathi McFadden

**University Research Committee Meeting**  
**Agenda**  
**101 Administrative Services III**  
**January 17, 2007**

Welcome and Introductions	David Bird
Approval of Dec. 6 <sup>th</sup> Meeting Minutes	All
Discussion of FRPD Funding	All
Research Forward Initiative	Michael Steer
Update on Support for Traveling NCSU Employees	Michael Steer
Ad Hoc Subcommittee Updates	

**University Research Committee  
Administrative Services III, Room 101  
Meeting Minutes  
January 17, 2007**

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**Members Present:** Chair: David Bird; Co-Chair: Michael Steer; Members: Jason Allaire, Dimitris Argyropoulos, Dean Hesterberg, Percy Hooper, Gail Jones, Stephen Michielsen, Roger Moore, Mehmet Ozturk, and Eric Wiebe.

**Ex-officio members and Others:** Ernie Murphrey, Matt Peterson, Earl Pulliam, Matt Ronning and David Rainer.

**I. Call to Order and Opening Remarks**

Chair David Bird welcomed everyone to the University Research Committee meeting and called the meeting to order at 12:05 p.m.

**II. Approval of December 6th Meeting Minutes**

The Chair asked if there were any additions or corrections to the December 6, 2006 meeting minutes, and there were none. A motion was made and seconded; the minutes were approved as written.

**III. Non-Agenda Items**

Chair Bird received a memo from Dr. Gilligan regarding the call for the Outstanding Research Associate Award. This would be a cash award of \$3,000.00 effective July 1, 2007- June 30, 2008.

Chair Bird briefly discussed the pdf file titled "2007 Open-enrollment Program Selection Guide" from the Center for Creative Leadership, which he had previously sent out to the URC via e-mail.

**IV. Discussion of FRPD Funding**

Eric Wiebe, Associate Professor, Education, former URC chair, lead the discussion on revising the FR&PD Individual and Multi-disciplinary award process. It was decided that due to the time crunch they needed to focus on things they could change. Some of the issues discussed include:

- Use FR&PD awards as a startup package.
- Use monies for specialized talks/seminars, leadership training and mentoring young faculty.
- Explore/concentrate on collaborating various colleges together. Need to find a mechanism for identifying strong groups/individuals or strengths within the colleges.
- Invite Denis Gray, Professor Psychology, to attend next meeting that he might offer them ideas on how best use these funds.
- The FR&PD review process

- Divide up or group the proposals by identifying the appropriate members of the URC to review and rank each proposal.
- All proposals should contain keywords (4-7 keywords)
- Change the wording of the announcement
- Feedback on proposals needs improvement. It should be substantive and meaningful.

**V. Research Forward Initiative – Michael Steer**

Co-chair Michael Steer reported the Research Forward committee held its first meeting on December 18, 2006. About 60 very enthusiastic participants attended. The objective of the Research-Forward Initiative is to bring faculty together from all colleges to discuss enhancement of our research enterprise, how to be more competitive in bidding for large centers and facilities, and initiate the development of a supportive structure both short and long term. There were three main topics discussed during this meeting: 1) Research Infrastructure, 2) Cross-College Research, and 3) Faculty Governance. Dr. Steer suggested that the College Research Committees should be looked at from each college. They need to be strong and active organizations.

**VI. Non Agenda Items**

Matt Ronning announced the new F&A rate 48.5% would be effective July 1, 2007. to alleviate potential questions and concerns he stressed the following two points:

- Use only one rate for the life of a project
- If a project had been submitted prior to today with a start date of July 1, 2007 and the current (2006) rate was used, AND there is no other opportunity to submit a revised budget before the an award is made, then the rate used at the time of the proposal will remain unchanged.

With no further business, the meeting was adjourned at 1:29 p.m.

Respectfully submitted,

Kathi McFadden

**University Research Committee Meeting  
Agenda  
101 Administrative Services III  
March 21, 2007**

Welcome and Introductions	David Bird
Approval of January 17th Meeting Minutes	All
BCDR Plan Reminder	Matt Ronning
Open Discussion	All

**University Research Committee  
Administrative Services III, Room 101  
Meeting Minutes  
March 21, 2007**

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**Members Present:** Chair: David Bird; Members: Dimitris Argyropoulos, Dave Aspnes, Marlene Hauk, Dean Hesterberg, Gail Jones, Richard Kotek, Stephen Michielsen, Tony Stewart, and Eric Wiebe.

**Ex-officio members and Others:** Ernie Murphrey, Earl Pulliam, Matt Ronning and David Rainer.

**I. Call to Order and Opening Remarks**

Chair David Bird welcomed everyone to the University Research Committee meeting and called the meeting to order at 12:01 p.m.

**II. Approval of January 17th Meeting Minutes**

The Chair asked if there were any additions or corrections to the January 17, 2007 meeting minutes. Stephen Michielsen said his name had been misspelled. A motion was made and seconded; the minutes were approved as corrected.

**III. BCDR Plan Reminder – Matt Ronning**

Matt Ronning, Associate Vice Chancellor of Research asked the committee if Katina Blue, Director of Business Continuity and Disaster Recovery, Environmental Health & Safety had been in contact with any of the colleges. He said she would be in contact with each college to help them identify their specific needs in the event of a shutdown, fire or any other emergency. She will also help them to develop a draft Business Continuity Plan.

Matt Ronning announced that the FRPD call went out. Matt met with Dave Bird and Eric Wiebe to discuss how the award process could be improved. They agreed that Matt would create keywords that will need to be included in the proposals and with the use of these keywords, smaller committees could be created for the review process and these subcommittees would be able to provide more substantial feedback to the PI's of each proposal.

Matt Ronning brought up a concern that had been expressed by faculty in the *Faculty Well-Being Survey*. There were several comments made in the survey regarding a lack of training on the various systems for faculty members. Matt said in the past they have scheduled training sessions, but then faculty does not show up. He asked the committee for ideas on how to serve the faculty better.

#### **IV. Open Discussion**

Chair Bird explained to the committee that today's meeting was designed without a great deal of structure. He felt it was good for the members to have an open discussion. He introduced Denis Gray, Professor, Psychology. Chair Bird explained to Dr. Gray how the URC is striving to promote interdisciplinary projects at the university. He asked Dr. Gray for his guidance and if he knew of any mechanisms to help identify strong programs and leaders throughout the colleges and how to get faculty to come together. The discussion resulted in two things the URC can do: 1) Identify the barriers, and 2). Use our resources – FR&PD funds. It was also stressed that the structure of the College Research Committees needs to be examined and it would be helpful if each URC member were also a member of their college research committee.

With no further business, the meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Kathi McFadden

**University Research Committee Meeting**  
**Agenda**  
**101 Administrative Services III**  
**August 22, 2007**

Welcome and Introductions

David Bird

Approval of April 18th Meeting Minutes

All