

**Research Council Minutes  
November 8, 2007**

The Research Council met on Thursday, November 8, 2007 at 2:00 pm in the University Center Catamount Room.

<b>Members present:</b>	K. Cooper-Duffy, C. Cooper, M. Hargis, S. Higgins, W. Kwochka, M. Holliday, K. Schmidt, S. Acheson, G. Knotts, J. Eastman, R. Lirely, P. Sanger
<b>Members absent:</b>	P. Jacques, M. Karvonen, P. Bates, D. McGinty, G. Moller, M. Karlet, S. Henson, S. O'Connell
<b>Others present:</b>	J. Hawes
<b>Announcements</b>	Members whose terms have expired will be filled by appointments from the respective college dean. Representatives for the new colleges of Health and Human Sciences and Fine and Performing Arts will be appointed. S. Higgins will contact the deans for the needed appointments for 2008-2011. Gibbs Knotts will be leaving the Graduate School to return to the classroom, so this meeting was probably his last. He was thanked for his tireless service to Research Council. Reggie Rogers was introduced as new Coordinator at Research Administration. Meagan Karvonen is the new IRB Chair The Graduate Research Symposium will be held on March 27 <sup>th</sup> in the UC. All were encouraged to get the word out, the web site is up and the application is available on line.
<b>Approval of the Minutes</b>	The minutes from the May 1, 2007 meeting were approved as distributed.
<b>Follow-up Business</b>	
Start Up Packages	Start-up packages are important in recruiting high level faculty seeking a position at WCU with existing sponsored research or projects. In the past, a range of \$16K to \$25K have been distributed to faculty with approval of the Provost and the academic college dean. There is no new information on this issue at this time. Definition of Start Up: Additional funds to new faculty members used at their discretion to buy equipment/materials/other resources for research.
Indirect Costs (IDC) Funds	Scott met with Jeanine Newman about the distribution policy of IDC. She has met with the Provost to make sure that all IDC's are distributed in the same manner to the Colleges according a 1997 university policy. Paul Henninger, Post Award, has indicated that PI's should be able to see what the IDC is for their grants in Banner. This would be the source of funds for deans to contribute to start up packages. In FY 2007, \$245K was generated by WCU as IDC.
RC Role in Award Recipient Selection	Does the whole Council want to review all Faculty Research Grant submissions, appoint a subcommittee, request volunteers, let past winners select the University Scholar award or a combination of all options? General consensus is that last year's winner will be involved with volunteers from RC. Jayne Eastman and Roger Lirely volunteered. Award Criteria will be refined after distribution of last year's feedback on subject and committee formation.
Research Integrity	WCU want to take proactive versus policing approach. WCU policy has been re-written by legal but not yet approved by Provost. Reggie Rogers will spearhead program. Need to determine what is needed at WCU and how WCU will respond to integrity issues. Reggie will follow-up with PI's.
<b>New Business</b>	
RC Role in Defining Scholarly Activity	Does the Council want to be a resource for deans or department heads in providing insight regarding the department definition of research? After a lot of discussion, the consensus of the Council members was that we will not aggressively pursue this matter with the colleges and departments. Departments have indicated little interest in using the Council as a resource. Scott will suggest to Beth Tyson-Lofquist that the Research Council can be used as a mediation resource in resolving issues about research but only at the request of the department.
IRB	Meagan has requested forms be revised/created to ensure WCU is in compliance No significant process changes are anticipated, most administrative house keeping. CITI on-line training will be tailored to WCU requirements, need to develop mechanism to track training completion

Export Control Management Plan	Draft has been approved by UNC GA and will be reviewed by EC committee. Completion of an WCU-approved EC Communication Plan will require development of policies and procedures by areas identified in the federal Export Control regulations. Members of the EC Review Committee and the Task Force will be writing this plan over the next 6 months. EC will require clear procedures, compliance validation, record-keeping for 3-4 key departments on campus and education of all staff, students and faculty on campus.
RAMSeS Software Package	Developed by UNC Chapel Hill, customizable to meet WCU requirements Permits paperless processing of Proposals & IRBs Easy to use/fill in the blank, can check on status of application during approval process, exports for electronic submission to funding agency Is completely web based so investigators can apply from anywhere, check status from anywhere and staff can approve from anywhere Has powerful report generation capability with dozens of prepared templates available and customized reports on request making instant access to proposal/award information possible Banner import/export to F&A/HR will reduce duplicate data entry/errors On line test site will available for review/comment, will advise once available On line training will be available once WCU process are clarified
<b>Other Business</b>	
Research Administration Visits	Reggie Rogers will be visiting deans & department heads to discuss in detail what services RA can provide. Profile questionnaires are available on web site to help RA find funding.
Monthly Proposal and Award Report	Reggie explained some of the finer points of what the report contains and offered to meet with anyone that wanted a line by line explanation of figures.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Scott will provide feedback from last year award selection to volunteers</li> <li>• Reggie Rogers will review university policy draft and provide appropriate training materials</li> <li>• Scott will suggest to Associate Provost that Council be used as resource by request only for clarifying scholarly activity issues</li> <li>• John Hawes will provide information about RAMSeS test site once available for review.</li> </ul>

The meeting was adjourned at 2:45 pm.

Submitted by – John Hawes