Committee on Research Minutes
APPROVED
March 10, 2016
SA 4600A

Meeting convened at 2:08pm

Members Present: Stephanie Couch, Sarah Taylor, Jean Moran, Shubha Kashinath, Jeffra Bussmann, Kate Bell, Helen Zong

Guests Present: Mark Robinson

1. Approval of the agenda. Jean, Jeff. Approved.

2. Approval of the 2/25/16 minutes. Jeff, Kate. Approved.

3. Report of the Chair
   Questions for the committee. Applying for FSG, is hiring an editor for their book an appropriate use of funds, does this fit within FSG scope? It is possible, but will need detailed context. Request for extension for current FSG? Work to be performed by facilities was delayed, circumstances out of their control. Sounds reasonable to CR. This will be forwarded to Stephanie to review and finalize.

4. Report of the Presidential Appointee
   Received two so far of the FSG proposals. Stephanie will host a meeting for those who wish to collaborate for an FSG, and will put an article in the AA newsletter.

5. Business:
   a. IRB policy update (Dr. Kevin Brown, 2:10pm time certain).
   Time to update the 2008 policies and procedures document. It is missing a lot of issues that should be addressed (18 pages versus 74 pages of Cal Poly Pomona’s document). What is the involvement of the CR in this process? Does the committee need to review every detail and be a part of the discussion, such as expedited review or switching to accepting electronic applications? Current process is through CR to ExCom and then to the president for approval. Model process after the IACUC policy document (not as a day to day protocol/procedures document). Kevin will draft the revised policy and gather feedback from IRB committee, CR, and ORSP.

   At CSUEB, all three categories (exempt, expedited, and full) are reviewed in the same way. At other CSU’s, the exempt category is not reviewed at all after it is classified as exempt. Currently, exempt protocols are still reviewed by the IRB chair to ensure consent forms and such are correctly included. We could have a simpler protocol form for the exempt. Some faculty prefer the full application for all classification of protocols.
Others do not see the risk in exempt simplification to subjects. Can we expedite research on campus with this change? Overall, no clear consensus on this issue.

Multi-institutional collaboration. Non-engagement in research. Review research ‘by’ or ‘on’ our CSUEB faculty, staff, and students. Health & Human services dept does not require the “on” part. Kevin is in favor of this change, maybe with a disclaimer (not sponsoring or endorsing) and a requirement to see their approved IRB.

b. The Unnamed Program
Sarah shared a draft for committee to review and provide feedback. What is the best way to move forward with this? Quickly reviewed feedback so far. Program retitled, “Faculty Scholar Program.” Discussion on admin assistant time percentage to assist scholars. What are the capacity elements we need to support this program? It was suggested that instead we have specific capacity building projects for faculty to apply for. **Homework: each find one document on capacity building. Come up with a menu of capacity building options.** Could it be run through existing centers and institutes on campus? Maybe centers apply for the grant. Faculty member applying through a center or institute, or create something new.

c. Strategic planning
Need to get Save the Date sent out. May 12, 12-4pm. Who should be at this meeting? President, Provost and the Deans, OSRP, Directors from centers/institutes, University Advancement representative. What are the goals of this meeting? To be determined. Sarah will create a draft for this. Quick meeting to set goals before the April 14th meeting. Zed as a speaker? Title of the event: “Building Research Capacity: An Open Conversation.” There was a suggestion that we get some facilitator discussion training. Or it might be better to have outside table facilitators. Seating assignment, name cards. Maybe president comes and opens the session with a simple, brief charge.

d. Select CR representative for Faculty Workload Task Force. Kate attended one meeting and Kate will continue.

e. Special grant review subcommittee for spring FSGs. Encourage colleagues to participate.

6. Adjournment

Meeting adjourned at 4:07pm.