Approved Minutes of the meeting of October 20, 2005

Members Present: Thomas Cadwallader, Joy Andrews, Levent Ertaul, Liz Ginno, Jane Lopus, Gregory Theyel, Craig Wilson and Victoria Jensen (presidential appointee)

Members Absent: Nicole Howard

1. The agenda was approved.
   The minutes from October 6 were revised to reflect Crag Wilson’s request for a survey on the demand for statistical assistance. Victoria Jensen had offered to draft a brief questionnaire and email it to him, to disseminate within CEAS.

2. Report of the Chair:
   a. The training session for the new faculty on Monday October 10 at the Faculty Development office was well attended (11 faculty). Some points discussed were formatting issues, and writing for people not in your field. Vicky Jensen made a handout of notes from the workshop, which is available on line and in the Faculty Development Office.

3. Old Business:
   a. Nicole Howard was made secretary for Spring 2006.

4. Report of the Presidential appointee:
   a. The Chancellors’ Report on RSCA outlines CSU requirements vs. CSUEB practice. Differences are that (1) Summer Fellowships may be for one or two months, and we offer only one month; (2) Campus committee shall include student representation, and we currently have no student on the committee; (3) Reporting must include a description of the criteria used on each campus to allocate funds and the relative weight to each criterion, and we have not been collecting this data; and (4) Reporting must include a profile of faculty who have received funding by gender and ethnicity, and we have not been collecting this data.
   b. The committee discussed the above points and decided (1) to increase summer fellowship eligibility to two months, and to limit them to one month if funds are short; (2) We will research what other CSU’s do as far as students on research committees, and defer the decision until then; (3) Criteria for funding are discussed below; and (4) We will begin to collect data on gender and ethnicity of recipients.
   c. Vicky Jensen prepared a draft report for the Chancellor’s office that will be e-mailed to research committee members.

5. New Business:
   a. The committee discussed the replacement of Meiling Wu, who had resigned. It was suggested that she be replaced by a faculty member from
CEAS unless this violates some university rule, so that each college will have two representatives to the committee plus one library representative. Craig Wilson will check on this and forward his findings to Thomas Cadwallader.

6. **Determining Criteria and relative weight for proposal evaluation**

   A new sheet outlining criteria and relative weights for each was prepared by the committee. Vicky Jensen suggested that in order to ensure proper format, we use an Acrobat Reader template for proposal submittal. She will check with ICS, and speak with John Charles and James Kelly regarding setting this up and funding it. Decisions on minimum requirements for proposals such as IRB or IACUC approval, and formatting will be deferred until we know whether web-based submission can be implemented. Web-based submission would also require the inclusion of a budget. It was moved and passed (6 approved, 1 abstain) that references and graphics, if relevant to the proposal, were not to be included in the 5 page limit, and they could be attached as a PDF file.

7. It was announced that proposals written by new faculty will be available for pickup after November 27, 2005. The next meeting of the committee will be November 17, and a January 19 meeting was added to the calendar in the event that web-based submission is not successful, in order to decide on criteria that would be automatic with web-based submission such as formatting, budget and IRB or IACUC approval.

8. The meeting was adjourned at approximately 3:50 pm by Thomas Cadwallader.

Submitted by,

Joy Andrews, Secretary