

---

**Research Policies Council  
Minutes of 10 November 2022**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Research Policies Council was called to order at 2:30 p.m. on 10 November 2022 via Webex video conferencing by Onur Arugaslan, vice chair.

**Roll Call**

**Members in Attendance:** Onur Arugaslan, Lori Brown, Christine Byrd-Jacobs, Margarita Carrillo, Martha Councell-Vargas, Whitney DeCamp, Wanda Hadley, David Huffman (substitute for Andre Venter), Betty McCain (substitute for Remzi Seker), Daria Orłowska, Paul Solomon, Bridget Weller (substitute for Robert Wall Emerson)

**Members Absent:** Noor Fathima, Kristina Lemmer, Kevin Wanner

**Ex Officio(s) in Attendance:** Anthony DeFulio, Mark Hurwitz

**Guest(s):** Bonnie Gabriel, Office of Research and Innovation; Julia Mays, Office of Research and Innovation

**Quorum**

A quorum was present.

**Acceptance of Agenda**

It was moved by DeFulio, and seconded by Brown, to accept the agenda as presented. The motion carried unanimously.

**Minutes**

It was moved by DeCamp, seconded by Hadley, to approve the 13 October 2022 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Due to Chair Venter's absence no report was provided.  
Ex Officio DeFulio did not provide a report.

**Reports of University Representatives**

McKain reported that the Office of Research and Innovation (ORI) will be publishing a research newsletter. Items for the newsletter can be emailed to Kelli Bond. ORI recently hired Julie Boylan, Research Program Officer.

Byrd-Jacobs reported on graduate student research and travel grants. Twenty research and 45 travel grant applications were received. Research applications are lower, but travel is improved from last year. Awards will be announced by the end of November. Candace Johnson, Psychology graduate student, will be moved forward to the Midwestern Association of Graduate Schools (MAGS) national award competition. Faculty can nominate students for regional and national awards.

**Reports of Council/Committee Standing Committees**

Ex Officio Hurwitz reported that Faculty Research and Creative Activities Award (FRACAA) applications will be open 1 December. A FRACAA virtual workshop will be held on 2 December. The competition closes in February. Council members were asked to encourage deans and chairs to distribute workshop information to faculty. Hurwitz and Councell-Vargas updated the Preparation and Publication of Papers and Exhibition (PPPE) guidelines, which will be presented at the next meeting.

### **Unfinished Business**

Ex Officio DeFulio reported on Charge #5: Research Tools Available through the University Libraries. Chair Venter and Ex Officio DeFulio investigated the library resources across three disciplines. They described them as inadequate and will investigate further. RPC is limited based on what the charge states and only able to report to the Faculty Senate Executive Board about the inadequacy of resources.

### **New Business**

Gabriel presented a history of internal awards since 2017. It is possible that Faculty Research Travel Fund (FRTF) will be expended this year, however, the provost has indicated that the procedure for processing PPPE and FRTF is to continue reimbursing, so the access to funding is not interrupted. Publication and travel expenses require commitments months in advance. By ending funding, conferences in late summer or fall will always be disadvantaged. The current process does not impose any hard limits. Faculty request for funding will not be denied after the limit is reached. This information is taken into consideration when determining the next year's budget. ORI does not recommend that FRTF/PPPE funding is reimbursed based on first-come first-served basis. In the past, ORI covered some of the overage. This would be Seker's decision if the budget is exceeded this year. Discussion was held regarding decreasing the Support for Faculty Scholars Award (SFSA) budget to \$30,000 and set PPPE at \$50,000, and increase FRTF to \$248,500. It was moved by DeCamp, seconded by DeFulio, to approve the budget as drafted and maintain eligible reimbursements for the FRTF and PPP&E, even if the budget allocation for those funds is reached before the end of the fiscal year. The motion carried unanimously.

Hurwitz referenced discussion at the May meeting regarding changing the application requirements for FRACAA so that a faculty can re-apply as soon as they fulfill the requirements with no waiting period. RPC agreed that when a faculty member has completed the external submission requirement, presented their poster, and completed/submitted a final report, they are eligible to re-apply for a new FRACAA. It was moved by Hurwitz, seconded by DeCamp, to remove the every-third-year-following-award limit from the list of FRACAA eligibility requirements. The motion carried unanimously.

Weller left the meeting at 2:48 p.m.

Mays presented on WMU Institutional Review Board (IRB) and compliance protocols submitted. The IRB office has implemented Cayuse, <https://wmich.app.cayuse.com/sp/proposals>. Paper copies of protocol applications for approval are no longer accepted. Mays is currently searching for a non-scientist/non-affiliated community member. Archives is running out of space and administrative documents older than five years will be destroyed in mid-December.

Councill-Vargas left the meeting at 3:29 p.m.

Solomon left the meeting at 3:39 p.m.

A decision was made for RPC to pass on the Memorandum of Action regarding Research Misconduct Policy. It was decided that the council will take no action on Charge 4 this academic year.

DeCamp informed RPC about the recently introduced 10-day window to process FRTF applications every quarter. It was moved by DeCamp, seconded by Hurwitz, to approve removal of the 10-day window to process FRTF application every quarter. The motion carried unanimously.

### **Adjournment**

It was moved by DeFulio, seconded by Hadley, to adjourn the meeting at 3:42 p.m. The motion carried unanimously. The Research Policies Council will meet next on 1 December 2022 at 2:30 p.m. virtually via Webex.

### **Approval**

Submitted by Martha Councill-Vargas and Onur Arugaslan

Minutes approved 1 December 2022.