

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

RESEARCH POLICIES COUNCIL
Minutes of 8 November 2012

Members present: Osama Abudayyeh, Brooks Applegate, Steve Bertman, Martha Councell-Vargas, Kristin Everett, James Kiddle, Dan Litynski, Muhammad Razi, Vladimir Risukhin, Susan Stapleton, Mary Ann Stark, Sandy Steinbach, Susan Steuer, Steve Tasko, Alan Wuosmaa

Absent without substitution: Muralidhar Ghantasala, Lisa Minnick

Guests: Jody Brylinsky, Associate Provost for Institutional Effectiveness and Jim Gilchrist, Vice Provost for Budget and Personnel and Chief Information Officer

Council Chair Brooks Applegate called the meeting to order at 2:33 p.m. and welcomed new council member Kristin Everett who is a Graduate College Ambassador and will serve as the Graduate Student Advisory Committee representative on RPC. He welcomed and introduced Jim Gilchrist, Vice Provost for Budget and Personnel and Chief Information Officer.

Approval of Agenda for 8 November 2012

A motion was made by Abudayyeh and seconded by Bertman to approve the agenda. Motion passed.

Approval of Minutes of 11 October 2012

A motion was made by Abudayyeh and seconded by Steinbach to approve the minutes. Motion passed.

Discussion Items

*Proposed Changes to the Policy for Using Email for Research – Jim Gilchrist,
Vice Provost for Budget and Personnel and Chief Information Officer*

Jim Gilchrist presented a draft of the information technology policy for use of mass WMU email for the purpose of soliciting participation in a survey or other research project. He provided an overview of the policy and background of use of email for recruitment. He emphasized that WMU protects email addresses. OIT has the capability of drawing a random sample using certain known attributes. If requested, they will provide a distribution list that can only be used by the researcher for a limited time. If interested, the researcher should contact Gilchrist directly after obtaining Human Subjects Institutional Review Board approval. He emphasized that this method is not as effective as placing notices on student portals. The policy discussed is available on the OIT website and will be linked to the Office of the Vice President for Research.

*Academic Program Review and Planning Procedure – Jody Brylinsky,
Associate Provost for Institutional Effectiveness*

Jody Brylinsky was introduced by the chair. She had been invited to the meeting to discuss the Academic Program Review Policy and Procedures, a draft of which had been distributed at the October meeting. Brylinsky stated that she wanted input/comments from RPC to improve the policy and procedures. She stated that the purpose of the policy was to encourage continuous improvement of programs and reviewed the proposed process that has been approved by deans. The Faculty Senate asked that the policy be distributed to faculty for comments. The document is on the provost's website. Faculty can give comments to their RPC representative or the department faculty senator. Brylinsky addressed some concerns raised. The program review is intended to lead to continuous quality improvement and use data and reports that departments already collect and use. Steinbach reported that there is a Data Governance team that is establishing a database that can include relevant data. There was a suggestion made that there should be some student input into program reviews.

Reports

Council Chair – Brooks Applegate

The chair distributed an email from Dennis Simpson, Vice President of the Faculty Senate and Restructuring Committee Chair, asking that RPC consider ways in which senate councils, such as RPC, can improve operational effectiveness. The chair suggested this should include communication, relationships with partners (OVPR and the Graduate College), Senate charges, and how to best facility research. He also said we should consider these in relationship to the medical school. This will be discussed in a later meeting.

Vice President for Research – Dan Litynski

Litynski distributed notices about the Research and Dessert event on 16 November that can be posted. A schedule of workshops was distributed; this is posted on the OVPR website. Those attending workshops should sign up for the workshops they plan to attend. Litynski also distributed a list of the research areas of expertise for the OVPR research officers. Researchers are encouraged to contact their assigned research officers first.

Dean of the Graduate College – Susan Stapleton

Stapleton reported that the Graduate College has been successful in recruiting ambassadors for each area. Their responsibilities include communicating with graduate students, recruiting new students and reaching out to alumni. The first round of research and travel awards has been awarded. There were five research awards and 26 travel awards granted. GSAC supplemented the funds in order to finance international travel requests. These awards will be dispersed so that students get the best use of their funds for the intended purpose. The Graduate College is looking for ways to nominate students for external awards, such as theses and dissertation awards.

Due to the late hour, Tasko moved to table old and new business and Councill-Vargas seconded. Moton carried.

Adjournment

Abudayyeh made the motion to adjourn the meeting and Kiddle seconded. Motion passed. The meeting was adjourned at 4:35 p.m.

The next meeting is Thursday, 6 December, at 2:30 p.m. in Room 205, Bernhard Center.

Respectfully submitted,
Mary Ann Stark