WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

RESEARCH POLICIES COUNCIL
Minutes of 15 May 2014 Meeting

Members present: Osama Abudayyeh, Brooks Applegate, Steve Bertman, Pat Langworthy (for Lori Brown), Muralidhar Ghantasala, Michael Kiella, Dan Litynski, David Rudge, Susan Stapleton, Mary Lagerwey (for Mary Ann Stark), Susan Steuer, Patti Van Walbeck

Absent without substitution: Paul Ciccantell, Martha Councell-Vargas, Thomas Rienzo and Muhammad Razi, Matt Reid

Also present: No others

Quorum Call: A Quorum of 9 is present

Council Chair Brooks Applegate called the meeting to order at 2:34 p.m.

Procedural Items

Approval of Agenda for 15 May 2014

A motion was made by Stapleton, supported by Van Walbeck, to approve the agenda. Motion passed.

Approval of Minutes of 10 April 2014

A motion was made by Van Walbeck, with support from Steuer, to approve the 10 April 2014 minutes with change: Litynski requested that in the Hanover Report (p2), the number of consultants be identified as 90-100 instead of 180. Motion passed.

Continued/Old Business

2013-14 Council Charges
1. Applegate walked the members through version #2 of the RPC Charge #1 PowerPoint handout.
    a. Rudge inquired about the definition of "review" and recommended that the RPC define the authority to act in any review process, especially with respect to p3 bullet points #5 & #6, and p4; all on the definition of harmonization
    b. Litynski reviewed how policies arise from RPC and are advanced using a memorandum of action (MOA)
    c. p6 is an outline form of what "review" means
    d. p7 is a possible roadmap for further action

2. No Report

3. The charge is being accomplished via EPIGEUM as an "open learning" platform that the computing center will provide access

4. A report of the year's activities is requested from the Office of the Vice President for Research (OVPR)

5. Bertman is in process of reviewing procedures for methods to administer and improve process
    a. Parallel language to satisfy program requirements
    b. Formalizing procedure for appointment of reviewers
        i. Documentation of Conflict of Interest (COI) status (e.g. nepotism, co-author relationship, romantic, etc)
        ii. Appointment will be formalized in a written document
    c. A draft of the recommendations will be distributed by Bertman at the June meeting.
    d. Discussion of whether e-voting (e-mail) is appropriate.
        i. Applegate charged Kiella to consult with Faculty Senate and resolve the question.

6. Report received from Steuer on the outcome of the 2014 Poster Day
    a. Recommendation that the goals and purpose of the program needs to be revisited
        i. Help focus procedures
        ii. Low outside attendance across the university and community
        iii. Adopt conference planning approach to planning was forwarded
        iv. Review institutional memory of the event to assess the purpose, history, and goals
        v. Possible use of *ScholarWorks*
    b. Applegate requested that the council develop a list of points for the annual report to the Faculty Senate
    c. Stapleton recounted the origin of the program and the role of the Graduate Student Advisory Committee as the original working sponsor of the program
    d. Applegate charged Kiella to inform GSAC leadership that the discussion was forthcoming and will require their input and participation

7. Bertman reported that a Support for Faculty Scholar Award (SFSA) and Faculty Research and Creative Activities Award (FRACAA) rubric for use by their respective review panels is being developed.
    a. Includes a significant review of language for questions
    b. Defines when individuals might recuse themselves from discussions
    c. Circulate a draft of evaluation questions

8. Litynski reported that the medical school building will come on line in June
    a. Possible that a small open house will be scheduled

b. many applicants for the initial 40 seats
9. No Report

Data Management Tactical Action Community (TAC)

1. Applegate received a draft document from the director of the Office of Institutional Research, Tracy Pattok *(University Policy on Data Collection through Surveys)*, that represents a first pass at creating a policy for the use of data and surveys on the WMU campus that was created collectively with Research Compliance Coordinator Julia Mays.
    a. Applegate did not attend the work group meeting as a result of scheduling conflict
    b. Broad discussion of the document ensued
    c. Applegate will summarize and forward a response from the RPC to Pattok. (Post meeting summary follows):

        i. *The general comment was that the text I [sic] shared with RPC members does not read nor appear to be in a format that resembles a functional policy and is considerably too vague in important details. There are several critical missing pieces such as who is the administrative agent responsible for managing this policy, if the policy is not adhered to by researchers or administrators what are the consequences, and many more [questions].*

        The four principle reactions were:
        1) Since this policy will affect faculty, the Faculty Senate must be included in its development.
        2) Much work seems to be delegated to the Survey Coordination Committee but there is no detail describing (even the members of) this committee. A description of this committee, its membership, its purpose, its authority, etc. must be developed as part of the policy, it is not procedural.
        3) The list of exclusion and inclusion do not represent mutually exclusive groups so it provides no realistic guidance or limits, thus all survey based data collection would need to flow through the proposed policy/Survey Coordination Committee.
        4) Since this is a proposed policy that will impact potentially all researchers involved with research involving human subjects at the university, there should be a "public posting and discussion period"

Discussion Items:

None

Reports

Council Chair – Brooks Applegate

Council Chair Applegate thanked the Poster Day committee on their efforts and thoughtful report.

Vice President for Research – Dan Litynski

Vice President Litynski provided the following:

- Indicated that he will bring a Faculty Research and Creative Activities Support Fund (FRACASF) – FRACAA and SFSA – update to the June meeting
- Discovery Experts
    o Hopes everyone had a chance to access and enter person-input
    o Google Qualtrics: reported through 14 February on 1451 sessions, 869 individual users; current month 266 sessions and 162 individual users.
    o Litynski entered his own domain to try/test the system

Dean of the Graduate College – Susan Stapleton

Dean Stapleton provided the following:

- Reported on the Graduate College Honors Convocation
    o 225 attendees

- Reported on the last round of the Graduate Student Research and Travel Awards (GSRTA)
    o 17 research awards: $23,007
    o 16 Travel awards: $23,300

- Reported on the Dissertation Completion Scholarships
    o Reiterated the requirements between domestic and international student tuition components
    o 4 Dissertation Completion Fellowships Awarded
    o 2 Frostic Endowment Awards
    o 1 Thompson Award

- Presented a report on multiple Graduate College Marketing and Advertising Initiatives as part of the GoWest campaign
    o Advertisements in local news
    o Web page additions
    o Pop-ups on webpage
    o Completeness of landing pages
        ▪ By program queried
        ▪ Query forwarded to appropriate department
    o No general repository for inquiries currently in place
        ▪ Stapleton responds to inquiries personally
    o wmich.edu/GoWest/graduate

New Business

None

Adjournment

Rudge made the motion to adjourn, with support by Lagerwey. Motion carried.
The meeting was adjourned at 4:40 p.m.

The next meeting is Thursday, 12 June 2014, at 2:30 p.m. in the Faculty Lounge
of the Bernhard Center.

Respectfully submitted,
Michael L. Kiella