September 9, 2011  University Research Council Meeting

Agenda:

1. Introductions to new ORA staff and announcement of new roles
   a. Acting Director – Mr. Greg Jones
   b. Associate Director of Pre-Award Services – Ms. Karen Davis
   c. Export Control – Mr. John Haynes

2. Main topic of discussion for this semester - Role of the University Research Council
   a. Relevant NCURA (National Council of University Research Administrators) recommendations
      i. The role of the University Research Council should be discussed with the Council members and result in a clear definition of purpose.
      ii. ORA should engage the University Research Council and the academic Deans to highlight strategic opportunities for research activities.
   b. A current description of the constitution and the role of the University Research Council can be found in the WSU Policies and Procedures manual [here](last paragraph on the page).
      i. Discussion about accuracy of current description
      ii. Discussion of any need for revision

3. Proposed meeting organization for this academic year
   a. First 20 minutes to discuss progress at addressing NCURA site-visit team recommendations
i. Using the Excel spreadsheet of recommendations and status of actions taken.

b. Second 20 minutes to discuss matters brought to the council by members of the council
   i. To maximize our time management, please submit ideas in advance, if possible.
   ii. Include study materials for distribution in advance, in electronic form, if at all possible.

c. Last 20 minutes for discussion of ORA
   i. Updates from APR (Associate Provost for Research), ORA Director or pertinent staff
   ii. Specific issues or areas of concern from council members

4. Several closing questions about pertinent new forms of communication
   a. Blackboard setup to facilitate document study and interaction of this group. Useful? Or should we explore another online avenue to access to documents?
   b. New website for ORA - Please check it out and encourage your faculty researchers to do likewise and submit recommendations for improvement to Cindy Miller.
   c. IRB (Institutional Review Board) applications can now be completed, submitted and reviewed online.
   d. Newsletter is being resurrected. Electronic or electronic and paper distribution?

5. As May Arise
Meeting Notes:

1. Introduction to new ORA Staff
   a. Acting Director – Greg Jones  Greg will still be in charge and the primary contact for Post Award Services.
   b. Associate Director of Pre Awards – Karen Davis
   c. Export Compliance Specialist – John Haynes

2. Role of University Research Council (URC)
   a. Recent functional role has been more of an information clearinghouse, but the definition in the Policy and Procedures manual indicates a different role. Council agreed to return to the role described in the Policies and Procedures.
   b. Members need to increase efforts to share URC information with their constituency.
   c. Dr. McDonald will update the Deans at their regular meetings.
   d. Dr. McDonald is available to make presentations upon request.
   e. ORA will develop a web presence for URC by posting agenda and meeting notes to ORA website.
   f. All WSU faculty interested in research will be invited to attend future meetings via announcement in WSU Today.

3. Proposed meeting organization for this academic year
   a. Meetings are open to those who are interested in attending. Interested parties can find the meeting schedule, agenda, and minutes on Office of Research Administration website on the URC page.
   b. Meet twice monthly for 1 hour per meeting.
   c. First 20 minutes to discuss progress on NCURA recommendations
      a. Spreadsheet of recommendations and status available by request. Remember that spreadsheet is a snapshot of progress.
   d. Second 20 minutes to discuss matters brought to the Council by members.
      a. Submit ideas in advance
      b. Include suggested study materials in electronic format in advance
   e. Last 20 minutes ORA matters
      a. Updates from ORA staff
      b. Issues, concerns, or comments about ORA from council members
      c. ORA “house calls” – Pre and Post Award staff members will come to your location and mentor/train and/or address PI/faculty concerns. Chairs are requested to work with their faculty to schedule such visits and communicate with ORA Director (Greg Jones) to identify pertinent staff and set up the “house call” meeting.
3. Pertinent forms of communication
   a. Current Blackboard setup for URC members operational and will remain available.
   b. Re-designed ORA website
      i. Phase 1 re-design complete.
      ii. Phase 2, scheduled for completion by the end of 2011, includes rollout of EHS
          (Environmental Health and Safety) site
      iii. URC pages
      iv. CITI (Collaborative Institutional Training Initiative) link and instructions
      v. What every PI needs to know at 2:00 AM.
      vi. Please email any concerns/corrections/additions/suggestions to Cindy Miller.
   c. IRB (Institutional Review Board) applications can now be completed, signed, submitted, and
      reviewed online. Instructions for electronic signature included on the IRB web page.
   d. Newsletter being resurrected. URC members requested electronic version. First edition
      being sent out in October.