

**Faculty Research Committee**  
**Meeting Minutes**  
**Nov. 11<sup>th</sup>, 2008**

Present: Maureen Heaphy, David Nicol, Renee Mika, Matthew Yang, Lisa L Wall, Paul Klatt

Absent: Larry L Schult, Bakhodirzhon Siddikov, Matthew Wagenheim,

Meeting called to order 11:00 a.m.

1). **Chair elect:** Maureen Heaphy

2). **Recording Secretary:** Lisa Wall

3). **Database of past reports update:** Ann Breitenwischer spoke with committee in regards to a central database for reports. Ann suggested committee contact Melinda Ishler to set up a Ferris Institute Repository to hold files.

Advantages of having repository: Labeled as community for FRC, files will migrate with updates in software and can be found with goggle search for faculty.

- Maureen will contact Melinda to establish community for FRC.
- Maureen will contact Paula to find electronic copies of old reports to be placed on community.

4). **Process flow for FRC:** Maureen designed flowchart for process of events for FRC. Flowchart reviewed updates will be added with months and dates of deadlines. Maureen will modify and send out to committee.

5). **FRC checklist and evaluation form reviewed:** New check sheet for committee will be created to reflect guideline pages 4-6.

- Maureen will create a new evaluation form and send out to committee members to review and give feedback.

6). **Purchasing Technology Guidelines:** Maureen will have Paula post guidelines to website to make available to faculty for this calendar year.

7). **Academic Program Review Council:** APRC asked committee to review membership guidelines. Maureen will send out draft and FRC will review and give feedback.

8). **FRC Meeting times:** Next meeting scheduled for Dec. 9<sup>th</sup> from 11 to noon in IRC 117.

- **Future meeting dates:** Feb. 10<sup>th</sup>, March 3<sup>rd</sup> (due to spring break), and April 14<sup>th</sup>.

Meeting adjourned 12:05 p.m.