

Faculty Research Committee
Minutes of November 13, 2007

Attending: Ann Breitenwischer, Maureen Heaphy, David Nicol, Bakhodirzhon Siddikov, Matt Wagenheim, Lisa Wall, Matt Yang.

Excused from attendance: Yaron Felus, George Nagel

Absent: Renee Mika

Ann Breitenwischer opened the meeting at 11:00 AM.

1. Minutes from October 9, 2007 were accepted. Maureen Heaphy will e-mail the October minutes to Paula Hadley-Kennedy in the Senate. The process for the future is to have draft minutes sent out to the committee members with a one week feedback period. The minutes will be amended if necessary and then sent to the Senate one week after our meeting.
2. The Proposal Guideline announcement will be sent out later this week.
3. Our webpage has not been updated yet. Best practices for computer purchase has not been updated yet. Ann Breitenwischer will talk to the Senate office regarding both of these issues.
4. Ann Breitenwischer had a discussion with the university archivist regarding a repository. Project Directors will be asked to submit two copies of proposal to the Senate, one being paper and the other electronic. The university archivist, Melinda McMartin, will maintain the electronic file.
5. A line will be added to the Faculty Research application form directing applicants to the patent coordinator at FLITE if a patent may result from the research.
6. Ann Breitenwischer will ask Paula Hadley-Kennedy in the Senate to provide information for projects funded for the past five years. The purpose is twofold. First, is for communication with others on campus that may be new to the university or who have related research interest. The second purpose is to track report completion. Requested information is the following:
 - a. Project Director's name and department
 - b. Title of proposal
 - c. Date of award
 - d. Date of project completion
 - e. Date of report
7. The Faculty Research Checklist and Evaluation form was discussed. The ratings for the Minimum Criteria are to be changed from "0 or 1" to "0 → 3".
8. Next meeting at 11:00 January 22, 2008 in FLITE. Room 135.

Adjournment: 11:35 AM

Respectfully submitted

Maureen S. Heaphy, Ph.D.
FRC secretary