 approved by RCA Council

May 15, 2020

**RESEARCH AND CREATIVE ACTIVITIES COUNCIL**

**Meeting Minutes of 27 February 2020**

**Call to Order:** Nicole Larson, Chair, RCA Council called the meeting to order at 8:05 a.m.

**Approval of Minutes:** The RCA Council approved the meeting minutes of February 12, 2020 as written.

**Guest: Patrick Roulet, Chair, Graduate Research and Creative Activities Subcommittee**

**Winter 2020 graduate proposal review:** Chair Roulet provided a recap of the review indicating that eleven of the fourteen proposals submitted were funded totaling $16,500.

**Graduate subcommittee membership:** Members Patrick Roulet and Andy Bunn will rotate off the committee at the end of the academic year. A new graduate student member to the committee is Bobbie Buzzell. Chair Roulet will be contacting past awardees to recruit another student member.

**Nicole Larson, RCA Council Chair - subcommittee membership and recruitment**

Chair Larsonindicated that she will be reaching out this spring to College of Humanities and Social Sciences, Woodring College of Education and other colleges about subcommittee membership for next year.

**Winter 2020 Undergraduate proposal review:** She indicated on behalf of John Bower, Chair, Undergraduate Subcommittee that he will be scheduling their winter quarter 2020 proposal review meeting soon.

**Review Panel Guidance continued discussion:** The Review Panel Guidance will be posted on the RSP website. The topic of committee members submitting proposals was discussed. Those present indicated that members should be able to apply and could recuse themselves during review meetings. This will be incorporated into the individual program guidelines and posted on the RSP website.

**RCA Council bylaws and minutes posted on RSP website:** The bylaws and minutes will now be posted.

**Item from the Council**

**Recruitment communication to college deans:**

Members indicated a positive addition in recruitment correspondence with college deans may be to include names of grant awardees for the previous three-years.

**Recruitment language added to award correspondence:** Recruitment language could be added to award letters or acceptance forms encouraging awardees to serve on committees the following year.

continued

**page 2**

**Items from David Patrick, Interim Vice Provost for Research and Dean of the Graduate School**

**Department chairs as applicants:**

Department Chairs who are applicants may ask deans, or other chairs to provide comments for their proposals at submission.

**Late proposals:**

A few proposals were discovered this year that had not been fully routed to RSP. This was determined to be through no fault of the applicants.

RSP has made enhancements to the system to allow reviews of all esign forms initiated to determine any that have stalled in the process. Applicants, chairs and deans will be prompted as needed to ensure full routing. RSP may also remind applicants to ensure final submission of their proposals.

**Guides to writing review comments:** Members were encouraged to utilize resource guides provided by Graduate Committee Chair Patrick Roulet and student member Hanna Fisher.

**Next Additional Subcommittee meeting:**

The Additional Subcommittee will meet February 28th to discuss the Manuscript Preparation Grant program, budget and Library referrals to resources regarding open access etc.

**Vice Provost for Research and Dean of the Graduate School Search**

Candidate interviews will be conducted on campus the end of March and early April. Candidates will meet with RSP including the RCA Council on day one.

**Next meeting** – to be scheduled spring 2020.

**Adjourn -** meeting adjourned at 9:00 a.m.

Respectfully submitted by: Connie Hernandez, Secretary to the Vice Provost for Research

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| **RESEARCH AND CREATIVE ACTIVITIES COUNCIL (RCAC)** **2019 - 2020** |
| CBE | Business & Economics | Farrokh Safavi | Finance & Marketing |
| FX | Fairhaven |   |   |
| CFPA | Fine & Performing Arts | Evan Mueller | Theater & Dance |
| HUM | Humanities  | Susan Costanzo | History |
| HUM | Social Sciences | Lorrie Brilla | Health & Human Development |
| HUX | Huxley | Andy Bunn | Environmental Sciences |
| CSE | Sciences & Technology | James Vyvyan | Chemistry |
| WOOD | Education | Tracey Pyscher | Secondary Education |
| LIB | Libraries | abby koehler | Libraries |
| SENATE | Faculty Senate  | Nicole Larson | Engineering & Design |
| SENATE | Faculty Senate  | Jerry Ek | Anthropology |
| SENATE | Faculty Senate  |   |   |
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