

RESEARCH ADVISORY COMMITTEE

Meeting Minutes

Date: November 26, 2018

Place: Conference Room A324

Members present: Chair: Jeff Burgess, David Marrero, Melanie Bell, Kacey Ernst, Doug Taren, Jaime Boehmer, (Admin: Suzanna Trejo) (**Absent:** Cyndi Thomson)

Planning Meeting

1. December Retreat Agenda (for 12/10 retreat)

- a. RAC Reviews
 - i. UAHS pre-award update from Lauren @ the Retreat (10 minutes tops)
- b. Dean's Council Meeting this coming Wednesday
 - i. To determine how much time for research – Jeff will not be there
 - ii. Only have UAHS present and no RAC data?
- c. Melanie – standard measurement system in the APR summary?
 - i. In press
 - ii. Published
- d. Handouts at the retreat?
 - i. Make an RAC/ADR Handout for the retreat or send via email?
 - ii. Decision was to wait until May when Jeff can present the data and metrics to the rest of the faculty
 - iii. Robin asked what the exact RAC goals are and what is the RAC doing
 - 1. Website, CV's faculty pages, other web updates, etc.
 - iv. Research Resources document (email or handout?)

2. Faculty Utilization of RAC

- a. How do we get faculty to utilize the RAC reviews?
- b. Jeff plans to meet with individual faculty in the spring of 2019
- c. Need to collect metrics for the following:
 - i. How many grants are going out?
 - ii. How many grants are getting accepted and/or funded?
 - iii. How are we going to show faculty the RAC works?
- d. Research, Teaching, and Service Institution resources need to be utilized
- e. CEPH has a new system – rest of the college needs to begin to conform to this model

3. Comments from RAC

- a. Melanie: Use the standard measurement system in the APR summary
 - i. In press
 - ii. Published
- b. Robin
 - i. What are the RAC goals?
 - ii. What is the RAC doing?
 - 1. Website

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2. CV, faculty pages
- c. Doug
 - i. Possibly breakdown the data by individuals to provide individual help
 1. How?
 - ii. Reminder that a draft report is due for accreditation in June 2019 that goes to CEPH
 - iii. Hiring a data person at 50% time to review data metrics for the college
 1. Through Htay's office
4. **Final December 2018 Retreat Agenda**
 - a. Proposed order and topics
 - i. UAH5 pre-award (10 minutes)
 - ii. RAC reviews (5 minutes) – Melanie to present
 1. Focus on RAC review of Specific AIMS pages of any type
 - iii. RAC review testimonial from faculty that received review (5 minutes)
 - b. 20 minutes total
 - c. Will NOT present RAC metrics
5. **May 2019 Retreat Agenda**
 - a. Jeff to present RAC/ADR accomplishments/goals/metrics and updates – (this will include the CEPH metrics)
 - b. Panel of faculty who do research practice in courses
 - c. Advertise the RAC
 - d. Hand out of the research resources document?

ACTION ITEMS:

1. Suzanna – sent Melanie RAC blurb for retreat
2. Suzanna – send out possible dates for regular monthly meeting time and dates

REMINDER: *** Next meeting: February 10, 2019