Minutes

Present: Kathy Gee, Jean Gonsier-Gerdin, Bill Vicars, Kimberly Gordon Biddle, Kim Ross, Diane Lee

1. The committee charge has been revised as follows:
   • Identify topics of potential interest for research and inquiry (using strategic plan and input from faculty and Advisory Board).
   • Refer and help other faculty find assistance for research proposals from faculty and students as requested.
   • Organize events to disseminate and foster dialogue about faculty and student research.
   • Promote and help publicize a database of faculty projects, grants & publications.
   • Support faculty efforts to research and scholarly activities.
   • Remain current on IRB policies and procedures.

This new charge will be sent to Kim Ross and Steve O’Donnell to be put on COE webpage.

2. Membership of the committee
   • Kathy has contacted Sue and Ana about needing 3 additional faculty members. We’re supposed to have 11 faculty and 3 staff, plus student representation.
   • Diane Lee is new member so now needs two more members.
   • We can send out an invitation and a link to our charge to whole COE to see about interest in membership.

3. The grants/funding workshop that Deidre, David and Sonya from UEI are going to put together for us.
   • When should we have this workshop so as many people as possible come—before or after a COE wide meeting?
   • David and Deidre would like us to recruit widely within our college.
   • We could open the workshop to university wide community—We should to check with the Dean.
   • Could target other colleges that work in health and human services field, particularly fields that COE faculty might collaborate with. We could then ask David and Deidre to disseminate to other colleges.
   • If there is a January COE Retreat on January 22 or 23, we could request that a half day focus be on finding research funding.
   • Invite David and Deidre to come to our next meeting (Nov. 25) to plan for this workshop.
4. The input from the COE retreat and how to support faculty—in other words, what can our committee do substantively.

- From retreat, several faculty expressed interest in having brown bag presentations.
- Diane Lee shared that the ED leadership faculty are beginning to do one brown bag a month—one faculty shares research per month. Julian Vasquez Heilig, the new director, is willing to collaborate with us in helping publicize, etc.
- Do we want to have separate brown bags? Perhaps we could have a brown bag after each one of our ERI meetings.
- One idea is to have a different time and date of the committee starting next semester. Possibly we can meet on the first Thursday of month at 11:00 am. Then the brown bag events could occur afterward prior to the COE meeting. So we could kick off the events two weeks into the semester. Will need to discuss with the Dean’s office to reserve the room, etc. Could reserve Feb. 5, March 5, April 2, May 7.
- Diane volunteered to work on a flyer to promote/research brown bag and recruit people who would like to present.
- A faculty writing group organized by Lisa Romero and Amber Gonzalez—could be another group that our committee supports.

5. Scheduling for November and December (given that the Fourth Tuesday fall falls on Holiday).
- Our next meeting will be Tuesday, Nov. 25 at 11:00 am in Eureka 223.
- December meeting will be Tuesday, Dec. at 11:00 am, room to TBD.