Present: Jeffrey Arterburn, Susan Beck, Vimal Chaitanya, Maria Gurrola, Kathryn Hanley, Cathy Kinzer, Clint Loest, Hongmei Luo, Mihai Niculescu, Marcos Quinones (for Henry Cathey), Julie Rice, Manoj Shukla, Mingjun Wei

Absent: Jamie Bronstein, Heejung Chun, Sam Fernald, Stephen Hanson, Frances Nedjat-Haiem, Hari Sankaran, Karin Wiburg

Guest: Natalie Kellner, Luis Vazquez

1. Draft Minutes for September 2, 2015

    Minutes were approved as presented.

2. Faculty Vitas – Natalie Kellner

    Guest Natalie Kellner said Provost Howard commissioned a Digital Measures steering committee over a year ago and charged them with making the system easier for faculty to use, ensuring data integrity, and to provide a balance and value of what faculty members want to store. They looked at other universities and while NMSU uses Digital Measures for promotion and tenue primarily, some universities use it to market their university to potential students, faculty recruitment and collaboration, and to see weight of faculty commitment and accomplishment. Ms. Kellner used the web to show URC the prototype and said there is opportunity and time, to change it. They are hoping to have this in production before the end of the semester but are requesting feedback from faculty members first. They are more than likely adding the following:
    *   A biography section so faculty members can provide their information
    *   Publications or citations with all authors
    *   Potential publications that are not confirmed as yet (non-published items will not be shown)
    *   Research and creative activity (funded research and creative activity such as dance or other arts)
    *   Presentations
    *   Community engagement
    *   International work

    Digital Measures provides coaching or ideas to assist faculty in filling out the information and personal websites can also be linked to a member's page. Ms. Kellner also said that universities are using Digital Measures to attract graduate students because they can see the depth and breadth of the faculty to decide whom they would like to study under. She said the committee has suggested that University Communications take photos of faculty members so the appearance on the site is consistent. The system is updated weekly and all sponsored funded information is retrieved from ARGIS. Digital Measures can also import information

exported from text based contributions from Google Scholar, Web Science, Pub Med, and others. This might work with the federal mandate that information be shared, however this is preliminary. It is designed to be externally facing but also internally facing for the colleges, the VPR, or the NMSU Foundation. The Graduate School Dean is requesting graduate students be added to Digital Measures. Ms. Kellner will come back to URC to present more information on Digital Measures as it develops and will distribute the URL to council members for their review, and feedback.

3. Institutional Review Board (IRB) Discussion, Questions and Answers – Dr. Luis Vazquez

Associate Vice President for Research Integrity, Dr. Luis Vazquez thanked URC for the invitation to discuss compliance and the IRB. He said Dr. Rolston St. Hilaire, IRB Chair, could not attend due to a lab conflict. He introduced Michelle Gavin, lead staff member with development of the Maestro system which was developed within the compliance office. Ms. Gavin and staff took all the suggestions and issues that faculty were contending with from Maestro I and incorporated the suggestions into Maestro II prior to its rollout on October 1st. This system may be accessed anywhere throughout the world if there is Wi-Fi connectivity which is especially helpful for those on travel, or those taking on-line classes. AVP Vazquez said the role of the IRB is to make sure we do not harm research participants and the IRB accesses risks in various research projects. They oversee main campus, the four community colleges, the four research centers, the Department of Health in human subjects area at UNM for clinical trials and the Fred Hutchison Cancer Research Center. This year they had approximately 1900 applications.

The IRB has 20 members and the only paid member is the Chair. Everyone else is volunteer. They give 10 hours of their free time each month to review protocols, even in the summer regardless of whether they are 9-month faculty or not. It is a three-year commitment. Most of the IRB are associate professors, a few assistant professors and a few full professors. AVP Vazquez would like to see more full professors volunteering to be on the IRB. Some institutions grant a course release for the IRB member; however, that has not been the case here at NMSU. Every professor who joins the IRB spend two hours in protocol training and two hours on the Maestro system.

The most frequently asked question is how long does the human subject application take from start to finish. The time line for IRB submission to completion starts when the researcher clicks the submit button, not when they start typing. IRB members have to review the application within 10 days of receiving it. It then goes to the IRB Chair for a second review. Depending on what might need to be done, it can go two to six weeks. But many times applications are held up in the department head's queue, or by missing documents. When it goes back to faculty for missing information, it then can take from 21 days to a few weeks depending on the response time of the researcher. The Maestro system documents every single electronic interaction a researcher has with it so the compliance office can go back to determine where the holdup is taking place, or took place. AVP Vazquez said that from time to time, the IRB will ask the researcher to come in and present on their research project if necessary and educate them. There are a lot of regulations which are currently changing, but COGR is asking for comments through April 2016. AVP Vazquez will be sending out the new regulations as they come out.

Concerns were raised about the degree to which the new Burrell College of Osteopathic Medicine would use and potentially strain IRB time, how members of the BCOM would be identified when they submitted an application, and how the University would be compensated.

Chair Hanley asked if there was anything the URC can do to assist. VPR Chaitanya mentioned that the compliance office is understaffed due to a lack of funding. AVP Vazquez asked members to go back to their colleges and ask their colleagues and research deans to integrate and learn about the system. The Compliance Office has modules, tutorials and are happy to visit any college or department to demonstrate the system. Workshops are scheduled and should be taken advantage of by researchers.

4. URC Fair – Current and Future

Chair Hanley told members there was a record attendance at the URC Fair this year. She thanked Frances Schumacher for arranging it and the poster judges Jeff Arterburn, Chris Brown, Heejung Chun, Maria Gurrola, Chair Hanley, Hongmei Luo and Karin Wiburg. Chair Hanley said the rubric the judges use to score the posters needs to be modified to be inclusive of the humanities and/or social sciences.

Minutes by Frances Schumacher