

University Research Council
Approved Minutes
August 19, 2011

Present: Jeffrey Arterburn, Salim Bawazir, Susan Beck, Vimal Chaitanya, Phillip DeLeon, Sam Fernald, Steve Hanson, Kathleen Huttlinger, Shanna Ivey, Cathy Kinzer, Kevin Melendrez, Pierre Orelus, Igor Sevostianov, Steve Stochaj, Laura Thompson, Patricia Wojahn

Absent: Derek Bailey, Wanda Borges, Katherine Giles, Curtis Monger, Collin Payne

Guests: Associate VP & Deputy Provost Greg Fant, Assistant VP for HRS D'Anne Stuart, Executive Director, Research Admin Bill Harty

1. Research Processes Issues Committee – D'Anne Stuart, Director for Human Resources

D'Anne Stuart provided an update to members on the status of the Research Processes Issues Committee which was formed last year by President Couture as an ad hoc committee. She said that resources might be needed to assist with resolution to some issues. Ms. Stuart intends on reviewing these that require resources with interim senior vice president for business and administration and will then return to URC for an update. The intent is to continue to collect processes and/or issues that hamper research. President Couture has asked Vice President for Research Vimal Chaitanya to have a website listing the processes with issues and the expected date for resolution up and running no later than September 10th. Some of the original issues have already been resolved.

2. Graduate Student Applications Process Update – Greg Fant, Deputy Provost

Deputy Provost Greg Fant said that at the URC meeting held last April regarding the graduate student application process had determined that the departments should have first review of graduate applications, then those of interest would be forwarded from the department to admissions for transcript evaluation and further processing. Since then, the search for the position that would evaluate transcripts has been considered a failed search. Dr. Fant said that the Provost's office is considering a different approach which would be to pay for the evaluation itself instead of the staffing. They intend to use the Spring applications as the first group. Dr. Chaitanya asked that the cost to the applicant come off the website as an important first step.

3. Proposal Award Form – Bill Harty, Executive Director for Research Administration

Bill Harty told URC that VPR Research Administration is trying to move quickly from paper PAF form to the ARGIS electronic form. A couple of issues that need to be resolved that are technical in nature include: 1) if a proposal is currently submitted and starts routing, ARGIS decides by person who has to approve (if staff members change, such as deans or department

heads, the system is not set up to go by the role of that person but rather by name) Mr. Harty's office is working with the vendor to get that corrected; and 2) the ability to know who department heads and/or deans are at any given time. They are now relying on the *Hotline* or phonebook. A recent issue arose with a pre-proposal for Jeff Arterburn. He filled out a PAF and because NMSU was not the prime contractor, the budget went directly to the prime and not through OGC. Because of this, the budget didn't get entered into ARGIS and a proposal was not created. Dr. Arterburn said all annual reports this year are being recorded on Digital Measures. The research record is populated by ARGIS, so it isn't changeable and cannot be modified. Dr. Arterburn said that if a person initiates a proposal, unless it goes through the entire process here and is submitted through NMSU (this could also affect multi-institutional and possibly multi-investigator proposals), the bottom line is in our annual reports could be affected. A full accounting must be given of what proposals are being submitted, what their status is, are they pending, were they rejected, is the proposal being revised, and also those that are funded. Currently, the information in ARGIS is not giving a complete accounting to Digital Measures. Tenure track faculty members need to have this information right now. This is the final actual accounting of what the faculty member's activity is. With the move to electronic PAF, it should be much easier and accurate.

Dr. Chaitanya said this type of situation won't be able to be changed right away. In specific cases like this with Dr. Arterburn, Dr. Chaitanya said all faculty members need to be informed that if there is a multi-institutional proposal where NMSU is not the prime, make sure that even if the proposal is rejected, that the information be given to OGC so that the information will be captured by ARGIS. Chair Steve Stochaj mentioned having three proposals last year that fell in this category and ARGIS only picked up the one proposal that was funded. Bill Harty told URC that if this situation happens to any of them or their colleagues that he needs to be informed so that OGC can capture the information needed. He said he would assist with either solving the issues or will find out who can.

4. Welcome New URC Members / Introductions

Chair Steve Stochaj provided an update on recent history of the University Research Council (URC). He said that when President Couture first arrived on campus after the legislative session in 2010, URC Past Chair Meghan Starbuck and the URC presented her with a report of areas/processes that researchers found problematic or lacking in support. Chair Stochaj said this raised the visibility of research on campus which has put URC in a much stronger position with a good reputation for supporting researchers. Last year URC Past Chair Phillip DeLeon co-chaired with VPR Vimal Chaitanya the Research Processes Issues Committee which President Couture founded based on the URC's report to her. Chair Stochaj said one of the next big efforts is how to commercialize research products on campus through the Research and Economic Development Committee. He said that Dr. Arterburn is on the Building the Vision (BTV) committee as the URC representative and this is an academic strategic plan for the university. Chair Stochaj said he is enthusiastic that URC can continue in this advisory/support role. He asked members to take a high-level visibility within their colleges as the URC representative to both disseminate information and also to bring back to URC any areas or processes that can be discussed or improved upon.

5. Approval of Minutes for April 13, 2011

Minutes were approved as presented.

6. URC Fair – September 30, 2011

This year the URC Fair will be held on Friday, September 30, 2011, from 1:15 – 2:30 p.m. in Corbett Center, second floor lobby. Chair Stochaj suggested that if a URC member is not showing a poster that it will be an opportunity to serve as judge. Pierre Orelus volunteered. More judges will be sought at the next meeting as approximately four are needed. The website to register is: <http://research.nmsu.edu/urc/register.html>.

7. Other

Potential topics for future discussion were suggested. Dr. Arterburn told members that faculty senate can be used to change policies that need updating or revising. He said that a policy for indirect cost (IDC) return would help with setting up more complex research organizations, generating funds, hiring staff, and replenishing equipment to mention a few.

Chair Stochaj mentioned that he had a student traveling to Italy for a meeting and there is now a policy that every student traveling abroad has to buy mandatory health insurance. He felt this should be covered by IDC and he also wasn't sure where this rule or policy came from.