

University Research Council
Approved Minutes
January 21, 2015

Present: Susan Beck, Matthias Burkardt, Vimal Chaitanya, Maria Gurrola, Stephen Hanson, Tom King (for Joanne Esparza), Clint Loest, Hongmei Luo, Jill McDonald, Mary O’Connell, Steve Stochaj, Mingjun Wei, Karin Wiburg

Absent: Jeffrey Arterburn, Jamie Bronstein, Sam Fernald, Kathryn Hanley, Cathy Kinzer, Mihai Niculescu, Hari Sankaran

Guest: Natalie Kellner, Grace La Torra

1. Approval of Minutes

November 18, 2014 minutes were approved as presented.

2. Digital Measures Enhancement – Natalie Kellner

Ms. Kellner gave URC background information on Digital Measures. She said it is widely used at other universities which is a good thing when purchasing an external system. The vendor is very quick in turn around with requests from us. Most systems are tailor-able so it comes back to NMSU to make a system that is useful to NMSU. The Provost commissioned a steering committee which met January 2014 with representatives from every college, many of the vice presidents and the provost. The system is loaded from Banner and ARGIS so if there is inaccurate information there, it does transfer over. She mentioned some areas where the system could be functioning including using this to evaluate faculty and more strategically, to look across the university and display what is being accomplished. This area has not been established. If Digital Measures is only used to evaluate faculty, it would be easier to just submit a vita to the department head. However, the committee decided that it should be used broadly which includes research areas, what presentations have been made across campus by all faculty members, how many papers have been submitted, annual research expenditures, what agencies are NMSU working with, and what community partnerships have been formed to name a few.

Ms. Kellner said the next plan is to associate peoples work with particular areas. The committee has decided to have an expanded list of specialty areas which are at about two dozen currently which was derived by asking the colleges, steering committee, small groups, looking at other institutions, and NSF areas, so they have a fairly decent working list.

A member said that the purpose of the tool has not been communicated to anyone. Ms. Kellner responded that the review is important to junior faculty for promotion intent. This is different from the institution’s interest which is stating how many faculty are working on a particular project. Ms. Kellner said junior faculty are interested in finding individuals of like mind. The member asked where to enter the key words. Ms. Kellner indicated the second to

last page of the handout she provided to show where areas of expertise and key words can be entered. Discussion commenced about how much easier Digital Measures would be to work with if Microsoft Word could be used, specifically the copy and paste options to transport the information instead of manually keying in all presentations, etc. individually. This member said faculty need to know that Microsoft Word will not be used or available for use with Digital Measures.

Ms. Kellner pointed out a list of projects such as focus areas, licensures and certifications and data mining to mention a few. The items in white have been completed and the grey have not. This indicates what is still needed. Other potential problems included the fact that HR refused to be flexible in the categories or areas of expertise for faculty members so it was opened up. Some faculty might feel they fall in one category and HR, where it matters, will have them in a different category. Ms. Kellner said she agreed that this can pose a problem and she brought up the Mercer study which looked at credentials, what department a person works in, what courses they teach, to see if they were aligned. The member said in the end, it would be good to keep one set of consistent data. Ms. Kellner said that Digital Measures will be the system of record.

Dr. Chaitanya said it's important for the VPR office to get a good count of publications during the last calendar year because a measure in Vision 2020 will be publications and citations. Ms. Kellner said that faculty members will be doing NMSU a disservice if they do not use the capabilities offered by Digital Measures and that NMSU needs to be able to communicate these to our legislators. This isn't just an evaluation tool. A member suggested that perhaps looking at the success of other universities using Digital Measures might help.

3. Other

Uniform Guidance - Dr. Chaitanya said OMB circulars are being consolidated into one document. Comments were requested in December 2013 with a year for them to be submitted. NMSU has a task force working on this and the provost has asked Dr. Chaitanya to have every item that impacts the researcher listed in updates. These will be enforced at different times. An example was given where if a researcher has a federal grant or contract that is ending and there are more than \$5K worth of supplies left that cannot be directly transferred to another federally funded grant, the supplies have to be declared and paid back at the fair value of the supplies. Dr. Chaitanya said the first problem with this is monitoring supplies and the second will be declaring them. If this isn't followed, and NMSU is audited, the whole university can suffer. So supplies will have to be bought and used well in advance. He will send the information via email to the all-faculty list-serve as details develop.

4. Research Tab on "My.NMSU.EDU" – Grace La Torra

Ms. La Torra logged in to the my.nmsu.edu system to show the new "research tab" that provides information for the following:

- Proposal Preparation: links to the GRID, Office of Research Development, ARGIS, OGC, Uniform Federal Award Guidance and Frequently Used Information;
- Budget Preparation: links to Graduate Student Salaries, Fringe Rates and F&A Rates;

- Other Links: links to NSF Fastlane, ERA Commons and NIH;
- Awards Management: links to ARGIS, OGC, SPA, Uniform Federal Award Guidance and BDMS;
- Compliance: links to IRB Maestro, Institutional Review Board, IACUC, CITI Trainings and Institutional Biosafety Committee;
- Finance: links to Meals & Lodging, Mileage, PCard Limits; PO Limits, Effort Certification & Labor Redistribution, Domestic Per Diem, Foreign Per Diem and My Awards.

The site has a feedback and suggestions area that URC members were highly encouraged to use in order to improve the system. Ms. La Torra said Phase II will show the budgeted breakdown for the larger awards. She can be reached at grace@nmsu.edu.

5. URC Award for Creative Scholarly Activity

The criteria was discussed by members and it was decided to change the wording before sending out the call. The target date for announcing it to campus will be February 16th with a deadline of March 30th, the Monday following Spring Break. Request for volunteers to review the award nominees' packets will be added to the URC February agenda.