

Research Board

Minutes

Date: November 17, 2014
Time: 8:30 - 10:00 am
Place: ERC 1058
Present: B. Campbell, G. Feuer (for P. Drayson), J. Freeman, J. Hughes, A. Leach, G. Lewis, C. McGregor, M. Owen (Chair), V. Sharpe (Secretary), V. Shtylla (for C. Elliott), R. Weaver
Absent: B. Ikeda, H. Kishawy

1. Welcome

M. Owen welcomed the group and thanked B. Campbell for his years of service on the Research Board. B. Campbell noted that he is taking a 2 year Administrative Leave and that Ed Waller will be sitting on the Research Board.

2. Approval of the Agenda

Motion to approve: A. Leach, seconded by C. McGregor. All in favour. Motion passed.

3. Approval of previous meeting's minutes

Motion to approve: G. Lewis, seconded by A. Leach. All in favour. Motion passed.

4. Business Arising

a. Over-expenditures on Research Accounts Policy & Procedures

J. Freeman noted that there were minor changes made from the feedback received from the Board and the documents have been re-circulated for approval.

V. Shtylla noted that the budgets are done annually. Encumbrances are shown for personnel but not for students. Payroll, GSO, and System Admin have formed a working group to look for ways to improve.

C. Elliott, by email, noted that there will be encumbrances by year.

B. Campbell suggested that a committee of VPRII, RTA, and GSO work together on a position paper to bring back to the Research Board and the Graduate Studies committee to address the issue. **ACTION:** M. Owen will talk to E. Waller to have it emerge from the Graduate Studies Committee first.

Motion to approve as presented: R. Weaver, seconded by C. McGregor. All in favour. Motion passed.

b. Strategic Plan Metrics

M. Owen that as we are half way through the Strategic Research Plan (SRP), we should report on the metrics of Measuring Research Performance and in his VP Report included metrics. M. Owen presented alternative metrics that are being used by UBC. **ACTION:** He will ask UBC if he can circulate it.

G. Feuer noted that the library does collect metrics; and that they perhaps could do more.

C. McGregor noted that ResearchGate is available and provides free metrics. **ACTION:** M. Owen and C. McGregor will meet to discuss.

R. Weaver suggested including "stories" in the metrics.

c. Residual Funds Policy/Procedure

RTA has struck a committee with representation from across the university to develop a policy and procedures to address issues with industry contracts etc. that have residual funds. It was noted that even if specific contracts don't state that residual funds remain with the university, the university policy will state that.

d. Working Alone Policy

J. Freeman brought the draft procedures document of the Working Alone Policy to the Health & Safety Committee and noted that it needs significant modifications. **ACTION:** J. Freeman will share the draft with the Research Board for feedback. Clarification is needed on medium and high risk and who the procedure addresses.

ACTION: M. Owen to meet with Provost and University Secretary to discuss and ensure that students are included in the policies and procedures.

5. **New Business**

a. Tri-Council Grant Submissions Report

M. Owen noted that the document circulated is a snapshot of the current granting year.

b. Responsible Conduct of Research & TC Policy Statement (mid-term review)

M. Owen noted that this is under review. It is normally reviewed at the 5 year mark and this version was distributed 2 years ago. ORS wants to review at the 2 year mark as some issues have arisen.

c. Conflict of Interest (Research)

M. Owen noted that it is a requirement that the Research Board review the Conflict of Interest (Research) Policy 2014-15 by striking a committee who will meet, review and bring information back to the Research Board. Suggestion that this policy should be brought into the broader UOIT Conflict of interest policy. **ACTION:** Committee of R. Weaver, A. Leach, M. Owen and J. Freeman will meet.

6. **Other Business**

a. Roundtable on key issues that impact research in Faculties

Nothing at this time.

7. **Reports & Information**

a. **Vice President's Report**

M. Owen apologized for circulating his report on the weekend and proceeded to review it.

J. Freeman noted that with the hiring of an IP Officer there is much change in this area and noted some of the projects on which he is working.

J. Freeman noted that we have a Communications Officer within ORS (Erika Thompson, one year contract) working on Research stories (approx 7 per faculty including student stories). **ACTION:** J. Freeman to bring some sample stories to a future Research Board meeting.

M. Owen noted that SLT is working on generating more space at UOIT including a proposal for a new building Centre of Advanced Research Innovation and Entrepreneurship (CARIE).

J. Freeman noted that OCIS is developing a building access policy for obtaining keys, proximity cards, bio reader access, etc. which will be going through the Health & Safety Committee. A. Leach noted that the CIBC should be included. **ACTION:** J. Freeman will bring it forward.

- b. J. Freeman Hiring reported that a hiring committee is being struck for a Grants Officer (maternity leave replacement) and she asked for a Faculty member to sit on the committee. A. Leach volunteered.

8. Faculty Exchange

- 9. **Next meeting** (Wednesday December 17, 8:30-10:30, ERC 1058) – Update: No meeting was held in December. Next meeting scheduled for Wednesday January 14 at 3:00 pm at 61 Charles Street.

10. Adjournment

9:56 am.