



**Meeting Minutes**  
**22 October 2015**

**Committee members present:**

Brian Vander Naald (chair), Brian Buma, Chris Donar, Roxy Felkl, Kelly Jensen, Claire Ligsay, Karen Schmitt, Jan Straley, and Emily Wall

**Ad-hoc member(s):**

Carolyn Bergstrom (IACUC representative for UAS)

**Committee members absent:**

Chip McMillan

**Guests:**

Dan Monteith

**Members emeritus:**

Sanjay Pyare, David Tallmon

**Discussion Items**

**New Business**

**Meeting minutes...**the committee approved by consensus the September meeting minutes.

**Budget Narrative change...**Brian B requests that an item be added to this meeting's agenda. Item added (see below for discussion).

**Continuing Business**

**Field Schools Protocols Document...**Dan Monteith joined the meeting to provide an extensive overview of the document he has drafted regarding field school protocols.

Discussion topics included: UAS' lack of this type of document thus far; applicability to other disciplines for this document; Dan's requested peer review of this document by SS, USFS, and ADFG; Title IX as one of the major components and how to incorporate that training prior to field school attendance; an applicant screening process which might alert faculty to potential problems in a field school setting; bear safety training needs; firearm safety training needs; air and boat safety training needs; satellite phones; the need to include a section on culturally sensitive artifacts.

Discussion questions included: How do we include cultural resource managers as needed?; What is the threshold for length of time that a course should be subject to these guidelines? i.e. How long is a field school – 1 day? 6 weeks? Anything off campus?; Should



each of these questions be answered from the office of VPRSP?; Should these questions go through RCA?; What is the faculty governance of these questions?

This document will be advanced to Statewide for feedback and edits. Brian B suggested that it may be possible to combine this with the document he has drafted into one document which distinguishes the field school, but does not require a separate document. Brian VN, Brian B, and Dan will get together to discuss how to keep the document moving to the next steps.

**ORCA Manager recruitment...**

Karen reported that the position remained open and included a national search, but did not yield any additional applicants. The pool is small, but the search committee has begun initial screening of applicants and the hope is to have someone in place by Thanksgiving.

**Grant Proposal Budget Narrative change...**

Recently, Kelly has been asked to make a blanket change to grant proposal budget narratives. In situations where the PI is not requesting salary, a line must be added to budget narratives stating the source of funding for PI salary while the PI is working on the project. Brian B has asked the G&C Office personnel and/or Karen to address the specific reasons for this and to identify how this will be addressed in summer and/or travel situations. Roxy asked for clarification of the scenario and question stating that this will have implications for effort certifications, insurance, and federal labor laws regarding compensation for university work. Karen and Roxy have deferred this to the next meeting and between now and then will meet with Gail (HR) to determine a resolution.

**Research Activity reporting...**

Kelly provided a document outlining URECA applications and awards by Department over the life of the program. Brian VN provided rough statistics for IRB reviews and Karen provided the same for IACUC.

Additionally, Brian VN has incorporated NS and SS concerns into a memo drafted in response to the SPBAC research reporting measures/metrics. This document is a work in progress, but will go to Faculty Senate with Brian VN on November 6. Brian VN asked Emily to get the Humanities concerns back to him in the next week.

**Lab safety guidelines in the context of the field safety discussion...**

Brian B reported that he talked to Dan Garcia (UAS Safety Officer) about labs and the need for safety guidelines in that venue as well as others. Dan indicated that this safety issue must be addressed on a case-by-case basis in which the faculty member should notify Dan of potential hazards and Dan will create a plan specific to the circumstance which will likely include a customized waiver and a contingency plan.

**URECA (upcoming RFP) discussion...**

URECA RFP has been re-written to incorporate language more inclusive of Humanities student needs/possible projects and will be released the week of the 26<sup>th</sup>. On behalf of Humanities, Emily would like to review the RFP prior to announcement.

**Establish next meeting date**

The group decided by consensus that the next meeting shall be held in early December. Brian VN will send a Doodle Poll to establish a date and time.

**Action items**

- Provide Humanities feedback regarding the SPBAC research reporting measures to Brian VN prior to October 30 (Emily)



- Discuss next steps for the field school protocols document (Brian VN, Brian B, and Dan)
- Provide URECA RFP to Emily to review prior to announcement (Kelly and Brian VN)
- Set up meeting with Gail (HR) to discuss concerns of faculty working on grant projects for which they are not drawing salary (Karen and Roxy)
- Ask Gail to attend/present at next RCA Meeting regarding the concerns above (Karen and Roxy)
- Discuss inclusion of the new SoM faculty member on RCA (all members, next meeting)
- Survey poll for next meeting date (Brian VN)