

## Research Committee

DATE: September 11, 2024

TO: Dr. Lauren Fath, Faculty Senate Chair  
Katie Gray, Faculty Senate Secretary

FROM: Dr. Jacob Avery, Research Committee Co-Chair  
Dr. David Pan, Research Committee Co-Chair

The Faculty Senate has charged the Research Committee with submitting a report based on their 2023-24 activities based on the committee's responsibilities as outlined in the Faculty Handbook. This report should include any problems encountered while trying to fulfil these responsibilities.

As outlined within the Faculty Handbook, the specific duties of the Research Committee include the following:

- *Review and formulate recommendations for policies and procedures regarding research activities conducted under the auspices of the university;*
- *Formulate policies and procedures pertaining to allocation of university funds for support of scholarly, creative or research activities;*
- *Review and approve/disapprove requests for funding of scholarly, creative or research projects through university monies*
- *Organize an annual Faculty Research Day.*

Per directives from the Faculty Handbook, the Research Committee meets three times per academic semester (on average) to address issues and fulfill specific duties outlined above.

During AY 23-24, the Research Committee regularly met to address policies and procedures regarding research activities conducted under the auspices of the university. The Research Committee was involved in the formulation of policies and procedures pertaining to allocation of university funds for support of scholarly, creative, or research activities. Additionally, the Research Committee was active in reviewing dozens of requests for faculty funding of scholarly, creative or research activities, as well as travel requests related to such. Finally, the Research Committee organized and administered the 21<sup>st</sup> Annual Research Day activities at NMHU.

Therefore, during AY 23-24, the Research Committee aligned its activities in accordance with the Faculty Handbook.



## Faculty Research Committee Minutes

Location: Zoom only  
Date: September 22, 2023

**Present:** Germaine Alarcon (Administrative Assistant), Ali Arshad (Finance), Jacob Avery [Co-Chair] (Sociology), Sreyashi Chakravarty (Social Work), Tomek Falkowski (Forestry), Katie Gray (Library), Joerg Kutzner (Chemistry), David Lobdell (Art & Music), Sebastian Medina (Biology), Lori Rudolph (Counseling), Rod Sanchez (Business), Eddie Tafoya (English), Norma Valenzuela (Languages & Culture)

**Absent:**

**Ex Officio Members:** Roxanne Gonzales (VPAA) [absent], Dr. Ian Williamson (Director, Office of Research and Sponsored Projects) [absent]

### I. Call to Order

Meeting called to order.

### II. Approval of Agenda

Motion to approve agenda. Seconded. Motion passes.

### III. Membership

Members introduced themselves.

David Pan, committee Co-Chair, is on sabbatical and will return to the committee next semester. Jacob Avery, committee Co-Chair, will run meetings this semester.

### IV. Election of Secretary

Katie Gray volunteered to serve as Secretary.

Motion to approve Katie Gray as Secretary. Seconded. Unanimous vote. Motion passes.

### V. Fall 2023 Meeting Days/Times

Members agreed to hold future meetings on Fridays, 10:00-11:00. Next meeting to be held 10/27. Ms. Gray and Dr. Lobdell will be unavailable on 10/27.

Ms. Alarcon stated that Dr. Ian Williamson has asked to be invited to future meetings and would like to discuss indirect costs at the next meeting.

Question from the committee about why Dr. Williamson would like to be at the meetings. Dr. Avery stated that Dr. Williamson is an ex-officio member of the committee per the Faculty Handbook.

Question from the committee concerning a proposed increase to the FRC budget. Ms. Alarcon reminded the committee that Summer/Fall funds have already been allocated based on spring 2023 proposals. Only one person has used any of their funds.

Dr. Rudolph and Dr. Falkowski reported that circumstances have caused them to delay use of funds until the spring.

Ms. Alarcon stated that funds must be used by the end of the fiscal year. Many faculty wait until the deadline to submit documentation, which can cause difficulty with processing and budgeting. Ms. Alarcon suggested changing the deadline for submission of materials to May 30, thereby allowing the month of June for processing. Dr. Avery agreed that this is a good suggestion.

Question from a committee member concerning why the committee had to vote on changes to Dr. Chadborn's request but not Dr. Falkowski's or Dr. Rudolph's requests. Clarification from committee members that circumstances required Dr. Chadborn to change some of the parameters of their proposal, whereas Dr. Falkowski and Dr. Rudolph are delaying their timeline but not making other changes to the research proposal.

[Note: The FRC reviewed proposed changes and addendums to Dr. Chadborn's research proposal and voted unanimously to support the changes via email on 9/14/2023.]

Ms. Alarcon stated that our current budget for fiscal year 2023-2024 is \$36,350, which is an increase from last year. Comment from a committee member that the budget is higher but so are research costs.

## VI. Call for Faculty Research and Travel Proposals

Dr. Avery stated that he will send out the call for proposals for Spring 2024 next week, with a due date of 10/20/2023.

Ms. Alarcon asked that Co-Chair check the total amount of monies awarded for Summer/Fall 2023 proposals for comparison to her records. Ms. Alarcon's records show that \$23,264 was awarded in the spring for Summer/Fall 2023. This would leave approximately \$13,000 to be awarded for Spring 2024. Dr. Avery stated that he will check the award letters to verify the total amount awarded.

Question from a committee member concerning the award size. Since the budget is larger this year, will we increase the award size? Dr. Avery stated that the \$13,000 remaining in our annual budget is a small sum. Dr. Avery suggested that we discuss this issue with Dr. Williamson at the next meeting and that the committee should advocate for additional funding.

Question from a committee member concerning whether awards that were delayed due to the Covid pandemic had been resolved. Ms. Alarcon stated that those issues had been resolved.

## VII. Adjourn

Motion to adjure. Seconded.

Meeting adjourned.



## Faculty Research Committee Minutes

Location: Zoom only  
Date: November 3, 2023

**Present:** Germaine Alarcon (Administrative Assistant), Jacob Avery [Co-Chair] (Sociology), Sreyashi Chakravarty (Social Work), Tomek Falkowski (Forestry), Katie Gray (Library), Joerg Kutzner (Chemistry), Michael Petronis (Natural Resources Management), Lori Rudolph (Counseling), Rod Sanchez (Business), Eddie Tafoya (English),

**Absent:** Ali Arshad (Finance), David Lobdell (Art & Music), Sebastian Medina (Biology), Norma Valenzuela (Languages & Culture)

**Ex Officio Members:** Roxanne Gonzales (VPAA) [absent], Dr. Ian Williamson (Director, Office of Research and Sponsored Projects) [absent]

### I. Call to Order

Meeting called to order, 10:00 a.m.

### II. Roll Call

### III. Approval of the Minutes from September 22, 2023

Secretary stated that Dr. Petronis had been overlooked on the previous roll call, and the minutes will be amended accordingly.

Motion to approve minutes as amended. Seconded. Motion passed.

### IV. Research Proposals

Question from committee member about how much money the committee has for awards. Chair stated that I. Williamson requested to have all the recommendations of the committee brought forward to his office, regardless of overall cost. Comment from a committee member that the committee has operated in this way in the past. Question from a committee member about what will happen if sufficient funds are not available to cover all recommendations; should applicants be ranked? Chair stated that ideally Dr. Williamson's office will fund them all. Committee member stated that there looks to be \$13,000 remaining in the budget. Ms. Alarcon corrected that number to \$14,000. The inclination of the committee is to send the proposals forward as is and consider ranking them at a later time if that is deemed necessary.

Research proposal, J. Goldberg.

Chair has already reached out to Dr. Goldberg concerning missing checklist and price quote for indexing service.

Motion to approve proposal on the condition that a price quote for indexing service is provided. Seconded. Motion passed.

Research proposal, J. Garcia.

Motion to approve. Seconded. Motion passed.

Research proposal, S. Karpowicz.

Motion to approve. Seconded. Motion passed.

Research proposal, D. Maitra.

IRB is still being processed, which is verified by email correspondence included in the proposal.

Chair followed up with Dr. Maitra concerning lack of price quote for transcription service. Dr. Maitra provided information from the vendor website listing exact cost per minute for service. Exact quote won't be available until the researcher knows how many minutes will be transcribed.

Question from a committee member asking if the committee requires 3 competing price quotes. Chair stated that we do not.

Motion to approve proposal on the condition that IRB approval is successfully obtained. Seconded. Motion passed.

Research proposal, M. Petronis.

Motion to approve. Seconded. Motion passed.

Research proposal, M. Remke.

Motion to approve. Seconded. Motion passed.

Research proposal, J. Kutzner.

Per the Faculty Research Committee funding policy: "Only tenured, tenure-track, and retained term (on contract at least three years) faculty are eligible for FRC funding." Because Dr. Kutzner has not been on contract at NMHU for three years, his proposal is currently ineligible for approval.

Comment from a committee member that the research proposal has merit and that it is unfortunate it cannot be funded by the FRC. Committee member would like to know if the committee can request that Dr. Williamson investigate alternative funding for the project. Chair stated that he would put the idea forth to Dr. Williamson.

## V. Travel Proposals

Travel proposal, J. Goldberg.

Motion to approve. Seconded. Motion passed.

Travel proposal, S. Park.  
Motion to approve. Seconded. Motion passed.

Travel proposal, S. Tracy.  
Motion to approve. Seconded. Motion passed.

Travel proposal, R. Schneider.  
Motion to approve. Seconded. Motion passed.

Travel proposal, D. Maitra.  
Motion to approve. Seconded. Motion passed.

Travel proposal, K. Park.  
Motion to approve. Seconded. Motion passed.

#### VI. Release Time Proposal

Release time proposal, R. Castañeda.  
Committee member noted the absence of copy of RFP from funding agency as stipulated on the application form. Committee agreed to approve upon condition one is provided. Chair stated he would reach out to Dr. Castañeda [Note: Subsequent examination of application form noted this was a request, not a requirement. No further action required.]

#### VII. Funding Initiative from Dr. Williamson's Office

Chair reported that he and Ms. Alarcon met with Dr. Williamson, who stated that the administration is considering providing monies for student and faculty research collaborations. If approved, the FRC would be able to do another call for funding in January with a specific requirement being student/faculty collaborative research. If the spring round is successful, the administration would consider annualizing the research monies.

Question from a committee member about whether this is targeted specifically for undergraduate or graduate students. Chair noted that it is for both.

Comment from a committee member that a proposal of this type was drafted by said member previously. Chair noted that he wanted to wait to circulate that proposal until it could be discussed by the whole committee.

Comment from a committee member that they did not like administration making continued support of the proposal contingent on success in the spring 2024 semester. This should be formalized.

Comment from a committee member that the FRC is a committee of the Faculty Senate and, as such, cannot move forward without a charge from the Senate. The committee needs to find out the will of the faculty. Changes would need to be made to the Faculty Handbook. Agreement from another committee member.

Comment from a committee member that the January timeline suggested by Dr. Williamson does not seem feasible given that Faculty Senate must be involved.

Chair stated that he would speak with Dr. Williamson to draft the particulars of the proposal and then contact the Chair of the Faculty Senate about moving forward.

VIII. Next Meeting – December 2023 or January 2024

Chair would like to have a meeting in December to discuss the student/faculty collaborative research initiative and to get started on Faculty Research Day planning. No date set.

IX. Next Call for Faculty Research and Travel Proposals

After discussion, it was determined that the next call would be around April for the next fiscal year.

X. Adjourn

Meeting adjourned, 11:26 a.m.





## Faculty Research Committee Minutes

Location: Zoom only  
Date: December 8, 2023

**Present:** Germaine Alarcon (Administrative Assistant), Ali Arshad (Finance), Jacob Avery [Co-Chair] (Sociology), Sreyashi Chakravarty (Social Work), Tomek Falkowski (Forestry), Katie Gray (Library), David Lobdell (Art & Music), Sebastian Medina (Biology), Michael Petronis (Natural Resources Management), Rod Sanchez (Business), Eddie Tafoya (English), Norma Valenzuela (Languages & Culture)

**Absent:** Joerg Kutzner (Chemistry), Lori Rudolph (Counseling)

**Ex Officio Members:** Roxanne Gonzales (VPAA), Dr. Ian Williamson (Director, Office of Research and Sponsored Projects)

### I. Call to Order

Meeting called to order at 10:00 a.m.

### II. Roll Call

### III. Update About Student-Faculty Funding Initiative

Chair reported that Dr. Roxanne Gonzales (VPAA) would like to revise the student/faculty funding proposal and submit it directly to the Faculty Senate. Dr. Ian Williamson will update the Chair on the progress of the proposal. Chair stated that it would be wonderful to have a formalized commitment to student/faculty research, and the right path is to go through the Senate first.

Question from a committee member about the timeline of the proposal. Chair stated that originally Dr. Williamson wanted a call for proposals to go out in January, but that doesn't seem feasible, especially if they want Faculty Senate approval. It may be pushed back to next academic year. Or the call could go out with FRC's spring call for research proposals. Chair will keep the committee apprised of any updates.

Question from a committee member about what the VPAA's plan entails and whether or not anyone has seen it. Chair stated that he has not seen a draft of the plan yet. Follow-up comment from committee member that the FRC does not need to wait for the VPAA's office to put forth a proposal to Senate and that the FRC could do so themselves. The Senate would then be able to decide which plan to support.

Comment from a committee member that the Faculty Senate may be more receptive to a proposal that comes directly from its own committee (i.e. the FRC) rather than from

Administration. Committee member also commented that some of the candidates for University President have mentioned the desire for more student/faculty research in their presentations. Chair agreed that this is further confirmation the idea should be addressed.

Question from a committee member about whether the Chair of Faculty Senate has reached out to the FRC Chair about presenting a report to the Senate. Chair stated that he had submitted a report on the previous year's activities and received confirmation of receipt, but has not yet been invited to speak to Senate.

#### **IV. Open Access Publishing Issue (Katie Gray)**

Ms. Gray stated that this semester, two faculty members approached the library with requests to help fund the publication of research in open access publications, one was an article processing charge of \$2,500 and one was a book subvention charge in excess of \$15,000. The library does not have sufficient funds to cover such charges. Ms. Gray stated that publishing in open access publications is a good opportunity to create equitable access to research but that the publishing fees are beyond the scope of the library's budget. This is a topic the FRC may wish to weigh in on, since it deals directly with faculty research and given that previous research applications have included publishing-related fees. Any system of distributing such funds to faculty would need to be formalized to ensure equitable distribution. It is a discussion that will likely need to include several campus entities. Ms. Gray wished to bring this issue to the attention of the FRC for their consideration and input.

Comment from a committee member that they were surprised that the fees being asked were so high.

Comment from a committee member that they have encountered this issue in their own work, and that researchers want their research to be accessible but publishers are setting fees very high. At Cornell, the library does have a fund that is used for these kind of fees that is administered by a committee similar to the FRC. Committee member also noted that one way to address access may be to work with the people responsible for the HU website, as many publishers allow researchers to share their own work, so it could be distributed online. Ms. Gray agreed that there are university libraries that help with APCs in one of two ways: either through contracts with specific publishers wherein the library subscribes to particular publications with the understanding that their faculty can publish in those journals or through a pool of money that is distributed directly to faculty as was mentioned. Both options are outside the Donnelly Library's current means.

Comment from a committee member that it might be a good idea to involve the Center for Teaching Excellence in the conversation.

Comment from a committee member that the Foundation Office could also be approached about the possibility of targeting donors specifically to help with faculty publications.

Chair stated that we want to advocate for faculty to get their research published. However, with fees as high as \$15,000 for one book, it is unlikely that we'd be able to provide that level of support broadly.

Comment from a committee member that in the CBA bargaining process, they are currently discussing increasing the amount allotted for faculty's professional development from \$1,500 to \$3,000 and changing the guidelines pertaining to how the funds can be spent, with the understanding that they may then be spent on publishing costs. However, committee member feels that professional development and publishing costs should not be rolled together.

## **V. Meeting Schedule for Spring 2024**

- a. January 19/January 26
- b. February 16 RD
- c. March 22 RD
- d. April 5 RD
- e. May 10 Proposal evals

Committee agreed by consensus to continue having meetings on Fridays at 10:00. Chair noted that if there are insufficient agenda items, meetings may be cancelled. Committee agreed to meeting dates as proposed in the agenda, choosing January 26 for the first meeting of spring semester. Call for proposals for research and travel will go out in late March with a due date of mid or late April. Chair will give committee members 2 weeks to review proposals and evaluations will be on May 10.

## **VI. Research Day Dates**

- a. April 12/April 19

After discussion, committee agreed unanimously to host Research Day on April 19. Chair will check to make sure there is no conflict with other campus events.

## **VII. Research Day Tasks and Sub-Committees**

- a. Hybrid (F2F and Zoom)

Chair anticipates utilizing the hybrid format which was done last year.

Suggestion from a committee member that we host the event in the ballroom this year, which gained consensus from the committee. Chair will submit the rental request.

- b. GLOBAL Email Announcement and Call for Abstracts

Dr. Pan will rejoin the committee in January. Dr. Pan and Dr. Avery will take care of the call for abstracts, probably in March before spring break.

c. Facilities Rental Requests – SUB  
Chair will submit the request.

d. Sodexo Catering  
M. Petronis and G. Alarcon agreed to handle the catering request, as last year. Chair will confirm with I. Williamson that there will be monetary support for food.

e. Program, Scheduling, and SharePoint Site  
Co-Chairs will handle scheduling. K. Gray will update Sharepoint site.

f. Fliers and Campus-wide Promotion  
T. Falkowski will create flyer, as last year.

g. Technology and ITS  
Chair served as point person last year.

h. Faculty Moderators + Timekeeper  
Last year there was an issue with presenters staying within time limits. Chair spoke with B. Kempner, who suggested that either he or I. Williamson serve as timekeeper for sessions. Chair would like to make this a priority.

i. Venue Staging during AM (Technology, Easels, etc)  
Chair stated that it was wonderful to have members there in the morning to help stage the venue. Last year, N. Valenzuela arranged a swag bag for student presenters. Dr. Valenzuela stated that she contacted the bookstore and got assistance from Lexi; she is willing to do that again. Chair suggested that maybe the Foundation would be able to provide some funds for the swag bag. Dr. Valenzuela stated that they may have gotten something from the Foundation, but they tend to do provide materials primarily for alumni.

Comment from a committee member that last year there was an issue with the easels. J. Aldred at ARMAS is looking at buying boards for the easels, and he will double check with her.

Comment from a committee member that it was great that there was a lot of support in the morning, but there was not enough help to break down in the afternoon. Chair stated that we'll need to address that.

### **VIII. Additional Items**

No additional items.

**IX. Adjourn**

Meeting adjourned at 10:51.



## Faculty Research Committee Minutes

Location: Zoom only

Date: Jan 26, 2024

**Present:** Germaine Alarcon (Administrative Assistant), Joerg Kutzner (Chemistry), Jacob Avery [Co-Chair] (Sociology), Eddie Tafoya (English), David Pan [Co-Chair] (Psychology), David Lobdell (Art & Music), Ali Arshad (Finance), Heather Smith (Counseling), Norma Valenzuela (Languages & Culture), Michael Petronis (Natural Resources Management), Sebastian Medina (Biology), Sreyashi Chakravarty (Social Work), Tomek Falkowski (Forestry)

**Absent:** Katie Gray (Library), Rod Sanchez (Business)

**Ex Officio Members:** Roxanne Gonzales (VPAA), Dr. Ian Williamson (Director, Office of Research and Sponsored Projects)

### I. Call to Order

Meeting called to order @ 10:02

### II. Roll Call

### III. Approval of Agenda

Unanimous approval

### IV. Meeting Schedule for Spring 2024

January 26 (Research Day Prep + Visit from Dr. Williamson)

February 16 (Research Day Prep and Other Business)

March 22 (Research Day Prep and Other Business)

April 5 (Research Day Prep and Other Business)

May 10 (Research and Travel Proposal Evaluations)

Discussion of other topics relevant to FRC's charge. Committee member suggested that if additional funding is available to establish a 'rapid response' research funding pool (e.g.,

research on wildfires, COVID). Could come from discretionary funds from Dr. Williamson's office. General suggestion to entire committee to review the Faculty Handbook to see if anything needs updating for the FRC's duties.

Discussion on more inclusion of NMHU and/or research for NMHU Legislature Day. Perhaps top student presenters from Research Day can be invited to represent. Perhaps discuss with NMHU Foundation about a shared role in this endeavor.

## **V. Research Day April 19**

Format: Hybrid (F2F + Zoom)

General discussion re: how to improve afternoon attendance. Suggestions: have student posters in afternoon (2:30pm); split up morning sessions; keynote speaker at end; interactive workshops in afternoon; pre-record Zoom presentations

- Research Day Tasks and Subcommittees GLOBAL Announcement and Call for Abstracts
  - Distribute Call for Abstracts: February 23
  - Due: March 29
- Facilities Rental Requests - SUB
  - Committee requests Ballroom in SUB. If not available, then we will do what we did last year with 3<sup>rd</sup> Floor SUB Classrooms.
  - Jacob will do
- Sodexo Catering
  - Mike and Germaine will handle this
  - Jacob and Dave will confirm with Ian that there is monetary support
- Program, Scheduling, SharePoint Site
  - Dave and Jacob will handle scheduling
  - Katie G. will handle program and SharePoint Site
- Fliers and Campus-wide Promotion
  - Tomek will create flier (with QR code that links to SharePoint Site). The flier will be physically posted across campus and on NMHU Portal
  - Contact University Relations to promote Research Day
- Technology and ITS
  - Jacob and Dave will be point people for this task, and they will collaborate with ITS prior to the event
- Moderators + Timekeeper
  - Invite members of administration to help: Roxanne, Ian, Brandon, or Deans?
- Swag for Student Presenters
  - Norma and Bookstore
- Venue Staging AM (Technology, Easels, etc) and Clean-up PM

- All hands on deck

## **VII. Additional Items/ New Business (10:30am)**

Visit from Dr. Williamson to discuss faculty/student research initiative

Dr. Williamson reports that NMHU students don't really get funding and is looking into ways to allocate indirect funding to them for research. Discussion on where Dr. Williamson should look to continue discussions: FRC or Faculty Senate.

Dr. Williamson also wanted suggestions for further use of indirect costs funding. Suggestions from committee: university funded survey software/license, rapid response funding. Dr. Williamson encouraged FRC to continue to brainstorm and remain in dialogue with him.

## **VIII. Adjourn**

Meeting adjourned at 11:01





## Faculty Research Committee Minutes

Location: Zoom only  
Date: February 16, 2024

**Present:** Ali Arshad (Finance), Jacob Avery [Co-Chair] (Sociology), Sreyashi Chakravarty (Social Work), Tomek Falkowski (Forestry), Katie Gray (Library), Joerg Kutzner (Chemistry), David Lobdell (Art & Music), Michael Petronis (Natural Resources Management), Sanchez (Business), Heather Smith (Counseling), Eddie Tafoya (English), Norma Valenzuela (Languages & Culture)

**Absent:** Germaine Alarcon (Administrative Assistant), Sebastian Medina (Biology), David Pan [Co-Chair] (Psychology)

**Ex Officio Members:** Roxanne Gonzales (VPAA) [absent], Dr. Ian Williamson (Director, Office of Research and Sponsored Projects) [present]

### I. Call to Order

Meeting called to order at 10:01.

### II. Roll Call

### III. Approval of Agenda

Motion to approve. Seconded. Motion passed unanimously.

### IV. Visit from Dr. Ian Williamson, Ex-Officio Member

- a. Continued discussion regarding faculty/student funding initiative

Dr. I. Williamson stated that the idea has been floating around for a while for about a faculty/student research initiative, given that HU is a comprehensive university with heavy teaching component. Currently, students don't have access to research funds unless it's grant funded. Dr. Williamson would like to piggyback on the way FRC handles the funding stream for faculty research and has modelled a draft application process on the one already used by FRC. Dr. Williamson has drafted a list of questions for faculty sponsors and criteria for the funding stream. This project could essentially double the amount of money that the FRC oversees by adding an additional \$25,000 for this opportunity. [See addendum for draft documents provided by Dr. Williamson.]

Question from a committee member. Will the money be available to students only for conferences? What about workshops? Dr. Williamson stated that these funds would be for research, either to conduct research on campus or

to present findings at conferences. Dr. Williamson is not thinking of this as professional development funds for students.

Question from a committee. Is there funding that grad students can apply for like undergrads can apply to Student Senate? Faculty have professional development funds through their departments. Dr. Williamson stated that the Senate has funds for student travel, but the amount is capped fairly low. Those funds could be used in tandem with this funding, just like faculty use department and FRC funds. Grad students can apply for Student Senate funds for professional development and travel and could still apply for these funds.

Question from a committee member. Is there an incentive for faculty to encourage student research? Dr. Williamson stated that faculty could apply to both funding sources simultaneously.

Comment from a committee member that they assume funding could be used for software that's needed. What about stipends? Dr. Williamson stated that, just like any other grant funding stream, you can purchase things that are relevant to getting the research done. But he does not think of this funding as being used as payment to students, just as FRC funds aren't used to pay faculty more. The funds are to beef up the research that could be done, but not to pay students for their time. It's probably not a big enough pot of money for that.

Question from a committee member. Non-tenure track faculty cannot get FRC funds, but could a student of a non-TT faculty get funding through this program? Dr. Williamson stated that he would defer to this group [FRC] on creating policies. This is a sensitive issue amongst faculty.

Question from a committee member. Is there a division between undergrad and grad students in this pool? Oftentimes, those with grad programs assume a preference for grad students as deserving this support. Dr. Williamson stated that that should be a committee discussion. It's a policy issue. Grad students are probably more prepared to do research and scholarship, but undergrads might also.

Comment from a committee member that the FRC could establish caps for undergrad and grad, but they would prefer not to pre-slice the pie. Regarding visiting professors, FRC guidelines state that visiting professors must be here for 3 years, but the committee member doesn't see why students can't get funding. Committee member believes that the FRC shouldn't follow the faculty guidelines 100%. This could encourage visiting professors to work with students and help them get tenure, as well as help students. Co-Chair agreed that they don't want to limit opportunities for students.

Co-Chair asked what would be the process to establish this as policy? Dr. Williamson stated that it is the FRC's job to comment and advise on policy and that he thinks that the steps are that the FRC would develop a policy and present it to the Faculty Senate. There is the issue of faculty governance. Dr. Williamson suggested that the FRC might want to work with Faculty Senate's Executive team first. The Deans and Provost have already discussed the proposal and the idea came from the President, so there is already administrative support in place. It is the purview of the faculty to determine what that would look like. After the Senate, it would probably need to go to the Board. The Faculty Association may also want to weigh in. Dr. Williamson further stated that the research handbook went through Senate and Association before going to the Board.

Comment from a committee member that we want to be very careful to phrase it that we're working in collaboration with the research office. There are all kinds of steps we must follow to get this on the agenda at Faculty Senate. It must also be vetted by departments.

Comment from a committee member that there is a process. It's a policy change, so there will probably be a handbook change. If it impacts working conditions, it is also a CBA issue. We can propose it to the Senate. It is a long process. Dr. Williamson stated that we don't want the process to drag on too long. We want to look at proper governance. We have indirect cost funds to invest, and this would be a good way to direct it and smartly redistribute research monies. Comment from a committee member that we are not saying we don't want the money; we just need to follow the steps. Co-Chair agreed.

b. Indirect cost reallocation

Dr. Williamson stated that the pot of money won't just be for faculty/student collaborations. The university received money in recent years during covid, and that money stream will be drying up. Dr. Williamson provided his priorities for his office and requested a robust discussion about indirect cost reallocation. Dr. Williamson provided the following list to the committee via screen share:

- 1) Faculty student research collaborations
- 2) Pilot work as preparation
- 3) Cultivation of grant skills and intentions among staff and faculty/grant mentorship
- 4) Grant administration reassigned time
- 5) Grant and contract location (external support)
- 6) Grant writing and editing (external support)
- 7) Budgeting and budget justification
- 8) Research equipment, software, supplies
- 9) ORSP and university additional functions
  - a. Waste management

- b. Additional infrastructure
- c. Equipment maintenance
- d. NICRA rate negotiations
- e. Energy costs

#### 10) Strategic grant selection at Highlands

Comment from a committee member that we should look at consumables like gases. Dr. Williamson stated that you might be asked why you didn't write it into the grant itself. Consumables are a fair purchase, but is it helping the overall grant process?

Comment from a committee member that some faculty get equipment to establish a lab facility and maybe get grants, but the support for the basic infrastructure is not supported by HU. The university might want to discuss how we fund our existing research facilities at HU, if we are discussing a policy for reallocation of indirect funds.

Dr. Williamson also mentioned funding for open access publishing. Dr. Williamson stated that the Provost believes it should come from professional development funds, but there is an argument to be made for it coming out of indirect costs, because it does have to do with supporting research. There would also need to be questions asked about the publication, such as: Is it refereed? Are there restrictions?

Co-Chair stated that putting together a policy about indirect costs is something he would like to continue with.

Dr. Williamson stated that we probably should share when we do. Grant and indirect funding can be combined. If you think there is an indirect cost for doing research, you should definitely ask about funding. We need to make sure university resources are shared to the fullest extent possible.

Comment from a committee member that resource availability has never really been communicated at the university. What is available?

#### **V. Research Day Updates**

- a. Research Day: April 26, 2024  
Co-Chair thanked members for their input.
- b. Call for abstracts will be distributed by end of February 2024
- c. Secured Ballroom in SUB for the event. Checked with facilities.
- d. Dr. Williamson's office will provide financial support for catering

#### **VI. Future Committee Meeting Dates**

- a. March 22, 2024
- b. April 5, 2024
- c. May 10, 2024

## **VII. Adjourn**

Meeting adjourned at 11:04am

**Addendum: The following pages contain documents that Dr. Williamson shared with the committee prior to the meeting, in addition to a copy of the Research Handbook.**



**Draft Criteria for Research or Scholarship  
Involving Student Collaborations  
11-21-2023**

Is the student collaborator currently enrolled in an undergraduate or graduate program at Highlands? Please specify.

What is the potential of the proposed research activity to advance student understandings within their own field or across different fields?

What is the potential of the proposed activity to advance the student's proficiency and mastery of the research process?

How much of the money is being used to support students?

Have you previously been funded through this process and did you file your final report for that funding?

How much experience do you have together collaborating in research? Have you presented at conferences before or published together?

What is the potential for the proposed activity to advance knowledge and understanding within its own field or across different fields?

What is the potential for the proposed activity to benefit society or advance desired societal outcomes?

To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?

Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?

For quantitative research: are the research questions, hypotheses, and methods outlined adequately?

For qualitative research: are the observations, textual or visual analysis, or interviews well-reasoned and clearly defined?

Are the items on the budget justified, quotes submitted, and are the budget items for supplies and equipment in line with the grant proposal guidelines? In other words, are the expenses allowed?

**Notes:**

- 1) Any remaining research supplies and equipment will remain with the university after the project is complete. All expenditures must be preapproved by the ORSP office.**
- 2) Students are required to present their research through this funding at the end of the year on Research Day either through a poster or an oral presentation.**
- 3) The application deadline will be the same as that of the FRC faculty research application deadline.**
- 4) Requests for travel, supply, equipment, and other funds must be submitted in a timely manner using standard university procedures.**

# Student Collaboration Research and Scholarship Travel Proposal Checklist

**(\$1200 maximum award)**

## **APPLICATION DEADLINE**

**5pm, October 20, 2023**

**PLEASE NOTE:** At the request of the applicant, the Research Committee department/school member may be consulted to review proposals for compliance prior to the due date. Following submission, within seven (7) business days after the Research Committee receives applications, a member of the Research Committee shall screen the application for completeness following the guidelines established below. If a deficiency is noted, the Research Committee will contact the applicant indicating the proposal is not compliant with the guidelines. The applicant has seven (7) working days to revise the application and resubmit to the Research Committee. Failure to address noncompliance to policy will eliminate the proposal from further consideration and the proposal will be returned to the applicant without review.

### **(Required Documents)**

- This Checklist
- All the Information Provided on the Application Form
- The Complete Budget and Justification
- Confirmation of Participation (or explanation of pending confirmation)
- Curriculum Vita (**MAX** Two-page limit and pertinent recent publications)
- Student Resume
- The Completed Typed Travel Proposal

**DELIVER THE PROPOSAL TO THE RESEARCH COMMITTEE ADMINISTRATIVE ASSISTANT: GERMAINE ALARCON (EXT. 3266) ROOM: SH-208 OR EMAIL PDF TO [alarcon\\_g@nmhu.edu](mailto:alarcon_g@nmhu.edu) )**

*It is the responsibility of the grantee to arrange for the preparation of all requisition, travel requests, or other forms necessary to expend the funds awarded. All travel must comply with university travel policy and travel requests must be submitted prior to any travel. Contact Germaine Alarcon (ext. 3373; Research Committee administrative assistant) to aid with all paperwork.*





**NEW MEXICO HIGHLANDS UNIVERSITY  
Student Collaboration Research and Scholarship**

**APPLICATION FOR STUDENT COLLABORATION  
RESEARCH TRAVEL FUNDS**

**Project Title:**

**Name of the student(s):**

**Signature(s) and Date:**

**College/School:**

**Contact e-mail:**

**Name of Research Collaborator:**

**Signature and Date:**

**College/School:**

**Contact Information:**

**Extension:**

**e-mail:**

\*\*\*\*\*

**Please answer each of the 10 questions in sufficient detail to justify your travel expenses. Please type your application; handwritten applications will be returned without review. You may attach a document (3 pages max) that addresses each of the questions.**

\*\*\*\*\*

**1. Have you received funding from the Student Collaboration Research Fund previously?**

Yes \_\_\_\_\_

No \_\_\_\_\_

**If yes:**

**I. Last awarded (semester/year)? \_\_\_\_\_**

**II. Have you presented or published your prior research or creative works at Research Day or elsewhere? \_\_\_\_\_ Explain.**

**2. Name, location, and dates of the conference to be attended.**

**3. List title, authors, and attach a copy of the abstract of the paper to be presented.**

**4. Has the above-mentioned paper been presented or published before? If so, please list where and when.**

**5. How is this conference paper related to your long-term research plans?**

**6. Do you plan to publish the paper or use it for an on-going project?**

**7. How will this travel contribute to your teaching, on-going research, and other professional interests?**

**8. Does the conference or meeting offer travel awards? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If so, did you apply for awards? Yes \_\_\_\_\_ No \_\_\_\_\_**

**9. Have you requested funds from the Chair/Dean of the department? Yes \_\_\_ No \_\_\_**

**If so what funds were awarded?**

**10. Please attach (a) confirmation of acceptance of the paper to be presented and (b) a copy of the abstract/cover page. If the conference acceptance notification occurs after the Research Committee application deadline, please provide a brief statement of explanation below. Note: Once acceptance is received, you are required to provide that information to the Research Committee Chair and this information will then be placed in your file.**

## BUDGET INSTRUCTIONS

The review committee will not accept rough estimates of costs. Itemize all budget elements, attach an additional page justifying how you arrived at the cost (price quotes), and why the item is necessary for the project. You may be asked to submit additional information. All travel must adhere to University Travel policy <https://www.nmhu.edu/campus-services/business-office/travel/>

\*\*\*\*\*

MEALS AND LODGING (TOTAL):

AIRFARE (TOTAL):

MILEAGE (TOTAL):

REGISTRATION DUES & MEMBERSHIP FEES (TOTAL):

TAXI FARES, PARKING FEES, ETC (TOTAL):

OTHER (specify) (TOTAL):

OVERALL TOTAL: \_\_\_\_\_

TOTAL REQUESTED FROM FRC: \_\_\_\_\_ (\$1200 limit)

# **Student Collaboration Research and Scholarship Funds Proposal Checklist (\$5,000 maximum request)**

## **APPLICATION DEADLINE**

**5pm, October 20, 2023**

**PLEASE NOTE:** At the request of the applicant, the Committee department/school member may be consulted to review proposals for compliance prior to the due date. Following submission, within seven (7) business days after the Research Committee receives applications, a member of the Research Committee shall screen the application for completeness following the guidelines established below. If a deficiency is noted, the Research Committee will contact the applicants indicating the proposal is not compliant with the guidelines. The applicants have seven (7) working days to revise the application and resubmit to the Research Committee. Failure to address noncompliance to policy will eliminate the proposal from further consideration and the proposal will be returned to the applicant without review.

### **(Required Documents)**

- This Checklist
- All the Information provided on the Application Form
- The Complete Budget and Justification
- The Abstract
- The Proposal Purpose
- Research Justification/Plan/Assessment
- Equipment/Financial Resources Available to Support Work
- Other Sources of Support for Your Work
- Plan for Seeking External Support and Publishing/Presenting Your Work
- Approval Letter from the IRB or Animal Subjects Committee

Or \_\_\_ A Copy of the Protocol

Or \_\_\_ No IRB or Animal Subjects Committee Approval is needed

\_\_\_ A Curriculum Vita (**Two-page limit, include pertinent recent publications**)

\_\_\_ Student Resume

\_\_\_ The Original Proposal Submitted on/before the due date

**DELIVER THE PROPOSAL TO THE RESEARCH COMMITTEE ADMINISTRATIVE ASSISTANT: GERMAINE ALARCON (EXT. 3266) ROOM: SH-208 OR EMAIL IT AS A PDF TO ([alarcon\\_g@nmhu.edu](mailto:alarcon_g@nmhu.edu))**

*It is the responsibility of the grantee to arrange for the preparation of all requisition, travel requests, or other forms necessary to expend the funds awarded. All travel must comply with university travel policy and travel requests must be submitted prior to any travel. Contact Germaine Alarcon (ext. 3373; FRC administrative assistant) to aid with all paperwork.*

**NEW MEXICO HIGHLANDS UNIVERSITY**

**APPLICATION FOR STUDENT COLLABORATION RESEARCH FUNDS**

**Project Title:**

**Name of the student(s):**

**Signature(s) and Date:**

**College/School:**

**Contact e-mail:**

**Name of Research Collaborator:**

**Signature and Date:**

**College/School:**

**Contact Information:**

**Extension:**

**e-mail:**

\*\*\*\*\*

**1. Have you received funding from the Student Collaboration Research Fund previously?**

**Yes** \_\_\_\_\_

**No** \_\_\_\_\_

**If yes:**

**III. Last awarded (semester/year)?** \_\_\_\_\_

**IV. Have you presented or published your prior research or creative works at Research Day or elsewhere?** \_\_\_\_\_ **Explain.**

**2. Is this request for a continuation of that work? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**3. Names of other investigators or persons involved:**

**4. Classification: (Check Only One)**

**a) Research seed money** \_\_\_\_\_ **(\$5,000.00 limit)**

**b) Research** \_\_\_\_\_ **(\$5,000.00 limit)**

**5. If applicable: Attach documentation that approval has been acquired from either the Animal or Human Subjects Committee, or is in the process of review.**

**BUDGET INSTRUCTIONS**

The review committee will not accept rough estimates of costs. Itemize all budget elements, attach quotations from vendors, and a budget justification (3-page max) indicating how you arrived at the cost and why the item is necessary for the project. You may be asked to submit additional information.

\*\*\*\*\*

**SUPPLIES AND MATERIALS (TOTAL):**

**SERVICES (TOTAL):**

**EQUIPMENT (TOTAL):**

**TRAVEL (TOTAL):**

**OTHER (specify) (TOTAL):**

**OVERALL TOTAL: \_\_\_\_\_**

**TOTAL REQUESTED FROM FRC: \_\_\_\_\_ (\$5000 limit)**

Please Attach a Budget Justification for the equipment/travel/services outlined above. Your Application will be considered incomplete without a budget justification page (3-page max). If your application involves travel, University Travel policy applies <https://www.nmhu.edu/campus-services/business-office/travel/>



## RESEARCH PROPOSAL FORMAT

- Please format your research proposal into sections as outlined below.
- Proposals must be assembled in the same order as the items listed below.
- Proposal must be typed; hand written proposals will be returned without review.
- **Items 3 to 8** must be covered within a 5-page MAXIMUM limit; excluding figures, references, circum vita, budget and budget justification, and any supporting documents.
- Applications (**items 3-8**) must be double-spaced, 12 point font with 1 inch margins.

\*\*\*\*\*

### **1) APPLICATION FORM**

### **2) THE COMPLETE BUDGET AND JUSTIFICATION**

### **3) ABSTRACT**

### **4) PROPOSAL PURPOSE**

### **5) DESIGN / METHODOLOGY**

### **6) ANTICIPATED RESULTS**

### **7) PLAN FOR DISSEMINATION OF FINDINGS**

### **8) LIST EXISTING EQUIPMENT AND FINANCIAL RESOURCES AVAILABLE TO SUPPORT WORK**

### **9) OTHER SOURCES OF SUPPORT FOR YOUR WORK**

**10) PROVIDE A SUMMARY (1 Page Max) OF 1) HOW SUPPORTING THIS ACTIVITY WILL AID YOU WITH PURSUING EXTERNAL FUNDING TO SUPPORT YOUR RESEARCH AND 2) COMMITMENT TO PUBLISH (AS CONFERENCE ABSTRACTS, CREATIVE WORKS, PEER-REVIEWED JOURNAL, ECT) THE OUTCOMES OF THE FUNDED RESEARCH. *Failure to publish the research results or scholarly activity within a timely manor will disqualify you from future funding.***

### **11) TWO-PAGE CONDENSED C.V.**

**PLEASE NOTE:**

**If the above items, page limitations, and budget guidelines are not adhered to, the committee will disqualify your application without further review.**



## Faculty Research Committee Minutes

Location: Zoom only

Date: April 16, 2024

**Present:** Germaine Alarcon (Administrative Assistant), Ali Arshad (Finance), Jacob Avery [Co-Chair] (Sociology), Katie Gray (Library), Joerg Kutzner (Chemistry), David Lobdell (Art & Music), Sebastian Medina (Biology), Michael Petronis (Natural Resources Management), Rod Sanchez (Business), Eddie Tafoya (English), Norma Valenzuela (Languages & Culture), David Pan (Psychology)

**Absent:** Sreyashi Chakravarty (Social Work), Tomek Falkowski (Forestry), Heather Smith (Counseling)

**Ex Officio Members:** Roxanne Gonzales (VPAA) [absent], Dr. Ian Williamson (Director, Office of Research and Sponsored Projects) [absent]

### I. Call to Order

Meeting called to order.

### II. Roll Call

### III. Research Day

Co-Chair Avery thanked the committee for coming to this Research Day planning session. The Co-chairs assembled a draft schedule [shared on screen]. Each presenter will have 10-12 minutes, with a few minutes for questions.

Question from a committee member about AV equipment. Co-Chair Avery stated that he will submit an ITS ticket to do a run-through next week. Comment from a committee that we may want to request the Zoom cart and a reminder that the computer in the ballroom that connects to the screen is ancient. Co-Chair Avery will stress that to ITS.

Question from a committee member about the number of posters and the availability of easels. Co-Chair Pan stated that there are 24 posters.

Question from a committee member about B. Kempner and other administrators serving as timekeepers. Co-Chair Avery stated that Dr. Kempner has agreed to help, but we may also need committee volunteers. Co-Chair Pan volunteered.

Question from a committee member about setup. Co-Chair Avery reiterated that he will be contacting ITS and Facilities and will loop M. Petronis in on those emails as point person for poster setup.

Co-Chair Avery stated that the Co-Chairs will be in touch in with presenters, K. Gray will work on the Sharpoint site, and T. Falkowski will create a flyer which Dr. Avery will distribute.

G. Alarcon stated that she has arranged the food with Sodexo and that I. Williamson said he would guarantee payment. Prices did go up a bit since last year.

Co-Chair Avery stated that set up will begin at 8:00.

Co-Chair Avery asked about options for printing posters. Dr. Petronis stated that in previous years, printing was available at ARMS, the GIS lab, and Media Arts department. Ms. Gray stated that she will forward the email she sent last year to poster presenters with printing instructions.

Question from a committee member about introductions. Co-Chair Avery stated that last year someone manned the Zoom room and did intros. Co-Chairs Avery and Pan and N. Valenzuela offered to help with that.

Co-Chair Avery asked about swag. Dr. Valenzuela stated that she is working on that but needs to know the number of student presenters.

Co-Chair Avery stated that volunteers are needed for setup and breakdown. Several members volunteered.

Question from the committee member about inviting the new university President. Co-Chair Avery stated that he asked the President's Office but was told that would not be possible.

Co-Chair Avery stated that we will be using the Zoom link created by ITS last year for Research Day.

#### **IV. Research and Travel Proposals**

Co-Chair Avery stated that the global call for research and travel proposals went out yesterday. Because of the cyberattack, the submission deadline was bumped out to 5/6, which will only give the committee 3 days to evaluate the proposals before our 5/10 meeting. The Co-Chair recognizes that this is not ideal.

#### **V. Adjournment**

Meeting adjourned.





## Faculty Research Committee Minutes

Location: Zoom only

Date: March 22, 2024

**Present:** Germaine Alarcon (Administrative Assistant), Ali Arshad (Finance), Jacob Avery [Co-Chair] (Sociology), Tomek Falkowski (Forestry), Katie Gray (Library), Joerg Kutzner (Chemistry), David Lobdell (Art & Music), David Pan [Co-Chair] (Psychology), Michael Petronis (Natural Resources Management), Heather Smith (Counseling), Eddie Tafoya (English), Norma Valenzuela (Languages & Culture)

**Absent:** Sreyashi Chakravarty (Social Work), Sebastian Medina (Biology), Rod Sanchez (Business)

**Ex Officio Members:** Roxanne Gonzales (VPAA) [absent], Dr. Ian Williamson (Director, Office of Research and Sponsored Projects) [absent]

### I. Call to Order

10:01

### II. Roll Call

### III. Approval of Agenda

Motion to approve agenda. Seconded. Motion passes.

### IV. Research Day Updates and Planning

#### a. Research Day: April 26, 2024

New date set for Research Day.

#### b. Abstracts Due: 5pm, Friday, March 29, 2024

Global call for abstracts was sent out a few weeks ago. Co-Chair Avery will contact University Relations to issue another global next week. The Co-Chairs will put together the Research Day schedule once all abstracts are received.

#### c. Ballroom in SUB has been secured

Co-Chairs will brainstorm with members about how to physically set up the space

#### d. Dr. Williamson's office will provide financial support for catering

G. Alarcon has already reserved food services with Sodexo. Prices went up a little bit from last year. There will be a drink station all day and sandwich station for lunch, like last year. Committee agreed to provide for an estimated 100 people, as the previous year.

#### e. Research Day Sub-Committees

##### i. Swag bags for Student Presenters

N. Valenzuela will take the lead again.

**ii. University-wide advertising and flier**

T. Falkowski will create a flyer and QR code.

**iii. Scheduling**

The Co-chairs will create the schedule.

**iv. SharePoint Site**

K. Gray stated that the Sharepoint site has been updated with information about this year's Research Day. There is currently a 404 error originating from the landing page, which ITS is working to resolve.

**v. Set ups and Break downs**

Co-Chair Avery stated that there was good participation in morning last year, but not in afternoon, so it would be great if we could have all hands on deck for set up and breakdown.

M. Petronis stated that we have sufficient easels but not backing boards. ARMAS has easels; we need poster boards. D. Lobdell stated that they may have some backing boards for easels. Dr. Petronis stated that we need around 20, measuring 27"x40".

E. Tafoya asked about start time. Co-Chair Avery stated that it would begin at 9:00.

Ms. Gray asked who will deliver opening remarks, with President Minner on leave. Co-Chair Avery stated that the Co-Chairs would reach out to Administration. Co-Chair Pan suggested we could ask I. Williamson to speak and leave it at that. Dr. Petronis agreed that would leave more time for students and faculty. Co-Chair Pan also suggested that Administrators could record remarks to be played during break. N. Valenzuela also commented that the incoming President has already been participating in university related events. Committee members asking administrators to keep remarks to 10 minutes.

Co-Chair Avery mentioned that B. Kempner suggested the Deans may serve as timekeepers for the talks, and he will follow up with Dr. Kempner on that.

Dr. Petronis noted that last year we had the poster session at lunch. In previous years, we've had poster session around 3:00. Co-Chair Avery stated that there was a sharp drop-off in attendance after lunch last year, and he is willing to entertain any ideas for keeping people around.

**V. Formulating Policy Pertaining to Allocation of University Funds**

**a. Re-visit Dr. Williamson's dialogue with Research Committee**

The committee will discuss the dialog we've had with I. Williamson concerning reallocation of indirect costs.

**b. Memo sent to Faculty Senate Chair, Dr. Lauren Fath**

The Co-Chairs drafted a memo informing the Faculty Senate that we would be having active discussions regarding a conversation in regards to a policy change

for research committee. If the proposal will impact working conditions, the union will also be notified.

### **c. Proposal brainstorm and draft**

Co-Chair Avery asked what would the committee like to see go into the proposal? He stated that initially the discussion began with faculty/student collaboration. It's up to the committee what we would like to propose. Dr. Avery likes the idea of research start-up funds and would like to see a policy of \$x of startup funds at each rank, with 5 years to use those funds.

Co-Chair Pan agreed with Dr. Avery's idea. He also stated that Dr. Williamson said something about how to direct money to people who will stick around (tenured folks). He would also like to see access to research software, like Qualtrix.

Comment from a committee member that startup funds are good idea, but that's for the beginning of the process; indirect costs is a source of that funding. That would have to be uniformly decided across the university and would have to go before the union.

Dr. Petronis stated that he sent information to the Co-Chairs regarding a funding scheme for student/faculty collaborations.

Comment from a committee member that they have been attending some union meetings. The CBA is up for renegotiation, and the union is asking for software for each of the faculty.

Suggestion from a committee member that extra money could be poured into travel. Follow up from a committee member, that the CBA negotiations are addressing that, as well.

Comment from a committee member that they would like to see more support for long-term needs beyond startup.

Comment from a committee member that it could include applying for funds for lab supplies and for Facilities support.

Question from a committee member regarding numbers 4, 5, and 6 on Dr. Williamson's list of talking points. Co-Chair Avery agreed we may need additional information on those items.

Comment from a committee member that the discussion could also include publication fees. Comment from another committee member that this is also a discussion point for the CBA.

Comment from a committee member submitted via Chat that there was also discussion of funding emergency research (e.g. fires and Covid).

Comment from a committee member submitted via Chat that they agree that have startup funds could help sweeten the pot for new faculty and support retention. However, that it is a pity to supply funds to faculty who may or may not stick around. Perhaps there could be a way to break up funds so that some are received at hire and some are granted later on.

### **d. Proposal timeline**

Comment from a committee member that this will be a long process. We need to consider whether to do it as a whole or piecemeal.



Co-Chair Pan stated that we need to prioritize what we want to accomplish. We should probably address student/faculty collaboration first and maybe one or two other things. This received agreement from some committee members.

## **VI. Future Committee Meeting Dates**

### **a. April 5, 2024**

Research day prep and continuation of this discussion.

Ms. Alarcon stated that we have received 10 abstracts and 2 student presentations.

### **b. May 10, 2024**

Evaluation of funding proposals.

Co-Chair Avery will put together the call for proposals.

Co-Chair Pan stated that we also need to tell people who are current grantees that they need to spend money before May 30. Dr. Pan asked Ms. Alarcon to email them a reminder. Dr. Pan noted that if there are changes to where they want to spend their money, they should write up a proposal and send it to the Co-Chairs.

## **VII. Adjourn**



## Faculty Research Committee

Minutes **DRAFT**

Location: Zoom only

Date: May 10, 2024

**Present:** Germaine Alarcon (Administrative Assistant), Ali Arshad (Finance), Jacob Avery [Co-Chair] (Sociology), Sreyashi Chakravarty (Social Work), Tomek Falkowski (Forestry), Katie Gray (Library), Joerg Kutzner (Chemistry), David Lobdell (Art & Music), Michael Petronis (Natural Resources Management), Eddie Tafoya (English), Norma Valenzuela (Languages & Culture) David Pan (Psychology)

**Absent:** Sebastian Medina (Biology), Rod Sanchez (Business), Heather Smith (Counseling)

**Ex Officio Members:** Roxanne Gonzales (VPAA) [absent], Dr. Ian Williamson (Director, Office of Research and Sponsored Projects) [absent]

### I. Call to Order

Meeting called to order.

### II. Roll Call

### III. Research Proposals

Co-Chair Avery thanked the committee for their work this year and for their assistance with Research Day. Dr. Avery noted that they will put the lessons learned this year to good use. Afternoon attendance is still an issue, but they have gotten some suggestions for improvement.

Co-Chair Pan stated that concerning the current research proposals, one travel proposal can't be funded because of timing (i.e. trip scheduled to take place before FRC funds are available). Dr. Pan also noted that we want people to use CBA faculty funds first. A lot of the travel may not be fundable.

Question from a committee member about why we are instructing them to use CBA funds first. Co-Chair Pan stated that he thought that was the process for funding. Comment from a committee member that CBA funds are completely separate from FRC funds and it is not part of the FRC funding process. Comment from a committee member that we do ask about CBA funding on the FRC application. Response from a committee member that the question about CBA was to remind faculty that they have that option; the Provost should not be dictating to faculty how they can use their funds as long as it is justified. Comment from a committee that they applied for CBA money

and was told they could not be reimbursed unless they participated in the conference. Comment from a committee member that the FRC is competitive funding; the funds negotiated in the CBA is an entitlement of the contract, and the FRC should stay out of that. Comment from a committee member that it's a moot point this go around, because we do have the funding, but it may be something to consider when there is more competition. Agreement from a committee member that if funding is more scarce, it may be something to take into account, like the previous FRC funding. Disagreement from a committee member that they do not want to make CBA monies a condition. Comment from a committee member that they tend to agree but, should we get into a situation where we have several competitive requests, they think it would be reasonable to use it as a criterion. Comment from a committee member that if we wanted to make that a criterion, it would have to be voted on at FRC and then the Senate. Comment from a committee member that if we don't have enough funds, we can ask I. Williamson for more like we've done in the past. Co-Chair Pan stated that this is probably something we don't solve today, but we may talk in the fall about criteria and we may want to take the question off the application.

Research proposal, A. Arshad [A. Arshad entered a separate Zoom room during discussion.]

Question from a committee member about whether or not this request should be a travel grant. Comment from a committee member that there used to be a third category called "research travel" and that this proposal is why we used to have it. The research and travel are a package deal. Committee member stated that they are unclear of distinction between travel grant and travel/research that was associated with conducting the research. Discussion ensued. Comment from a committee member that this distinction for them is the act of presenting the research. G. Alarcon noted that if he has already paid for the trip, the FRC can't reimburse it, because it would be prior to his approval. Comment from a committee member that that is correct policy-wise. K. Gray stated for the record that the database the researcher is requesting funding for may be added to the library's subscriptions pending examination of the budget and usage expectations.

Committee voted to fund research proposal.

Research proposal, E. Rolstad

Question from a committee member about whether or not the dissemination of findings was only internal. Comment from a committee member that the application does include intent to present and publish findings.

Committee voted to fund research proposal.

#### **IV. Travel Proposals**

Travel proposal, T. Kim

Travel is planned for prior to 7/1/2024, before the current funding cycle starts.

Committee agrees travel proposal cannot be funded.

Travel proposal, S. Perales  
Committee voted to fund research proposal.

Travel proposal, A. Koch  
Committee voted to fund research proposal.

Travel proposal, H. Smith  
Committee voted to fund research proposal if missing quotes provided.

Co-Chair Pan asked G. Alarcon about the budget for the upcoming year. Ms. Alarcon stated that we won't know until the middle part of June, but last year it was \$36,350.

Co-Chair Pan stated that it would be a good idea to do an early cycle in the fall.

Co-Chair Avery noted that I. Williamson wants to create money for the faculty/student research initiative and wants to distribute an RFP. Co-Chair Pan stated that the committee could put something together for professional develop week to explain funding opportunities to faculty. M. Petronis volunteered to work on a presentation.

Co-Chair Pan stated that his and Dr. Avery's terms are up as Co-Chairs and that it would be a good idea to have leadership going into the fall. J. Avery was nominated to serve as Chair. K. Gray noted that she will be the Secretary of the Faculty Senate in the fall and therefore may have to step down from the FRC, so a new Secretary will also be needed. Comment from a committee member that the committee does not have to decide until the fall.

## **V. Adjournment**

Meeting adjourned.