

Research Committee

DATE: November 28, 2023

TO: Dr. Lauren Fath, Faculty Senate Chair
Dr. Jennifer Lindline, Faculty Senate Secretary

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

The Faculty Senate charged the Research Committee with submitting a report of their AY 22-23 activities, which are based on the committee's responsibilities set forth in the Faculty Handbook. This report should include any problems encountered while trying to fulfill these responsibilities.

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

During AY 22-23, the Research Committee routinely met to address policies and procedures regarding research activities conducted under the auspices of the university, which included regular meetings with Dr. Ian Williamson, Ex-Officio. The Research Committee was also involved in formulating policies and procedures pertaining to allocation of university funds for support of faculty and student scholarly, creative, or research activities. In addition, the Research Committee actively reviewed dozens of requests for faculty funding of scholarly, creative or research activities, as well as travel requests related to the fulfillment of such activities. Finally, the Research Committee successfully organized and administered the 20th Annual Research and Creative Showcase at NMHU.

During AY 22-23, the Research Committee aligned its activities in accordance with the official charge established in the Faculty Handbook.

Regarding official minutes, the committee did not elect a secretary during AY 22-23. Prior Chairpersons of the Research Committee mentioned that, historically, the committee has not enrolled a secretary who maintains minutes. Consequently, the Research Committee did not elect a secretary to take minutes during the committee's AY 22-23 meetings. Therefore, what follows is a reconstruction of the committee's meetings and activities, based upon Dr. Avery's personal notes as well as information located in his email archives. Importantly, the primary agenda item during the Research Committee's first meeting of AY 23-24 was nominating and electing a secretary, Katie Gray (Library). Next year's report to the Faculty Senate will include an elaborated appendix with all meeting minutes.

Meeting Days, Agenda Items, and Activities (AY 22-23)

September 16, 2023

- Established Faculty Membership Roster for Research Committee
- Discussion and Voting for Leadership
 - o Election of Dr. Jacob Avery (Sociology) and Dr. David Pan (Psychology) as Co-Chairs of Research Committee
- Discussion and Voting of Meeting Modality (Zoom v. F2F)
- Discussion and Voting of Meeting Days/Times

October 14, 2023

- Research Committee met to discuss directive from Dr. Williamson's office, which tasked the Research Committee to review the Research Handbook *in its entirety*, as well as consider an Indirect Costs Policy for formalization
- Research Committee members reviewed Research Handbook and suggested revisions prior to the document being forwarded to Faculty Senate

October 19, 2023

- Research Committee forwarded the suggested revisions to the Research Handbook to Faculty Senate Chair, Dr. Chadborn

October 28, 2023

- Research Committee met to discuss Research Handbook and plan next steps with its formalization
- Presentation by Dr. Patronis about Indirect Costs Analysis and Proposal
- Committee evaluated eight (8) research and travel proposals submitted by faculty
- Award letters were drafted and distributed the following week

November 30, 2023

- Co-Chairs, Avery and Pan, corresponded with Faculty Association Chair, Dr. Jenkins, about the Research Handbook and its lack of alignment with the Collective Bargaining Agreement (CBA)
- In Summer 2023 email to faculty, Dr. Jenkins announced that revisions had been negotiated during collective bargaining process with the Administration

January 19, 2023

- Co-Chairs, Avery and Pan, met with Germaine Alarcon to discuss budget allocations and overall operating budget for FY 22-23
- Co-Chairs reviewed research and travel proposals submitted by faculty

February 10, 2023

- Discussion of operating budget for FY 22-23
- Review seven (7) research and travel proposals submitted by faculty
- Award letters were drafted and distributed the following week
- Preparation for FRC Research Day
 - o Selecting the day: April 28, 2023
 - o Drafting the call for abstracts
 - o Overall structure of the program
 - o Facilities rental requests
 - o Purchase requisition with Sodexo for catering breakfast and lunch
 - o Inviting Dr. Williamson, Dr. Gonzales-Walker, and Dr. Minner
 - o Poster printing and easel acquisition
 - o Soliciting volunteers for moderators of various sessions

February 24, 2023

- Co-Chairs, Avery and Pan, visit with Dr. Ian Williamson to discuss Indirect Costs proposal as well as the budget allocation scheme contained therein
- Continued preparation and discussion of Research Day activities

March 31, 2023

- Continued preparation and discussion for Research Day
- The next cycle of Research and Travel Proposals: the call for proposals was distributed via GLOBAL on April 14, 2023.

April 28, 2023 (20th Annual NMHU Research and Creative Showcase)

- See link (below) for Official Flyer, Schedule of Presenters, and Photos
- A total of 54 Abstracts had been submitted and approved (17 in-person presentations, 5 Zoom Presentations, 31 Posters)
- [SharePoint site with Full Program Schedule](#)

May 10, 2023

- Dr. Minner joined the Research Committee meeting to discuss possibility of NMHU association with NCUR, an undergraduate research association
- Review and evaluate nine (9) Faculty Research and Travel Proposals for AY 23-24
- Award letters were drafted and distributed the following week
- Adjourn for AY 23-24