Academic & Institutional Research Committee
Meeting Minutes
November 14, 2006
Meeting location: 202 Ullrich

Attendance:
   Samuel Owusu-Ababio, EMS
   Xiaomin Kou, EMS
   Qi Yang, EMS
   B. J. Reed, BILSA
   Mary Rose Williams, Comm Technologies, BILSA
   Jason Thrun, EMS
   Rhea Presiado, LAE
   Jennifer Snoek-Brown, Karrmann Library
   Abdol Soofi, Social Sciences, LAE
   Rami Reddy, Agriculture, BILSA
   Kim Schmelz, Advancement/Alumni
   Kathryn Lomax, (ex-officio), Office of Sponsored Programs

Absent:
   Theron Parsons, Psychology, LAE

The meeting was called to order at 4:00 p.m., Jason Thrun presiding. Moved (Williams), seconded, and approved to accept the minutes as submitted for the October 24, 2006 meeting.

Moved (Reed), seconded, and approved to accept the grammar and punctuation changes submitted on the SAIF Category A guidelines (which did not include the evaluation form when circulated to the committee). By consensus, the committee agreed to the addition of “that is qualitative or quantitative in methodology” to the “research” explanation under “Category A – Purpose” in the guidelines. The group preferred to keep the phrase “for information only and” in the 4th item under Category A – Process. Moved (Reed), seconded, and approved to add the wording “Projects that actively involve students are strongly encouraged” to the guidelines for both categories (A and B) under “Process.” By consensus, the group agreed to keep in the new wording for the IRB or ACUC committee approval (to the item regarding the final report and the item dealing with failure to submit the final report under “Process” for both categories).

The committee agreed to meet again in November to wrap up changes to the guidelines. The committee thanked B. J. Reed for her work in pulling together suggestions for changes to the guidelines submitted by committee members. Another, updated copy of the proposed changes will be prepared for the next meeting.

The meeting was adjourned at 5:00 p.m. The next meeting will be held in the conference room in 202 Ulrich Hall, at 4:00 p.m., November 28 (Tuesday).

Respectfully submitted,

B. J. Reed