The meeting was called to order at approximately 4:00 p.m., Kathy Lomax presiding. AIRC members in attendance include Kris Mahoney (Agriculture), Miyeon Kwon (Mathematics), Florence Omachonu (Education), Stan Lukowski (M & I Engineering), Mark Zidon (Agriculture), B. J. Reed (Communication Technologies), and Kathy Lomax, an ex-officio member.

The committee had a few items on the agenda: selection of a chair and secretary, selection of appropriate meeting dates for this semester, and a procedures discussion.

Mark Zidon was elected chair by unanimous consent. B.J. Reed was appointed as secretary. The group agreed that meetings on the second Wednesday of the month would be appropriate this semester, unless otherwise stated (members were encouraged to check their calendars and send email to Zidon to help him select a good time for meetings).

Procedures for the 2009-2010 proposals will require electronic submission of proposals and hardcopy of the cover sheet that requires signatures. The committee will review electronic proposals only. The committee agreed to submit constructive criticism that is focused clearly on the proposal’s quality. These comments will be forwarded to the principal investigator with the committee’s decisions about funding.

Some discussion was held on the feasibility and ethics of a committee member submitting a proposal. Consensus was that committee members should not submit proposals. However, Zidon and Reed will suggest a method of review that could allow committee members to review just some of the proposals (not all), reducing the amount of proposals each committee members must review (all proposals will be reviewed). This review process is similar to federal grant systems and may allow committee members to submit proposals. More discussion on these two topics (whether members can submit and how all proposals will be reviewed) will be on the agenda for the next AIRC meeting.

Kathy Lomax agreed to seek a final word on the availability of funds for the category A and B proposals this year.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,
B. J. Reed