

**Faculty Research Advisory Board**  
**Meeting Minutes**  
1/25/2017  
Oxendine 2208

Members present: Rita Hagevik, Chair; Ryan Anderson, Richard Vela, Josh Busman and Bishwa Koirala, Secretary

Members absent: Irina Falls, Rebecca Bullard and John Roe  
Guest Attendants: Jan Lowery

I. Call to Order

Called to order by Chair Hagevik at 3: 22pm.

II. Approval of Minutes of 11/30, 2016

Approved.

III. Approval of Agenda

Approved.

IV. Report from the Chair

Chair Hagevik reported that Italy has finished the Research and Grants faculty Survey and is ready on Qualtrics. She informed that everyone on committee has been added to the survey to view the results. She mentioned that it is up to the OSRP to administer jointly with FRAB. She also informed that she has not heard yet from Rebecca if IRB is needed.

VII. Old Business

Qualtric Survey:

- Italy presented on Qualtric survey and data.

Regarding the Qualtric survey, it was agreed to send out two reminders: first on February 6 (Monday) and second on February 8<sup>th</sup> (Wednesday), and last date to participate in survey is February 20<sup>th</sup>. These dates are changed from what had been decided in November 30, 2016 meeting.

### Workshop:

- Josh Busman brought a flyer for the grant writing workshop. The flyer contained the following information:
  - ☒ Workshop date and duration: A two-day workshop on March 1: 1PM to 4PM and March 2: from 10AM to 1PM.
  - ☒ Venue: Health Science Building 117
- Workshop will use “WebEx” for distant participants beside the traditional delivery of the workshop.
- Videotaping: We will create a link in YouTube for the grants office for those who could not attend. The created link will be protected.
- We will ask participants to bring their laptops so that we can use google drive for all handouts. This will also assist those attending workshop virtually.
- We will request that the ORSP purchase 20 grant writing books by Ernest Brewer for the workshop, to be distributed to Departments after the workshop is over.
- We would like to offer refreshments at the grant writing workshop.

There will be a separate meeting to work out the details about the workshop.

### Other:

- Richard Vela reported that the P & T sub-committee has not met yet.

### VIII. New Business

- Ryan Anderson informed the committee that PURC received a \$5250 grant, which is part of \$40,000 and mentioned that the details will become available next week.
- Chair Hagevik brought discussed Cynthia’s email about the TLC programming, including a call for interested Faculty to share their Writing Group experiences. Josh and Richard indicated that they had already contacted Cynthia. Ryan Anderson indicated that he would assist but could not “lead” a group.

IX. Announcements

The next meeting will be held in Oxendine room number 2208 on February 22, 2017.

X. Adjournment

The meeting was adjourned at 4:34pm.

Respectfully submitted by: Bishwa Koirala, PhD  
Recording Secretary