

**MINUTES OF MEETING #2 (2007 - 2008) OF THE
SENATE RESEARCH AND SCHOLARSHIP POLICY COMMITTEE
HELD ON WEDNESDAY, NOVEMBER 7th, 2007 AT 10:30AM - 12:00PM
IN MC D350-L**

PRESENT: Dr. Nota Klentrou (Chair), Dr. Ian Brindle, Ms. Frances Chandler, Dr. Tamara El-Hoss, Dr. Greg Finn, Ms. Margaret Grove, Ms. Iva Matthews, Dr. Cheryl McCormick, Dr. Joffre Mercier, Dr. Lynn Rempel, Dr. Marilyn Rose, Ms. Judy Maiden (Recorder)

REGRETS: Dr. Terry Boak, Dr. Sandra Bosacki, Dr. Bozidar Mitrovic, Dr. Barry Wright

ARRIVED AFTER MEETING START: Dr. Patricia Debly, Dr. Bulent Menguc, Dr. Angus Smith

Introductions / Welcome (Nota Klentrou)

1. Approval of Agenda

MOTION that the agenda be accepted as circulated.

MOVED (Mercier/El-Hoss)

CARRIED

2. Approval of Minutes of Previous Meeting

MOTION that the minutes be accepted as circulated.

MOVED (Mercier/McCormick)

CARRIED

3. Business Arising

Sub-committee reports

3.1 Best Practices (Frances Chandler)

- i. The sub-committee met prior to this meeting to discuss the committee approved proposal to hire a Professional Writing Consultant, although the official title may

be changed to "Writing Strategic Planner" as the Committee suggested the main responsibility of this person for next year would be to focus on:

- a. connecting with faculty members, staff, and students to help research and develop overall goals and a strategic plan;
- b. research and develop various writing support group models aimed to meet the needs of various faculties/departments;
- c. then write a final report to suggest future possibilities.

Barry Wright sent Terry Boak a letter in June of this year asking whether there could be a course release for this Professional Writing Consultant. The basic model is one that allows a faculty member to take some release time and be a coordinator for mentoring groups, finding faculty members from each faculty who would agree to be a mentor and/or form a committee to review journal articles etc. It was mentioned by Greg Finn that there is no money available for this position. The estimated cost would be approximately \$5000.00 for a half course release, but there was some thought that the faculties might be willing to contribute funds for this position if they see how it would benefit their departments which need help and are asked. The Deans could be contacted to determine what kind of assistance they need in their departments with faculty for writing, editing, copy editing and finding where to publish.

- ii. Numerous calls are received in the Office of Research Services each year from faculty who ask for help. People who call are looking for someone who can help them write. Some faculties are good at writing. There should be someone in the faculties who can be a mentor to help to choose appropriate journals.
- iii. It was mentioned that the Faculty of Business is good at mentoring. The Dean of Business is very supportive of his faculty and may have some ideas on how to help as he brought people to each department from Columbia and other areas.
- iv. It needs to be determined what the committee can do to get ideas at the Dean and Chairs level to assist and encourage faculty members with the number of publications. Without publications you cannot get money from agencies.
- v. They lack confidence to submit and this is mentorship issue again. Maybe a workshop format could help or we need to go back to the mentorship idea.

ACTION Frances Chandler will ask the Deans if they want us to facilitate workshops on writing/finding journal articles and to help their faculties develop skills in writing, editing, copy editing and finding where to publish.

Discussion ensued and questions were asked;

- vii. There are people whose skill levels are not up to par. But not being able to write at journal submission quality needs help. Publications are sometimes in another language and some people need help editing. The content needs to be made more presentable for publishing.
- viii. The Student Development Centre could be used to help, but there is unsurety if faculty members would go to the Centre, but they may be able to look for people to deliver a workshop.

3.2 External recognition/ Raising our Profile

(Nota Klentrou)

- i. The group met and discussed how best to approach the Deans and/or Chairs and ask them to identify people in the University for the Order of Canada and other large awards that receive community and media attention. Talked about not just getting these awards but organizing events where these award winners can be recognized and media could be in attendance. The best place to start is to organize an event at Captain John Decew School where the media would be invited and could go through the school and talk about research done in this centre. This would get media attention. Also, discussed was the centralization of media coverage within the university and how who goes to who and regionalized and nationalized media coverage. E.g. Ontario across Canada. The SmartRoom could possibly be used to broadcast our research to media. We do not get the recognition we need from larger media outlets.
- ii. In order to nominate faculty for larger awards a database needs to be created using annual reports for information. This can be done through the Dean's Office as they know and have this information. Faculty could be asked to provide a lay summary of their overall program each year to include in their annual reports. The template for the annual report comes from the Vice-President Academic office.
- iii. A database could be created that could fit in with the Office of Research Services (ORS) database which has already been developed. Once set up, this kind of information could be added along with updated lists of publications. ORS is waiting for the final okay on this database. It is still not known who will be responsible for updating it.
- iv. Talked about Endowed Chairs which is a priority in the Advancement and the President's office.

ACTION Nota Klentrou to contact Lise Laroché to have it put in the agenda for the Council of Academic Deans (CAD) meeting for discussion that the addition of the lay summaries of activities be added to faculty's annual reports in order to create and yearly update a research database.

- vi. There has to be a database that ORS and the Advancement Office can access if we want to promote research at Brock we need to be aware of it to adequately promote it. It was noted that the Humanities Research Institute (HRI) has a database of research expertise for all Faculty members in Humanities. There is a possibility that this database could be used for the Humanities people in the ORS database. Humanities presently have a student who enters this information into their database.

3.3 Financial

(Marilyn Rose)

- i. The sub-committee met and looked at the incompleteness of internal support for faculty research. Marilyn Rose asked to have this item put on the Council of Academic Deans (CAD) meeting agenda. The previous form received was not

- clear. A pitch needs to be made to redo the survey using a new tool for collecting data and to get all six faculties on side and to be placed in a useful format.
- ii. A benchmark needs to be determined as to where we stand with comparable institutions and how much internal support do we generate. Marilyn Rose approached Committee of Ontario Universities (COU) to understand which group we are in and to ask them how they collect data regarding dollars being spent on research and has begun to look into this information.

3.4 Intellectual Property Policy

(Ian Brindle)

- i. Met yesterday and reviewed ownership of student Intellectual Property and what is in (IP) policy and the guidelines also apply to Post Doctoral Fellows. The IP policy is 6 years old, but there is little to change in the document at the moment.

ACTION Ian Brindle to work on changes and provide an update to the Intellectual Property policy and to present to this committee at the next meeting.

ACTION Ian Brindle will provide Marilyn Rose with a draft before presenting to this committee.

4. New Business

- a. Centre for Muscle Metabolism and Biophysics (Nota Klentrou)

After reviewing the proposal notables are as follows;

- i. The Director position has no course release. The proposed Centre Director is Brian Roy. There is a group or cluster of researchers who have similar interests with no workload. Does not offer courses. Not an academic group only a research group that got together because they wanted to be more visible to outsiders.
- ii. No person from Biophysics was identified with this document, but it has the full support of the Physics department and it is a good opportunity to combine research interests with Applied Health. A contact person is still needed from the Physics department. Support from Physics department is important as this will strengthen the application prior to submitting to Senate.
- iii. Commendation was made for the proposal for the inclusion of Graduate Students on the Board. This centre is to provide networking and it was thought to be a nice document in this regard.

ACTION Nota Klentrou to attach the email of support sent by the Physics department and talk to the Centre's director, Brian Roy regarding adding collaborators from Physics

ACTION Nota Klentrou to look at a change of the Centre's title to "Metabolism and Biophysics of Muscle" in order to be more specific to its members' activities.

MOTION THAT Senate approves the formation of the Centre for Muscle Metabolism and Biophysics for a term of five years, from September 1, 2007 to August 31st, 2012.

MOVED (Mercier/Brindle) All in favour **APPROVED**

Questions asked were as follows;

- a) What is an Institute?
- b) What is a Centre?

Discussion to be deferred until this committee receives more information.

- b. Institute for International Issues in Accounting (IIIA) (Nota Klentrou)

ACTION Full discussion to occur at the next meeting of this committee

Discussion ensued and questions asked were as follows;

- i. There needs to be clarification on the role of the Coordinator.
- ii. Some pages in the proposal are blank and missing information.
- iii. The Associate Vice-President/Research Services Statement are missing as is the budget and the statement of sanction and commitment information.
- iv. There seems to be a long time frame to have this Centre (period of five (5) years).
- v. The vision and mission statements do not match. Statements should be inline with one another. Mission - Item #4 – *“To engage in such other activities and services of interest to academics and practitioners that address international issues in accounting”*. This needs to be clarified as to what International issues means. E.g. – is it networking or data collection?
- vi. If this is a research institute why is teaching included and if included there needs to be clarification.
- vii. No mention of research here, research is scattered. Where is the research?
- viii. If this proposal is to go for further discussion they should consider more of a specific role for Graduate Students.

ACTION Nota Klentrou to contact IIIA institute for clarification and revision in regard to the following items;

- 1) Vision and mission statements.
- 2) Where is the research?
- 3) Is this an institute or academic centre?
- 4) The teaching is heavy for an institute (Research/Teaching Institute)
- 5) Are there plans to include Graduate Students?
- 6) Budget needs to be reviewed.
- 7) Coordinator skills and duties need to be clarified.
- 8) Blank pages need to be filled.

c. Post Doctoral Fellows

(Committee)

- i. A question asked was where Post Doctoral Fellows (PDF) should be placed. At Brock PDF's should be on the research side and should be attached to junior faculty. It was mentioned the Association for Graduate Studies also felt they should be on the research side and not to be attached to Graduate Studies. PDF's are often marooned and they do not always have a good experience. They are not always well funded.
- ii. 22.1 – appointment of PDF's - Can we appoint them for three (3) years then reappoint them up to five (5) years or longer? They ought to be given an opportunity to apply for a two year extension. Discussion;
 - a. Are we limiting PDF's to three (3) years or five (5) years?
 - b. How can they be extended? They should be given the opportunity, but the policy needs to be clear that PDF is a temporary position because if you Post Doc too long it doesn't help you in your career.
 - c. After five (5) years do PDF's qualify for severance pay? The length of time in regard to severance needs to be clarified. Do they need to be paid this with a longer term or extension? This needs to be looked into.
- iii. The policy needs to be revised and then eventually go to Senate. It has to be determined who will be responsible for the policy revisions.
- iv. These contracts are signed by the Associate Vice-President Research.
- v. Dean of Graduate Studies to be taken out of 21.1.2
- vi. Reference to full time graduate students needs to be changed in 22.1.4
- vii. Subject to course approval should be in this policy.

ACTION Ian Brindle and Marilyn Rose to update Post Doctoral Fellowship policy.

5. Updates and Information Items (Committee)

Nota Klentrou wrote a letter in October to the Provost and Vice-President Academic, Terry Boak regarding the hiring of the Office of Research Services Director. The reply by the Provost and Vice-President Academic was that the hiring will be delayed and the hope is that the two positions (Director and Vice-President Research) can be coordinated.

MOTION to adjourn

MOVED (Mercier/Menguc)

CARRIED

Date of Next Meetings:

December 12th, 2007

All meetings to be held in: MC D350-L Research Services/Graduate Studies Boardroom.

7. Adjournment

12:00pm