Appalachian State University
University Research Council
February 20, 2024
Approved minutes

The chair of the URC convened the URC meetings at 4:02pm

**Present:** Karen Fletcher, Shante' Mathes, Jennifer McGee, Christine Hendren, Charna Howson, Ann Kaplan, Grace Marasco-Plummer, Gary McCullough, Ashley Colquitt, Chauntee Thrill, Ellen Lamont, Ross Gosky, Andres Tellez, John Wiswell, Elaine Berry, Reza Foroughi, Dennis Guignet Jenny Tonsing, Heather Waldroup.

Excused: Gabe Casale

Guests: Meghan Wills

**Approval of Minutes**

A motion to approve the January minutes was made by Heather Waldroup and seconded by Shante' Mathes. The minutes were approved.

**Old Business**

- Meghan Wills gave an overview of the below draft policies and provided guidance on how the URC could interact with the policy in order to provide feedback. The question was posed: What is the difference between a policy and a procedure? A policy is the rules; it "mandates, specifies, or prohibits conduct in order to enhance the institution's mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk. A procedure is a description of the operational processes necessary to implement policy."
  - The Buyout Policy for Externally Funded Projects was updated in 2022. The URC members were directed to think about if the information in this policy still makes sense based on what faculty are seeing on a daily basis and what they are interacting with.
    - After a small group review of this policy, the URC comments were:
      - In theory there is no limit to course buyout - more determined on college level
      - Discussion on procedure document - no link to the procedures document referenced (need to locate it)
      - Procedures should be uniformly applied across university - although there are some unique circumstances
      - Usually think about buying courses out, but also would apply for hours for research or service hours. The table gives examples and

maybe an addition could be an example or two for some of the other options (ex. service hours). Not just to buy out teaching
- Have a place on campus (website?) where faculty can answer the overarching question of how to buy out time, and this would be one of the answers - what are the others?
- The [Research involving Human Subjects](#) was updated in 2021. The Payments to Human Subjects Section has been added and the URC should look at the ways it has been incorporated.
  - After a small group review of this policy, the URC comments were:
    - Two questions/statements: First question: this system does not seem to have true anonymity for human subjects because of the need to provide contact information. What could be asked for? Second question: The structure should be set up so that faculty do not have to use their own funds and then be reimbursed.
- A [Data Management and Ownership](#) guidance was created years ago has been turned into this draft policy. The URC was directed to review the policy and notice the differences in the policy versus the procedures represented in the document.
  - After a small group review of this policy, the URC comments were:
    - Found that the bulk of the original policy was written for institutional data and not for research data and data ownership, etc.
    - Needs: clarification about governance about non-institutional data, clear definition and storage and usage, confidentiality issues, data storage questions - where is it acceptable and under what conditions, long term archival questions, financing for large files, clear thought about what training is needed for faculty and how often it would need to be reviewed, what are the roles of URC, ORI, consultation in providing training to faculty.
    - With the cutting of storage on Google drive - how does that relate?
      - This policy was created before that change. Will need to look at that while editing policy
- A request was made to identify experts on campus or other individuals in these policy areas - these individuals would be invited to a future meeting if possible.

| Policy | Names of URC members in group |
|---|---|
| [Payments to Human Subjects](#) | Ellen Lamont<br>Becki Battista<br>Nick Cline<br>Chauntee Thrill<br>Ann Kaplan |

| | Elaine Berry<br>Andres Tellez<br>Jenny Tonsing |
|---|---|
| [Data Management and Data Ownership](#) | Twila Wingrove<br>John Wiswell<br>Ross Gosky<br>Billy Armstrong |
| [Buyout Policy for Externally Funded Projects](#) | Jenn McGee, Gary McCullough, Gabe Casale,<br>Adam Hege, Reza Foroughi,<br>Dennis Guignet, Charna Howson |

**Announcements**

- [RSCA implementation](#)
  - Help identify App State's existing, emerging and potential **areas of excellence in research, scholarship and creative activities.** Interested colleagues can share their ideas for these areas of excellence via an [online submission process](#). This opportunity will be available through May 2, 2024.
  - Invite the Interim Vice Provost for Research to your academic department or unit meeting to discuss the Strategic Plan for RSCA implementation and provide input. Department chairs or unit leaders are encouraged to [complete this form](#) to schedule a time.
  - Provide feedback on the RSCA implementation at any time through [this form](#). The information gathered on this form will be used to identify progress towards completion of the RSCA Strategic Plan objectives; connect interested faculty and staff with working groups and fill committee membership needs; and address comments and suggestions about the strategies, actions, and implementation of RSCA Strategic Plan goals.
  - RSCA Strategic Plan here: [https://drive.google.com/file/d/1tQWSWi55rGqbvkkEO0iz2nB_xcacYkny/view](https://drive.google.com/file/d/1tQWSWi55rGqbvkkEO0iz2nB_xcacYkny/view)
- The deadline for URC grant submissions is March 7th. Reviews will be assigned to URC members shortly thereafter.
- [Pivot Profiles](#) is an available 'expertise' database for App State faculty. If you would like assistance in setting up or claiming your [Pivot profile](#), contact Lauren Essick, [essicklm@appstate.edu](mailto:essicklm@appstate.edu).
- An Arts and Humanities Grant Writing Group is now meeting from 12 to 1:30 on the first and third Fridays. For more information, contact Lauren Essick, essicklm@appstate.edu
- Add your announcement here…
- The Office of Student Research Annual Celebration of Student Research and Creative Endeavors will be Thursday, April 18, 2024 on the 4th Floor of Plemmons Student Union. Abstracts can be submitted until March 1. Please encourage students and colleagues to present and/or attend.

- The University Libraries has trial access to two databases, [Dimensions](#) and [Scopus](#), that might be good alternatives to Web of Science (and Google Scholar . . . ).  Please try them out and give feedback.
  –John Wiswell, [wiswellj@appstate.edu](mailto:wiswellj@appstate.edu)
- The Institute for Health and Human Services is now the Appalachian Institute for Health & Wellness

**Adjournment**

The meeting concluded with a motion to adjourn (Grace Plummer), which was seconded (Shante' Mathes) and passed. The meeting was adjourned at 4:59pm.