

**University Research Council**  
**January 17, 2023**  
**4 - 5:30 p.m.**  
**Meeting Minutes - Approved**

**Present:** Becki Battista, Elaine Berry, Nicholas Cline, Megen Culpepper, Reza Foroughi, Adam Hege, Marie Hoepfl, Charna Howson, Ann Kaplan, Ece Karatan, Ellen Lamont, Shanté Mathes, Mina Min, Gary McCullough, Andres Tellez, John Wiswell, Jason Xiong, Heather Waldroup, Twila Wingrove

**Excused:** Karen Fletcher, Christine Hendren, Alecia Jackson

**Absent:** Jenny Tonsing

**Staff:** Kate Hoffman

**Guest:** Gabe Casale

- Ece Karatan, Office of Research, Vice Provost for Research, calls the meeting to order at 4:02 p.m.
- Motion 1 (Wiswell, Cline) to approve the minutes from the [November 15, 2022](#) meeting  
VOTE: 14 Approve, 0 Opposed, 6 Abstain. Motion passes.

**Introductions**

Shanté Mathes, Office of Research, Director of Research Protections, has had five years on campus, and is happy to serve in this capacity, previously as interim director, and now she is looking forward to working with you as the director.

Gabe Casale is Office of Research's inaugural OR Fellow. This role is provided with training and leadership to learn about research administration positions like Ece's. Faculty fellows will expand the scope of research activities. Casale is recognizable as a former URC member, his work on the UPPC, and now the research strategic plan, and is an associate professor in Geology and Environmental Sciences.

Megen Culpepper, College of Arts and Sciences URC STEM representative, Associate Professor, Chemistry and Fermentation Sciences has started a position as the URC's Faculty Lead. The position helps to provide feedback with the annual planning of URC meetings, to finalize agenda items, assist with monthly communications and panel and chair review training.

John Wiswell, Belk Library, Librarian, assists College of Health Sciences and others

Marie Hoepfl, Graduate School, Interim Dean, graduate research assistantships and mentoring programs, faculty and student grants

Andres Tellez, College of Fine and Applied Arts, Applied Design, Assistant Professor

Gary McCullough, College of Health Sciences, Associate Dean, research in the college and graduate program development

Jason Xiong, College of Business, Computer Information Systems, Associate Professor and Acting Director of MS Applied Data Analytics

Reza Foroughi, College of Fine and Applied Arts, Sustainable Technology & the Built Environment, Assistant Professor

Becki Battista, Director, Office of Student Research, and College of Health Sciences, Public Health and Exercise Science Professor, student research grants, part time faculty member

Ellen Lamont, College of Arts and Sciences, URC Social Sciences representative, Sociology, Associate Professor

Nicholas Cline, School of Music, Assistant Professor of Music Composition and Theory

Elaine Berry, Special Funds Accounting, Director, post award financials, grant expenditures processing, monitors financials of grants and contracts after they are awarded through completion, financial reporting

Mina Min, College of Education, Curriculum and Instruction, Assistant Professor

Twila Wingrove, Office of Research, Research Design and Analysis (stats consulting) and College of Arts and Sciences, Psychology, Professor

Charna Howson, Office of Research, Sponsored Programs, Director, all faculty submissions to external sponsors, awards, and sub-contracts

Heather Waldroup, Honors College, Associate Director, and Art, Professor

Adam Hege, College of Health Sciences, Public Health and Exercise Science, Associate Professor, and Public Health Program, Director

Ann Kaplan, College of Arts and Sciences, URC Arts and Humanities representative, Interdisciplinary Studies, Associate Professor, with affiliated with departments of Art, Global Studies, and Gender, Women's and Sexuality Studies

## **Old Business**

### Website Discussion Summary

Is the URC website adequate? Feedback has been collected to enhance URC information and provide a more robust website. Changes will be made to the website and members can see if these improvements are appropriate. University Communications will be asked to assist with this work and work on the Office of Research's website. Reach out to Ece and let her know any additional feedback.

Question: Add the URC Shared Drive to the website? The Shared Drive is for URC members only. This may create emails asking for requests and access might accidentally be granted to non-members.

## **New Business**

### Strategic Plan for Research, Scholarship, and Creative Activities

This work has been ongoing since the previous semester. Discussions continue with this membership and groups during the spring semester. External consultants will assist with integrating feedback into the plan. Then, over the summer, there will be a draft for the plan and it will be shared with campus. Final edits are expected to be completed at the end of summer.

The steering committee consists of Ece, Gabe Casale, and Karen Fletcher. The UPPC core group with a few additions will be meeting weekly to draft the plan. A ton of information is already being incorporated into the draft. Additional information collected from URC and the consultant will be added, as well, expanding the plan in a thoughtful and purposeful manner. The consultant sent a series of questions for the stakeholders that include questions for the URC members regarding research vision, culture, and infrastructure resources.

Gabe provides a strategic plan update. It's currently at the tail end of the brain-dump phase. Ideas are being organized within the document as a hierarchy list of bulleted items. Although initially skeptical, Gabe has been impressed with what is being presented by the external consultants and the valuable niche conversations with the administration. This process is faculty driven and it is important to have an intermediary for any uncomfortable conversations.

The membership split into two breakout groups, one with faculty and the other with administrative members. Gabe will lead the faculty group and Megan Culpepper will report out. Ece will lead the administrative group and Marie Hoepfl will report out.

Faculty Feedback for Strategic Plan - Megan reports that the topics led into one another. 1. Time and money with support are needed for even tenured faculty along with summer grant support, and \$5,000 for pre and post tenure faculty. Small pots of money to be used to conduct research.

Additional release time, OCSA, and course releases or semester releases. Recruitment, retention, and promotion are needed, especially of diverse faculty. Meaningful raises without having to match a job offer. An equitable and stronger start up funding investing. Increase matching funds.

2. Space for faculty and students to conduct research. Lack of space has prevented faculty from buying equipment. Why get the grant when the required resources are not in place? Make conditions equitable throughout departments. Departments with lower funding have a lower availability of resources. Matching funds to enable facilities to add space. Some grants allow for matched funds. Improve existing facilities. Increase public and private partnerships.

[Administrator Feedback for Strategic Plan](#) - Marie reports that some of the topics are the same as the faculty group. 1. Increase OCSA and course releases for writing. URC, and OSR have had the same budgets for 15 years while volume and number of students have increased. More international travel funding is needed. There is inconsistent travel funding across departments. Tell campus research stories better and more often.

2. There is inconsistent availability of research infrastructure. STBE does not have on-site research labs. Research space in Psychology is not reliable. Access to research software like NVivo should be available to everyone instead of limited licenses. A research software database is needed.

Time for the rest of the meeting is limited so Ece suggests reporting on the rest next time.

### [Liaison Communications](#)

How is the liaison communication process? Is this process working? The process is working for many members, but a couple of members have not received any replies to the informational emails.

Ece relays that at least more people know and have this information than before. We will reassess in the future, but will keep this process for now.

### Announcements

Charna Howson - Access to AGrants is no longer since September. Cayuse is live. Sponsored projects can now be put into Cayuse. The kinks continue to be worked out regarding the system's routing. Staff are working with PIs and administrators. Feedback suggests that people are more comfortable with Cayuse than with AGrants. Reach out if you find something problematic with the system. Tips sheets will be added and linked to the Cayuse webpage. Links are being updated on the websites. Cayuse creates projects and then develops their application from within Cayuse and allows users to see multi year projects as a whole. There is one login for all the modules.

Elaine Berry - Cayuse's module fund manager will track grant expenditures. Data is still being tested. There are errors in loading personnel information and organizational code issues that need to be corrected. There is plenty of work and testing to do yet. Funds are being tested to ensure they match with what is in Banner.

Marie Hoepfl - Graduate School provides monetary awards for graduate faculty and graduate student research. Nominations for 2023 are due January 30th.

<https://graduate.appstate.edu/faculty/faculty-awards-and-funding>

<https://graduate.appstate.edu/students/student-awards-and-honors/research-and-teaching-awards>

Adjournment (Howson, Mathes) at 5:31 pm