**SCHOLARLY ACTIVITY STEERING COMMITTEE MEETING (SASC)**

**Friday November 21, 2014 at 9:00 am**

**Meeting Room B144**

**M I N U T E S**

Present: Brad O’Hara, Ian Humphreys, Janet Douglas, John Russell, Kelly Sveinson, Leelah Dawson,

 Lynn Kitchen, Margaret Heldman (Chair), Tomo Tanaka, Vivian Feng, Wanda Pierson,

 Veronica Yeung (minutes)

Regrets: Heather Workman, Indira Prahst, John Falcus

The meeting was called to order at 9:00 am.

1. **Approval of Agenda**

The agenda of November 21, 2014 was moved by B. O’Hara and approved by consensus with the following amendment:

* To add: Agenda Item # 4.5 BCIT Gala – report (by John Russell)
* Agenda Item # 3 IP Policy: to add B. O’Hara under “Facilitator”
1. **Approval of Draft Minutes of Meeting held on September 26, 2014**

 The minutes of September 26, 2014 were approved by consensus.

**Review of Action Items of September 26, 2014 meeting**

***Action Item # 1***: The policy was approved by Langara Council and M. Heldman thanked J. Russell for his work.

***Action Item # 2***: on agenda.

***Action Item # 3***: completed.

***Action Item # 4***: on agenda.

***Action Item # 5***: on agenda.

***Action Item # 6***: M. Heldman will follow up with Neil Bailey re: ITA on campus.

***Action Item # 7***: on agenda.

***Action Item # 8***: M. Heldman reported someone has to participate in a CIHR proposal in order to have CIHR eligibility.

***Action Item # 9***: Proposal Writing Workshop (LEDC in April) - Next week a meeting will be held with a potential facilitator Dr. Dawn McArthur, Head, Research & Development, Child & Family Research Institute (CRFI) who is a potential facilitator of the workshop

**Action Item # 1:** M. Heldman to provide a summary/email to the group after the meeting.

**ACTION: M. Heldman**

1. **IP Policy-B3006 Intellectual Property – Update**

J. Russell reported the revised IP Policy was reviewed by management and LFA through very productive dialogue. It will be forwarded to the Senior Management Team for approval.

M. Heldman thanked J. Russell for his work on the policy.

1. **Research Ethics Board & Ethics Policy Issue – Update (Query regarding the Mandate/Authority of the Langara REB)**

As a follow-up to Action Item # 2 from our previous meeting, J. Russell referred the committee to the 1-page document which he distributed at the meeting for review and comments: Proposed Guideline: Advertising Research Involving Humans That is Not Langara-sponsored Or Under Its Auspices.

One of the key questions is:

Who will be the Langara Administrator to filter and approve the requests to disseminate recruitment information at Langara by researchers who are not sponsored by Langara or acting under Langara’s auspice?

J. Russell did not think it will be the REB’s role to filter or decide whether the project/information is worthy to be disseminated or advertised at Langara.

I.Humphreys advised currently Langara does not have a policy on this.

[It was noted V. Feng joined the meeting at 9:25 am]

Another question will be whether there are any direct conflicts with recruitment for active studies involving humans that are sponsored by Langara or are being conducted its auspices. It was suggested that Ramon Rodrigo, I. Humphrey’s assistant, can review those requests against the list of active studies at Langara.

It was agreed that I. Humphreys (with the support from his assistant, Ramon Rodrigo) will be the Langara Administrator to filter and approve the requests to disseminate recruitment information at Langara by researchers who are not sponsored by Langara or acting under Langara’s auspice on the condition that there will be no access to email distribution and if classroom access is required, he will forward the request onto the appropriate Deans or Div Chairs.

**Action # 2**: J. Russell to revise the guideline for the Committee’s final review before posting onto the REB website. He will also consult with other colleges to understand about their current practices.

**ACTION: J. Russell**

**AGENDA: Dec 12, 2014**

**4.5 BCIT Gala**

J. Russell gave a brief report on the BCIT & Polytechnics Canada Gala which he attended together with B. O’Hara, M. Heldman and Daryl Smith. The event was to celebrate the success of their students’ applied research projects with the support from the institutions and some private firms as well.

Their model is worth sharing with Langara: student ideas first started in the classrooms and then got further developed into successful projects with the support from the institutions and external partners. How can Langara support the students’ research work? Is there a way or mechanism to assist the students to develop their projects further?

 [It was noted J. Russell left the meeting at 10:15 am]

1. **Langara Research Showcase – Update**

T. Tanaka provided a debriefing of the 3rd Annual Langara Research Showcase – Nov 19 & 20, 2014 and thanked all who participated and provided assistance in making the Research Showcase a success.

* Attendance: The event was well-attended.
* Venue: Positive feedback received – the Cafeteria will continue to be our venue for next year.
* This year the keynote speaker was unavailable, hopefully next time a keynote speaker will be available.
* There are Cross-disciplinary research exhibit (e.g. PUBL & LTEC)
* The need to include more student projects and suggestion to reward for the best project.
* Timing: Options – 2 events in 2015: Spring & Fall (concern: institutional fatigue and demand for manpower) or just one event in Spring 2015 (April) which might be more preferable than Fall.
* T. Tanaka advised he would assist whoever would be organizing the spring term showcase (as he will be busy with the pop up gallery and will not be able to be the coordinator).
* Suggestion: Maybe the event can be organized by students as part of their course work - LSM “Event Planning”?

**Action Item # 3**: L. Dawson will look into the feasibility of this suggestion.

 **ACTION: L. Dawson**

**Action Item # 4**: M. Heldman and T. Tanaka will evaluate all the feedback from the participants and share with the committee at the next meeting in December 2014.

**ACTION: M. Heldman/T. Tanaka**

**AGENDA: Dec 12, 2014**

M. Heldman and the committee thanked T. Tanaka and V. Yeung for their good work.

1. **Business Case Development/Office of Applied Research – ICRC Executive Director position (frozen) - update**

Further to the discussion at the previous meeting, M. Heldman advised the position will be frozen for 2015-16. However, there is some money which can be funded to do a little bit of work along the line of the work of the Executive Director. She has requested Rob Inkster, the consultant, to put together a budget to identify another area of applied research at Langara for ARD grant application. Langara will continue to move forward in the area of research and social innovation agenda.

**Action Item # 5**: M. Heldman to provide further updates at the next meeting in December 2014.

**ACTION: M. Heldman**

**AGENDA: Dec 12, 2014**

[It was noted L. Kitchen left the meeting at 10:20 am]

1. **Template for Applied Research (Research Brief)**

M. Heldman thanked J. Douglas and V. Feng for their comments and revision of the template and asked that they would lead the discussion for the committee to review the revisions and approve the template for use.

The revisions to the template are as follows:

* “Research Field” was replaced with “Department”
	+ Noted suggestion from B. O’Hara: to add (s) after Department
* “The Preamble” has been rewritten
* “Keywords” has been added
* “Project Description” – minor revision has been made to the note for project description

The committee approved the revisions and the adoption of the template for use. The template was approved by consensus.

**Action Item # 6**: M. Heldman will talk to J. Russell as the Research Brief template will be part of the approval process for REB. The template will be sent out to the Departments; and via the ListServe; Researchers will be asked to fill out the Research Brief and the information collected will be used to create an inventory for our scholarly and research activities at Langara.

**ACTION: M. Heldman**

**AGENDA: Dec 12, 2014**

1. **FluidSurveys**

M. Heldman advised V. Feng had been looking into the feasibility of FluidSurveys as a useful resource for faculty engaging in scholarly and research activities with an understanding that IT is currently looking into FluidSurveys. Will FluidSurveys be the tool of choice for program review at the college? J. Douglas reported it is easy to deploy and workable. The rate per user will be reduced if an institutional account can be obtained.

I.Humphreys asked members to be mindful of the potential security risk (e.g. how the data will be maintained?) and urged the exercise of caution and due diligence in using any new software products. He reminded members to involve our IT department in their discussion. Langara is in the process of developing a wide set of policies with IT after which the community will be provided with a set of checklists to work with. He will talk to IT about this issue.

In response to I. Humphrey’s concern, M. Heldman, V. Feng and J. Douglas advised that due diligence was taken before trying out this new survey tool “FluidSurvey”.

[It was noted K. Sveinson left the meeting at 10:40 am]

T. Tanaka advised as a Div Chair, he would be happy to roll out any new survey tool and policy to his faculty.

1. **Implementation Plan - Review**

M. Heldman asked the committee to review the 3 key areas of the Implementation Plan and the activities that we need to engage in. Members were encouraged to contact M. Heldman for any follow-up action (e.g. activities/work group) or she will contact them accordingly.

**Action Item # 7**: The committee to review the Implementation Plan and discuss with M. Heldman regarding the activities that we need to engage in.

**ACTION: M. Heldman/All**

1. **Chair’s Report**

BCARIN meeting was held on October 31 at Camosun to continue their discussion about how to move the applied research agenda forward. It was a very good meeting. Areas that need to be worked on have been identified including an external advocacy piece and the commitment to complete the AR surveys. BCARIN will continue to work with BC Colleges to produce the advocacy document in the hope to get more funding and to move the applied research agenda forward.

1. New Business – Confirmation of Meeting Schedule for 2015

The Meeting Schedule for 2015 (alternate Thursdays and Fridays) was confirmed.

1. **Date of next meeting**

The next SASC Meeting will be held on Friday December 12, 2014 at 9:00 am in C408.

1. **Adjournment**

The meeting adjourned at 10:50 am.