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

**Thursday, September 28, 2017**

**9:00 am in Room B236**

**M I N U T E S**

Attendees: Lynn Kitchen, Kelly Sveinson (Chair), Margo Nelson, Bridget O’Donnell (minutes), John Russell, Heather Workman

Guests: Heather Jessup, Wendy Weston

Regrets: Vivian Feng Margaret Heldman Julie Longo John Falcus, Ian Humphreys, Philip Robbins, Wanda Pierson.

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

1. **Approval of Agenda**

The agenda of was approved by consensus.

1. **Approval of the Minutes**  
   The minutes of the meeting held on June 16, 2017 were approved by consensus.

**Review of Action Items of June 16, 2017 meeting:**

**Development and Deployment of a Social Media strategy**:

Action Item #1: J. Longo will contact Effie Klein, Department Chair, and Journalism for assistance.

J. Longo was absent from today’s meeting

Action Item #2: J. Falcus and the work group re: Social Media Strategy will provide more updates at the next meeting in September.

J. Falcus, and W. Weston were absent from today’s meeting. L. Kitchen confirmed there has been action in this area and updates will be shared in the October meeting.

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Action Item #3: M. Heldman will forward the received document to the committee for review and approval at the next meeting in September.

The committee reviewed the documents and comments and made a number of changes to the procedures document.

Motion: to approve the changes in D1003 Recognition and Achievement Awards Policy around the newly added Scholarly Excellence Award.

**Motion: M. Nelson /Seconded: H. Workman**

**APPROVED**

Action Item #4: W. Weston will prepare questions for the RSAF researchers to answer (template). The answers will populate the IDEAlogue.

K. Sveinson and W. Weston met and plan to move away from a once a year IDEAlogue to micro stories available online, W. Weston will start with the Wearable Tech project. The committee agreed that all stories should eventually be in the format of micro stories. RSAF grant recipients will fill out the template instead of a final report.

Action Item #5: B. O’Donnell will send out the template to RSAF researchers by mid-August

B. O’Donnell confirmed S. Ronaldson and G. Chhina will complete the template with a deadline of September 30, 2017.

Action Item #6: K. Sveinson will work with M. Nelson and I. Prahst to bring back a proposal for consideration to the committee at the next meeting in September.

K. Sveinson explained this is still in process, and informed the committee that I. Prahst has stepped away from the committee. M. Nelson and K. Sveinson will get together and report out in October.

Action Item #7: Announcement for the Spring 2018 Scholarship Café will be sent via Chairslist and By the Way.

B. O’Donnell made the announcements for the Spring Scholarship Café taking place on March 29, 2018.

Action Item #1: B O’Donnell will add Scholarship Café to the October Agenda for a discussion on Keynote speakers. K. Smith will be asked to attend.

**ACTION: B. O’Donnell**

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Action Item #8: Announcement for the Fall 201730 RSAF will be sent out before end of June.

B. O’Donnell managed the announcement and three RSAF Participants received funds.

* Mario Moniz de Sa – Growing Tenibrio Molistor on Water Biomass to Produce High Protein Insect Flour
* Kim Lam – Development of a 3D Printable Animation Mannequin
* Dale West – MARC Coding for Library Technicians

1. **Collaboration between Langara & Canada Council Funded New Chapter Project**

H. Jessup discussed her and Claire Battershill’s research titled, “A Fictive Library and Archive Project” which is a travelling exhibition and printed catalogue of public creative writing workshops and an interactive website.

A 2-page descriptive document is attached.

SASC made several suggestions to H. Jessup including speaking with Kevin Smith, Design Formation, a possible CS Course, Co-op part-time students enrolled in the BBA program, and offering students a chance to participate as extracurricular.

1. **Community and Industry Research Centre (CIRC) Coordinator - Updates**

K. Sveinson referred the committee to his September report which was distributed at the meeting outlining the main projects status and other attended events, meeting and initiatives from June 16, 2017-September 27, 2017.

1. **Changes to SASC Website**

K Sveinson and V Feng attended the content management training and V Feng made changes to the website.

Action: all committee members: review website changes and bring suggestions to next meeting for further improvements.

V. Fung and W. Weston will review the latest IDEAlogue and pull one or two stories and photos to begin populating the mini research stories on the website. Wendy will work with Vivian to get the stories up on the website.

**ACTION: W. Weston/V.Feng**

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1. **Chair’s Report**

The chairs report was deferred.

1. **Date of Next Meeting**: Friday, October 27, 2017 at 9:00am in T228.
2. **Adjournment**

The meeting adjourned at 10:20 a.m.