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

**Friday October 27, 2017**

**9:00 am in Room T228**

**M I N U T E S**

Attendees: Vivian Feng, Lynn Kitchen, Julie Longo, Margaret Heldman (Chair), Margo Nelson, Bridget O’Donnell (minutes), Wanda Pierson, Philip Robbins, Kelly Sveinson, Heather Workman

Guests: Kevin Smith, Wendy Weston

Regrets: John Falcus, Ian Humphreys, John Russell

This meeting was called to order at 9:02 am.

1. **Approval of Agenda**

The agenda of was approved by consensus with an addition of:

3.5. Subcommittee on RSAF Unallocated Research Funds from K. Sveinson

1. **Approval of the Minutes**  
   The minutes of the meeting held on September 28, 2017 were approved by consensus.

**Review of Action Items of Sept 28, 2017 meeting:**

M. Heldman advised the committee the Awards Policy (D1003) revised at the Sept. 28th meeting has gone forward and received SLT’s approval. It will be on the LLT agenda in November. The new award for Scholarly Excellence will be part of the April 2018 award ceremony.

Social Media strategy will be discussed in the Item 4 on today’s agenda.

1. **Scholarship Café Update (Keynote Speaker)**

K. Smith discussed the layout of the 2018 Scholarship Café. Suggestions for keynote speakers are:

* Heather Jessup – The Prud’homme Library
* Beer speaker – [K. Sveinson to provide more details]
* Roshann Noronha – CleanTech Project with CICan
* Denise Thomas/Fraser Health – Peer Mentorship & the Internationally Educated Nurse

**Action Item #1: M Heldman will ask H. Jessup, K. Sveinson will ask Roshann, W. Pierson will ask D. Thomas about speaking at the 2018 Scholarship Café.**

**ACTION: M. Heldman, K. Sveinson, W. Pierson**

**AGENDA: Nov 23, 2017**

**3.5. Subcommittee on RSAF Unallocated Research Funds**

K. Sveinson discussed that there are funds that were allocated to the RSAF that were not used. Over the past few years, these funds have added up and there is now enough to offer one FTE to a faculty member for a one time only instance. K. Sveinson hopes this will be used for a researcher to develop their project further or write a grant proposal. The committee agreed a researcher needs to complete some sort of project checklist or complete a release form to demonstrate they’re fully engaged in the project.

**Action Item #2: K. Sveinson and P. Robbins will discuss and being a proposal back to the committee.**

**ACTION: K. Sveinson, P. Robbins**

**AGENDA: Nov 23, 2017**

1. **Social Media Strategy**

L. Kitchen and W. Weston discussed the transfer of research reports from the IDEAlogue to the website. Once reports are on the website, W. Weston is able to easily access the stories for engagement in Social Media or the Post. There are currently two stories uploaded that are searchable on the Langara website. Eventually all reports will be available online. P. Robbins suggested the image, on the landing page’s banner, change periodically to capture the attention of readers.

A discussion around a social media representative from the committee, W. Weston suggests this person needs to be informed of the hot topics of the day in the media, news savvy. An idea was suggested to match member of the RSAF committee with a RSAF project.

**Action Item #3: M. Heldman and W. Weston will meet to discuss the priority order of uploading researcher stories to the website.**

**ACTION: M. Heldman, W. Weston**

1. **Committee Membership**

M. Heldman informed the committee that I. Prahst has resigned from the committee, L. Dawson also resigned prior to moving to BCIT. M. Heldman will look to fill the two vacant positions, and is hoping someone for a representative from Social Science and School of Management.

M. Heldman suggested adding Lena Hozaima, Lena is new to the College and works as a Development Officer for College Advancement and supports the Faculty of Science.

**Action Item #4: M. Heldman will ask Lena to attend the November SASC meeting and make a 10 minute presentation to the committee on her new role.**

**ACTION: M. Heldman**

**AGENDA: Nov 23, 2017**

1. **Suggestions for website**

K. Sveinson & V. Feng received no additional changes to the website.

1. **FYI 18/19 Budget Additions Update**

M. Heldman discussed the approval of the following in 2018/19, the selection process will begin in Spring for an implementation date of April 1, 2018.

* Research Position will be ongoing
* C&M Support Person ½ time for Academic area including SASC activities
* A faculty support person to help researchers with quantitative and qualitative procedures

1. **Community & Industry Research Coordinator Updates**

K. Sveinson distributed his monthly report and discussed the status of current projects. He highlighted the meetings he has with internal faculty who are interested in Applied Research.

K. Sveinson is working with R. Ouellet on a SSHRC CCSIF proposal in the area of Indigenous Youth Learning. It was suggested that a grant from BCCAT may be a good fit for the project.

**Action Item #5: J. Longo to discuss with BCCAT**

**ACTION: J. Longo**

1. **Chairs Report**

The REB held a professional development morning. Two talks took place:

* Aaren Ivers, Criminology, Simon Fraser University, "Administrative Inertia in Addressing Legal Threats to Research Confidentiality"
* Eugenie Lam, University of Victoria Research Ethics Board “Is This Quality Assurance/Quality Improvement, Research… or Both?  The Post-Secondary Context"

1. **Date of Next Meeting: NEEDs to be changed**