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

**Friday November 24, 2017**

**9:00 am in Room L318**

**M I N U T E S**

Attendees: Margaret Heldman (Chair), Lena Hozaima, Margo Nelson, Bridget O’Donnell (minutes), Philip Robbins, Danielle Rockel, Kelly Sveinson, Heather Workman, John Russell,

Regrets: John Falcus, Vivian Feng, Ian Humphreys, Lynn Kitchen, Julie Longo, Wanda Pierson, Wendy Weston

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

1. **Approval of Agenda**

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

7.5. Adding to the Research Ethics Board.

1. **Review of Action Items of October 27, 2017 meeting:**

Kelsey Dodds (Beer speaker), Denise Thomas (Peer Mentorship & the Internationally Educated Nurse), and Roshan Noronha (CleanTech) have all been confirmed as keynote speakers for the 2018 Scholarship Café. M. Heldman will reach out to H. Jessup next week to confirm the final speaker.

M. Heldman and W. Weston met to discuss priority of research stories, including CityStudio work to be added to the website.

1. **Welcome New Committee Members**

M. Heldman introduced Lena Hozaima, Development Officer, Foundation Office, and Danielle Rockel, Department Chair, Langara School of Management. Gordon Roe, Anthropology, also joined the committee but was unavailable to attend today’s meeting.

The committee held round table introductions.

1. **Approval of the Minutes**
The minutes of the meeting held on October 27, 2017 were approved by consensus.

**5. Unallocated RSAF 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, a working group of K. Sveinson, P. Robbins and M. Nelson met to discuss three possible options to allocate the remaining funds.

 RSAF 1: Project Support

 RSAF 2: Travel to conference as a Presenter

 RSAF 3: Teaching release to pursue an external grant

After a discussion, the committee decided to focus on RSAF 3, comments around criteria will be revised and brought back to the next committee meeting

**Action Item #1**: Working group will meet again to come up with more open ended criteria. The draft proposal will be circulated before the December meeting with an aim to approve and award the funds in Fall 2018.

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

**AGENDA: Dec 15, 2017**

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

K. Sveinson distributed his monthly report and discussed the status of current projects. He highlighted events and meetings attended between October 26 and November 23.

The committee discussed the two letters of support received from the Musqueum Band in the project, “Alternate Pathway for Indigenous Learners”. M. Nelson will work with K. Sveinson and R. Ouellet on the application.

L. Hozaima and D. Rockel mentioned two past Langara Students were involved with a previous project with the Band, they will share the information with K. Sveinson.

1. **2018 Meeting Dates**

M. Heldman confirmed the 2018 meeting dates will stay the same, alternating Thursday and Friday mornings.

**7.5 Adding to the REB**

J. Russell discussed the Langara Research Ethics Board had a record number of applications in the past year. The board has 12 members, and the same six people are attend the majority of meetings, he is concerned about overburdening those who do the most work. J. Russell explained that L. Trotter appoints members to the REB.

J. Russell would like to add committee members with qualitative expertise, statistical, fine arts or business management.

**Action Item #2**: J. Russell will write an introduction and the REB Committee and the commitment needed and sent to those committee members to provide recommendations.

**ACTION: J. Russell**

**AGENDA: Dec 15, 2017**

1. **Chairs Report**

M. Heldman announced the Spring RSAF call has gone out with a deadline of December 6th recipients will be announced before the end of the year.

The Recognition and Awards Policy was approved at Langara Council on November 21st . A small working group was formed to identify and nominate individuals: K. Sveinson and L. Hozaima.

1. **Date of Next Meeting:** December 15, 2017 at 9:00am in T226