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

**Thursday, February 22, 2018**

**9:00 am in Room T222**

**M I N U T E S**

Attendees: John Falcus, Lena Hozaima, Ian Humphreys, Lynn Kitchen, Julie Longo, Margo Nelson, Bridget O’Donnell (minutes), Wanda Pierson, , Danielle Rockel, John Russell, Kelly Sveinson (Chair), Heather Workman, Gordon Roe

Guests: Kevin Smith

Regrets: Vivian Feng, Margaret Heldman, Wendy Weston, Philip Robbins

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

1. **Approval of Agenda**

The agenda of was approved by consensus with additions of:

* #6 Release for Technical Advisor
* #9 Work Integrated Learning
1. **Approval of the Minutes January 18, 2018**

The meeting minutes of the meeting held on January 18, 2018 were approved by consensus.

1. **Welcome to Gordon Roe**

K. Sveinson welcomed G. Roe. The committee had round table introductions.

1. **Review of Action Items of January 18, 2018**

**Deferred Action Item #2:** (November 23, 2017) J. Russell announced four new members have been added to the Research Ethics Board.

**Action Item #1**: Implementation Plan Review: J. Falcus, K. Sveinson, and H. Workman had a short meeting to discuss the proceeding of the Implementation Plan.

**AGENDA: March 15, 2018**

**Action Item #2**: Scholarship Café updates to be provided in Agenda Item #7 by Kevin Smith.

**Action Item #3**: K. Sveinson spoke with Caroline Wing, SASC will have a presence at the 2018 APAG Conference, and students will be involved in a breakout session.

1. **Draft Posting of the CIRC Research Coordinator (base budget available FY18/29**

K. Sveinson reviewed the draft CIRC Research Coordinator Job Description developed by himself and M. Heldman. Feedback was received that the word Coordinator does not hold much authority.

**Action #1:** D. Rockel will review the wording of “Community and Industry Research Centre” and bring three alternatives to the word “Coordinator” to the March 15, 2018 meeting.

**ACTION: D. Rockel**

**AGENDA: March 15, 2018**

1. **Release for Technical Advisor**

K. Sveinson announced a 0.25 FTE was approved for a technical advisor.

J. Russell explained the REB performs peer review, this release allows an individual to provide quantitative and qualitative advice to those making applications for financial support. This position would also support the RSAF adjudication committee and research applications.

**Action:** J. Russell to work with a few members from the REB to create job posting. (position to begin September 2018)

 **ACTION: J. Russell**

**AGENDA: April 20, 2018**

1. **Scholarship Café Updates**

K. Smith confirmed 11 of 25 of the available booths for the Scholarship Café on Thursday, March 29, 2018 are full.

The floorplan this year will be slightly different to allow for more room between booths.

K. Smith and K. Sveinson reviewed the line-up of four keynote speakers.

A question was raised about inviting industry partners to the event. A suggestion of a “hook” for the event like serving beer samples was suggested by D. Rockel. K. Smith will look into the legal aspects of serving liquor at a College event.

**Action #2:** K. Smith will work with W. Weston to create a template letter for SASC Committee members to provide to stakeholders as well as something to post on LinkedIn. (to be provided via email)

K. Smith will provide a Scholarship Café update at the next committee meeting.

**ACTION: K. Smith/W. Weston**

**AGENDA: March 15, 2018**

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 throughout January and February.

The announcement of Langara receiving the BCIC Ignite grant will be on March 20th and will include a promotional video.

1. **Work Integrated Learning**

<awaiting H. Workman to insert update>

1. **Date of Next Meeting: Thursday, March 15th at 9:00am in Room B236**