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

**Thursday, March 15, 2018**

**9:00 am in Room B236**

**M I N U T E S**

**Attendees:** John Falcus, Margaret Heldman (Chair), Lena Hozaima, Julie Longo, Margo Nelson, Bridget O’Donnell (minutes), Danielle Rockel, John Russell, Kelly Sveinson,

**Guests:** Kevin Smith, Wendy Weston

**Regrets:** Vivian Feng, Philip Robbins, Ian Humphreys, Lynn Kitchen, Wanda Pierson, Gordon Roe, Heather Workman

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

1. **Approval of Agenda**

The agenda was approved by consensus with additions of:

* #6.5 RSAF Update
* #7.5 Leave from College for Scholarly Activity Work
1. **Approval of the Minutes February 22, 2018**

The meeting minutes of the meeting held on February 22, 2018 were approved by consensus.

1. **Review of Action Items of February 22, 2018**

**REVIEW: Action Item** (January): Implementation Plan Review: J. Falcus, K. Sveinson, and H. Workman will meet and report back in April.

**AGENDA: April 20, 2018**

**REVIEW: Action Item #1:** Wording of “Community and Industry Research Centre” Position Title. Presented at Agenda Item #4

**REVIEW: Action Item #2:** J. Russell to bring draft job posting for Technical Advisor to the next meeting

**AGENDA: April 20, 2018**

**REVIEW: Action Item #3:** Template blurb for SASC Members to send out to external Partners. K. Smith and W. Weston will provide by the end of today

1. **Proposed approval “CIRC Research Coordinator” Posting Job Description**

D. Rockel presented suggestions for the CIRC name to be changed to reflect a stronger less junior position. D. Rockel researched other institutions and brought forward a suggestion of *“Chair, Applied Research Centre”* with a tag line that includes social, innovation and other key terms.

**Motion:** To change the position name from Community and Industry Research Centre Coordinator (CIRC) to Chair, Applied Research Centre (ARC)

**Moved by J. Russell/ Seconded by M. Nelson**

**APPROVED**

The committee reviewed the ARC job description that was previously reviewed in February. A few minor changes were suggested that include more wording around fostering and engaging in relationships.

**Motion:** To make the suggested changes to the Chair, Applied Research Centre (ARC) and move forward with the search to fill this position in Fall 2018.

**Moved by Danielle Rockel/ Seconded by M. Nelson**

**APPROVED**

1. **Federal Budget – 5-Year Funding for Colleges & Institutes**

The Federal Budget was delivered last month which proposed $140 million over five years, starting in 2018-19 for colleges to increase support for collaborative innovation projects involving businesses, colleges and polytechnic. Funds will be managed through the College and Community Innovation Program.

1. **Scholarship Café Updates**

The Scholarship Cafe will be on Thursday, March 29th beginning at 11:30am in the T Gallery event space. K. Smith confirmed 17 booth participants, five keynote speakers. (recently added is Allison Sullivan presenting the Library’s LAIR Project)

Promotional posters, postcards, banner, screens, social media, and chairs list posts will go out on Tuesday, March 20th.

The committee discussed the target audience of students, faculty and community members, and the importance of all SASC Committee members attending. Faculty members are encouraged to bring their students to the café between 11:30am-3:00pm

**Action Item #1:** M. Heldman to speak to Provost regarding Beer sampling at the Scholarship Café.

**ACTION: M. Heldman**

**Action Item #2:** M. Heldman will connect keynotes with departments to further engage and encourage attendance.

**ACTION: M. Heldman**

**Action Item #3:** W. Weston and K. Smith will draft a template for outside professionals to encourage attendance at the café.

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

**Action Item #4:** W. Weston will work with C&M on developing short 90 second videos on about research projects beginning with Parallel 49’s Beer Project.

**ACTION: W. Weston**

**6.5 RSAF Update:**

K. Sveinson explained that each semester an information session is organized to promote the RSAF. Last semester there was zero attendees, yesterday there was only one. Engagement seems to be declining, likely a change in interest will occur when the RSAF 2 Section of Release is announced.

The committee suggested M. Heldman and K. Sveinson attend department meetings and engage with faculty who have not yet heard of the RSAF. Describing the variety of research and projects that have been done in visuals like a PowerPoint of videos would be engaging.

**Action Item #5:** M. Heldman and K. Sveinson to discuss the RSAF Presentation transforming to a department meeting presentation to replace the lunch time information sessions.

**ACTION: M. Heldman/K. Sveinson to begin Fall 2018**

1. **Applied Research Centre (ARC)**

K. Sveinson distributed the monthly report and discussed the status of current projects. He highlighted events and meetings attended throughout February-March, 2018.

**7.5 Leave from College for Scholarly Activity Work**

J. Russell explained a situation of not being paid when attending an external conference related to Scholarly Activity interest.

**Action Item #6:** Guidelines to be discussed at the next committee meeting to ensure each faculty member is treated equally.

**AGENDA: April 20, 2018**

**J. Russell/M. Heldman**

1. **Date of Next Meeting: Friday, April 20th at 9:00am in Room T228**