

SCHOLARLY ACTIVITY STEERING COMMITTEE MEETING (SASC)

October 28, 2016 Thursday

9:00 am in Room C408

MINUTES

Attendees: Margaret Heldman (Chair), Heather Workman, John Russell, Julie Longo, Kelly Sveinson, Philip Robbins, Vivian Feng, Natasha Mrkic-Subotic, Lynn Kitchen, Bridget O'Donnell (minutes)

Regrets: Margo Nelson, Wanda Pierson, Veronica Yeung, Ian Humphreys, Indira Prahst, and John Falcus

Guests: Marlene Dong, Felicia Lui

The meeting was called to order at 9:03 am.

1. Approval of Agenda

The agenda of October 28, 2016 was approved by consensus.

2. Approval of the Minutes

The minutes of the meeting held on September 22, 2016 were approved by consensus with one correction on page three. [SASC to RSAF]

Review of Action Items of September 22, 2016 meeting:

Action Item #5 – M. Heldman and K. Sveinson met with C. Arnold-Forster. C. Arnold-Forster will speak with corporate counsel, an update will be provided when available.

3. Fall 2016 Scholarship Café on November 24, 2016 Thursday - Updates

M. Heldman and K. Smith had a meeting to discuss the state of the Fall Scholarship Café. Initially, there were lots of participants but recently faculty have opted out, there are currently not enough participants to run the café. The committee discussed why the event may have failed, and believe it is not due to the lack of enthusiasm however that faculty does not have the time to participate. The committee agreed to cancel the Fall 2016 Scholarship Café

Action Item #1: M. Heldman to debrief with M. Dong and K. Smith before next SASC meeting

ACTION: M. Heldman

4. Community and Industry Research Centre (CIRC) Coordinator – Update

Please see attached handout from K. Sveinson.

5. 201630 RSAF Grant – Recommendation from the RSAF Committee

The cannabis group has requested an additional \$600 to reward survey participants retroactively. Without an incentive, they were unable to get enough responses to their survey. A discussion followed, it was agreed by the committee to grant the \$600 to the cannabis group. Further discussion needs to follow in regards to how this affects the Terms of Reference.

Motion: The committee motioned in favour of approving the \$600 increase to the grant recipients.

**Moved by: L. Kitchen/Seconded P. Robbins
CARRIED**

6. Ethical Review of Case Studies – LREB Guideline (Draft of October 3, 2016)

An attached handout was provided by J. Russell, also distributed via email.

Motion: Provisional approval of this LREB Guideline.

Action Item #2: J. Russell to meet with M. Heldman to how the Guideline will be shared with faculty.

**ACTION: J. Russell
Moved by: J. Russell/Seconded: K. Sveinson
CARRIED**

7. Implementation Plan

M. Heldman asked for volunteers to review the Implementation plan that was not been reviewed for about 1-year. M. Heldman will also speak with M. Nelson to see if she is available to help.

Action Item #3: K. Sveinson, V. Feng, and possibly M. Nelson to review plan.

ACTION: K. Sveinson/V. Feng/M. Heldman

8. Chairs Report

- a) Research & Support fund grant is up \$653, \$56,000 is shared with the library – restrictions on use of funds
- b) M. Heldman attended BCARIN Fall face to face meeting at the Justice Institute on October 21st. Notable other attendees include assistant deputy minister Claire Avison, and Mary Shaw, Executive Director, Ministry of Advanced Education.
- c) M. Dong reported on outsourced writer, C&M hired for the IDEALogue, Paul Heraty who will perform in-person interviews. C&M will then complete the design and layout. M. Dong will be in touch with M. Heldman if assistance needed.
- d) Danielle Rockel and Kelly Sveinson attending Innovation Forum (Nov 7-8, 2016)

9. Date of Next Meeting

The next meeting will be held on November 17, 2016 Thursday at 9:00 am in A253.

10. Adjournment

The meeting adjourned at 10:23 am.