

RESEARCH COORDINATING COUNCIL
Memorandum #190

April 16, 2009

Members Present:

Sean Anderson, Rajendra Barjracharya, Jim Bigelow, Carrie Brower-Breitwieser, Pamela Crowell, Deanna Dye, Dianne Horrocks, Cyndy Kelchner, Scot Kelchner, Herb Maschner, Deana Molinari, Carol Mundt, Chikashi Sato, Marco Schoen, Mukunthan Santhanakrishnan, Dan Tappan, Jessica Winston

Alternates:

Sara Helfrich for Shelly Counsell, John Dudgeon for Skip Lohse

Members Absent:

Colden Baxter, Phil Blick, Chris Daniels, Deb Easterly, Kay Flowers, Lori Johnson, Subbaram Naidu, Corey Schou, Keith Weber, Doug Wells

Dr. Jim Bigelow declared a quorum was present and called the meeting to order.

I. Approval of Minutes

Jessica Winston moved to accept the minutes as written, motion seconded. Motion passed (Memorandum #189) (12Y, 0N). Deanna Dye, Carol Mundt, Mukunthan Santhanakrishnan arrived after the vote.

II. Reports

- A. Faculty Research Committee (FRC) – Dr. Rajendra Barjracharya reported that the Outstanding Researcher banquet took place on Thursday, April 9th. The five Outstanding Researchers are: Terry Bowyer, Maria Wong, Russell Wahl, Karl Maderas-Kelly and Jennifer Eastman Attebery. The committee received 18 proposals and will be meeting on May 1st and May 8th to review and award the proposals.
- B. Graduate Student Research and Scholarship Committee (GSRSC) –Carrie Brower-Breitwieser reported that the committee received 19 proposals, one proposal was received late, so it will not be reviewed. The committee will be meeting on April 22nd and April 29th, to review and award the proposals.
- C. Undergraduate Student Research Committee (UgRC) – Dr. Dan Tappan reported that the symposium had an outstanding turnout, with 38 posters and 3 oral presentations being made. The committee met on April 14th to review the proposals and will meet on April 21st to award the proposals.

- D. Humanities/Social Sciences Research Committee (HSSRC) – Nothing to report.
- E. University Research Committee (URC) – Dr. Pamela Crowell reported that the committee received 8 proposals, and will be meeting on Friday, April 24th, to review and award the proposals. The committee has \$50,000 for funding of proposals.
- F. Vice President for Research – Dr. Pamela Crowell reported that many people are busy working on special Calls for Proposals for stimulus money. Check the newsletter, *Update* for funding announcements. ISU faculty are benefiting from the stimulus money. We have new and larger NIH awards that would not have been possible without the stimulus money.

Dr. Crowell reported that Congressman Simpson visited IAC and the Dental Hygiene Clinic last week. Congressman Simpson was instrumental in getting Congressionally directed funding for IAC and Dental Hygiene, and is very support of ISU.

- G. Issues from the Constituency – Dr. Jim Bigelow stated that Dr. Dan Selvage’s ROI grant was fully funded for 5 years. The Council wishes to extend their congratulations to Dr. Selvage on his prestigious achievement.

Dianne Horrocks reported that IAC received \$1.3M for small accelerators.

III. Council Business

- A. Mission Statement – Dr. Deanna Dye reported that the Faculty Senate preferred the phrase “a Council of the Faculty Senate” to the previous Mission phrase, “existing within the faculty governance structure.” The change was acceptable to the Council and was included in the proposed Bylaws.
- B. Vote on Bylaws – Dr. Cyndy Kelchner asked if there was any discussion on the proposed Bylaws. Dr. Rajendra Barjracharya discussed Article 3: Section 1: B and the phrasing “must be”. The Council noted that the point had been discussed in detail at previous Council meetings and that a consensus was reached that the stronger statement should be maintained. Dr. Barjracharya withdrew his concern.

Dr. Barjracharya and Dr. Maschner, a center director, commented on the voting membership having only one representative from the research centers. The Council outlined their previous discussions the Council’s duties and its membership, and the Council’s consensus to allow each faculty at least one representative with an additional representative to represent ISU Research Centers (allowing research centers to effectively have two representatives on Council). Dr. Crowell stated that she will help to get research center directors together so that they could decide who will represent the centers on the council. Dr. Maschner indicated that the arrangement was acceptable.

Dr. Deana Molinari noted that she had received a phone call from Ms. Bessie Katsilometes who has concerns about the outreach centers not being represented on

the Council. The Council noted that each off-campus employee, like each on-site employee, will have at least one representative for their academic unit on the Council (and two if a research center is involved) according to the new voting membership; off-site faculty can use this member to arrange any discussions that need to take place about off-campus research. The Council felt that specific issues related to off-campus research should be given special consideration when the Council reassembled in the next academic term, at which time an opportunity will be given to off-campus units to present their concerns to the Council.

Article 3, B, 1a, i of the Bylaws was changed from “Arts and Humanities” to “Humanities and Fine Arts” by request of Council members.

Article 3, Section 2 B, saw a change of sentence to “If the Chair of Research Council is not a member of Faculty Senate, then a Faculty Senate Representative will be. . .”

PLEASE SEE THE YELLOW HIGHLIGHTS IN THE ATTACHED APPROVED BYLAWS.

Motion was made by Dr. Scot Kelchner to accept the Bylaws with the minor changes noted above. Motion passed (14Y, 0N) with one abstention (Rajendra Barjracharya).

The Council would like to thank the Bylaws Subcommittee for their excellent work on the Bylaws. The Bylaws Subcommittee would like to thank the Faculty Senate for providing the Bylaws template.

- C. Elect Chair and Vice Chair – Scot Kelchner was nominated for Chair at the March 19, 2009 meeting. Deana Molinari and Mukunthan Santhanakrishnan were nominated for Vice Chair. Scot Kelchner was elected Chair and Deana Molinari was elected Vice-Chair of RC by the council.

IV. OTHER BUSINESS

- A. Miscellaneous – Dr. Crowell stated that Dr. Sean Anderson 2009-2010 Academic Fellow with the Foundation for the Defense of Democracies in Washington, D.C. As an FDD Fellow he will participate in an educational program that focuses on the threat of terrorism to democracy. The FDD Academic Fellowship Program takes place in Israel from May 30 through June 10.

Attachment: Bylaws passed by Research Council on Thursday, April 16, 2009, forwarded on to Faculty Senate for approval.

Meeting dismissed at 4:43 pm

Approved by Research Council: September 3, 2009
Accepted by Faculty Senate: September 14, 2009

Idaho State University

Research Council

Bylaws

ARTICLE 1: NAME AND REPORTING CHAIN

- A. The name of this body is the Research Council.
- B. The Research Council is a standing council of the Faculty Senate. The Research Council reports directly to the Faculty Senate and advises and coordinates with the University administration through the Vice President for Research.
- C. The Research Council was formerly named the Research Coordinating Council (RCC), created as part of the ISU committee/council revision adopted in 1982. The name was changed to Research Council in 2009.

ARTICLE 2: PURPOSE

- A. The Research Council consists of representative membership across the ISU research community. While formally advisory in nature, the Research Council provides a forum for internal discussion, gathers and disseminates information to the faculty, and provides a faculty voice on matters pertaining to research, scholarship, and creative activity (henceforth referred to as research). It also initiates and advises on the formulation, review, and application of policies touching on research matters.
- B. The Research Council provides oversight of subcommittees involved in the peer review and administration of internal grant awards funded by the Vice President for Research. Each subcommittee operates according to its own set of bylaws.

ARTICLE 3: MEMBERSHIP, SELECTION, AND RECALL

Section 1. Voting Membership

- A. All voting members of the Research Council must be faculty members and must directly represent faculty constituents.
- B. Research Council members must be experienced in and committed to research.
- C. The Research Council will have the following voting representative members:
 - 1. Nine college representatives as follows:
 - a. Arts and Sciences (3 representatives)
 - i. Humanities and Fine Arts (1)
 - ii. Natural Sciences (1)

- iii. Social Sciences (1)
 - b. Business (1)
 - c. Education (1)
 - d. Engineering (1)
 - e. Health Professions (1)
 - f. Pharmacy (1)
 - g. Technology (1)
 - 2. Research centers/institutes representative (1)
 - 3. Library/Museum representative (1)
- D. All voting representatives are appointed by the Faculty Senate and serve for three-year terms. Terms of office are based on the academic calendar and are staggered, with one-third of the Council membership being replaced each year. Election of new members must take place by the end of the spring semester preceding their term in office. Voting members may succeed themselves for one additional term, after which they must take at least a one-year break from serving on Research Council. Nominations to fill vacancies may be solicited by Research Council.
- E. If a representative member resigns from or otherwise ceases to serve on the Research Council, a replacement is chosen in the same fashion as the regularly selected representative. Replacements chosen to fill an unexpired term of a regularly selected member may be appointed to no more than two successive terms following the completion of the unexpired term. If a temporary vacancy occurs (e.g., sabbatical), a replacement is designated by the unit represented, to be approved by the Faculty Senate.

Section 2. Non-Voting Membership

- A. The Vice President for Research or designee will serve as a permanent ex officio (non-voting) member of the Research Council.
- B. **If the Chair of Research Council is not a member of Faculty Senate, then a** Faculty Senate representative will be appointed by the Faculty Senate for a one-year term to serve as a non-voting member of the Research Council.

Section 3. Duties of Members

- A. Members of the Research Council must participate fully in all of its activities. Specific duties of Research Council members include the following:
 - 1. Attend all Research Council meetings, which is mandatory.
 - 2. Solicit information from and represent the views of their faculty constituencies.

3. Inform constituencies of relevant actions taken or anticipated by the Research Council.
 4. Be prepared to identify strengths and weaknesses in the research enterprise and to help develop realistic proposals to foster ISU research.
- B. If members fail to perform their duties, they may be removed from the Research Council.
1. Any Research Council member who misses more than one meeting in an academic year without sending an alternate may be replaced by the Faculty Senate. Any Research Council member who misses more than two meetings in an academic year may be replaced, unless prior arrangements have been made to cover sabbatical etc.
 2. The Faculty Senate may recall any Research Council member for dereliction of duty by two-thirds approval of those voting. The Faculty Senate must allow the member(s) in question an opportunity to appear before the Senate to explain their position.
- C. Missing a Research Council meeting:
1. The Chair or Secretary must be notified in advance, if at all possible, if a member has to miss a meeting.
 2. An alternate is strongly encouraged, and should be chosen by the member from their own faculty constituency group. It is the member's responsibility to fill in the alternate on the Research Council's current work and any relevant constituency issues to address. Voting by proxy is allowed in accordance with Article 5.C.4.
 3. If a member has to miss more than a single meeting, arrangements should be made to formally appoint a temporary replacement.

ARTICLE 4: OFFICERS AND MEETINGS

Section 1. Chair, Vice Chair, and Secretary

- A. The Research Council elects the Chair of the Council at the last meeting of the spring semester from the continuing voting membership of the Council. The Chair serves for one year and may be re-elected if eligible.
- B. The Vice Chair will be elected at the first meeting of the academic year from the voting membership of the Council. The Vice Chair serves for one year and may be re-elected if eligible. The Vice Chair does not serve as the Chair-elect for the following year but may be nominated for Chair if eligible.
- C. The Secretary is elected at the last meeting of the spring semester from the continuing voting membership of the Council. The Secretary serves for one year and may be re-elected if eligible.
- D. The Chair, Vice Chair, and Secretary will be nominated by Council members and elected by simple majority of those voting. Nominations and voting may be done during the same Council meeting.

- E. The Chair is responsible for setting the Council meeting agenda, informing members of meeting time and location, running meetings, and preparing Council reports and correspondence. The Vice Chair takes up these duties in the absence of the Chair and performs other duties as assigned by the Chair of the Council. The Secretary is responsible, in the absence of staff support, for taking minutes and distributing them in a timely manner, and other duties as assigned by the Chair. The Secretary assumes the Chair's responsibilities in the absence of both the Chair and the Vice Chair.
- F. If any Research Council office (Chair, Vice Chair, Secretary) becomes vacant, the Council may hold a special election to fill the position for the remainder of that year, or may hold regular elections in accordance with Article 4. Section 1. A, B, and C.
- G. Should the removal of any Council Officer become necessary, it will be done in accordance with the provisions governing amendments to the bylaws as outlined in Article 7.A.

Section 2. Council Meetings

- A. The Council meets:
 - 1. In accordance with a calendar governing meetings of Councils as established by the Faculty Senate.
 - 2. Upon the call of the Chair, who is responsible for informing Council members in advance of the meeting of its time, place, and agenda.
- B. If three members of the Council request a meeting, the Chair will call it within two weeks of the request in accordance with the provisions in Article 4. Section 2. A.2.
- C. Research Council meetings are open to the University community. The Chair may invite people from outside the Council to present information on issues relevant to the Council's agenda.
- D. For purposes of discussion and deliberations, the Research Council may enter executive session, which is closed to persons other than voting members of the Council. On such occasions other persons may be present by special invitation of the Council. No final action is taken while in executive session.

ARTICLE 5: MINUTES, QUORUM, AND VOTING

- A. Documentation of meetings:
 - 1. Minutes are kept for each meeting and prepared in accordance with the format set by Faculty Senate. They are submitted to the Research Council in a timely manner for review and acceptance prior to forwarding to the Faculty Senate.
 - 2. Specific recommendations or direct action of the Research Council on issues directed by the Faculty Senate are submitted to the Faculty Senate separately from the minutes.

3. The Research Council's recommendations are considered by the Faculty Senate in accordance with its bylaws. All actions of Research Council must be approved by the Faculty Senate before becoming final.
 4. All subcommittees of the Research Council will forward their minutes to the Research Council in a timely manner for approval. The Research Council will then submit the subcommittee minutes to the Faculty Senate.
- B. A quorum consists of fifty percent of the voting membership of the Research Council.
- C. A motion passes when it receives a majority of the votes.
1. Abstentions do not count as votes.
 2. Tie votes fail.
 3. The Chair has the right to vote on all motions.
 4. Voting by proxy is allowed when notification of proxy assignment is made to the Chair or Secretary prior to the scheduled meeting. A proxy must be given to a faculty member within the member's area of representation who is not already serving on the Council.
 5. Votes may be submitted after the meeting on issues needing further consideration, by any means the Council deems appropriate. These votes will only be accepted from those members in attendance of the meeting within two (2) weeks of the meeting.
- D. Bylaw changes cannot be introduced and voted upon within the same meeting, in accordance with Article 7.A.
- E. *Robert's Rules of Order, Newly Revised* (<http://www.constitution.org/rror/rror--00.htm>) is the authority in all matters not covered by these bylaws and/or approved operating procedures.

ARTICLE 6: SUBCOMMITTEES

- A. The Research Council has five standing subcommittees that are responsible for the review of proposals requesting internal funds provided under the auspices of the Vice President for Research. Each subcommittee's purpose is stated in individual subcommittee bylaws which are approved by Research Council. Standing subcommittees of the Research Council are as follows:
1. Faculty Research Committee
 2. University Research Committee
 3. Humanities and Social Sciences Research Committee
 4. Graduate Student Research and Scholarship Committee
 5. Undergraduate Research Committee

- B. Members of each subcommittee are selected in accordance with the bylaws of each subcommittee and are approved by Research Council. Each subcommittee shall have one representative from the Office of Research appointed by the Vice President for Research. A record of the members and bylaws of each of the subcommittees is maintained by the Research Council and by the Faculty Senate.
- C. Minutes are kept for each subcommittee meeting and prepared in accordance with the format set by the Faculty Senate, and are submitted in a timely manner to the Research Council for review and acceptance. The Research Council forwards accepted minutes, bylaws revisions, and documents generated to the Faculty Senate for review and approval.
- D. The Research Council may create or disband any of its standing subcommittees with two-thirds approval of the voting members of the Research Council. The motion to disband a standing subcommittee cannot be introduced and voted upon at the same meeting. The creation or discontinuance shall not be effective until approved by the Faculty Senate.
- E. The Research Council may appoint ad hoc subcommittees as necessary. These subcommittees are not standing subcommittees and will be disbanded upon completion of assigned task.

ARTICLE 7: BYLAWS AMENDMENT PROCESS

- A. These bylaws may be amended by a two-thirds majority of the Research Council voting membership. Amendments cannot be introduced and voted upon at the same meeting. However, bylaw changes may be presented by any means the Council deems appropriate and then voted on at a scheduled Research Council meeting as long as they are distributed at least two (2) weeks prior to the meeting.
- B. The Faculty Senate may override Research Council and subcommittee bylaw changes in accordance with the Faculty Senate Bylaws (Article VII, Section II).

ARTICLE 8: BUSINESS ITEMS

- A. Items or policy not completed in one academic year should be considered old or continuing business to be completed by the Research Council in the next academic year.
- B. New business may be initiated in the Research Council by any of the following means: business referred to the Research Council by Faculty Senate, items brought in by a member of Research Council, or items referred by the University community.