

RESEARCH ADVISORY COUNCIL AGENDA

November 7, 2019 | 1:30 pm – 3:30 pm | Room A225

Welcome and Introductions

1. Items for Adoption

- 1:35 1.1 Agenda: November 7, 2019
- 1:38 1.2 Minutes: September 12, 2019

2. Business

- 1:40 2.1 UFV HarvestIR Institutional Repository – Brenda Philip and Martin Warkentin
- 2:00 2.2 [Fundamental research is anything but basic](#) – article
Discussion – Olav Lian and Jon Thomas
- 2:20 2.3 Terms of Reference Review – previous TOR attached

3. Information Items

- 2:40 3.1 Research Office report – Jerri-Lynne Cameron
- 3.2 Human Research Ethics Board report – no report
- 3.3 Teaching and Learning Advisory Council report – no report
- 2:45 3.4 Senate Research Committee report – Shelley Canning
- 2:50 3.5 RAC Timeline Project – subcommittee members
- 2:55 3.6 Reminder: TCPS 2 tutorial will be required starting January 1, 2020 for all
team members on Research Ethics applications (contact Yvette for more
information)

4. Roundtable Discussion – (time permitting)

- 3:00 4.1 Research updates from your faculty or department

5. Adjournment: 3:30 pm

- 5.1 Next meeting: January 16, 2020, 1:30 pm to 3:30 pm, room A225

RAC Minutes
September 12, 2019 | 1:30pm-3:30pm | A225

Present: Jerri-Lynne Cameron, Irwin Cohen, Mai Anh Doan, Christine Elsey, Garry Fehr, Paul Fontaine, Sandra Gillespie, Mary Higgins, Everett Igbowa, Selena Karli, Masud Khawaja, Marcella LaFever, Lucy Lee, Zina Lee, Olav Lian, Mariano Mapili, Amanda McCormick, Danielle Mijo-Burch, Sylvie Murray, Ian Rockborough-Smith, Joanna Sheppard (Vice-Chair).

Recorder: Tracy Morrison.

Regrets: Satwinder Bains, Sue Brigden, Shelley Canning, Keith Carlson, Dieter Geesing, Cindy Jardine, Lenore Newman, Jon Thomas (Chair), Noham Weinberg.

Welcome and Introductions

Joanna Sheppard (vice-chair) welcomed new members and introductions were made around the room.

1. ITEMS FOR ADOPTION

1.1 Agenda: 2019 SEPT 12

MOTION: THAT the agenda from the September 12, 2019 RAC meeting be approved as presented

Lucy Lee, Marcella LaFever CARRIED

1.2 Agenda: 2019 MAY 09

MOTION: THAT the agenda from the May 9, 2019 RAC meeting be approved as presented

Marcella LaFever, Irwin Cohen CARRIED

1.3 Minutes: 2019 MAY 09

MOTION: THAT the minutes from the May 9, 2019 RAC meeting be approved as presented

Marcella LaFever, Irwin Cohen CARRIED

1.4 Agenda: 2019 MAR 14

MOTION: THAT the agenda from the March 14, 2019 RAC meeting be approved as presented

Marcella LaFever, Irwin Cohen CARRIED

1.5 Minutes: 2019 MAR 14

MOTION: THAT the minutes from the March 14, 2019 RAC meeting be approved as presented

Marcella LaFever, Irwin Cohen CARRIED

1.6 Minutes: 2019 JAN 17

MOTION: THAT the minutes from the January 17, 2019 RAC meeting be approved as presented

Marcella LaFever, Irwin Cohen CARRIED

2. BUSINESS

2.1 Best practices in working with student research assistants - presentation

- Three former and current student research assistants presented on what they felt were the main aspects to be considered by faculty members when hiring and working with research assistants.

- Cassandra Shewchuk and Travis Gingerich are both students in Olav Lian’s Luminescence Dating Lab. They stated that the research needs to be relevant and relatable to students’ interests and educational journey.
- Training needs to be provided to students, especially when working with sensitive materials.
- Providing background information on the research can assist students immensely in their work by providing context.
- Kenton O’Donnell was a kinesiology student working with children with FASD. He gained multiple experiences from his research with Kathy Keiver and Alison Pritchard Orr, and his participation on their project, gave him the experiential learning that lead him to his current career in working with special needs children.
- Both Linus Chiang and Lucy Lee presented from a researcher perspective and said they recruit students in their classes and through the Work Study program. Students usually begin as volunteers, then they are paid from grants and external funding. Students gain valuable experience through the research, apply for their own grants, and work towards entry into graduate programs.

2.2 Sub-committee for RAC researcher meet and greet event

- There was a request from the co-chair for volunteers from RAC to form a sub-committee to plan a meet and greet event for new faculty and researchers.
- The event will be a way for everyone to learn and hear about what research is going on at UFV, and what resources exist to support their research. It will be particularly valuable for faculty who are research curious.
- Teaching and Learning will be able to provide a new faculty list for invitations.
- The subcommittee will consist of Joanna Sheppard, Danielle Mijo-Burch, Paul Fontaine and Mai Anh Doan.

3. INFORMATION ITEMS

3.1 Research Office report – Jerri-Lynne Cameron

- SSHRC Insight grants – 3 or more submissions in the works
- NSERC Discovery grants – 3 or more submissions in the works
- SSHRC Insight Development grants – 5 or 6 submissions in the works
- There is one Genome grant and a CHIR grant being submitted
- ROSA applications are due through ROMEO by midnight, Oct 31
- Sabbatical applications are due through ROMEO, or previous electronic email submission by midnight, Nov 30
- The Research Office welcomes their new, and very talented Communications and Events Coordinator, Danielle Mijo-Burch. She will be organizing and promoting research activities and events at UFV.
- For more information and tutorials on ROMEO, the new research administration tool for submitting and tracking funding and ethics applications, please see our website: <https://www.ufv.ca/research/ufv-romeo-information/>

3.2 Human Research Ethics Board report – Attached to agenda package

3.3 Teaching and Learning Advisory Council Report – Everett Igbwa

- The new faculty kickstart had 32 new faculty attend.
- Outcomes for the needs of new sessional faculty included indigenization, pedagogical merit, and technological services.
- CityStudio initiative with the City of Abbotsford, is now expanding to Chilliwack and Mission.
- Teaching and Learning is looking for a Director for the new Centre for Experiential and Career Education.
- The **Festival of Learning** is happening:
May 11, 2020 - May 13, 2020
The Pinnacle Hotel, Harbourfront
1133 W Hastings Street, Vancouver

3.4 Senate Research Committee Report

No report

3.5 Romeo Workshop – September 25, 2019, room A225 at 10:00 am – 11:30 am

3.6 Join us Sept 17 at 4:00pm in F124 for a lecture on [“Smart Agriculture: Potentials, Challenges & Solutions”](#) by Dr. Qin Zhang from Washington State University. Light refreshments to be included

3.7 Student Graduate Scholarship Grant Writing Workshop - September 25, 2019, room A203b at 1:00 pm – 2:30 pm

4. ROUNDTABLE DISCUSSION

4.1 RAC Terms of Reference revision, i.e. membership definition

- There were various discussions surrounding RAC membership. Discussions included whether members should be appointed by Deans/AVPs, or if there should be a nomination form, and anonymous voting.
- There had not been quorum for the last few meetings, and it was questioned if quorum of voting members should be lowered to account for the lower attendance at meetings.
- A larger discussion surrounded the purpose of RAC. A slight historical review was given from a few members who were on the council at the time of its inception.
- There was a request for a plotted history of RAC. Request for if someone who has been a part of RAC for several years to take this on.
- RAC is supposed to advise the AVP of REGS on research related issues that concern faculty. Previous issues include sabbaticals, tenure and ROSA releases.
- Members do not want RAC to fold, or just to be a research roundtable. The importance of the council is not being communicated to faculty.

5. ADJOURNMENT – 3:20 pm

5.1 Next meeting: November 7, 2019, 1:30 pm, room A225.

Research Advisory Council

Terms of Reference

1. Mandate

The Research Advisory Council provides the AVP Research & Graduate Studies with advice and recommendations with respect to policies, programs, and other initiatives related to research, creative and other scholarly activities at UFV. More specifically, it

1. reviews yearly the Institution's Research Plan and provides advice on its contents, objectives, and orientation;
2. considers and reviews, as required, existing research related policies and proposed new ones, if necessary, and provides advice on their content, interpretation, and implementation;
3. provides a forum where new research and scholarly initiatives and ideas can be discussed and reviewed in an inter-disciplinary context;
4. provides, through its members, an internal communication mechanism built on the existing departmental structure to broadly communicate information concerning research, funding opportunities, institutional research initiatives, and the like; and,
5. establishes sub-committees, as required, to address emerging issues as they relate to research, creative, and scholarly activities and develops proposals for addressing them.

2. Membership

One faculty member delegated by each teaching department or alternate*
Director of Library Services
Chair and Vice-Chair of the UFV Research Ethics Board
Directors / leaders of each UFV research institute, centre, or lab

Non-Voting Members

Vice-President (Academic)
AVP Research & Graduate Studies
Dean of Arts
Dean of Professional Studies
Dean of Science
Dean of Trades
Director of Research Services & Industry Liaison

3. Chair

Every year at its regular April meeting, the Council will appoint a Chair from its own membership.

4. Regular Meetings

The Council shall meet once a month, or at the call of the Chair, or at the request of the AVP Research & Graduate Studies. All meetings of the Council are open to all UFV faculty, staff and students wishing to attend. In the event that a vote must be taken on specific recommendations made to the AVP, a quorum shall be ten voting members.

5. Proceedings

A summary record of the proceedings and recommendations of the Council will be produced and circulated by the Assistant to the AVP Research & Graduate Studies.

* Each year, prior to the Council's first meeting in September, all teaching departments will be asked to appoint a faculty member as their delegate to the Council.

Research Advisory Council

Terms of Reference

1. Mandate

The Research Advisory Council (RAC) provides an opportunity for research-oriented faculty members at UFV to come together to discuss issues related to research, to identify emerging issues and concerns, to develop new research-based initiatives, and to provide advice and support to the AVP Research & Graduate Studies and other UFV decision-making bodies such as the Senate Standing Committee for Research. The RAC shall:

1. provide a forum where new research, scholarly initiatives and ideas can be discussed and reviewed in an inter-disciplinary context;
2. provide a space in which research-minded faculty can form a collective voice;
3. provide, through its members, an internal communication mechanism built on the existing departmental structure to broadly disseminate information concerning research, funding opportunities, institutional research initiatives, and the like;
4. establish sub-committees, as required, to address and/or advise on emerging issues as they relate to research, creative, and scholarly activities and develop proposals for addressing them; and,
5. consider and review, as requested by AVP Research & Graduate Studies and other UFV bodies such as the Senate Standing Committee for Research, existing or proposed research related plans and policies, and provides advice on their content, interpretation, and implementation.

2. Membership

One faculty member delegated by each teaching department or alternate*
University Librarian or designate
Chair and Vice-Chair of the UFV Research Ethics Board
Directors / leaders of each UFV research institute, centre, or lab

Non-Voting Members

Vice-President (Academic)
AVP Research & Graduate Studies
All Deans
Director of Research Services & Industry Liaison
Director of Teaching and Learning Advisory Council

* Each year, prior to the Council's first meeting in September, all teaching departments will be asked to appoint a faculty member as their delegate to the Council.

3. Chair

Every second year at its regular April meeting, the RAC will elect a Chair from its own membership.

4. Regular Meetings

The Council shall meet once a month, or at the call of the Chair, or at the request of the AVP Research & Graduate Studies or the Chair of the Senate Standing Committee on Research. All meetings of the Council are open to all UFV faculty, staff and students wishing to attend. In the event that a vote must be taken on specific recommendations made to the AVP or other UFV decision-making body, a quorum shall be ten voting members.

5. Proceedings

A summary record of the proceedings and recommendations of the Council will be produced and circulated by the Assistant to the AVP Research & Graduate Studies.

RAC approved September 2011.

Research Advisory Council Terms of Reference

1. Mandate

The Research Advisory Council (RAC) provides an interdisciplinary forum for discussion of ideas, issues related to research. RAC *advocates* for research activity within the context of a teaching intensive university. RAC provides an *opportunity* for research-oriented faculty members at UFV to come together to discuss topics related to research, to support research-based initiatives, and to stimulate discussion and profile research activity at UFV. RAC will provide advice and support to the AVP Research, Engagement, & Graduate Studies and other UFV decision-making bodies such as the Senate Standing Committee for Research.

The RAC shall:

1. Initiate and plan activities and events related to research, to inspire and facilitate institution wide discussion. These activities and events may take place within RAC meetings themselves.
2. Provide a forum where new research, scholarly initiatives, good research practice, and new ideas can be discussed and reviewed in an inter-disciplinary context.
3. Provide a space in which research-minded faculty can network and have a collective voice.
4. Support the visibility of research by profiling and disseminating information about research activities and good research practice.
5. Support and advocate for student research opportunities.
6. Act as a resource for faculty regarding the scholarship of teaching and learning.
7. Act as a resource to new faculty to support them in the development of their research and scholarly activity.
8. Consult with and advise program areas on matters related to research and the integration of research and teaching.
9. Establish committees, as required, to address and/or advise on emerging issues as they relate to research, creative, and scholarly activities.
10. Consider and review UFV's strategic, strategic research, and education plans, policies and practices to assess the implications for research and the integration of research and teaching. These may be requested by the AVP Research, Engagement & Graduate Studies, Senate Research Committee (SRC), or other UFV bodies. Advice may be sought on the content, interpretation, and implementation of plans and policies.
11. Provide liaison to related groups such as the Teaching and Learning Advisory Council (TLAC) and others.

2. Membership

Voting members:

Two faculty members who are researchers, delegated by each faculty: Arts (2 from Social Sciences and 2 from Humanities), Access and Continuing Education, Applied and Technical Studies, Health Sciences, Science, and Professional Studies.

University Librarian or designate

Chair or Vice-Chair of the UFV Human Research Ethics Board

Directors / leaders of each UFV research institute, centre, or lab: Agriculture Centre of Excellence, Centre for Food and Farmland Innovation, Centre for Global Development, Centre for Social Research, Centre for Education and Research on Aging, Centre for Public Safety and Criminal Justice Research, South Asian Studies Institute, Luminescence Dating Lab and Molecular Modeling Lab.

Research Chairs: Canada India Partnership Development, Food Security and the Environment, Health and Community, and Aboriginal Studies.

Non-Voting Members

Other faculty members are welcome to attend
Provost and Vice-President (Academic)
AVP Research, Engagement, & Graduate Studies
Dean, College of Arts
Dean, Professional Studies
Dean, Sciences
Dean, Health Sciences
Dean, Access and Continuing Education
Dean, Applied and Technical Studies
Director of Research Services & Industry Liaison
Director of Teaching and Learning or designate

3. Chair

Every second year at its regular May meeting, the RAC will elect a Chair and a Vice-Chair from its membership. The selection of the Chair and Vice-Chair may be deferred at the request of RAC to September. In the event of an election, voting may occur by ballot.

The Chair (or designate) is a member of the Senate Research Committee ex-officio. The Chair is responsible for liaison with the Research Office. In his/her absence, the Vice-Chair will provide liaison or attend meetings.

4. Regular Meetings

The Council shall hold meetings in September, November, January, March and May each year. The Council may also meet at the call of the Chair, or at the request of the AVP Research, Engagement, & Graduate Studies or the Chair of the Senate Research Committee. In the event that a vote must be taken on specific recommendations made to the AVP or other UFV decision-making body, a quorum shall be 50% plus 1 of voting members.

All meetings of the Council are open to all UFV faculty, staff and students wishing to attend.

5. Proceedings

A summary record of the proceedings and recommendations of the Council will be produced and circulated by the Assistant to the AVP Research, Engagement, & Graduate Studies.

Final Version May 10, 2017