

General Faculties Council
RESEARCH AND SCHOLARSHIP COMMITTEE
Approved Minutes

Meeting 25
October 18, 2016, 2:00 – 4:00 p.m.

A167

Voting Members

John Reynolds, Co-Chair
Nancy Arthur, Academic Co-Chair
Thomas Baumgartner
Thomas Hickerson
Tom Keenan
Andy Knight
Alicia Lunz
Tannin Schmidt
Joseph Sparling – arrived during Item 4
Karen Then
Roger Thompson
Run Ze Yang
Lisa Young
Gerald Zamponi

Regrets

Alan McLuckie
Michael Nesbitt
Hermann Schaetzl
Alain Verbeke

Guests

Jeff Bowes, Enterprise Data Architect, Information Technologies – present for Item 4
Jean Gomes, Institutional Analyst, Office of Institutional Analysis – present for Item 4
Robert Jenkins, USER Program Manager, Research Services – present for Item 5

Non-Voting Members

Hamid Habibi
Anne Katzenberg
Rose Tobias

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

The Co-Chair called the meeting to order at 2:01 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the October 18, 2016 Research and Scholarship Committee meeting be approved.

Carried

2. Remarks of the Co-Chair and Academic Co-Chair

The Co-Chair included the following in his remarks:

- The deadline recently passed to apply for grants such as to the Canadian Institutes of Health Research, Social Sciences and Humanities Research Council, Natural Sciences and Engineering Research Council, and Alberta Innovates - Technology Futures. Researchers are thanked for their efforts to apply for these.
- The four Alberta Innovates corporations will be merged into one entity on November 1, 2016
- A Prizes and Awards Committee is being formed, which should help improve application success rates
- A search is underway for a new Director of Research Accounting
- The University Systems Enabling Research (USER) Committee met yesterday. This committee serves as a link between researchers and administration, and, in particular, works to ensure that administration is aware of the needs of researchers.
- Federal Minister of Science Kirsty Duncan recently announced the next round of the Canada Excellence Research Chairs program, in which eleven proposals will be funded. The University will be able to submit two applications to the program. The submission deadline is not yet known.
- Over the summer, approximately 200 undergraduate students participated in research projects. It is important that students be provided these opportunities. The University is looking into a consolidated approach to providing information on these opportunities, and forming a single selection committee to review applications.
- Carolyn Emery has started her term as Director of the Post-doctoral Program

In response to a question, it was explained that, because resources are limited, providing support for the development of major grant, prize and award applications is prioritized. If there were more resources, the University would provide greater support for the development of smaller applications, such as by individuals for regular Tri-Council grants. Some Faculties have supports in place, such as through research facilitators, Associate Deans (Research), bridging funding, and peer review of applications.

The Academic Co-Chair made no remarks.

3. Approval of the September 20, 2016 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Research and Scholarship Committee meeting held on September 20, 2016 be approved.

Carried

4. University-wide Survey Tool License and Service

Documentation for this item was circulated with the Agenda. Jeff Bowes, Enterprise Data Architect, Information Technologies, and Jean Gomes, Institutional Analyst, Office of Institutional Analysis,

presented this item.

Highlights:

- The proponents explained that a joint initiative between Information Technologies, and the Office of Institutional Analysis is in progress, with a mandate to investigate the possibility of obtaining a site license for an institutional survey tool. Currently, many survey tools are used across the University, such as Survey Monkey, Fluid Surveys, Qualtrics, Campus Labs, Red Cap and Class Climate. Having a site licence for the chosen tool (likely Survey Monkey or Qualtrics) would increase consistency across the University, reduce costs, lead to a better user experience, and reduce the risk of losing survey data.
- The proponents reported that focus groups and meetings with major stakeholders (including Legal Services and the University's research ethics boards) have been held in order to determine needs. It has been determined that some specialized needs will still require the use of other survey tools, such as Class Climate for some student surveys and Red Cap for some research surveys, but that most needs can be addressed by the tool chosen for site license. The tool will be chosen by the Information Access and Reporting Group, comprised of representatives from the Office of Institutional Analysis, Information Technologies, and Research Services, in consultation with stakeholders.
- In response to a question, it was clarified that use of the survey tool under the site license would not be mandatory, but would be encouraged
- The Committee discussed matters such as:
 - Whether surveys taken under the University-wide tool would necessarily have identifying data, and whether responses to a variety of surveys could be linked
 - That data collected through a survey is complicated, and that it may be the property of the University, a researcher, or a group, depending on the circumstance
 - Whether Survey Monkey may open a Canadian data centre soon
 - That technical support would be provided by the chosen survey tool vendor, but methodology support is desirable. A survey users group could be formed, to share knowledge and experiences.
- The Committee expressed support in principle for the proponents to continue to pursue this initiative
- It was reported that the Provost and Vice-President (Academic) and the Chief Information Officer are currently determining whether there is funding to allow this initiative to move to the Request for Proposals phase. If so, the site license should be in place in the first quarter of 2017.

5. Review of Draft Research Life Cycle

Documentation for this item was circulated with the Agenda. Robert Jenkins, USER Program Manager, Research Services, presented this item.

Highlights:

- The presenter reviewed a model that has been developed to represent the research life cycle at the University. The model illustrates the connections between researchers, support units, and systems and processes, and spans the time from pre-award through publication and curation.

- The Committee learned that it has been identified that more automation within the research system is desired, such as through the centralization of researchers' profile information and the integration of systems, and that the research system might be linkable to the academic career progression systems (e.g. annual reporting, promotion and leave)
- The Committee thoroughly discussed the phases of the research life cycle model, in particular the components of pre-award planning, project establishment, post-award reporting, and publication, and agreed that the model helps to clarify the processes and should be made available to researchers on the Research Services website once finalised. The Committee remarked that the model will enable researchers to better understand the research system, and may help researchers to track where they are in the various processes.
- The Committee suggested that:
 - The processes relating to research grants and contracts be added to the model
 - The model should reflect that publications can happen before the project close-out phase
 - Because internal and Tri-Council project close-out timelines may be different, the model should indicate this
- The Co-Chair reported that the Committee will receive a presentation specific to the Research Management System at a future meeting

6. Update from Steering Committee on Digital Data Management

Tom Hickerson, Vice-Provost (Libraries and Cultural Resources) and University Librarian, presented this item.

Highlights:

- The presenter reminded the Committee of the Tri-Council's principles relating to the collection and sharing of research data, and reported that a draft operating standards and practices document for the University will begin to move through the consultation process soon (including to the Committee). Researchers are responsible to develop data management plans, maintain awareness of current standards and expectations in their discipline, and to follow best practices. The University is responsible to promote the importance of data management, provide an environment that enables world class data stewardship practices, and to develop data management polices as needed.
- It was reported that the University's Steering Committee on Digital Data Management is looking into the possibly of establishing a University repository for research data. This would require standardized metadata.
- The Libraries and Cultural Resources website contains a guide for researchers and a link to the Data Management Planner Assistant authorized by the Tri-Council. Related workshops are being offered.
- The Committee discussed:
 - That open access to publications and open access to data are related, but different, matters
 - The need for a clear definition of "data", as it is currently unclear whether all raw data must be made available or only data associated with publications
 - The complexities relating to student-generated data

- That it needs to be understood what it means to reposit data. For example, there could be thousands of terabytes of data storage for a single project with the associated cost.
- The presenter reminded the committee that the University has an Open Access Authors Fund, to which researchers can apply for funding to pay for author processing charges for authorized journals. Open access repositories are also increasingly an option to meet the Tri-Council's requirements for sharing.
- The Co-Chair indicated that this subject will be discussed by the Committee again at a future meeting

7. Approved 2016-2017 Research and Scholarship Committee Work Plan

The 2016-2017 RSC Work Plan was circulated with the Agenda for information only.

8. Other Business

There was no other business.

9. Adjournment

Moved/Seconded

That the Research and Scholarship Committee adjourn the October 18, 2016 meeting.

Carried

The meeting was adjourned at 4:08 p.m.