



Monday, August 30, 2021

TO: Members of the Committee on Research (CR)
FROM: Benjamin K. Smith, Chair, CR
SUBJECT: CR Minutes
MEETING DATE: Thursday, September 2, 2021, 12:45-2:30pm via Zoom
[PLEASE CLICK HERE FOR ZOOM LINK](#)

AMENDED MINUTES

Present: Liz Ginno, Kathryn Grimm, Nathalie Ingraham, Ram Kandasamy, Balvinder Kumar, Juleen Lam, Katrina Nicholas, Kourosh Shafi, Jennifer Sherwood, Benjamin Smith

Absent: none

Guests: Mary D'Alleva, Jeanne Dittman, Linda Dobb, John Eros, Sarah Nielsen, Mark Robinson

1. Introductions
2. Elect Vice-Chair (see [20-21 CR 13](#), Art 2)
 - a. Jennifer Sherwood
3. Approval of the agenda
 - a. Benjamin moved to amend agenda to add Land Acknowledgment; unanimously approved
 - i. Read the full version of the Land Acknowledgement
 - ii. Future meetings will read the short version of the Land Acknowledgement
4. Reports
 - a. Report of the Chair - Benjamin
 - i. [Annual Report of the Chair of the CR](#)
 - ii. See the Annual Report. We need to work on the FSG policy, hand-full of other policies and they are on this agenda, and continue the ongoing conversation about a broader approach to research on campus. We will be partly addressing that as a special Sub-Committee, but I want us to address it as a Committee.
 - b. Report of the Presidential Appointee- Bal -
 - i. Relay congratulations to the entire campus about a slew of NSF grants. Last week, we were funded by the Dept. of Education for a STEM HSI Proposal. The Small Business



Development Center was funded. With the new AVP coming in we will have more opportunities, and ways to improve.

1. Benjamin- Has an AVP candidate been submitted to the Provost, or announced? We never got a response on CR's recommendation for the search that the position be at the level of a vice president.
2. Chair Neilsen- I heard that there may be an announcement next week. I did talk to the Associate Provost and it was thought that the response got lost in the transition and there will be an e-mail response in a day or two. I will pass that along to you.

c. Report of the Subcommittees

i. Institutional Review Board (IRB) [Annual Report](#)

1. John- Benjamin and I talked it through so there is nothing to add unless there are questions about the annual report from the Committee. No questions.

ii. Institutional Animal Care and Use Committee (IACUC) [Annual Report](#)

1. Benjamin-This is the first Annual report of IACUC. There is a new Chair of IACUC and she was not aware of the changes that CR made to the policy. This year the Annual Report is just a compilation of the 2 required reports that they do for Federal Regulations. I've been told that she intends to do a report more in line with what IRB does at the end of the academic year, and will include recommendations for changes that they would like at the university level. Questions. No questions.

5. Business

a. **TIME CERTAIN 1:00 PM w/ Associate Provost Linda Dobb** to present issues that have arisen with the FSGs

- i. Benjamin motioned to approve the seating of the Taskforce on Revision of Policy and Procedures for Faculty Support Grants (see [20-21 CR 13](#), Art. VI §1 & Art. VI §6)
- ii. AP Dobb -There were many questions about the FSG policy last year so I looked into the policy. The policy needs to be rewritten before another grant goes out the door. I sent the list of 10 items to be addressed to Benjamin. The policy is old and outdated, still the mention of quarters, mention of the Provost signing off.
- iii. I have made a list of 10 items that need to be addressed.
 1. The methods and purpose do not match what we have on our web-site right now.
 2. Add an appeal process at the end. If people have grievances, there should be a way of appealing the process.



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3. Add language to define how involved members of the committee should be, and state that if they are applying then they should not be reviewing.
 4. Streamline the process
 5. State that once you send out a call, cannot change rubric for scoring purposes.
 6. Add language about equity, and involvement of students in the rubric, and add language to target equity gap.
 7. Add language about travel restrictions. If travel must be approved, which it looks like it will need to be approved for the upcoming future, then you may not want to encourage FSGs to be used for travel.
 8. Update to include discussion of Infoready, remove mention of series of signatures required because that is outdated.
 9. Remove language about cost extension. There is a hard-deadline of June 30th.
 10. State whether lecturers are eligible to receive internal grants (FSGs). Money that comes from the Chancellor's Office is available to lecturers, but internal funding has been designated for tenure-track and tenured faculty. This is your decision to make if you want to open the eligible pool for internal funding (FSGs) to include lecturers.
- iv. Jennifer- Hiring students and paying students is a huge barrier for faculty on this campus, and it contributes to the equity gap. What can be done to address this problem?
1. AP Dobb - I have an expert in student hiring working in my office. I encourage you to have her come to CR, work with ORSP, and explain the whole process. She helped with the hiring of 18 students on campus this summer, and knows how to send it to payroll.
 2. Benjamin- recommend we discuss inviting her as part of our focusing efforts for this year.
- v. Benjamin-Are there funds, and are we offering a FSG this year?
1. AP Dobb - I have not heard that there will be any funds. I encourage you to get working on these updates because we have odd pots of money coming from the Chancellor's Office for very targeted things, and we need these policies updated and addresssed, and the rubric needs to be updated.
- vi. AP Dobb - Did this policy go through the Senate?
1. Benjamin - yes. The policy went through the Senate but over the years, there have been many small tweaks and the accumulative effect has resulted in large revision. I intend to remove the call from policies and have it as a separate procedures document. Will also address and define the Conflict of Interest.



Want to get this through the Senate, and signed by the President before money is available.

2. AP Dobb- yes. This should be a high priority to revise the FSG policies. Also, the reviewers should be addressed. There should be no farming this out, and there should be no conflict of interest for the reviewers. I am happy to help to revise these policies. Looked at several CSU policies like Northridge, Fullerton. Include someone from ORSP to be involved in the review process
3. Benjamin- We need to define how we will address this. Should we set a task force that commits to not applying for FSGs?
4. Nathalie- I understand the task force needs to not have a conflict of interest, but I am very committed to seeing these policies revised especially after what happened to me last year. I understand that you can't revise the rubric, but is that saying that if you are going to be on CR then you cannot apply for an FSG for 2 years? This will limit the people willing to serve on CR to exclude non-tenured folks.
5. AP Dobb- I think that you should include in the call for CR, "if you are going to serve on CR then one of the two years of your service, you cannot apply for a FSG". I also think that we need to clarify the effects of type of leave-sabbatical vs. unintended- on eligibility for grant.
6. Benjamin- that is part of the call for several years, but not part of the policy.
7. Katrina- Those of us seated on CR, were not aware that we would be exempt from applying for FSGs. How will we handle that?
8. Kathryn- Does it need to be a full year, or just semester by semester? If not enough people on CR then we will have to open it to external members. Is that still an option?
9. Benjamin- something that the Task Force will need to decide, and we may need to treat this like regular committees where the Senate hosts the election. Since the FSG is a full-year award, we will need to have members of the task force commit to not apply for a whole year. Cannot have the same people write and then apply for an FSG.
10. AP- Dobb- This is important to get done right away. I am happy to work with whomever does it.
11. AP Dobb - suggest if you are going to take leave (i.e. scheduled like sabbatical), you are not eligible for an FSG.

vii.

Benjamin -I am happy to serve on the task force. Can I have a vote to approve re-seating the Task Force on Revision of Policy and Procedures for Faculty Support



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- Grants? Then I will need at least one more volunteer and then we will have a discussion to ask the Senate Office to submit a call for this Task Force with the agreement that volunteers will not submit for an FSG. I agree that we have a member of ORSP on the Task Force, too. Bal, I will look for you to help with the selection of the person to assist. Since members external to CR will be seated on this Task Force, we will need Ex Com. approval.
- viii. Benjamin- re-introduced the motion to approve the seating of the Taskforce on Revision of Policy and Procedures for Faculty Support Grants. Motion was put to vote and passed with unanimous support for formation of the Task Force.
1. Benjamin, Nathalie and Kathryn volunteered to serve on it,, and someone for ORSP. If we don't need other faculty from outside, do we need to go through Ex. Comm. approval for the seating of this Task Force?
 2. Chair Nielsen- I will check with Mark and get back to you.
- ix. AP Dobb- I've invited Mary to speak on the Center and institute policy because I know that CR is thinking of revising that Policy. We have big concerns because we saw a draft with a significant part with the draft that had to do with community engagement.
1. Mary d'Alleva - I am on agenda later and will speak to that.
- x. AP Dobb- I want to talk about the Intellectual Policy draft that I last revised in 2015-16. This policy needs to be updated to reflect the new open access policy. Link the intellectual policy with the new open access policy. Want to encourage people to know about open access. It is important that faculty know that they own what they produce.
1. Benjamin - That is a FAC policy, FAC 11. We may want to write a joint policy on this with FAC.
- xi. AP Dobb - I also want you to take a look at the Patent policy. This policy is very old, from 1995. The policy states that we need at least one school Dean and 2 members of the CR Committee to revise and update this policy. This policy is used whenever there are disputes between University and faculty. It states how much of the property the university can make claim to. I need the names of 2 individuals to work with me on the patent policy. This is Committee has never been convened
1. Benjamin- please send me that policy. What is the timeline to appoint people?
 2. Jeanne Dittman - I wanted to give myself as a resource. I am the Director of Compliance and Standards. I am happy to help advise on all things compliance. I can recommend some revisions to patent policy. Usually the intellectual policy does cover patents and that is one recommendation. I



managed all patents and IP applications at SJSU so please use me as a resource to guide the Patent Policy revision.

3. AP Dobb- You have time to read the policy. My obligation was to bring the policy to you and tell you that I needed two people to help me to look at the policy.
4. Benjamin -I will review the Patent Policy, talk to Jeanne and get back to you. I will have this on the agenda for the next meeting. I am meeting with the
5. AP Dobb - Sarah, I am going to write to you and ask about linking the Intellectual properties Policy and the Patent Policy. You are going to look at the Patent Policy and let me know if I can have two people to look at that policy to serve on this tribunal.
6. Benjamin- Intellectual policy came up in the drafting of the OA policy so consultation happened with Faculty Affairs. I am meeting with the primary drafter of the OA Policy on the 15th. I will chat with her to be sure that I have the history on this policy.
7. AP Dobb- The policy states that every few years, the policy will be examined. It has been more than a few years, and I'm happy to help with revising and updating this policy, and linking to the OA Policy. If a person looks on our web-site, they should be encouraged to do OA.

xii. See [20-21 CR Annual Report](#) §2.b

xiii. See [07-08 CR 4 revised](#)

b. Annual Appointment of Members to Research Strategic Plan (RSP) Subcommittee (see [20-21 CR 13](#), Art. VI §2.E & Art. VI §4)

- i. Benjamin-We do not need to vote on this because it is a new regular year-long subcommittee with the charge to oversee research and report on implementation of research plans. This committee will alternate reporting on the faculty and student research strategic plans. This year will focus on the student research plan. We will re-seat this committee each year with 5 to 7 members and a minimum of 2 CR members. There should be a member from each college, and a lecturer and the Library if they choose to serve. Do I have any volunteers?

1. Volunteers -Katrina, Koroush and Liz (agreed to sit for the first semester)

- a. Benjamin- will ask Ex. Com. to solicit other recommendations from the remaining colleges for this subcommittee.

c. Reseating of the Faculty Research Strategic Plan Special Subcommittee (see [20-21 CR 13](#), Art. VI §1 & Art. VI §6)

- i. See [20-21 CR Annual Report](#) §2.



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1. Benjamin-- This is a special subcommittee. I reached out to non CR members, Sinan and Lana, and they are unable to continue on this committee. Jeff wishes to continue. This Committee has an overlap with one of the proposed FLCs.
 2. Ram-Considering the candidates for the AVP of ORSP, and their mention of strategic planning. A committee of faculty writing a strategic plan while the new AVP is working on this, might be a conflict of interest. I propose that we table this until after the new AVP is appointed because it will be important to get administrative buy-in to the strategic plan. To solicit their buy-in, we need them to have a voice in this process. This will be better as an FLC once we have seated the sub-committee. I think that we should table seating this sub-committee until after AVP has been appointed.
 3. Benjamin- We have committed to seating this sub-committee and writing a faculty strategic plan this year. We have to finish the Faculty Strategic Plan this year because if we don't then the regular sub-committee will have nothing to do next year. How do you feel about tabling this until after the new AVP is appointed? Unanimous consent was given to table seating this sub-committee indefinitely.
- ii. Previous members include Ram Kandasamy (Chair; Psychology), Jennifer Sherwood (Kinesiology), Benjamin K. Smith (Communication), Sinan Goktan (Accounting & Finance), Jeff Seitz (Earth & Environmental Sciences), and Lana Wood (University Libraries)
- d. Seating of Taskforce on Revision of Policy and Procedures for Organization and Administration of Centers and Institutes (see [20-21 CR 13](#), Art. VI §1 & Art. VI §6)
 - i. Benjamin- These policies and procedures need to be completely reworked. I have developed a preliminary draft with Jeanne Dittman, the Director of Compliance and Standards. We have identified initial changes in the CR notes. Motioned that we seat a small task force, 2-3 individuals working with the compliance officer to revise and update the Center and Institute Policies and Procedure.
 - ii. Jeanne - CSU System-wide annual reporting requirements of centers to the institution. The institution reports any major changes to the CSU. This makes sense to include community engagement reporting requirements in the annual reports. Also, I have noticed that the CR have made changes to policies, to streamline them, and then there is also a document for procedures. We are talking about updating a policy, not necessarily procedures.
 - iii. Benjamin- We are talking about updating policies that are 2 Executive Orders old and also the procedures to collect this information. Questions for Mary. No questions.



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- iv. Benjamin- Motioned that we seat a Task Force to streamline the policies and update the procedures for Centers and Institutes. Unanimous consent to pass motion. I need some volunteers. Want to keep this small, like 2 people. No volunteers. Since we agreed to seat the Task Force, I will send e-mails to appoint people to serve.
- v. See [20-21 CR Annual Report](#) §2.d
- vi. See [11-12 CR 2 revised](#)
- vii. [Draft policy-](#)
1. Jeanne- I just wanted to state how my role came to be, as part of ORSP, where I consult in all departments across campus. When the previous AVP was transitioning out, he asked me to draft a better policy.
- viii. [Suggested amendment to policy](#)
1. Mary - One of the strategic goals that we are working towards in the Center for Community Engagement is gathering university-wide data around community engagement. Community engagement is central to much of the work done by these centers thus, I request that community engagement reporting be made a component of the annual report requirements of the centers. I have proposed how this could be done in the list of questions that could be added to the reporting requirements of centers. I am open to other ways to obtain this information, but I wanted to request the information and have a hand in forming how this information would be gathered.
- e. Seating of Taskforce on Revision of Policy and Procedures for Compliance with Federal Regulations & UAS / UAV Use (see [20-21 CR 13](#), Art. VI §1 & Art. VI §6) -
- i. Benjamin- motioned to seat the Taskforce on Revision of Policy and Procedures for Compliance with Federal Regulations & UAS / UAV. I expect that this will take a month to complete. Unanimous consent
1. We need to be in compliance with federal regulations. I lumped these together because these need some basic and similar changes to both policies and procedures. ORSP will make the small changes needed and CR will oversee. Need oversight by CR language in policies. The UAV, we need to look at the committee that was formed, the charge of the committee. There needs to be a change to the language to indicate that this is a regular committee that should be moved under the umbrella of CR, and a statement to ensure faculty representation in committee membership. Right now there are 2 faculty members, and in theory the majority of the voting members should be faculty. There must be at least one CR member. Volunteers?
 2. Liz, Juleen and Benjamin volunteered.



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- ii. See [20-21 CR Annual Report](#) §2.e
 - iii. See [19-20 CR 3](#)
 - iv. See [20-21 CR 3](#)
 - f. [Pro Forma] Approval of Subcommittee Annual Reports as Information for the Academic Senate
 - i. [IRB Annual Report](#) -
 - 1. Benjamin- I motion to approve the IRB annual report. No discussion.
Unanimous approval to accept IRB annual report. Send to Academic Senate as information item
 - ii. [IACUC Annual Report](#)-
 - 1. Benjamin- I motion to approve the IACUC annual report. No discussion.
Unanimous approval to accept IACUC annual report. Send to Academic Senate as information item
 - g. [Pro Forma] Annual Appointment of Members to IRB (see [20-21 CR 13](#), Art. VI §2.E & §4)
 - i. Appointment of Continuing Regular Members (Term Ends):-
 - 1. John Eros, IRB Chair, Music (Fall 2023)
 - 2. Meaghan McCollow, Educational Psychology (Fall 2021)
 - 3. Kimberly Kim, Nursing and Health Sciences (Fall 2022)
 - 4. Elena Dukhovny, Speech Language and Hearing Sciences (Fall 2021)
 - 5. Kevin Brown, Computer Science (Fall 2021)
 - 6. Toni Naccarato, Social Work (Fall 2022)
 - 7. Richard Sprott, Human Development (Fall 2023)
 - 8. Jessica Weiss, History (Fall 2021)
 - 9. Anna Randall, Community Representative (Fall 2023)
 - 10. Benjamin K. Smith, Chair, CR (Ex Officio)
 - 11. Abayomi Jones, Direct, Student Health Services (Ex Officio)
 - 12. Anne Wing, IRB Coordinator, ORSP (Ex Officio, Non-Voting)
 - ii. Benjamin- I motion that we approve the current regular members of IRB on this list (1-9, above) to continue on from their previous appointments (3 yr. appointments). No discussion.
Unanimous consent. Motion carried.
 - iii. New Regular Members (No open positions)
 - 1. NA
 - iv. Appointment of Continuing Alternates (Term Ends) (Alternate for): -B- approve the 8 individuals to appoint continuing alternate. Unanimous consent.
 - 1. David Fencsik, Psychology (Fall 2023) (Sprott)
 - 2. Rajan Selvarajan, Management (Fall 2023) (Smith)
 - 3. Kristen Gustavson, Social Work (Fall 2022) (Naccarato)



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4. Maria Cho, Nursing and Health Sciences (Fall 2022) (Kim)
 5. Mari Gray, Educational Leadership (Fall 2022) (Eros)
 6. Vanessa Yingling, Kinesiology (Fall 2023) (Brown)
 7. Elizabeth Wilson, Community Representative (Fall 2023) (Randall)
 8. Pradeep Ramanathan, Speech Language and Hearing Sciences (Fall 2021) (Dukhovny)
 9. Silvina Ituarte, Criminal Justice Administration (Fall 2023; *Resigned 2021-08-21*) (Weiss)
 10. Terry Soo-Hoo, Educational Psychology (Fall 2021; *Resigned 2021-08-21*) (McCollow)
- v. Benjamin- I motion that we approve the alternate members of IRB on this list (1-8) to continue on from their previous appointments. No discussion. Unanimous consent. Motion carried.
- vi. Appointment of New Alternates (2 open positions)-
1. [Liz Kyonka](#), Psychology
 2. [Kaumudi Misra](#), Management
- v. Benjamin- These are the two recommendations for alternates from the university official. We are asked to review the names, and add or remove as we see appropriate. Are there additional nominations? No additional nominations. I motion that we approve these 2 individuals as alternates to IRB. Does anyone mind if we approve these two without knowing the term length? No discussion. Unanimous consent.
1. Benjamin-Are they serving out the remainder of the 2 year term, or is this an entirely new term?
 2. John - not sure.
- h. [Pro Forma] Annual Appointment of Members to IACUC (see [20-21 CR 13](#), Art. VI §2.E & Art. VI §5; and see [20-21 CR 14](#), p. 3)-
- i. Appointment of Continuing Regular Members:
 1. Pascale Guiton, IACUC Chair, Biological Sciences
 2. Darren Minier, Community Member
 3. Rosemary Broome, Attending Veterinarian (Ex Officio)
 4. Benjamin K. Smith, CR Chair (Ex Officio)
 5. Lyanh Luu, Director of environmental Health & Safety (Ex Officio, Non-Voting)
 6. Jeanne Dittman, Director of Compliance & Standards (Ex Officio, Non-Voting)
 - ii. Benjamin- I motion for us as a slate to approve the seating of the continuing members (1-6) of members. No discussion. Unanimous consent. Motion carried.
 - iii. Appointment of New Regular Members (1 open positions for a non-scientist)



1. Craig Derkson, Philosophy -
 2. Benjamin - Does anyone nominate anyone from the floor. No nominations. I motion that we approve the seating of Craig Derkson as the non-scientist member of IACUC. No discussion. Unanimous consent. Motion carried.
- iv. Appointment of Continuing Alternates
1. Jenny Hazlehurst, Biological Sciences-
 2. Benjamin- I move that we appoint Jenny Hazelhurst as the new Continuing Alternate for IACUC. No discussion. Unanimous consent. Motion carried.

6. Discussion

a. [IRB Procedures](#) -

- i. Benjamin -As part of the internal policies and procedures to allow IRB and IACUC to make their own procedures in consultation with the Chair of CR. Here are the proposed procedures for IRB. John and I discussed necessary changes to IRB procedures and areas where information needed to be clarified. These are tasks that IRB can handle with input with CR. Any thoughts? No comment. We are thinking to ask IRB to seat a sub-committee of theirs with the appointment of myself and another member of CR, a committee of 4-5 people. Anyone willing to be seated on this committee for IRB? No volunteers.
- ii. Jeanne- This is another area that Jeff Seitz asked me to assist with before he left. Kevin Brown was the IRB Chair for 15 years. He took procedures from other CSU and universities, and blended them together to devise policies for how the CSUEB IRB should act. I took federal regulations and ensured that those were incorporated into the plan. This is the reason why these policies are so large. NIH and ORSP have specific items that need to be included in the policy. One of the ways that IACUC has managed a similar onerous policy volume is to break their procedures into chunks with smaller manuals.
- iii. Benjamin -CR updated to the policy and there are a handful of things that have not yet been updated. I am proposing that this committee go through those policies and determine if there are ways to improve the clarity and understandability of these policies and procedures so that external people understand. I have given my official approval as CR Chair to the IRB Procedures so that IRB is in compliance.

b. [IACUC Procedures](#) -

- i. Benjamin -As part of the internal policies and procedures to allow IRB and IACUC to make their own procedures in consultation with the Chair of CR. I had a conversation with Pascalse and I am thinking to let IACUC seat a sub-committee with the appointment of myself and another member of CR, a committee of 4-5 people. There are things that have been written but these are written for one lab, and they want to write it to be more general and to serve others, including



field procedures. Anticipate that we will be receiving updates on these policies and procedures throughout the year. Anyone willing to be seated on this committee for IACUC? No volunteers.

c. 21-22 CR Priorities -

- i. Benjamin - I propose that we have our open conversations on priorities next time.
- ii. Open conversation, but see [20-21 CR Annual Report](#) §5
 1. Potential invitation to the Vice President, Administration and Finance, and the Vice President, Human Resources and Payroll Services regarding relevant challenges researchers face in preparing and executing grants and contracts
 2. Ensuring awareness of and compliance with policies
 - a. Applicable to all policies, but especially relevant for the new OA policy ([20-21 CR 4 \[19-20 CR 6 revised\]](#))

d. Changes to CR Policies and Procedures

7. Adjournment - Benjamin motion to adjourn at 2:30 pm. Unanimous approval. Motion carried