

**MINUTES OF MEETING #1 (2009 - 2010) OF THE  
SENATE RESEARCH AND SCHOLARSHIP POLICY COMMITTEE  
HELD ON WEDNESDAY, SEPTEMBER 30<sup>th</sup>, 2009 AT 10:00AM - 11:30AM  
IN MC D350-L**

**PRESENT:** Professor Tamara El-Hoss (Chair), Professor Tansu Barker (Vice-Chair), Professor Sandra Bosacki, Professor June Corman, Mr. Robert Eagle, Ms. Margaret Grove, Dr. Murray Knuttila, Professor John Menzies, Professor Tom O'Neill, Professor Lynn Rempel, Dean Marilyn Rose, Professor Angus Smith, Dr. Liette Vasseur, Ms. Judy Maiden (Recorder)

**REGRETS:** Professor Cheri Bradish, Mr. Ryan Klamot, Professor John Sivell, Professor Woloshyn, Dean Ian Brindle

**Introductions / Welcome**

**1. Approval of Agenda**

**MOVED** (O'Neill/Smith)

Mr. Eagle asked that the revised Research Grant in Lieu of Salary form be added for discussion to 'Other Business'.

**THAT** the agenda be accepted with the above amendment.

**CARRIED**

**2. Approval of Minutes of Previous Meeting**

**MOVED** (Barker/Rose)

The previous minutes were sent to the former chair for revision and approval, but he is on sabbatical and did not answer the request to approve. The current chair made changes and approved, but Dean Rose requested the opportunity to review and send corrections to Ms. Maiden. Ms. Maiden will send the revised minutes to the committee once the changes are made.

**THAT** the minutes of the #7 (2008 - 2009) Senate Research & Scholarship Policy Committee held on June 3<sup>rd</sup>, 2009 be approved with the above amendments.

**CARRIED**

**3. Business Arising**

a. Priorities for the upcoming year (El-Hoss)

It has to be decided which sub-committees to keep and what issues will be the priority as there are still a lot of problems in regard to policies which were not resolved last year.

b. Draft Policy on Travel and Field Safety

1. Trip Risk and Emergency Management Plan (TREMP) (Vasseur)

Professor O'Neill spoke to the fact that the policy needs a lot more work as it is currently too restrictive and prevents real research from being done. It needs to be vetted and updated. Dr. Vasseur spoke with Dr. Greg Finn regarding the policy and was informed it will be changed as there has been a lot of controversy surrounding it. He will create a new policy and TREMP form and it will be brought to this committee for review. After it is discussed and when it is deemed appropriate, it will go to Senate for approval.

c. Sub-Committees for the upcoming year (El-Hoss)

**Policies and Procedures (Mandate) IP**

Intellectual Property sub-committee met twice last year, but this issue needs to be a priority as the policy is still not clear. It is important to clarify this policy/issue as we are trying to connect with industries and this can cause barriers. The role of Graduate Students and how they are funded also need to be clarified so we can move ahead.

Dr. Vasseur mentioned the Postdoctoral Fellowship Form has been revised. It was discussed that Postdoctoral Fellows are not considered students nor are they faculty members and in some universities, such as McMaster, they are unionized.

**ACTION** To add discussion of the Postdoctoral Fellowship Policy to next agenda and Dean Rose will bring a summation of what she has learned about this issue

The sub-committees need to be named, defined and deadlines should be set on when they report. The Chairs of the subcommittees have to be chosen and will be asked to report to the larger committee at the monthly meetings.

Last years' Profile Raising sub-committee's mandate was to discuss issues to raise the research profile, branding, workshops and the online database. They were a very productive group.

**Finance**

The sub-committee never met last year.

It was originally meant to look at how much in financial resources the Deans were providing for research; what was being done in the faculties in terms of what dollars they dedicated to internal research funding; and where those dollars were being spent, but this was found too difficult to determine. Also the implications regarding budget cuts were to be looked at.

Discussion ensued regarding the implications of the Brock Resource Allocation Model (BRAM) for research support and activities. It was thought that non-revenue generating units need to be funded by the faculties/departments that receive monies. This factor may be of great importance and could result in budgetary changes regarding research. It would be good to have the document made available for anyone who wants to look at it as one member had questions regarding it. The

committee should make this issue a priority.

New committees were struck with the intention to be more focused this year and realistic in order to accomplish more.

1. TREMP Sub-Committee – Professor Corman (Chair), Professor Menzies, Professor Smith. The sub-committee will look at faculty research concerns and how this policy/form will affect graduate students. It has a mandate to review the policy and procedures governing academic-related travel.
2. Budget Sub-Committee – Professor O’Neill (Chair), Professor Barker, Dr. Vasseur – will examine the implications of budgetary changes regarding research support and research activities.
3. Centres and Institutes Sub-Committee – Professor Angus Smith (Chair), Dean Rose, Ms. Grove, Professor Rempel. This sub-committee will review the Terms of Reference and conduct an internal review, preparation and clean up in advance of the external reviewers’ review.
4. Intellectual Property Sub-Committee – Professor El-Hoss (Chair), Dr. Vasseur, Professor Bosacki, Professor O’Neill, Maureen Murphy (Brock Research), Roland Acha, Graduate Student. This policy still needs to be clarified.

Dr. Vasseur and Mr. Eagle will act as a resource person for all sub-committees.

**REGRETS:** Professor Bradish, Mr. Ryan Klamot, Professor Sivell, Professor Woloshyn, Dean Ian Brindle

The above people were not at the September 30<sup>th</sup> meeting, so they need to be assigned to a Sub-Committee.

**ACTION** In November the Subcommittees will inform the larger committee of deadlines they propose for the upcoming year

- d. Centres and Institutes – what is due for renewal

The issue of centres and institutes was addressed and brought to Governance for the past two years. Pressure needs to be put on this issue in order to have it resolved. There are currently nine centres and institutes listed on the website and it was agreed by last year’s committee they need to be reviewed. In the summer under COU rules, centres and institutes are to be reviewed every seven years. We need to have this external review done. A review may help to define the differences in an institute or a centre. Dr. Vasseur has prepared a table outlining these differences. Brock is not the only university dealing with this issue as other universities are having this same problem. There is often a time limit, but nothing has ever been looked at in depth.

Professor Smith mentioned that definitions respecting 'centre' or 'institute' are a problem and questioned whether we may need to change the titles. It was agreed that the language is often difficult and it was debated whether we should use different terms. It was stated that institutes are currently defined as not having teaching, but

there are some that do have teaching associated with them. There has to be a commitment made to define these terms and name changes may need to be looked at as well. Also, it should be decided if the term 'Director' is appropriate for the centres and institutes. The term Director should be looked at and how it is used needs to be clarified.

It was suggested annual reports be requested from each centre and institute and an internal and external review be conducted. The University of Ottawa has good definitions of research centres, institutes and facilities. We need to clarify what we need to have at Brock. It was asked why we are not using our centers and institutes more.

**ACTION** Professor El-Hoss will ask the Directors of the research centres and institutes for annual reports

e. Dates for meetings

As it was difficult this term to find dates that all members would be available for each meeting the dates below were determined in agreement by all in attendance.

Wednesday, November 11<sup>th</sup> at 4:00pm - 5:30pm

Wednesday, December 16<sup>th</sup> at 3:00pm – 4:30pm

#### 4. Updates and Information Items

a. OCUR meetings

(Vasseur)

Dr. Vasseur is the 2009 – 2010 Chair of the Ontario Council on University Research (OCUR), which is one of the Council of Ontario Universities (COU) major affiliates. Its mandate is to advance the university research agenda through strategic advocacy at both provincial and federal levels on research funding programs and other provincial, national and international research-related initiatives. In the past year, it was felt that communication should be enhanced with the Executive Heads Round Table in order to ensure that priorities are known and aligned with the overall priorities of the university sector.

The group meets every month bringing together all the Vice-President Research from across Ontario. Dr. Vasseur will provide regular updates at each meeting in order to apprise the committee on current issues and initiatives taking place across the province. The role of the council is to look at research and ensure policies and other issues connected to universities are treated fairly. OCUR has a priority list for the upcoming year as follows; Work with the Ontario Ministry of Research and Innovation (MRI), Work with Federal Granting Agencies, Research Matters Initiative, Discussion with Federal Science-based Departments and Agencies, Harmonization of Research Ethics, University – Industry Engagement, COU/CREPUQ Engagement and new issues that may arise and require more immediate attention throughout the year.

Relations with the Ministry of Research and Innovation (MRI) are of great importance on

various fronts, from securing Canada Foundation for Innovation (CFI) matching funds for future CFI competitions (including LOF, LEF and NIF); or discussing the Ontario First process; ensuring open discussion and input into the development and the implementation of the ONE framework; and for providing input to MRI on new directions and future priorities. Intellectual Property, interaction with industry, commercialization are all being worked on. There was a change in the Minister of MRI this year and OCUR has been trying to meet with the new Minister.

Regional networks still need to be defined such as; Brock University/Niagara College; MaRS (a non-profit innovation centre) and Ontario Centres of Excellence (OCE) industrial liaison. The Intellectual Property Management Program from NSERC was cancelled this year. Brock got an extension to December 2010, but this is only half of what was required. People from larger universities have had to be laid off as this has greatly impacted them.

OCUR, through its Federal Relations Sub-Committee, has an advocacy role among politicians and senior bureaucrats in regards to funding and various programs such as; NSERC new conference structure to evaluate grant applications; CIHR-SSHRC funding for health-related research; discussion on the new program NSERC wants to implement, 'Partnership University Industry'; continue discussion with CFI and NSERC regarding gaps in equipment funding as funding has been reduced dramatically in the last two years. People are having trouble finding a way to fund their equipment because of this gap; governance and future priorities of the Tri-Councils.

The switch of Social Science and Humanities Research Council (SSHRC) to not do any more health research is being monitored to ensure we are being treated fairly. All health research was shifted to the Canadian Institute of Health Research (CIHR). It was mentioned the SSHRC policy has been changed for graduate students and they have to apply to CIHR earlier. SSHRC no longer has conference grants and the success rate for CIHR is almost non-existent which is of great concern to universities.

The NSERC new program 'Partnership University Industry' has been circulated only to the G13 universities (a group of leading research-intensive universities in Canada), not the smaller ones, which has raised numerous concerns among the smaller universities.

There will be a new matrix for reporting and changes to the indirect costs program and next year we will have to look to change how we do budgets.

University industry engagement – industry working with university it is hard to get a contract approved so OCUR is trying to determine best practices and to move ahead with this issue.

OCUR is planning a meeting with its counterpart in Québec, CREPUQ, to discuss issues that we are both facing and exchange lessons learned from each other on issues such as the CFI province evaluation process; research ethics harmonization; the funding agencies system in Québec, etc.

In addition to these priorities, OCUR will continue its involvement in other areas as required and will deal with emerging issues when necessary. Areas where responses may be required are: the indirect cost program review (meeting October 21 in Ottawa); the CFI final consultation for the next LEF/NIF competition in 2010; the future relationship between OCUR and the Canadian

Council of Academies under new direction; follow-up regarding the role of NRC and the issue of lab transfer; the future of CRC; and the issue of CERC.

## 5. Other Business

By working with Human Resources and Brock University Faculty Association (BUFA) Dr. Vasseur has revised the Research Grant in Lieu of Salary form to the satisfaction of all parties. The guidelines are set by Revenue Canada so these cannot be changed. The new form has no deadlines so people will not miss opportunities. There are fewer pages to fill out and the form is more user friendly. Only two to three members will be required to review the application so the process will be faster. It will be put on the Brock Research website and an information session will be organized to invite all faculty members to attend.

Mr. Eagle said the application approval form is to accompany all research proposals that come to the Brock Research Office. This is the administrative part for the office and will be rolled out in the next few weeks. This form has to be filled out and returned to the BR Office along with agreement signatures and commitments that are being made. This will make it easier for the office to collect data. The form will be circulated at the next CAD meeting. The new form is expected to be approved this year at the end of granting season in November. It will ensure an applicant is in compliance with Brock Policies. It will apply to all research accounts that the office has responsibility for and be used to open the account as well as compliance issues. It is a check list of what is required for grants, contracts.

**ACTION** To add discussion of above application approval form to agenda for the November meeting

## 6. Date of Next Meeting:

Wednesday, November 11<sup>th</sup> at 4:00pm - 5:30pm

Wednesday, December 16<sup>th</sup> at 3:00pm – 4:30pm

Above meetings will be held in the Brock Research/Graduate Studies Boardroom (MC D350-L)

## 7. Adjournment

(Barker/Smith)

**THAT** the meeting be adjourned.

The meeting adjourned at 11:40am

**CARRIED**