

**Faculty Research Advisory Board
Meeting Minutes**

11/30/2016
Oxendine 2208

Members present: Rita Hagevik, Chair; Irina Falls, Rebecca Bullard, Richard Vela, John Roe, Josh Busman and Bishwa Koirala, secretary

Members absent: Ryan Anderson

Recording Secretary:

I. Call to Order

Called to order by Chair Hagevik at 3: 30pm.

II. Approval of Minutes of 9/28, 2016

Approved.

III. Approval of Agenda

Approved.

IV. Report from the Chair

Chair Dr. Hagevik reported that a grant writing workshop was held on November 2, 2016 starting from 10 to noon in Health Sciences room 113. A total 29 members participated out of 30 that were signed up added Dr. Bullard.

VII. Old Business

Two important items were the focus of the meeting:

A. Grant writing workshop for faculty in the spring. The following points were discussed:

- Tentative workshop date and duration: A two-day workshop on March 1 and 2, 2017 from 10AM to 1PM, 3 hours.
- Venue: Not fixed.
- Flyers Development: Dr. Josh Busman agreed to write workshop description.

- Recruitment: All FRAB members will recruit in own department/school for higher participation.
 - Videotaping: Videotaping of workshop and creating a link in YouTube for future use/watch was discussed and approved. The created link will be protected.
 - Writing a booklet about the process: Chair with FRAB members will create a grant writing booklet for the workshop. Also discussed was purchasing a grant writing book for attendees by Earnest Brewer.
- B. Research and Grants Survey in Qualtric: All FARB members participated in the survey and mentioned that it seem to work well. Chair asked Ms. Italy White, a graduate research assistant to Dr. Rita Hagevik to present changes to the survey and a few edits were suggested and approved.
- Other discussion regarding the research and grants survey included:
 - Dr. Bullard will pursue the IRB approval if needed.
 - Survey Administration: Two official emails will be sent out from OSRP and FARB before the survey is sent out.
 - Tentative dates for emails: First email will out on January 23rd and second email as a reminder on Jan 30th.
 - February 6 will be the last date to take part in the survey.
 - February 9 we will look at the data from the survey.

VIII. New Business

- A subcommittee of the FRAB will develop a plan and discuss with P&T to identify what research related information they need to find out and how the FRAB can help P&T by gathering appropriate information. A volunteer group was formed which are Richard Vela, Ryan Anderson, Irina Falls and John Roe. Dr. Vela volunteered to write a page about what the group would like to do to help the P&T committee. The goal is to collect information on what has counted towards promotion and tenure regarding faculty grants and research in the past at UNCP.

- Discussion on Research Strategic Plan: Dr. Bullard discussed the development of a research strategic plan that matches with the UNCP strategic plan for the Office of Research and Grants.

- IX. Announcements

The next meeting will be held in Oxendine room number 2208 on January 25, 2017.

- X. Adjournment

The meeting was adjourned at 4:37pm.

Respectfully submitted by: Bishwa Koirala, PhD
Recording Secretary