

**FDP Membership Committee
Meeting
May 14, 2008
Hyatt Fair Lakes Hotel
Fairfax, VA**

Present: Joanne Rom, NSF, Co-Chair; Susie Sedwick, University of Texas at Austin, Co-Chair; Anne Sherman, University of Houston; Charlene Miller, Texas A&M University, Marcie Avery, Texas A&M University; Kathlyn Huson, Institute for Systems Biology; Jay McMillen, Texas Tech; Deborah Marsh, University of Oklahoma; Becky Hayes, Kent State University; Charisse Carney-Nunes, NSF; Ernie Dixon, ARO; Carole Liedtke, Case Western Reserve University; Pamela Webb, University of Minnesota; Susan Ross, Northwestern University; and Maureen Joyce, Northeastern University.

1. Meeting was called to order at 8 AM. Attendees introduced themselves.
2. Minutes from the January meeting were reviewed and approved as submitted.
3. Joanne and Susie reviewed the process for selecting the invited members of Phase V and outlined some of the challenges for the transition to Phase V associated with the 20 percent increase in the number of institutional members to 120 members invited.
4. Mentor institutions need to be assigned for members new to the FDP in Phase V. Ideas were brainstormed about how best to serve the individual needs of administrative, faculty and ERA representatives. The following members volunteered to assist Joanne and Susie in recruiting and assigning mentors: Pam Webb, Susan Ross, Becky Hayes; Charlene Miller and Marcy Avery. Carole Liedtke will discuss with the faculty steering committee ideas on how to best mentor faculty. Deborah Marsh will assist with mentoring of Technical reps. While on one hand it makes most sense to assign a single mentor institution for a new institution, participation within institutions by administrative, faculty and technical reps varies. Joanne would also like to see "Super Mentors" assigned to monitor participation and satisfaction of groups of institutions and the sub group will discuss how best to accomplish that goal.
5. A discussion on how to communicate the activities of the individual committees, task and working groups ensued. The need to revise the biannual reporting format, review and update the website and develop online mechanisms for assessing interest and expertise among the membership. The faculty committee routinely asks members, "What committee would you like to work on" with positive results. Each session should have a scribe to summarize discussions, actions and future plans for each. Action Item: Susie Sedwick made and Joanne Rom seconded a motion that the Membership Committee send forth a recommendation to the Executive Committee that a Communications Working Group/Task Force be constituted to evaluate and develop communication strategies aimed to increase communication across committees, task forces and working groups and to communicate clearly how members can be "involved" in FDP activities beyond meeting attendance. The attendees agreed.

6. Joanne reviewed the nomination and election process for Phase V. The timeline is accelerated.
7. In other business, Joanne expressed the need to review the Affiliates list and reconfirm current Affiliate interest and to follow up with potential new Affiliates who have expressed interest.
8. Meeting was adjourned at 9 AM.

Respectfully submitted,

Susan Wyatt Sedwick
Membership Co-Chair

FDP Membership Committee Meeting Draft Minutes
September 9, 2008
Amelia Island, Florida

Present: Co-Chair Joanna Rom/NSF, Co-Chair Erica Kropp/UMCES, FDP Chair Susie Sedwick/UT Austin, James Derr/TAMU, Beth Israel/Arizona State, Jane Zuber/Texas A& M Research Foundation, George-Ann Cleary/USC, Charlene Miller/Texas A & M, Anne Sherman/U of Houston, Jack Puzak/EPA ORD, Deborah Marsh/Uof OK, Jeanne Hermann/U of Tenn Health Science Center, Marcie Avery/Texas A&M, Robyn Remotigue/Mississippi State, Rosemary Madnick/Charles Drew U, Gila Budescu/The Rockefeller U, Julie Sandill/Boston U, Laura Lang/Florida State U, Maureen Joyce/Northeastern U, Marianne Woods/U of Tx at San Antonio, Helena Moynahan/U of MD, Larry Sutter/Michigan Tech, Ro Bailey/U of Alaska Fairbanks, Barbara Clayton/Florida A&M U, Robert Bolla/Bradley U, Monique Anderson/U of MD, Jay McMillen/Texas Tech, Dave Owens/College of Charleston, Susan Ross/Northwestern U, KHuson/Inst. For Systems Biology

Scribe: Jane Zuber/Texas A&M Research Foundation

Handouts: Agenda & May meeting minutes

1. Meeting called to order approx. 4:45PM.
2. Joanna asked if anyone willing to be our scribe – Jane Zuber volunteered.
3. Attendees introduced themselves, noted 6 ERI and 7 faculty participants.
4. Minutes from May, 2008 meeting were accepted/approved as submitted.
5. Reviewed committee's charges as an operational committee dealing with a function of FDP. Discussion focused primarily on mentoring, federal participation and ERI group.
6. Strengthening and refining the mentoring program. Discussed the process used for assigning new member institutions mentors. One attendee reported she asked for mentor and had not been contacted yet. Another reported was emailed before the meeting and met at the meeting and yet another very positive experience. Susie suggested having a mentor coordinator. Some of the ideas mentioned for January meeting were having a specially designated meeting place (such a table) where mentor and new attendee could meet, possibly a time to meet before the reception so the initial entry is not alone and that FDP staff place a sticker on their name badge to note new attendees. Joanna asked

for volunteers to serve on a Mentor Subcommittee. Beth Israel/Arizona State, Anne Sherman/U of Houston, Charlene Miller/Texas A&M and Marcie Avery/Texas A&M all volunteered before leaving the meeting. **ACTION:** *Subcommittee will manage mentor process.*

7. Continuing the work to improve federal participation. Need to continue to reach out to agencies approached before (DofEd, NOAA, NIST) and some new (VA, DOI/National Park Service) as well as encourage representation from current members. Faculty member suggested researchers may be successful in contacting agencies and encouraging participation. Joanna will dust off outreach material and that can be use for agencies – need to emphasize benefits. Joanna mentioned we need OMB and OSTP to help encourage more senior level agency participation and asking GUIRR to assist in facilitating this. Also said there should be additional opportunities as new Administration comes on board. Question re getting the IG's involved and then it mentioned that a downside could be more attendees being cautious about involvement - but recognized may need approval of some demonstrations. Joanna also mentioned follow-up may be needed to identify specific research groups within large agencies that should participate in FDP.

ACTIONS: *Update/Develop talking points for outreach, perhaps in coordination with Communications Committee (Joanna); Identify opportunities for outreach by FDP institution members (outreach to FDP membership by Membership Committee).*

8. Erica mentioned that the head of the ERI working group in Phase IV is no longer attending and we need a volunteer for that role. Robert Bolla/Bradley University volunteered to head the ERI group. We will plan for an ERI lunch meeting for the January meeting. **ACTIONS:** *Chairs work with David Wright and FDP staff to develop updated ERI list-serv; Bob Bolla to work with David, program committee to develop agenda for lunch. Chairs will also keep track of the NAS study on ERI efforts that Ernestine Psalmonds has been coordinating and will make sure that it is made available when released.*

9. Sign up list will be used to seek volunteers and provide follow-up assignments. Any follow-up suggestions and ideas should be emailed to Joanne and Erica.

10. Adjourned at approximately 5:35 PM.

Respectfully submitted,

Erica Kropp