

**FDP Membership Standing Committee**  
**Minutes for January 29, 2013**  
Washington, DC

1. Welcome by Co-Chairs – Maggie Griscavage and Joanna Rom
  - a. The meeting was called to order at 8:07 a.m.
  - b. Committee members were introduced
  - c. A sign-in sheet was circulated
  - d. Minutes from the August 28, 2012 meeting were approved

Present:

Co-Chairs Maggie Griscavage/University of Alaska Fairbanks and Joanna Rom/National Science Foundation

Trudy Adkins/Institute for Systems Biology, Joanne Altieri/University of Kansas, Gila Budescu/Rockefeller University, Andrew Campbell/Brown University, Charisse Carney-Nunes/National Science Foundation, Sarah Cusimano/University of Southern California, Andrea Deaton/University of Oklahoma, Katherine Kissmann/Texas A&M University, Melinda Locke/Johns Hopkins University, Debra Murphy/Arizona State University, Robyn Remotigue/Mississippi State University, Sue Ross/Columbia University, Anne Sherman/University of Houston, Larry Sutter/Michigan Technological University, Hiroshi Takahashi/Japan Science and Technology Agency, Paul Thompson/Dartmouth University, Gwendolyn Whittington/Johns Hopkins University, Kirstin Wilsey/University of Texas at San Antonio, Jane Zuber/Texas A&M Research Foundation

2. Discussion of Annual Report
  - a. Joanna Rom commented that a requirement of membership is the annual report. The report was streamlined this time and about 113 members submitted their report so far, which reflects approximately 95% participation. Charisse Carney-Nunes and David Wright are analyzing the submitted data. Gila Budescu gave a report on the analysis to date, including reporting some trends and basic statistics.
  - b. Questions in the annual report included topics such as what current demonstration projects institutions participated in during the past year, including participation in project certification, Financial Conflict of Interest and Star Metrics.
  - c. Some discussion ensued regarding institutions' responses and Maggie Griscavage invited feedback from committee members as to how the report questions were asked and whether they could be reworded to be clearer.
  - d. Maggie noted that by the end of February the results will be distributed to the committee.
  - e. The Co-Chairs thanked Gila for her efforts.

### 3. ERI Luncheon

- a. Charisse Carney-Nunes reported on the luncheon held yesterday for ERI institutions. The topic of the ERI luncheon was “leveraging the FDP annual report.”
- b. Charisse noted that there were five ERI-related questions on the FDP annual report.
- c. The ERI group appointed institution co-chairs: David Earwicker/California State University, Sacramento and Susan Anderson/College of Charleston
- d. Questions concerning ERI from the annual report were discussed by the committee. Discussion focused on the needs of the ERIs.
- e. The committee discussed other ERI-related questions from the annual report and it was noted that universities that partner with an ERI institution receive a discount on licensing Visual Compliance software.
- f. A suggestion was made to provide a list of ERIs to FDP members, as identification as an ERI member is not always widely known.

### 4. Mentoring subcommittee

- a. Co-Chairs expressed their appreciation to members Anne Sherman, Becky Hayes and Robyn Remotigue for coordinating the mentoring efforts.
- b. Maggie said that more attention needs to be paid to the role of mentor/mentee and efforts need to be made to match faculty mentors with faculty mentees.
- c. Andrea Deaton commented that during the Communications Committee meeting feedback was received from a faculty representative that faculty representatives preferred to be matched to a faculty mentor.
- d. Joanna Rom commented that FDP’s goal is to bring together federal agencies with university partners. Mentoring efforts have been intended to introduce new attendees to the organization and not necessarily to their faculty or administrative role.
- e. Larry Sutter suggested that there needs to be clarification provided to faculty as to what mentoring entails. Suggestions for improving the mentoring e-mails will be welcome.
- f. A comment was made that the registration form for the FDP meeting is not always completed by the attendee, so the attendee may not volunteer to be a mentor or request to be a mentee if they do not know of these opportunities. An effort will be made to send a separate e-mail to attendees regarding mentoring opportunities.
- g. Sarah Cusimano volunteered to help with the mentoring subcommittee as one more person was needed. Some help will be needed to send follow up e-mails to mentors/mentees.

5. Succession Planning

- a. Maggie Griscavage is retiring in June so a new Co-Chair will be appointed. Maggie and Joanna met with Susie Sedwick to discuss succession. They will identify those in leadership roles in the committee and continue the succession planning.

6. New Business

- a. None

7. Adjournment

- a. The meeting was adjourned at 8:57 a.m.