

FDP Membership Standing Committee
Minutes for January 13, 2015
Washington, DC

1. Welcome by Co-Chairs Joanna Rom, Larry Sutter and Jane Zuber
 - a. The meeting called to order at 8:04 a.m.
 - b. Committee members were introduced
 - c. A sign-up sheet was circulated
 - d. Minutes from the September 2014 meeting will be distributed for review by e-mail to committee members

Present:

Co-Chairs Joanna Rom/National Science Foundation, Larry Sutter/Michigan Tech University, and Jane Zuber/Texas A&M System Sponsored Research Services

Terry Alford/Arizona State University, Charisse Carney-Nunes/National Science Foundation, Thomas Ernst/University of Hawaii, Becky Hayes/Kent State University, Katherine Kissmann/Texas A&M University, Mary Ann Ottinger/University of Houston, David Riese/Auburn University, Sandy Schneider/University of South Florida

2. Introductory remarks by Joanna Rom

Joanna expressed gratitude to the volunteers who staffed the registration desk for this meeting. Jane Zuber was introduced as the committee's new administrative co-chair. Joanna and Larry explained the decision to have three chairs for this committee (federal, faculty and administrative) and said that the Executive Committee is looking at this as a possible model for other committees.

3. Committee Business/Members' involvement and future meetings

A discussion was held regarding faculty involvement in the committee and in FDP in general. Some faculty members expressed concern that it is not always clear how faculty can and should become involved in FDP committees and activities. Mary Ann suggested that there are some members who have both a faculty and administrative role at their home institution, such as herself, and that combination can help act as a liaison between the faculty and administrative groups. Joanna commented that those dual roles can become linch pins and help bridge divides and gaps among member roles. Larry asked if members aren't designated as only one type of representative and Joanna confirmed that is correct, each member can only be designated in one role (faculty, administrative, technical, etc.) though they may have multiple roles at their home institution. The committee discussed the benefits of having those representatives who do have dual roles at their institution mentor others. Mary Ann noted that during the faculty committee meeting, faculty members asked about presentations aimed at faculty to increase faculty engagement in FDP. The committee discussed different types of information gleaned

from FDP meetings for both faculty and administrators. A question was raised concerning possibly sharing the faculty committee notes with administrators and vice versa. Sandy recommended having separate faculty and administrator notes and just making those available to other members (she noted that the faculty committee notes are posted on the FDP website).

Joanna commented that FDP seeks to present items of information that are applicable to both faculty and administrative representatives and suggested that FDP may want to consider when planning future meetings that we should have a session for those with dual roles and talk about how those overlap in the context of FDP's mission. Sandy commented that as a faculty representative, it definitely helps to have gone through the administrative role at her university so she sees how the two roles interact. It also helps if a faculty member has a lot of federal grants so they see the value of engagement in FDP.

Joanna told the committee that FDP has talked about having a "Washington 101" session for faculty at meetings, to help them understand how research administrators work with the federal government. Joanna said that we should have more conversations with members about the difference between laws and policy and how those work. Some members have unrealistic expectations of what can be changed. She suggested a guest speaker for a future meeting to address this issue, possibly one from the Office of Science and Technology Policy and an expert on legislative affairs, or perhaps someone from a Hill committee.

Terry said that a speaker at one of last year's meetings spoke with so many acronyms that it was disengaging to hear. He also said that the topics presented need to be of broad value and not just be applicable to administrators. The question is how to engage faculty members when they don't understand their role and when the speakers use jargon. Joanna suggested that possibly an annotated agenda provided to the faculty members before the FDP meeting would be helpful. Sandy concurred and said that as the meeting agenda comes together, the "value added" needs to be clearly defined. An example of that was the STAR METRICS session, which offered value for many members but not everyone understood why.

Mary Ann suggested using individual mentoring for faculty members. Her personal experience at this meeting with another faculty member was really helpful. Joanna stated that FDP hasn't been doing individual mentoring, based upon past issues, but we may need to reconsider that in the future.

Sandy suggested that on the annual report we should ask the research interests of the faculty members. Such identification would help facilitate faculty members finding others with similar research interests.

In addition, the committee discussed developing future meeting agendas in such a way as to fully involve faculty. An example of this would be to offer sessions that are of broad faculty interest concurrently with those that may be more focused on administrative members. Larry commented that every faculty member is here because they want to be involved and they see the value of FDP. They just need to see the action match that value. Sandy said that we want to have working sessions routinely for faculty at FDP meetings, to help tackle some of the issues pertinent to faculty members. They also really need to understand what there is in each

session that is pertinent to faculty attendees. Joanna followed up with a suggestion that we discuss these issues with Denise Clark, since she will help put together future meeting agenda.

Action items: Follow up with Denise Clark regarding the following agenda items for future meetings: a dual role session, a “Washington 101” session and an annotated agenda for faculty representatives.

3. Members lists and roles

Larry mentioned that faculty members want a list of faculty attendees that is kept current and the FDP website needs to be updated to display the same information. He reported that administrative representatives he spoke with indicated they have provided names of current faculty representatives on the annual report but that information is not transferred to the web site. There is also an issue with entering information on alternate faculty representatives. Sandy said she already talked with David Wright about this and he feels that the lists are being maintained, but they do quickly become outdated when members change their attending representatives. Katherine suggested that Claudette send out a reminder with the notice of registration that members should make sure their member list on the website is correct.

Joanna suggested that we also need to have some information from committees about member participation so that the annual report is not the only source of that data.

4. Annual report

Gila Budescu was the committee’s annual report coordinator, but with the advent of Gila’s retirement we are looking for volunteers to help review and analyze the annual report. Joanna said that the committee will need faculty and administrative involvement. **Action item: Send out a note to request volunteers for this activity.**

5. New business

Sandy expressed her gratitude to all administrative representatives for all they do for faculty.

The meeting adjourned at 8:59 a.m.

ACTION ITEM LIST FROM JANUARY 2015 MEMBERSHIP STANDING COMMITTEE MEETING:

- **Follow up with Denise Clark regarding the following agenda items for future meetings:**
 - **Dual role session**
 - **“Washington 101” session**
 - **Annotated agenda for faculty**
- **Send out a note to request volunteers to review and analyze annual report (need both administrative and faculty volunteers)**