

**2021-2022
General Faculties Council Standing Committee Annual Report
Research Committee**

1. MEETING DATES IN 2021-2022

The Research Committee met 5 times in 2021-2022.

2021: September 9th, November 24th

2022: January 26th, March 23, May 5

2. COMPOSITION AND MEMBERSHIP

Composition

a. Voting Members:

- i) Associate Vice-President Research and Academic Affairs, Chair
- ii) Curator, IKG or Designate
- iii) 4 Faculty Members
- iv) Graduate Student

b. Non-Voting Members:

- i) Secretary to General Faculties Council
- ii) Librarian

Membership

- Dr. Alex Link, Associate Vice-President Research and Academic Affairs and Chair
- Carissa Matthews, Director, Academic Resources
- René Martin, Director, Learning and Instructional Services
- Dr. Rich Cole, SCCS Faculty Member
- Mike Kerr, SCD Faculty Member
- Lyndsay Rice, SCEM Faculty Member
- Richard Brown, Faculty Member
- Patrick Moskwa, Graduate Student
- Andrea Power, Secretary to General Faculties Council
- Allison Comrie, Librarian

Meeting Resource

- Ashley Scarlett, IKG Advising Coordinator
- Cassandra Paul, Exhibitions and Programs Coordinator, IKG Gallery
- Kanwal Baluch, ORAA

3. ITEMS RECOMMENDED FOR APPROVAL

- The revised Terms of Reference for the IKG Advisory Committee to the Steering Committee, as presented.
- The draft Research Committee Terms of Reference to the Steering Committee for approval, as presented and amended.

4. ITEMS DISCUSSED

- Fall Research Soiree was held online on December 1, 2021, from 2pm-5pm. There was an open call for research nominations.
- Winter Research Soirée was held on March 30th. It was suggested to have this added in the annual calendar to take place in a certain week every semester. There was an open call, but the first approach would be to faculty whose research has been funded over the last year.
- An externally sourced funds document was presented for information which included grants, scholarships, long term funding and sponsorships and expiry dates.
- Research Administration Procedure - Next Steps: examples of other institution's research administration procedures/guidelines were requested. Next steps should be development of research administration procedures 1) Identify gaps 2) Develop procedures.
- Research Administration Workgroup: Members were: Associate Vice-President Research and Academic Affairs; Director, Academic Resources; and Librarian. The group met and decided to begin by creating a basic framework that would identify the specific policy and procedures needed. A survey of research administration policies and procedures from three institutions would be conducted.
- Research Ethics Board Report: Brief discussion about the information that should be provided in the reports and confidentiality issues. The details of the cases are confidential and shouldn't be part of the reports. The terms of references for the Research Committee states the RC reviews the decisions made by REB. REB is accountable to Tri Council and is obliged to have a handoff approach when it comes to the university. The Chair of the REB provided guidance as to what can and cannot be expected in the REB reports as per Tri-council rules.

Terms of reference for this committee can be found [HERE](#).

Respectfully Submitted by: Dr. Alex Link, Chair, Research Committee

Date: August 29, 2022