

ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE MEETING MINUTES

April 24, 2018

12:00 PM – 1:00 PM

Warren Lawless Conference Room, AAC

MEMBERS: Beth Boynton, Craig Kuehn, Juan Ramirez, Steven Standley, Jacqueline Truong

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Notes	Commendation
1. Call to Order	Meeting was called to order at 12:00pm		
2. Minutes – February 27, 2018		Dr. Truong motioned to approve the minutes as written, Dr. Kuehn seconded, all were in favor.	
3. Research – Harshavardhan Deoghare	<p>Two faculty surveys were done, one was done by the research committee and the other was done for the research conclave. Trying to figure out what is happening with the results. Dr. Rega will be informing them what the next steps after the research conclave.</p> <p>Currently the committee has 14 members, nine members each from one college, three appointed members, Susan Dominguez from the Grants office and Dr. Henriksen as a nonvoting member, The committee knows that they need to submit their agenda and meeting minutes to this committee, but traditionally they have been kept with Susan Dominguez because part of it is review of intramural grants and voting on certain faculty members submissions so they are not really made public.</p> <p>The committee is open to any kind of communication whether its attending the meetings, sending in a report, or giving a presentation. Right now they are working on how to give research support to Faculty who don't have grant writing experience. Space is a big issue right now as some researchers are worried about and its limited. An intellectual property policy is being worked on right now. Dr. Boynton will check in with Dr. Gugelchuk about the intellectual property policy. There is a new space allocation committee task force because space is big problem, with office space, research space, etc.</p> <p>Dr. Truong will meet with the Space Allocation Task Force about centralizing room reservations, parking, and research space. Dr. Boynton will talk to Dr. Gugelchuk about intellectual property and faculty incentive.</p>	<p>Dr. Deoghare will put together a report based on the survey results and faculty feedback from the colleges and submit it by June 15.</p> <p>Both committees will work together with Dr. Rega on the Faculty Practice and Research in Clusters.</p>	
4. Access to Minutes	Ms. Rodriguez is working on putting the minutes on the Senate webpage for the Academic Senate and all the Sub Committees.		
Next Meeting	May 22, 2018		
Adjournment	The meeting was adjourned at 12:56pm		

