

Council of Principal Investigators and Research Administrators
Monthly Meeting
October 19, 2023, 11:00 am – 12:30 pm

MINUTES

Attendees: Jordan Greer, Erin Hill, Tianxing Chu, Xinping Hu, Shannon Doolan-Fitzsimmons, Devon Steffan, Trent Thigpen, Joseph Mollick, Patrick Crowley, Carmen Osier, Feiqin Xie, Faye Bruun, DeAnna Crites, Jian Sheng, Jennifer Epley Sanders, Patricia Spaniol-Mathews (Pat), Heather DeGrande, James Gibeaut, Olga Gil Barrientos, Yajuan Lin, Mark Olson, Debra Plowman, Michael Starek, Tammy Walker-Smith

Absent: Tye Payne

Alternates: Michelle Hollenbaugh (Alexa Hight, for Senate), Patricia Hernandez (Alexa Hight, for Library), Pablo Rangel (Ruby Mehrubeoglu), Jennifer Wetz (Matthew Streich)

Guests:

Quorum present

1. Jennifer introduced and welcomed the guest speaker Dr. Ramcharan.
2. **Guest Speaker(s):** *Dr. David Ramcharan, Associate Vice President and Chief Information Officer, Texas A&M University-Corpus Christi, (20-minute presentation, 10-minute Q/A).*
 1. Dr. Ramcharan thanked CPIRA for inviting him. Topics discussed:
 - How are software adoption and software abandonment decisions made? Who is involved?
 - Probably reaching DLAI first, for researcher stuff they try to identify who the researcher is and reach out to them.
 - IT documents why they choose a software, look at the features, business value.
 - Moved from EndNote to Zotero because number of users went down. IT made the decision after talking to DLAI—DLAI has been recommending people to move to Zotero over the last year.
 - How can you prevent taking months to make a decision when you are trying to buy a software package?
 - IT is required to do certain things, to check for data loss prevention to check for accessibility concerns and things like that.
 - For faster software approval—ask vendor if they have VPAT for accessibility on ACR. If they have them, submit it with the request for software.
 - Is there a way to help to pay for software licenses?
 - If there is need to buy new software, ask IT—can negotiate better price on your behalf.
 - Are there any reviews that you're doing right now? What's next with regard to software?
 - Internally—Landesk, in process of retiring, and reviewing a new tool Sasa Press.

- Setting up an academic Governance Committee
 - Don't know how it will be structured—getting names from the Provost.
 - IT receives average of one software request per day: renewals and new software.
 - Come to consensus on which software to use? How to make the decision? It's up to the Deans and the program to say what software they need. The needs from the units can be different and IT as support team can make those decisions.
 - IT gets information requests, gathers that information and has the committee to look at it and make recommendations.
- On the website, the committee that decides the software that the university adopts doesn't have faculty representation.
 - That's changing. Those committees on the website are previous to the new committee structure. The website is not updated yet.
- Will those committees remain in addition to this one?
 - No. IT is changing some of the committee structure to allow good feedback and good communication.
- Canvas decision
 - Many faculty hadn't been informed until getting email from AA.
 - Decision was delayed—wanted to make sure everything was in place.
 - Would have been helpful communicating to the committee.
- Changes in the software in the research area should take long-term decisions into consideration.
 - Modeling done in SolidWorks but cannot open it now in new software. Affecting the progress of research.
 - Test to make sure that the reference file can be opened with the new tool.
- Is there a way to pull your files from EndNote into Zotero?
 - Lost access to your license; web license still available and you have all the data.
 - Announcement with info about how to transition from EndNote to Zotero, but have to do it on your own, it's not automatic from the university.
- This university has a distributed IT model.
 - IT doesn't own all the software, doesn't know number of licenses and who uses them.
 - If the unit owns the software, they paid for the training. It's not really an IT thing for the way it's structured today.
- Will follow-up with IT

Meeting called to order by Jennifer at 11:38 am.

3. Alternates/Guests Introduced themselves.

- Jennifer Wetz alternate for Matt Streich
- Pablo Rangel alternate for Ruby Mehrubeoglu
- Michelle Hollenbaugh alternate for Alexa Hight per Senate Ex-Officio
- Patricia Hernandez alternate for Alexa Hight for Library

4. Agenda was approved

- MOTION: First-Jordan, Second-Heather, All in favor

5. September 2023 Meeting Minutes were approved.

- MOTION: First-Heather, Second-Tammy, All in favor

6. Ex-Officio Faculty Senate Update(s) (Michelle Hollenbaugh)

- I. Community conversation
 - October 20 at 11:00 at UC Jetty
 - Facetime with the Provost and Faculty Senate.
- II. A climate survey will be sent out in all of the System universities—probably next month.
- III. In the process of electing representatives for SAMC.
- IV. Meeting with Jacquelyn Flowers tomorrow—exit interview information.
- V. Collaborate with IT—issues with email when someone leaves.
- VI. Representation on the:
 - Merits and Promotion Committee
 - Budget Advisory Committee.
- VII. Jacqueline Mahlmann, CFO, asked about issues with travel.

7. Ad-hoc Scholarly Librarian Update(s) (Alexa Hight)

- I. Open Access Publication Fund has been fully funded at \$45K. Faculty are welcome to apply.
 - a. More information: <https://guides.library.tamucc.edu/OpenAccess/OAFund>
 - b. Application: https://tamucc.libwizard.com/f/TAMUCC_OA_FundApplication
- II. A Pivot-RP Workshop for discovering grant funding opportunities. November 17, at 10:00 am in UC Marlin
- III. Open Access Week 2023: Prioritizing Community over Commercialization. October 25 from 1:00 to 4:00 pm in UC Anchor Ballroom C. For more information and to register to attend: <https://guides.library.tamucc.edu/OpenAccess/EventRegistration>

8. CPIRA Committee Updates

- I. Research Administration Development & Training (Carmen Osier)
 - i. No updates.
- II. Operations & Communications for Sponsored Projects (Xinping Hu)
 - i. Shared a printout of a summary of the notes from the FDP virtual conference.
 - ii. September 2023 FDP meeting notes are in the CPIRA shared folder on OneDrive.
- III. Facilities (Patricia Spaniol-Mathews)
 - i. Nothing new on generators.
 - ii. Grant from Title V—additional funds.
 - iii. May have additional funding to use on STEM students, nursing, kinesiology, or medical sciences, under \$3,000. Email Patricia to put you on the list.
- IV. Bylaws, Elections, Rules, & Procedures (Tianxing Chu)
 - i. No updates.
- V. Graduate Recruitment & Retention
 - i. The committee is setting up regular meetings with Dr. McCaleb.
 - ii. Dr. McCaleb will be the guest speaker at the next November Council meeting.

- iii. Graduate student support may not be necessarily direct money, but may be things like supporting tuition, technology, or books. They are exploring options.

VI. Roles and Responsibilities (DeAnna Crites)

- i. No updates.
- ii. DeAnna will talk to Carmen about pivoting committees.

9. **Other Business**

- a. Archiving approved Council agendas and minutes in Microsoft Teams
 - Committee on Committees is asking to archive approved agendas and minutes on MS Teams. Only approved full Council agenda and minutes are on MS Teams and on CPIRA website.
- b. R&I Updates
 - Anticipated receipt date for NCURA report is November 7.
 - Dr. Mahdy plans to create a committee/task force to brainstorm the next steps.
 - No information about how the report will be shared and who will have access to it.
 - Research specialist resumed her role.
- c. Environmental, Health, and Safety (EHS) update
 - Michael Garcia has transferred to College Station.
 - Doing interviews now with the goal of hiring somebody by November.
 - In the meantime, you can go to Freddy Sustaita, the EHS Director.
- d. Major Research Instrumentation Program (MRI) NSF equipment grants-approval process (related to limited submissions process)
 - Shifted from an executive decision to a peer and collaborative process.
 - If there are multiple submissions—look for ways of potential collaboration between the multiple applicants if they can solely focus on one project.
 - Have the infrastructure in place or meet the requirements for the infrastructure before you can even apply for the grant.
 - We'll follow-up...
- e. External Faculty Fellowships and Awards
 - External Faculty Fellowships and Awards photocopies were distributed.
 - Potential salary gap, see section 3.5. Follow the procedure—start with the Department or Chair, Dean, and if you anticipate a salary gap then go to R&I and AA. It will be a case-by-case basis.
 - All section 2 is new.
- f. Federal Demonstration Partnership (FDP) Faculty Representative and Awards update
 - Already covered.
- g. Review Processes and Timelines for Software termination?
 - We will be in regular communication with Dr. Ramcharan (IT).
- h. Training for PIs
 - IRIS training on Zoom, various sessions from TAMU-CC and/or System
 - Asked OSRA to put together a site dedicated to new PIs with info about:
 - what they need to know
 - how to do things
 - what it takes to be a PI, etc.
 - Unknown how long it's going to take to get into place.
 - Encourage to join different listservs for trainings, workshops, and opportunities.

- i. “Faculty Fellows” in Academic Affairs and/or R&I (e.g., process, timeline, roles, communications, etc.) process
 - Lack of information about the actual process, timeline, roles, communications, etc.
 - Is it an administrative role, advocacy type of role, or a research role?
 - Will follow-up...
- j. Open Share
 - OSRA Satisfaction survey
 - Help us improve, your feedback matters.
 - Some individuals express confusion because they thought it was about compliance, but it was about OSRA.
 - Survey was confidential but not anonymous.
 - Will follow-up...
 - Communication (Trent Thigpen)
 - Encourage Intranet site for centralized news.
 - Centralize Intranet for the university, and then departmentalize.
 - The University has licenses for Viva connect and modern communication tools, like a SharePoint site.
 - Plaque was given to Mike Starek for his dedication and hard work as CPIRA Chair (2021-2022).

10. Adjourn: 12:31 pm.

MOTION: First-Xinping, Second-Tammy, All in favor