"The committees' annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees' annual reports will be kept on file in the University Archives, Faculty Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office."

ECU Faculty Manual, Part II, Section II, http://www.ecu.edu/cs-acad/fs online/currrentfacultymanual/part2section2.pdf

EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT

2013-2014 Academic Year

COMMITTEE: ___Research and Creative Activities__________

1. Membership (include ex-officio members).
Hans Vogelsong, Richard McCabe (Secretary), Anna Froula, Mustafa Selim, David Rudel, Britton Theurer, Chris Wingard, Alex Manda, Jay Newhard (Vice Chair), Jason Brinkley (Chair), Sitawa Kimuna, Colin Bums, Katherine Ford, Bernice Dodor

Ex-Officio – Chal Benson, Mary Farwell, Heather Wright, Craig Landry, Rick Hernandez

2. Meeting Dates
   (include members present and those who contributed to committee action, but were not at the meeting)
9/5/13
Regular members present: Jason Brinkley, Bernice Dodor, Anna Froula, Sitawa Kimuna, Alex Manda, Richard McCabe, Jay Newhard, David Rudel, and Britton Theurer

Ex-officio members present: Carl Billingsley, Mary Farwell, Heather Wright, Mark Sprague, and Chris Wingard

Others Present: Lori Lee

9/16/13
Regular members present: Jason Brinkley, Colin Bums, Bernice Dodor, Anna Froula, Richard McCabe, Jay Newhard, David Rudel, Britton Theurer, and Hans Vogelsong

Ex-officio members present: Mary Farwell, Craig Laundry and Heather Wright

10/28/13
Regular members present: Jason Brinkley, Colin Bums, Bernice Dodor, Anna Froula, Sitawa Kimuna, Alex Manda, Richard McCabe, Jay Newhard, David Rudel, Britton Theurer, Hans Vogelsong and Chris Wingard

Ex-officio members present: Craig Laundry and Heather Wright

1/27/13
Regular members present: Jason Brinkley, Colin Bums, Bernice Dodor, Sitawa Kimuna, Alex Manda, Richard McCabe, Jay Newhard, David Rudel, Mustafa Selim, Britton Theurer, and Chris Wingard
Ex-officio members present: Craig Laundry and Heather Wright

2/24/13
Regular members present: Jason Brinkley, Colin Burns, Sitawa Kimuna, Alex Manda, Richard McCabe, Jay Newhard, David Rudel, Mustafa Selim, Britton Theurer, Hans Vogelsong
Ex-officio members present: Chai Benson

3/17/13
Regular members present: Jason Brinkley, Britton Theurer, Colin Burns, David Rudel, Jay Newhard, Chris Wingard, Bernice Dodor, Sitawa Kimuna
Ex-Officio members present: Chai Benson, Rick Hernandez, Heather Wright

3. Subcommittees established during the year (include progress and/or completion of work).

Four Subcommittees created for evaluation RCAA Proposals.
Health – Wingard, McCabe, Brinkley, Wright
Humanities – Froula, Theurer, Newhard, Ford, Hernandez
Social Science – Landry, Vogelsong, Dodor, Kimuna
Natural Science – Selim, Rudel, Manda, Burns, Farwell, Benson

4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.

9/5/13 - Jay Newhard will represent the Research / Creative Activities Committee on the Copyright Committee.

9/16/13 – Committee revised guidelines for RCAA competition for 2013/2014

10/28/13 – Committee reviewed guidelines for Institutional Survey Administration and SROC committee.

12/4/13 – Committee members held information session to give prospective RCAA submitting faculty a chance to discuss proposal submissions.

12/17/13 – Committee members met with representatives from SROC to discuss Institutional Survey Administration documentation.

1/27/13 – Committee finalized format and subcommittees for RCAA proposal review

2/24/13 – Committee finalized recommendations for RCA Awards.

3/17/14 – Committee re-evaluated feedback from SROC and made recommendations to Faculty Senate. RCAA examined faculty manual section on copyright and made proposed edits to align with ECU PRR on copyright. Suggestions give to Faculty Senate.

4/2/14 – RCAA reviews returned to faculty submitters.

4/21/14 – Committee discussed changes in RCAA competition for 2014-2015.

5. Reports to the Faculty Senate (include dates and resolution numbers).
Faculty Senate Meeting 12/3/13:
Research/Creative Activities Committee, Jason Brinkley
Formal faculty advice on the Interim Regulation on Institutional Survey Administration (attachment 9).

Faculty Senate Meeting 4/15/14:
Research/Creative Activities Committee, Jason Brinkley
1. Formal Faculty Advice on REG 01.30.01 Institutional Survey Administration (attachment 6).
2. Proposed Revisions to the ECU Faculty Manual, Part VII Faculty Research and Scholarship, Section II. Scholarship/Research/Creative Activity, and Scholarship, subsection VI. Copyrights (created work) (attachment 7).
3. Recommendation on ECU Faculty Manual, Part VI, Section I. subsection XII. Use of Copyrighted Works) Use of Copyrighted Works (attachment 8).

6. Business carried over to next year (list in priority order).

1. Copyright documentation.
2. A common form for critical feedback of RCA Award applications is needed.
   a. “Strengths, Weaknesses, and Suggestions format?”
   b. Show reviews from last year, discuss how proposals were scored in 2013-2014. Dos and Don’ts.
3. Publicize the notion of subcommittees.
   a. Allow users to choose ‘preferred’ section for evaluation.
   b. Make sure it is well understood that there are not quotas on subcommittee funding.
4. Address Stipend considerations. Provide guidelines for rationale of stipend amount.
5. Look at FAQ again for next year.
6. Tie future funding to follow-up “on-campus” presentations (RCAW?)

7. Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year).
   A. Charge: Appropriate
   B. Personnel: Hard Working, Conscientious, Tenacious
   C. Attendance: Quorums at all called meetings.
   D. Responsibilities: Reasonable
   E. Activities: Reasonable

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

The committee feels as though it is important to maintain expertise from the departments of mathematics and art in order to properly assess math and art proposals to RCAA.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? If yes, when do you prefer:

Signed: Chairperson Richard McCabe
Secretary Jason Brinkley
Please forward the completed annual report to the Faculty Senate office via email (facultysenate@ecu.edu) no later than May 1, 2014.