FDP MEMBERSHIP COMMITTEE
Minutes
23 May 2006
Seattle, Washington

Co-chairs: Joanna Rom, NSF and Donna Helm, Johns Hopkins University

Members present: Vijaya Melnick, Anne Geronimo, Jim Randolph, Stephen Horan, Norm Braaten, Jack Puzak, Susan Sedwick, Susan Braunhut, Tolliver McKinney, Derek VanSchmus

Guests: David Wright, Becky Hayes, David Earwicker, Joseph Sullivan, Laura Hussler Lang, Tom Landerholm, Minnie Chabot, Jane Zuber, Greg Foxworth, Dawn Boatman

Mentoring first time attendees was discussed at length. At the January meeting it was agreed that these individuals (whether faculty, administrative or technical representatives) would be identified by colored dots (or other identifier) on their badges). This was overlooked at this meeting but the process will be implemented at the fall meeting. It was suggested that the administrative and technical groups each need hosts. Faculty already have a process in place. It was also suggested that it be "announced" that new attendees can meet their official greeters at a particular location (e.g. the reception, at breakfast) and that the names of first time attendees be available to the greeters at least 2 weeks in advance of the meeting. This will be coordinated through David Wright and Edvin Hernandez. Another suggestion was a "welcome wagon" approach whereby new attendees could get a packet of materials in advance that would help them understand more about what being an FDP member means (e.g. how to contribute). There also needs to be more discussion about implementing "long-term mentoring". Individuals identified to be part of the new welcome plan are Sue Sedwick and Anne Geronimo (administrative) and Tolliver McKinney and Derek Van Schmus (technical).

Elections: Any FDP member can nominate candidates for either position. Once nominations have been received, the Membership Committee will contact the nominees to determine their willingness to run. Elections will be held on-line. Only the official faculty and administrative reps can vote. This should be done after consultation with their entire University FDP team. The winner will be announced in November and the transfer will take place in January. Should there be more than 2 candidates running for either position and one does not receive a clear majority of the votes, there will be a run-off election.

New Web: David Wright demonstrated the new look for the web page, particularly the membership section. It was asked if one individual at the University could maintain the profiles of the entire team. The answer is yes. It was also questioned whether in an individual profile the committees and task forces on which the individual is participating could be listed. David indicated that this could be problematic but no decision was reached.

Institutional Report: David Wright presented a summary of recurring themes from the report: how can I be more involved? We need more demonstrations. Put the "D" back in FDP. Guidelines for proposing and carrying out guidelines should be developed. Overwhelming support for Phase V. Continued commitment to make research administration better for all. A copy of the report format will be sent to the Committee for suggested revisions. This will be an agenda item in September.

ERIs: Joanna reported that we have a successful and well identified ERI group and that we continue to seek new ERI members. She pointed everyone to the lunch session at which Merrilea Mayo would make a presentation that would be a follow-on to the one presented in January.

Faculty issues: Sue Braunhut discussed the faculty group's strategy to have more visibility for the FDP with the professional association community and the press. They are planning to invite representatives to attend a specific portion of the September meeting.

Subcommittees: There was also a very brief mention of the possibility of forming subcommittees of the Membership Committee, e.g. ERI, Mentoring, and/or Orientation. This will be discussed again at the September meeting.

Committee Members: Joanna Rom and Donna Helm, Co-Chairs
Tolliver McKinney, Susan Wyatt Sedwick, Stephen Horan, Norm Braaten, Jack Puzak, Jim Randolph, Vijaya Melnick, Derek Van Schmus

Guests: Becky Hayes, Bob Bolla, Laura Hassler Lang, Jane Zuber, Gregory Foxworth, Robin Lewis, Barbara Rodela

Elections - Joanna reminded members and guests alike of the importance of voting in the coming election. Administrative and technical reps were encouraged to remind their faculty reps to cast the votes.

ERIs – Vijay Melnick reported on the ERI survey conducted by Merilee Mayo to identify the 3 most important areas where demonstrations may be possible: software requirements that impact ERIs, pooled resources for software; and contract/compliance expertise. A workshop had originally been planned for December of 2006 but now has been put off until the spring of 2007. The Committee to plan the workshop has not yet been identified. One area of difficulty that was specifically mentioned was problems contacting the tribal colleges. Joanna reported that the NSF had done considerable outreach with them and can offer contact information. Steve Horan offered contact information for the Hispanic serving colleges.

Institutional Report - A copy of the existing report along with comments provided by several committee members was handed out. It was pointed out that in the past, member institutions were encouraged to speak about their streamlining processes. For no specific reason, this practice has stopped and even on the Phase IV applications, little emphasis was placed on this issue. For the Phase V application, it was recommended that emphasis be placed on best practice replication.

As to the form itself, several specific recommendations were made:

- Update the Subcommittee and Task Force Participation list to add the ERI group.

- Delete the question involving extension of FDP terms and conditions.

- Ask for specific streamlining examples and an explanation of what, if any, mechanism is in place to continually monitor internal processes.

- Direct a question specifically to faculty asking whether or not they had noticed a reduction in burden as a result of streamlining.

- Ask whether or not each institution actually has a designated faculty member. If not, why not.

- Is your Institution implementing FDP successes (need to develop a checklist)

- Ask Institutions if their team is NOT participating on committees and task forces, why not.

- Narrow the question for ERIs. As currently written, it is too broad.

- To the Phase V question – ask for recommendations on how it should be structured. (we may need to add examples)

Greg Foxworth asked whether we should have similar questionnaire for Affiliates. He will investigate further and develop test questions.

Other business - Joanna pointed out a flaw in the membership grid regarding federal agency attendance issues. As written, it allows a non-member federal agency to attend and NOT pay. This will be corrected.

Joanna and Donna will follow up with those individuals who have expressed interest in joining the Committee and then get formal approval from the Executive Committee.