

FDP Membership Standing Committee
Minutes for January 13, 2012
Washington, DC

1. Call to Order

The meeting was called to order at 8:02 a.m.

2. Welcome and Introductions – *Maggie Griscavage*/University of Alaska Fairbanks and *Joanna Rom*/NSF, Committee Co-Chairs

Present:

Charisse Carney-Nunes/NSF, *Jason Caster*/Michigan Tech, *Mary Ann Cuadagno*/NIH, *Sara Cusimano*/University of Southern California, *Pamela Hawkins*/NSF, *Becky Hayes*/Kent State, *Beth Israel*/Arizona State University, *Katherine Kissmann*/Texas A&M University, *Jacob Levin*/NORDP, *Robyn Remotigue*/Mississippi State University, *Sue Ross*/Columbia University, *Susie Sedwick*/UT Austin, *Anne Sherman*/University of Houston, *Larry Sutter*/Michigan Tech

3. Annual Report

- It was reported that 25 members had not yet submitted their annual reports, 5 members have not yet paid their dues and two or three of those are also delinquent on their reports.
- Reminders will be sent to those institutions with a reminder that reports are a requirement of membership.
- Noncompliance with reporting requirements will be taken into consideration for application in Phase VI.
- Discussion was held regarding the burden of the report.
 - The burden was reduced in this year's annual report – only one financial figure was required, the report was downsized and made more user friendly.
 - Estimated time for completion was 20 minutes.
 - Major committees and subcommittees did not include questions in the report.
 - Discussion was held regarding the timing and type of report to gather data. A suggestion was made to consider a tri-annual report in conjunction with the meetings as an alternative to the annual report.
- Question was raised as to the value of the annual report.
 - Susie indicated that the executive committee looks at the results to see if there are suggestions/items that need to be addressed by the executive committee.
 - There is value to the institutions completing the report because it makes them consider the value they are getting out of membership and in determining their level of activity in participation
- Discussion was held regarding the distribution of the report.

- It was suggested that a copy of the report should be sent to the non-administrative FDP reps and ask them to assist the administrative reps with providing data to complete.
- Report results will be distributed to the members once the data tables are received.
- Discussion was held regarding the possibility of forming a subcommittee in the future to assist with following up on reports.

4. Phase VI Pre-planning

- Membership Committee will provide support to the Executive Committee for participation in a transition committee between Phase V and Phase VI.
- Phase III everyone who applied was granted membership; the membership number did not have to be limited – everyone qualified.
- For Phase V not everyone who applied was granted membership.
- It was indicated to revisit the strategic plan and to move forward following the same timeline used for the Phase V solicitation.
- The announcement will most likely be posted in the Federal Register in February 2014.
- Decision needs to be made as to whether or not membership will be capped at 120. Membership had been limited due to space available at the National Academies, but it is unlikely that the meetings will return to that location because it is too small.

5. Phase V 50% complete

- Remind members to be active participants – encourage involvement in committees and demonstrations.

6. VP Research showcase

- Susie said that with a Phase VI pending it might be a good idea to reach member institutions VPRs who usually do not attend FDP meetings to invite them to attend a special showcase meeting that might be tacked on to the end of an FDP meeting to have them sit in and listen to what has been accomplished by FDP and what could be accomplished by FDP with a goal of having them be supportive of Phase VII, to be supportive of continuing to fund attendance at FDP and to come up with new ideas to make them aware of what FDP is doing.
- There is a group of VPRs that have been meeting at the National Academies about STAR Metrics and it may be feasible to piggyback on that meeting and bring them in and show them how STAR Metrics has grown from the FDP.
- Susie indicated that she would like to have a meeting summary report where each committee would provide a paragraph about their initiatives and discussions. This would give FDP reps an opportunity to disseminate that information to their institutions. Susie indicated that it is critical to do outreach to the VPRs. The brochure was sent to all the presidents, however it is important to engage the VPRs to show them what FDP is doing to reduce the burden and support the institutions to obtain their support for taking part in the FDP.

7. Mentoring Sub-Committee

- Maggie announced that *Marcie Avery*/Texas A&M University will no longer be attending the meetings and called for a volunteer to replace her on the subcommittee for mentoring. Robyn Remotigue and Becky Hayes volunteered to serve in this role.
- A faculty representative indicated that it would be preferred to match faculty mentors with faculty mentees. The subcommittee will request the faculty committee to provide faculty mentors as needed.

8. Adjourn.

- The meeting was adjourned at 8:58 a.m.