

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
RESEARCH AND GRANTS COMMITTEE**

MINUTES OF MEETING: March 9, 2018 APPROVED BY COMMITTEE: April 13, 2018
Sub. to Exec. Comm. April 16, 2018 Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present: Dena Herman (Chair), Rais Ahmad, Meeta Banerjee, Mariam Beruchashvili, Michael Carter, Suzanne Spear, Shartriya Collier-Stewart, Yi Ding, David Bermudes, Frances Gateward

Guest: Shirley Lang

Staff: Sheree Schrager, Naty Palos

I) Call to order

Meeting called to order by D. Herman at 10:00 a.m.

II) Approval of Minutes

February 9, 2018 minutes approved – two abstentions

III) Old Business

A. RSCA criteria review – D. Herman – RSCA all day ranking meeting is scheduled for April 13th. D. Herman asked the committee members if they were able to register and log into InfoReady and view their assigned applications. Each application is randomly assigned and reviewed by three committee members. Each member will have approximately 30 applications to review. D. Herman reviewed the rubric and rating scale with the committee. An error was found on the rating scale and will be corrected. She reminded the committee to review the guidelines and rubric prior to reviewing the applications.

D. Herman asked S. Lang if she can provide a spreadsheet with weighted scores and comments to the committee to review for discrepancies. All applications must be reviewed by March 26 in order to review for discrepancies prior to the April 13 ranking meeting. If you have an application that you feel is a conflict of interest, please let S. Lang know so she can re-assign the application to another reviewer.

1. Develop a structure to review responses shared with faculty applicants – D. Herman asked the committee to write comments that will be useful to the applicants.
2. Review draft correspondence to be sent to those receiving RSCA funding and those who do not – D. Herman will draft a couple of letters and review them with the committee at the ranking meeting.
3. Review of responses from query to Deans re: RSCA administration at the college level – Tabled to May meeting

IV) New Business

A. Discuss Creation of subcommittees: Limited submissions, IDCs, Fall 2019 (2025 Students) – D. Herman – Tabled to May meeting

V) Adjournment

Adjourned by D. Herman at 11:55 a.m.