Instructional and Research Support Committee Meeting
December 7, 2011

Present: Carolyn Brennan, Munehiro Fukuda, Kevin Laverty, Peter Littig, Becca Price

Absent: Wayne Au

Guest: Steve Holland, GFO Chair

Charge to the IRSC – Holland, GFO Chair

Holland was invited to the first meeting of the IRSC by Fukuda to discuss the charge of the committee and the role of the IRSC in strategic planning on campus. With expanding enrollment to 6000 students, implications for maintaining the quality of teaching and research at UWB are important. Holland reviewed the Bylaws charge for the IRSC:

The Instructional and Research Support Committee (IRSC) shall advise the Vice Chancellor for Academic Affairs on the implementation of policies and procedures that facilitate scholarly activities in matters pertaining to faculty research, including recommendations for the awarding for intramural research monies. The Committee shall advise, when appropriate, the Directors of the Office of Research Support, Teaching and Learning Center, Library, and Learning Technologies, and other campus-level instructional and research support entities on the implementation of policies and activities that support teaching and learning. The IRSC shall advise the EC on matters of policy and suggest policy changes to improve the provision of material support for teaching and research. Membership shall include one member of the EC, who shall serve as chair; a representative from each academic program, school, and college within UWB (unless the faculty in a given unit choose not to be represented); and, as a non-voting member, a representative from Academic Services. The term of service shall be two years, renewable for a second term if so determined by the representative's academic program.

Holland discussed the role of the IRSC as advisor to the VCAA, the EC and Directors of the ORS, TLC, the Library and Learning Technologies. The IRSC has a distinctive faculty perspective to communicate to these administrative and support services on campus.

Election of the Chair of the IRSC

Munehiro Fukuda agreed to run as Chair for the IRSC.

IRSC motion

Price moved to pass the motion:
"The committee nominates Munehiro Fukuda for Chair of the IRSC"

The motion was seconded, no further discussion was held. Hearing no objection, a vote was called. By show of hands, the motion carried unanimously.

Brainstorming about all items we should discuss through this 2011-2012 academic year toward UWB's transition to 6000 FTEs

The IRSC returned to the charge of the committee for further discussion. As a formally constituted body in the GFO structure, this committee serves as the faculty voice for the support of research and teaching at UWB. What reporting mechanism should the committee use to communication with the

campus? Fukuda stated that the IRSC has submitted annual reports to the EC with recommendations, some of which were implemented over the last few years. Holland will encourage input and feedback from the EC and the faculty to be directed to the IRSC on matters of research, teaching and technology.

IRSC discussion points
- The IRSC should be actively involved on decisions regarding research and teaching support and technologies used on campus.
- How does the IRSC obtain feedback or input from the faculty and other bodies and identify areas that the committee can serve in an advisory role?
- Obtaining reports from the ORS, the TLC, the Library and Learning Technologies on a yearly basis would be a good start in opening communication on these issues.
- What about media technology for faculty to access, this would provide a larger platform.
- The IRSC needs to be focused and informed.
- Holland pointed out the feedback received from faculty at the GFO open meetings this Autumn Quarter. The GFO minutes are recorded on the GFO webpage. This may be a good source for the IRSC to begin looking at faculty concerns and viewpoints.

Action item: The IRSC will develop a "Go Post" webpage for faculty access and discussion on the GFO webpage.

Report on the Technology Advisory Committee (TAC) – Fukuda
Faculty Users Group for the efficient uses of campus-wide computing resources
Fukuda reported on the Technology Advisory Committee (TAC), the committee is chaired by Betsy Tippens and focuses on the management and use of technology at UWB. As the campus considers new degrees and hybrid courses that utilize technology in a significant way, the role of the IRSC will need to be strengthened in strategic planning on technology policies and priorities. Fukuda indicated that IT has recommended a Faculty User Group be setup as a way that the TAC can interface with faculty to find out what faculty need in the way of technology and get feedback from the faculty in this area.

IRSC discussion points
- Fukuda serves as liaison with the TAC for IRSC, it is important that IRSC be involved in decision making in the TAC and the Faculty User Group.
- A catalog of software should be available to faculty, a knowledge base of all applications installed on campus.
- Training for faculty is needed in new technology and what is available for teaching.
- Do we currently have E-learning videotaped lectures for students to access?
- Faculty need to be engaged in guiding the direction of technology planning and implementation.
- Technology support needs to grow with the growth of the campus for students and faculty.
- Faculty development related to technology changes needs to funded.

UW Research Advisory Board – Brennan – postponed to a future meeting

The next IRSC meeting will be scheduled.
The meeting adjourned at 5:00 pm
Minutes submitted by Barbara Van Sant