

## **FAUS-COE Research Committee Meeting**

**2/11/08**

### **Minutes**

Present: Cynthia Core, Susannah Brown, Jenny O'Sullivan, Lorraine Cross [co-chair], John Hardman [co-chair], Nancy Brown, Marla Brady, Ira Bogotch [sec'y].

1. Lorraine Cross welcomed everyone to the meeting.

2. Discussion and Approval of the Flyer for the 2/29/08 Research Mixer.

John Hardman [formatting] and Ira Bogotch [text] presented a draft of the flyer. It has been previously reviewed by Glenn Thomas and Sherry Thomas for content and style. The committee made numerous artistic suggestions to improve the presentation. An RSVP will be added. Font will be changed. The layout will be changed. With these suggestions, the flyer was approved for distribution through e-mail, MYFAU Announcement, and any other university-wide medium.

3. Minutes of the 1/14/08 meeting was approved with an extended discussion on the relationship between the last FAUS-Research meeting and a 1/17/08 meeting with IRB representatives. At that meeting, it was explained that the purpose of the FAUS-COE Research Committee is to promote a culture of research inside of the FAUS and to encourage university-wide research at these laboratory-schools. Toward that end, a simplified form was developed which allows the Directors of the Lab Schools to make administrative decisions that balance the needs of researchers with the missions of the Laboratory Schools. IRB approval is required for all projects, but not all projects may go forward if they "do not serve the best interests of the subjects or the mission of the school" to the on-going educational operations of the FAUS.

Discussions and documentation will continue to clarify IRB, researcher and FAUS functions. The growth and development of the FAUS in terms of research activity has been accomplished under the leadership of Dean Aloia, Glenn Thomas, Marla Brady, and the work of the FAUS-COE Committee.

4. Discussion of 2/29/08 Research Mixer. With changes already suggested for the Flyer, the discussion focused on the event itself. It will be held in the Henderson Cafeteria from 1 to 3. Lunch will be served. We will ask the Dean [in Glenn's absence] to open and welcome attendees. Lorraine Cross will describe the culture of research that the FAUS-COE Research Committee has built and is extending. Directors and perhaps selected researchers will make short descriptive and invitational presentations to the attendees before we break into topical table discussions. Tasks were delegated as followed:

Communication: John

- \* Send flyer today to all colleges and participating institutions

- \* Send to individual invitation and flyer today to current and former researchers at Henderson, Slattery and Pine Jog

Communication: Ira

- \* Contact Directors of the institutions who are going to present to let them know what to prepare

Event set-up: Marla and Tammy

- \* Invite the Dean to do the welcome
- \* Get table cloths and table decorations
- \* Get name tags, table tents and sign-in sheet

Set-up crew: Cindy, Nancy, Tammy and Marla at 11:00 a. m.

Event: The Research Team

- \* Wear name tags designating that we are on the committee hosting the event
- \* Sit at separate tables and mingle with guests

Clean up: Lorraine and Jenny

- \* Make sure that hand-outs and table tents are picked up
- \* Remove table cloths, etc.

Minutes Prepared By Ira Bogotch.