



**University Research Council
Minutes
June 10th, 2013**

Attendees:

Mo Elbestawi, Chair
Fiona McNeill
Peter Mascher
Nick Markettos
Gianni Parise

Tony Porter
Kathy Charters
Elsie Quaite-Randall
Brent Davis
Stephen Collins

Barb McKenna
Vivian Lewis
Bonny Ibhawoh

Regrets:

Greg Weiler
John Medcof
Naresh Agarwal

- Tony Porter motioned to accept the minutes of the March 7th, 2013 meeting; Vivian Lewis seconded the motion

AGENDA

1. Minutes of University Research Council Meeting of March 7, 2013 (attached)
2. Business Arising/Action Items
3. Knowledge Mobilization Video for Faculty Priorities (Kathy Charters)
4. Student Entrepreneurship
5. Excellence Fund
6. ERP Update (Barb McKenna)
7. Open Access (Tony Porter)

BUSINESS ARISING FROM THE MINUTES OF MARCH 7TH, 2013

- The results of the annual survey sent to faculty from the Vice President of Research regarding the services provided through the research administration offices indicate that clarity regarding which office is responsible for specific processes is required. Each research administration office will develop a Frequently Asked Questions section for their respective websites to address these questions.
- Many questions received from faculty are related to practices and processes that are not owned by research administration. A sub-committee, consisting of Tony Porter, Nick Markettos, Brent Davis, and Barb McKenna will identify these processes and arrange a meeting with the Vice President, Administration and the Assistant Vice-President (Administration) & CFO to discuss these items.

ACTION ITEMS FROM MARCH 7TH MEETING:

1. Faculties to develop a list of facilities where funding is “at-risk”
 - This is an ongoing undertaking; Dr. Elbestawi requires particular input on facilities in the faculties of Social Science, Humanities and Business that could be “at-risk”. The new budget model sets funds aside for facility maintenance and the Council needs to discuss how these funds, in addition to any funding sought from and provided by the CFI Infrastructure Operating Fund, can ensure that all facilities have the continued support they require.
2. Clarifications to Intellectual Property Focus Group Recommendations have been made and circulated to the Council
3. Initial plans for Student Entrepreneurship are completed and will be presented to the Council
4. Meeting to be scheduled for VPR and ADRs to discuss interdisciplinary research activities
 - This will be addressed in the next Council meeting which will be largely dedicated to discussion of interdisciplinary research
5. Consideration of criteria and application for awards to incentivize new faculty to form partnerships
 - Approaching awards as a collective endeavour would increase awareness and aid in recording successes. Dr. McNeill and the Associate Deans of Research will form a sub-committee to look at best practices from other universities and devise a strategy that will create an external interface for these awards and that will engage faculty members in putting forward nominations. This sub-committee will review

which awards, both internal and external, are relevant to faculty and then engage the research administration offices in implementation.

6. Consideration of interdisciplinary research best practices
 - The majority of the next meeting will be dedicated to discussion of interdisciplinary research and how the Council can encourage this activity. All Council members are asked to consider best practices for carrying out and promoting interdisciplinary research in preparation for the discussion.

NEW BUSINESS

1. Knowledge Mobilization Video for Faculty Priorities (Kathy Charters)
 - The Knowledge Mobilization workshop for Humanities held in May was a tremendous success; workshops for Social Science and Business are planned.
 - Kathy Charters discussed a UBC video that demonstrates impact of the HIV research that has been conducted at UBC over the years as a tool for promoting the research successes of a university to the public in a meaningful and accessible way.
 - McMaster faculty could use a similar format to highlight McMaster's strengths and to show evidence of outcomes in a snapshot which could create a buzz around what McMaster does well.
 - If this idea is pursued then consideration should be given to the management of project to ensure consistent production values. This is an opportunity to engage with the various groups and students on campus that could create these videos and then post them on the McMaster website as well as YouTube to reach a broader audience.
 - Kathy Charters will follow up with the Faculties and the communications staff in the VPR's Office regarding next steps.

2. Student Entrepreneurship
 - Five years ago a task force was created to review the entrepreneurial culture at McMaster; meetings were held with the MSU and the GSU and it was shown that at both the graduate and undergraduate levels the entrepreneurial activity and spirit is higher than at the faculty level. Discussions were held with the President, both a literature review and best practice survey were conducted and there is an ongoing consultancy regarding student entrepreneurship.
 - The student entrepreneurship plan was developed by the McMaster Industry Liaison Office; Elsie Quaite-Randall presented the key implementation steps in an 8-point summary.
 - Central to the plan is that the notion of innovation, both technical and social, is something McMaster should pay attention to.

- Other universities that have been successful in similar initiatives have had support from the highest level. For this plan to be successful, it needs to have the support of all of the Faculties and all areas before funding is sought. In this respect, the Associate Deans of Research are to consider their endorsement of this plan and their willingness to promote it and respond to Dr. Elbestawi within the next few weeks.
- There has been some progress in student entrepreneurship already in the Faculty of Health Sciences; the Masters of Biomedical Discovery and Commercialization Program was approved by the University Planning Council in May 2013 and was presented to the Senate in the June 5th meeting. There is also a graduate level course open to all graduate students on entrepreneurship.
- Dr. Elbestawi is seeking feedback on this plan and inviting ideas from the Council. He plans on meeting with 10 MSU students regarding the plan and will report back to the Council on these discussions.

3. Excellence Fund

- A confidential discussion followed regarding an Excellence Fund

4. ERP Update (Barb McKenna)

- The Mosaic project will update McMaster's 30 year old accounting system and integrate a multitude of systems currently in use throughout the University. There are 5 main components: Student Administration; Finance; Research Administration; Human Resources; and Business Intelligence. The Finance module is set to go live December 1, 2013 and Research Administration module is scheduled for May 1, 2014.
- The implementation of this system will change and improve many processes at McMaster, create transparency and show bottlenecks throughout the system which will enable users to identify where approvals or processes are being delayed.
- The Steering Committee for Research Administration has created a PI focus group to solicit input from faculty. The faculty members selected to participate will represent their consistencies and enable a wide consultation; these meetings are convened by Dr. Fiona McNeill and the first is scheduled for June 18.

5. Open Access (Tony Porter)

- The Tri-council policies state that the results of research funded by the tri-council should be made publicly available after 6 months. There is a general lack of recognition that there is a growing requirement to publicly deposit not only the finished research but also the research data resulting from publicly funded research.
- The University needs to encourage this practice and communicate it to the requirement to the faculty.
- The University Library repository aids in this process and the Library wants to encourage increased deposits. Further discussion of how the Council can encourage public deposits will be carried forward to the next meeting.

ACTION ITEMS

Item	Responsible
1. Each Research Administration office to develop an FAQ for its website addressing the services that are and are not provided	Kathy Charters (ROADS), Elsie Quaiter-Randall (MILO), Greg Weiler (HRS), Barb McKenna (Research Finance)
2. Sub-committee to meet and discuss processes faculty have identified that could be improved and discuss with the VP Administration and the AVP Administration	Brent Davis, Tony Porter, Nick Marketos, Barb McKenna
3. Sub-committee on awards to review which awards, both internal and external, are relevant to the faculty and then engage the research offices in implementation plan	Fiona McNeill and Associate Deans of Research
4. Follow up with Faculties to gauge interest in developing a promotional video related to research success stories at McMaster, follow up with the VPR's Communications staff	Kathy Charters
5. Determine if the Student Entrepreneurship Plan will be supported by the Council. ADRs to consider this and reply to Dr. Elbestawi	All Associate Deans of Research
6. Consideration to be given to best practices for carrying out and promoting interdisciplinary research and publicly depositing research results. Both items will be discussed in detail in the next Council meeting	All