Draft minutes
RPC meeting 9/3/2013
Attending: Jennifer Hain Teper (chair), Lisa Hinchliffe, Beth Woodard, Beth Sandore, Qiang Jin, Atoma Batoma, Kirstin Dougan.
Absent: Dan Tracy

1) Welcome to new members
2) Review/discussion of current application
   a. Lisa will take all questions to applicant and respond to committee with their responses
3) Budget overview
   a. Jennifer has requested current info from Kathie about carry over and current budgeted applications. Only one award so far this fiscal year.
4) Research showcase update (Beth Woodard reporting for Dan Tracy)
   a. Tuesday Nov 19th.
   b. Proposal criteria and setting application deadlines (poster sessions and lightening talks) complete.
   c. Funding for 30 posters and encouraging people to reuse posters. Also funding for food and promotion.
   d. There will be 9 lightening talks of 5 minutes each, with a merged ppt for all, so number of slides will be closely limited.
   e. Proposal deadline Oct. 4th, and will notify people on Oct 11th. Nov 8th deadlines submissions for PPT files and posters.
5) Upcoming projects for fall:
   a. Surveying APs about research support - Jennifer will start questions over e-mail.
   b. Scheduling RPC brown bags for fall - next meeting Jennifer will bring list and task RPC member to set up fall presentations.
      i. Jennifer will also ask those who are done with their research to turn in outcomes forms.
   c. Books for untenured faculty – Dan and Beth will work on a new application for this year.
      i. Beth will follow up with last years to see what books were most useful, etc.
   d. Review/Update RPC website, including project outcomes form – Jennifer will get clearance and make minor updates
      i. Outcomes form
      ii. New membership
      iii. $5,000 project/proposal limit – Jennifer will send around proposed language for approval before posting to web
   e. Review/Update RPC forms
      i. Lisa will get started on this over e-mail, hopefully this month
      ii. Jennifer will ask LibFac for feedback on application process with reminder e-mail about availability for funding.