

ARC Committee Meeting

Minutes

September 19, 2017, Lee Campus I-223

In attendance: Timothy Lucas, Larry Miller, Caroline Seefchak, Angela Vitale, Stella Egan, Joseph van Gaalen

- J. van Gaalen brought up the issue regarding committee operating procedure for external areas (copyright, tech, etc.).
 - J. van Gaalen proposed a new section will be added with drop down section asking if applicant foresees issues with: technology, copyright, IRB, permits or any other issues
 - If yes, upon receipt of the application S. Egan will use pre-established meeting times with appropriate area (General counsel, IT, IRB) prior to application review.
- J. van Gaalen addressed the adoption of language for recommendation and replacement of committee members.
 - L. Miller noted the call out for committee member for areas needing replacement, that a 3-year term limits with potential to be retained if no replacement steps forward, hat a replacement is specific to outgoing member in terms of discipline, and that preference given to previous ARC recipients.
 - Committee decided that qualifications to be committee members were met by those who have attained full-time faculty status and agreed the only-minimum qualifications for faculty to serve on the ARC is that they be full time faculty members.
 - C. Seefchak suggested that a Dean will decide if two or more candidates apply from same department
 - J. van Gaalen suggested language for callout to include “If you intend to apply for an ARC grant, you cannot serve on committee.” Committee agreed.
- J. van Gaalen addressed the potential for late submissions.
 - Committee agreed that language be added to the ARC website to read “Time permitting, applications will be reviewed for completeness and suggestions made if requested.”
 - S. Egan noted that the original language “Applications must be emailed to Stella Egan and are due by the due date at 4:30 p.m.” remain intact.
- J. van Gaalen addressed the concept of a development of an ARC Ladder which would entail a portfolio to be presented to ARC recipients on the day of their presentation of their work. Portfolio would include information along the lines of “Based on your current research, here are some grants that are available. Here are the due dates. Here

is what is required.” In addition, information will be provided on the grant institutions as well as related details on the field as it relates to grants.

- S. Egan will develop this portfolio with the assistance of J. van Gaalen
- S. Egan will develop a form for researchers to fill out to provide information regarding areas of interest for outside funding resources to serve as a guide for portfolio creation in the same way the ARC grant research will provide information to S. Egan in creating the portfolio. J. van Gaalen will assist in portfolio creation.
- Committee agreed the ARC Ladder System and the new form to supplement as support measures for grant seekers at FSW is much needed.

*Note that R. Moffett was in attendance for the meeting via the Collier campus but Polycom was not available at the time.

Minutes submitted by S. Egan and J. van Gaalen