Planning & Development Committee  
Organization Meeting - June 20, 2006


Attending: Elizabeth Jones

The Agenda for the meeting was as follows:

1. Approval of the minutes 4-24-06

2. Master Plan Slide Document (FYI)

3. ASUR Research Office Report


5. Other Issues

Agenda Item #1 - Minutes - Phang Tai called the meeting to order at apx. 1pm. The group motioned in and approved the minutes.

The meeting then moved on to the 3rd item on the agenda, ASUR Research Office Report.

Phang Tai briefly reminded the group who/what ASUR was for the new members. He explained to the group that they could only make comments directly to ASUR in regards to the review(s) and that they could not make changes, additions or deletions to the actual review(s).

Joan Carson headed the discussion over the ASUR Research Office. She applauded Sally Wallace and Shelly-Ann Williams for the thoroughness of the report.
The report covered the research functions for the following units:

< Office of VP for Research and Office of Research & Awards Administration (ORAA)
< Andrew Young School of Policy Studies (No Changes)
< College of Arts & Sciences (New Review)
< College of Health & Human Sciences (No Changes)
< College of Education - Educational Research Bureau (No Changes)

The end of the report gave a summary of Key Observations & Action Recommendations pertaining to the groups in their entirety in regards to: Accountability, Staffing & Customer Service Issues, Compliance, Technology, Communication Across Units, and Data Collection & Monitoring of Customer Service. The end of the report also contained an organizational flowchart of University Research Services & Administration from the VP’s website.

Joan mentioned that when the report was originally drafted, the review of Arts & Sciences was incomplete so that their individual report contained within was new. She then went over the "Global Issues & Recommendations" at the end of the report. She mentioned that the FEDS were really "putting the squeeze on the university" in regards to compliance and accountability issues and reminded the group that these recommendations of the utmost importance. She mentioned that STAFF was a big issue of concern. She mentioned that the self-studies given were compared to peer institutions receiving under 48 million in external funding and 50-128 million for pre and post awards, and that GSU was severely understaffed, maintaining 2-3 times the workload of those peer institutions. She also made note that institutional effectiveness outcomes assessments (unaddressed in this particular report) were saturated with customer service/satisfaction measurements that were needed.

Al Baumstark mentioned that the Research Office and the various Units were trying to come up with a joint staffing effort to help with compliance issues; and the hardest part of it seemed to lay in the communication efforts and in figuring out how the Research Office and the Units could both share needed staff. He mentioned the difficulty with creating position that could work for both the unit and the compliance office.

The group also discussed the management of grants programs and the reliability of the technology involved. Phang Tai mentioned that the processes in place made it extremely difficult for the PIs to monitor funding. Sandra Garber mentioned that some programming issues within the current PeopleSoft system were supposed to be corrected in early July. Beth Jones mentioned that sometimes the problem started with the PAF on file with the Human Resources Office and mentioned that there were current talks of switching over to an electronic documentation system.
The group continued to discuss other solutions to some of the current problems in place. **Al Baumstark** stressed that compliance issues needed to be fixed up front before the problem began vs. after there was already an issue in place. **Phang Tai** suggested asking the Research Compliance office to make a report on a yearly basis to help stay on top of any issues that may come up. **Sandra Garber** applauded Albertha Barrett & Sandra Williams (Research Office) for "making a way when there was none" via creative financing, but stressed that they needed State Funding to hold on to the small staff that they currently had. The group briefly discussed the problem of losing staff to institutions that could pay higher salaries.

**Phang Tai** mentioned the importance of continuing to support Robin Morris, VP Research so that he would have the ammunition needed to ask for funding to aide the current issues on hand. He stated that this ASUR report was similar to an "Academic Review" and would be used to take to Ron Henry to aid in the Research Office’s Action Plan. He mentioned that for the past 5-6 years the Research Office had not received the money it needed to move forward without struggling and reminded the group that there also needed to be better coordination between the Research Office and Human Resources. "**Tim Bartness from the Research Committee raised the issue that the Strategic Plan stated a goal of reaching the 100 million dollars in external funding by the year 2010, but that so far there’s no plan of how to get there. It seems to me, it may be a good idea to have the Research Office come up with the plan of how to meet this goal**"

**Julian Diaz, III** - "**Whatever we end up drafting, I think we need to make sure we send a clear message that this problem needs to be given the HIGHEST priority from the University because it serves us all. Indeed, if we’re going to be the great University that we want to be, we cannot have a second rate staff trying to service it.**"

**The group agreed on the comments made and the review was motioned in and accepted.**

**Joan Carson** handed out the new list of committee members for the 2006/7 ASUR Committee. The committee included the following members:

**Planning & Development** - Siva Nathan (Accountancy), Cathy Brack (Enrollment Svcs), Joan Carson (Associate Provost for Institutional Effectiveness)  
**Academic Affairs** - Deron Boyles (Budget), MaryAnne Gaunt (Diversity), **TBA (relevant senate committee)**  
**Academic Staff Support** - Glenda Haliburton (COE), Shelly-Ann Williams (A&S)  
**Enrollment Services** - Tim Woltering  
**Finance & Administration** - John McCullum, Chip Hill  
**IS&T Planning & Strategies** - Randall Alberts  
**Library** - MaryJo Dejoice  
**Management & Staff Development** - Julie Bannerman  
**Research Office** - Shelia White  
**Staff Advisory Council** - Annette Butler  
**Student Gov’t Association** - TBA
She then went over the composition of the ASUR Committee. She explained that the committee members were nominated by the head of the area that they represented, the names were then sent to her to compile the list, then the list was brought to P&D for approval. **George Rainbolt** made a motion to approve the list and **the group approved the list pending that it contained the proper number of P&D representatives.**

The other items listed on the agenda were for informational purposes only. Phang Tai briefly discussed changing some of the upcoming meeting dates due to those dates clashing with the 1st week of class, but no other issues were discussed; **the meeting adjourned at apx. 1:35pm.**