

**RIT Oversight Committee Meeting
February 5, 2009**

MINUTES

Attendees: Walter Wolf, Malcolm Spaul, Thomas Cornell, Cheryl Williams, Ian Gatley, Dave Koster, Shane Crouse, Katherine Clark

Absent: James Reilly

Chair Tom Cornell convened the meeting of the Oversight Committee at 9:45am. Minutes of the December 5th meeting were handed out and approved to include changes provided by Tom, which were accepted.

Tom reports to the Committee that President Destler has received the Oversight Committee's annual report from FY2008 and has responded with a letter to the Committee thanking them. Tom reminds the Committee that he has made one presentation of the annual report to Faculty senate, but will also be making presentations to Institute Council and Staff Council.

Shane presents the changes to the procedures document that were discussed by the Committee at the December meeting. The first change alters the NOA Due Date timeline to four weeks instead of two weeks. This change reflects that actual timeline currently in use. The second change alters clause 2.8 to say that sponsors will be notified of the RIT Oversight Policy where it is appropriate and possible. The Committee members unanimously accept the changed language.

Shane presents additional language being added to the RAPID website for clarification of the project Special Circumstances. This language was added after an incident where a PI was confused about the meaning of publication restrictions. The Committee acknowledges this additional language.

SRS presents the Committee with a flowchart of the new CIMS account creation process that was the result of a recommendation made in the FY08 audit. SRS pointed out that the CIMS process is now very similar to the process followed by the rest of campus. A question was raised by the Committee as to whether there is a penalty should an individual or unit not comply with the Oversight Policy.

The Committee discusses the possibility of creating a stronger enforcement mechanism by tying enforcement of the Oversight Policy to the RIT payroll system. The Committee agrees to review draft recommendation language at the next quarterly meeting.

The Committee discusses the memo from the Controller's office regarding Lynn Fuller's project and its violation of the Research Oversight Policy. SRS provides additional contextual information at the Committee's request.

The Committee discusses their individual NOA reviews:

NOA Reviews:

Malcolm Spaul (CIMS)

- “N/A” is confusing the way it is used in RAPID to show personnel acceptance. This should be changed.
- Signature page received

Walter Wolf (COS)

- Signature page received

Cheryl Williams (NTID, Univ Wide)

- Identified that titles weren’t descriptive of the projects
- Signature page received

James Reilly (COLA, COB)

- Jim will provide his review after the meeting.

Tom Cornell (CAST, GCCIS)

- Points out that a “revised” NOA and an “initial” that occurred in the same quarter will look the same in RAPID.
- Signature page received

Ian Gatley (COE)

- Lynn Fuller’s project with Hawaii does not reflect student participation and has what appears to be a misspelled title.
- Signature page received

The Committee acknowledged that there appears to be individuals that are regularly late in their completion of the NOA process. The Committee agrees that they will discuss possible actions at the next quarterly meeting.

Meeting was adjourned at 11:35 a.m.