

**RIT Oversight Committee Meeting  
April 16, 2009**

**MINUTES**

**Attendees:** Malcolm Spaul, Thomas Cornell, Cheryl Lomedico, Ian Gatley, Shane Crouse, Katherine Clark

**Absent:** James Reilly, Walter Wolf, Dave Koster

**Guest:** Michael Richardson of the RIT DIRS group (<http://dirs.cis.rit.edu/>).

Chair Tom Cornell convened the meeting of the Oversight Committee at 2:10pm. Minutes of the February 5th meeting were handed out and approved by the Committee.

Mike Richardson requests that the Committee create a way for DIRS Faculty and Staff to complete a blanket NOA that would provide their acceptance to work with all DIRS sponsors. Students would continue to follow the normal NOA process. The Committee agrees to consider Mike's proposal among themselves and discuss the logistics with SRS before providing Mike with an answer.

Kate asks the Committee to consider having a special meeting in May or early June to continue discussing issues that were raised by the last audit. The Committee agrees to meeting in May and SRS will coordinate the scheduling.

The Committee discusses the prior approval request submitted by Lynn Fuller. Kate explains the circumstances of the request. The Committee agrees that the project is acceptable for Lynn to pursue. However, if students are to be involved, as appears likely, then the Committee would like the Provost to consider additional protections for the students.

Walter Wolf's term will be ending in June and the Committee agrees that if Walter would like to continue serving, they will accept his continued appointment.

Shane explains two situations in the last quarter where the PI indicated that their projects included "Government Classified" materials. In both cases the project only included Confidential or Proprietary information, which was mis-interpreted to be Classified. SRS discussed these situations with the PIs and the "Classified" flags were removed from the projects. Because there were no additional participants involved, revised NOAs were not necessary. The Committee accepts these adjustments.

Shane provides follow-up information on the 2<sup>nd</sup> quarter meeting request to check with Lynn Fuller regarding student participation on his Hawaii project (090285). Lynn indicated that there had been a student working on the project, but that student has since graduated and will not be able to complete the NOA. Lynn also indicated that the sponsorship information of the project was provided to the student at the time they worked on the project. The Committee acknowledges the situation and agrees that the NOA should be marked as completed with a note in the system explaining the situation.

The Committee agrees to discuss the publishing of meeting minutes and meeting reports for the RIT Community at the May special meeting.

Tom informs the Committee that he did not present the Annual Report to the Staff Council because he was not included on any recent agendas. The Committee agrees that at this time of the year, the report is not necessary.

The Committee discusses their individual NOA reviews:

**NOA Reviews:**

Ian Gatley (NTID, Univ Wide)

- Jeff Rubin's project includes Confidential/Proprietary as "yes" for HIPAA controlled information.
- Signature page received

Malcolm Spaul (CLA, COB)

- Joseph Baschnagel's project is explained to be an RIT Seed Funding award
- Project 080105 has personnel without an Employee Type and needs a new Abstract
- Richard DeMartino's WIRED project has only the PI listed because he is teaching classes and workshops
- Richard DeMartino's project 090232 has only Richard and the Co-PI – ask Richard about other participants
- Signature page received

Cheryl Lomedico (CAST, CCIS, CIAS)

- Project 090255 needs a more descriptive abstract
- Project 090379 needs a more descriptive abstract
- Project 080205 has a completed timeline, but SRS explains that an extension is in process
- Signature page received

Tom Cornell (COS)

- Project 090126 needs a new abstract that anyone can understand
- Abstract for project 090359 has compressed words as a result of the scanning process
- Signature page received

Jim Reilly (CIMS)

- Projects 090316 and 090426 have no award amount but showed a cost share
- Project 090408 had neither an award amount or cost share
- Project 080556 has a nearly \$600K award amount but no cost share or F & A, and needs a new abstract
- Signature page received

Walter Wolf (COE)

- Walter will provide his review at a later time

Meeting was adjourned at 3:45 p.m.