Committee on Research and Scholarly Activities (CRSA)
First meeting, September 8, 2010, Watson 503B

Present: Tami Albin (chair after Beth got us started), Lars Leon (note taker), Angie Rathmel, Rich Ring, Beth Warner (LFPA Exec liaison)
Absent: Julie Buchsbaum, Joyce McCray Pearson

Beth welcomed us to the year as LFPA Exec liaison.

Tami is willing to chair, and with no objections, Tami selected as chair.
We’ll rotate note taking. Lars taking notes today using similar format developed by Libraries Organizational and Staff Development Council. CRSA can review and see if they like to continue this format.

Reviewed charges (see below)
- Make sure incoming chair meets with Lyn for smooth handover of documentation.
- Need to review our web page. Contact Wade for items related to LFPA website. Want others to have good view of what LFPA is doing.
- Need to continue working on manual. Is it internal committee document? Consider if it should be on website or just for CRSA.
- Ensure timely submission of reports from LRF and GRF grant recipients. As we work towards culture of scholarship this can have impact on what we’re doing.
  - Consider having people come back and provide presentations on their grant work.
  - Consider disbursing half the funds partway through and then the rest of the funds when work completed.
- Beth is our Officer for Grants, Research Support, and Assessment so will look to include her for a trial year. We can then review how well that worked and report at the end of the year.

Discussed fund requests
- Is funding pattern the same this year? This might impact decisions this year. We don’t know yet but Angie will check with Shannon.

Discussed request by Amalia Monroe and Julie Petr (“Listening to Students: A User-Centered Assessment of Incoming Graduate Students’ Research Skills” Total of $1,250 each for workshop fee and travel expenses).
- Agreed on approving their requests with idea that they will speak to their ADs about using administrative money to help fund at least part of this. We also expect they will be able to provide training to others in the library on this software as well as a presentation on their research.

When to set up CRSA meetings?
• Establish meeting once a month for 1 ½ hours.
• For some actions such as approving fund requests we can usually do via email.

Miscellaneous comments:
• Committee has online folder with information on awards in the past.
• This meeting can help the interest in improved research activities.
• This committee could also work with the Mentoring Committee (e.g. culture of scholarship discussion last year). Beth can provide link between this committee and next one.
• Consider gearing this committee up earlier to support some who want to do research in July, etc.

Plus/delta:
+ Completed the agenda with 10 minutes to spare.
+ Someone volunteered to take minutes.
+ Having liaison get us off to a good start.
### Action items identified during meeting

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<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
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<tr>
<td>Tami will meet with Lyn to help pass the “torch” as chairs.</td>
<td>Tami</td>
<td>Within the next month</td>
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<td>Check with Shannon on LRF and GRF funding patterns. Need to confirm when the spending deadline for FY11 ends for KU as it impacts deadlines, when money needs to be spent, etc. (will need to change form).</td>
<td>Angie</td>
<td>Within the next 2 weeks</td>
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<tr>
<td>Tami will let Amalia and Julie know they have been approved but they should talk with their ADs about providing some administrative funds. Tami will also let them know about training session expectations.</td>
<td>Tami</td>
<td>Today</td>
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<td>Tami will check Outlook calendars to schedule once a month meetings through December.</td>
<td>Tami</td>
<td>Before our next meeting</td>
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**Parking lot**

- Clarify with Joyce what their expectations are related to LRF funding.
- Review annual report from last year.
- Invite Shannon to come talk to us about the general process.
COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITIES

Standing Charges

3.3.9.1 The Committee on Research and Scholarly Activities (CRSA), in keeping with the Libraries' mission, shall encourage, promote, and support research and scholarly activities of the members of the Library Faculty and Professionals Assembly.

3.3.9.2 The Committee on Research and Scholarly Activities shall establish and review, on an annual basis, guidelines for the disbursal of funds received from the Dean of Libraries for scholarly pursuits. The Committee shall allocate these funds based on those guidelines. The Committee shall also administer the University's General Research Funds based on the established criteria.

3.3.9.3 The Committee on Research and Scholarly Activities shall be composed of five members from the Library Faculty and Professionals Assembly to be appointed by the Executive Committee, three of whom have the requirement to engage in research and scholarly activities as part of their professional assignment. A reasonable effort will be made to appoint members who represent the various ranks of faculty as well as the different units of the Libraries.

3.3.9.4 Committee members shall serve two-year overlapping terms. The committee members shall select a presiding officer and a recording secretary.

Special charges 10-11:

1. To ensure continuity of knowledge and leadership, the incoming chair will meet with the outgoing chair prior to beginning CRSA business in earnest.
2. Review the committee webpage, including links to annual reports, minutes, and membership, on the LFPA Intranet. Provide any suggested new information, links, and updates to the Secretary of LFPA Executive Committee. The website is the way this committee communicates to the full LFPA and should provide current and complete information.
3. Update, as needed, the CRSA Administration Manual.
4. Establish a mechanism to use to ensure timely submission of reports from grant recipients.
5. Include the Libraries’ Officer for Grants, Research Support, and Assessment in Committee meetings and communications. Evaluate the utility of adding the Officer as an ex-officio member of the committee for FY 2011/2012.