

FACULTY SERVICES COMMITTEE
Georgia Institute of Technology

11 April 2016
1:00 pm – 2:00 pm
260 14th Street (GTRI)

Meeting Minutes

Present: Tanah Barchichat, Kristen Butler, Myrtle Turner, Christopher Edmonds, Mandi Johnson, David Gottfried, Russell Clark, Susan Parham

Absent: Amy D'Unger, Justin E.

1. Approval of minutes from 14 March 2016

- Tanah Barchichat motioned that the minutes be approved. Kristen Butler seconded the motion and the minutes were approved unanimously.

2. Reports of FSC liaisons

- Amy D'Unger—Web Governance Committee
 - Was not present
- Tanah Barchichat—Open Access Policy Committee
 - No committee meeting since our last FSC meeting

3. Old Business

- No old business

4. New Business

- Guest: Michele Powell, OSP Director of e-Commerce & Data
 - She is on executive committee with Russ Clark and various committees with Susan Parham and sees information overlaps between her department and others
 - Classes in OSP are open to anyone on campus
 - Have some career specific classes when faculty request
 - Classes cover information like how the sponsored research program is structured; how to use Pivot/ProQuest; etc.
 - OSP has lots of class materials on T-Square and have partnered with the Library on different initiatives including Endnote classes and open access
 - OSP targets academic tenure-track faculty

- OSP manages GTCrossRoads (research administration web portal for GT) and RAB (Research Administration Buzz) listserv
- They do new faculty orientations
 - Most recent orientation was really small, OSP staff and attendees went to lunch
 - Probably will do something similar on a monthly basis—found they were able to provide specific information directly related to the individual needs of the attendees
 - Question asked about where the new faculty contacts come from
 - David Gottfried pointed out that it seems like there are lost constituencies in his area (Interdisciplinary Research Institutes) and others like it
 - OSP gets lists of tenure track faculty in the schools/units from Vice Provost Susan Cozzens
 - OSP creates contact lists of new faculty from these lists and contacts them individually—but that doesn't pick up many other relevant people on campus
- OSP has recently created ESP (Extramural Sponsored Programs) modules take you through the lifecycle of sponsored research
- Powell stated that she doesn't think one single orientation would fit for all faculty because each unit, research position, and the timing are all so different
 - Her suggestion: figure out what's working in the different units and possibly compile a checklist for new hires (for use by the hiring manager/supervisor)
 - Supervisor could indicate required or helpful sessions/components the new hire should complete over next 1-2 years
 - Part of the problem is that not everyone is picked up by all the relevant emails/listservs/etc. because of differing intersections of work and a desire not to create information overload
- OSP will start creating a checklist of their materials aimed at new faculty to facilitate our aim to connect research faculty to all relevant GT resources
- Powell will reach out to College of Engineering and see if they have a unit that does orientation well, if so it may be able to be used as a model or for ideas
- It was suggested that maybe using a generic term (like “new hires” rather than faculty or research) on the main GT website could serve as a clearing house for all departments/units/etc. and provide links to information geared toward new faculty
- It was noted that we haven't talked to anyone in OHR yet
 - Would like have OHR's LaTrese Ferguson and a GTRI HR person come talk to us
- Susan Parham will contact representatives across campus about the creation of the new faculty checklist

5. Adjournment