

## Meeting Notes

Thursday, April 8, 2021

12:30pm-2:00pm – Zoom Meeting

Members Present	Members Unable to Attend	Others Present
Tamika Gilreath, HLKN Ben Herman, TLAC Sandra Acosta, EPSY Mary Alfred, EAHR Jamilya Blake, EPSY Marielle Engelen, HLKN Joanne Olson, TLAC Steven Riechman, HLKN Christine Stanley, EAHR Kay Wijekumar, TLAC David Wright, HLKN		Rafael Lara-Alecio, EPSY (UniversityCPI) Timothy Elliott, EPSY (UniversityCPI) Jeff Liew, CERD Pre Award Julie Svetlik, CERD Pre Award Ann Savell, CERD Pre Award Jason Foley, CERD Pre Award Amy Hinnant, CERD Pre Award Suprena Bennet, CERD Post Award Clayton Holle, CERD Post Award Leonard Horvat, Maestro Tye Rougas, Maestro Stewart Hutchins, CEHD IT
Agenda Item	Comments	Recommendations/Actions/Follow-up
I. Welcome / Review of Meeting Minutes	Upon motion duly made and seconded, the minutes of the meeting of February 11, 2021 were approved. Minutes will be posted at this link: <a href="https://mycehd.tamu.edu/faculty/research-office/council-of-principal-investigators/">https://mycehd.tamu.edu/faculty/research-office/council-of-principal-investigators/</a>	Members are reminded that the minutes will be listed on the College CPI website. Visit the website for an electronic copy of the bylaws and the updated list of CPI members.
II. MAESTRO Updates/ Navigation presentation	Leonarda Horvat presented updates to the Maestro system (see the attached slides). The presentation was recorded for future dissemination.  One important note mentioned: for your project to be properly categorized as Education in the Reporting Codes screen, be sure to	CERD will distribute the slides from the Maestro presentation to CPI members to share with their departments. The recording of the presentation has been edited and posted on CERD's facebook page for viewing at: <a href="https://www.facebook.com/cerdtamu">https://www.facebook.com/cerdtamu</a>

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	<p>choose “Non S&amp;E”, (non-science &amp; engineering) under the NSF Science and Engineering Field drop-down, and then select “Education”.</p> <p>Someone mentioned that they recently attended the Maestro training course, and it was very informative.</p>	<p>When the video is made available on other platforms, CERD will send out an announcement to all faculty.</p> <p>For more in-depth training, you can attend a maestro training course offered via zoom. Once logged into Maestro, go to About Maestro to see training options.</p>
<p>III. Updates from Information Technology</p>	<p>Stewart Hutchins, Director of CEHD Technology Services, presented information on NVivo, a qualitative data analysis software that the Dean implemented last summer. There has been a big request to increase access to the software. They are getting a site license, which will include faculty, students, and staff, so everyone in the college can use it.</p> <p>Stu pointed out that CEHD researchers have mentioned that they want to collaborate on the same document, and NVivo makes a collaboration server that will be housed on-site. We will start out by purchasing 30 “seats” for this tool. Stu would like to hear from our faculty about whether this collaboration tool is needed and, if so, whether 30 seats is sufficient.</p> <p>They are still working on pricing/quotes right now, but if there is an emergency situation and someone needs the software right away, NVivo will provide us a license in the interim, so please let Stu know if that arises.</p>	<p>Contact Stewart Hutchins about needs for the NVivo software.</p>
<p>IV. Return to campus research worker policies</p>	<p>Suprena Bennett provided updates on the return-to-work plans for campus.</p> <p>Texas A&amp;M is planning to return in the fall fully open. There will be two training sessions for return to work that are mandatory for supervisors: FMLA and ADA.</p> <p>In the meantime, offices should have rotating schedules in place and be 75% capacity in all our buildings by the end of April. We will be 100% on-site by August.</p>	<p>Supervisors to take the mandatory FMLA and ADA trainings before return to work.</p> <p>For any questions regarding the return-to-work plan, please email Suprena Bennett.</p>

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<p>V. Updates from the Associate Dean of Research</p>	<p>Dr. Jeffrey Liew, Associate Dean of Research, reminded everyone that the next CERD Coffee Chat will take place 4/9/21 on the following topic: A One Year Retrospective on Research in COVID.</p> <p>Dr. Liew informed the members that a university-wide two-day workshop (2 hrs/day) is being planned for May. All PI's will convene across campus to tackle issue of learning loss during COVID. CEHD faculty are encouraged to participate.</p> <p>Dr. Liew announced that the USRI (Undergraduate Student Research Initiative) program will be relaunched for next academic year with the students all returning to campus. The deadline will be mid-August and Dr. Liew will send out details soon.</p>	<p>Be on the lookout for:</p> <ul style="list-style-type: none"> <li>• University-wide workshop on learning loss during COVID</li> <li>• USRI program for next academic year</li> </ul>
<p>VI. Updates from Senior Research Development Officer</p>	<p>Julie Svetlik is working on putting together a report based on the survey sent out to early Catapult awardees. The intent is to analyze the return on investment of the Catapult program. CERD will be distributing the results soon.</p> <p>Julie is working with the Associate Dean to update and maintain a list of Facilities &amp; Resources for each department.</p> <p>In the coming weeks, CERD will be designing a survey for faculty to fill out about the CERD office, our services, and what we can add to better help them meet their needs. When CERD sends the survey out, please help push it out to your colleagues.</p>	<p>Keep an eye out for the survey Julie Svetlik will send out about CEHD researcher needs and the services CERD can offer.</p> <p>Please reach out to Julie Svetlik at <a href="mailto:jsvetlik@tamu.edu">jsvetlik@tamu.edu</a> to discuss any research ideas or for help locating funding opportunities or collaborators. See a more extensive list of services in the Comments column.</p>
<p>VII. Updates from CERD Pre-Award</p>	<p>Ann Savell provided updates for the CERD Pre-Award activities.</p> <p>The deadline for Department of Education's IES proposals is expected to be released in the next couple of months, so if any faculty are considering applying, please can let CERD know as soon as possible. It is a big deadline, so the sooner they can get an idea of how many researchers are applying, the better they can plan their resources and schedules.</p>	<p>CERD will begin to provide monthly metrics from Maestro to department heads to disseminate.</p> <p>You can reach out to one of our research development officers or to our shared inbox at <a href="mailto:cehdpreaward@tamu.edu">cehdpreaward@tamu.edu</a>.</p>

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	<p>Ann presented metrics pulled from Maestro showing the count and average of proposal timeframes leading up to submission per CEHD department (see the report attached to these minutes). The question posed was whether this would be useful information for CERD to provide to each department on a regular basis.</p> <p>Some faculty expressed that they feel it would be beneficial; the data can show how researchers are interacting with our office and with SRS, can lead to improvements, and can also be used in faculty in faculty meetings to discuss timeliness.</p> <p>A member asked whether this data can be used to inform firmer internal deadlines, such as stricter adherence to the internal five-day deadline. This led to a discussion of how those rules might look. Several faculty expressed opinions for and against such a change. CERD personnel stated that no change is expected at this time – the data is intended to be informational only at this point.</p> <p>CERD reiterated that the guidelines from Texas A&amp;M Research Administration are that proposals be received by SRS at least five days ahead of the sponsor’s deadline to ensure a proper quality check. An additional intent of this timeframe is to help minimize struggles for the PI in that last stage of the proposal development so they can focus solely on final edits of their technical documents. However, non-compliance with that internal deadline does not prevent submission – it does, however, limit SRS’s ability to provide a thorough quality check.</p>	
VIII. Updates from University CPI	<p>Dr. Rafael Lara-Alecio and Dr. Timothy Elliott provided an update from the University Council of Principal Investigators. There were very updates from the past CPI meeting. The next University CPI meeting will be held next week, so be on the lookout for those new updates.</p> <p>The University CPI typically meets the second week of each month. A monthly Newsletter and Meeting Updates are sent out to research members across the system, with information from the different</p>	<p>To view the most recent meeting materials, visit:  <a href="https://cpi.tamu.edu/meetings/2020-2021-general-meeting-schedule">https://cpi.tamu.edu/meetings/2020-2021-general-meeting-schedule</a></p> <p>Please attend the monthly University CPI Meetings; reach out to Dr. Lara-Alecio (a-lara@tamu.edu) or Dr. Tim</p>

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	<p>members, colleges, stations, offices such as IRB, Maestro, graduate and undergraduate research programs, etc.</p> <p>The University CPI meeting minutes are linked to on our CEHD CPI page.</p>	<p>Elliot (telliott@tamu.edu), and they will arrange it.</p>
<p>IV. Update from CERD Post-Award</p>	<p>Clayton Holle provided an update from CERD post-award. Their office continues to stay busy with awards.</p> <p>Clayton announced that they have now hired a replacement for their Business Coordinator III position. It was an internal hire, so they will now be performing a search to fill the position that was left open. If anyone is not receiving a timely response, let Clayton know and he can help take care of it.</p>	
<p>X. Other Business</p>	<p>No other business was presented.</p>	
<p>VIII. Other Announcements/Updates</p>	<p>This was the last CEHD CPI meeting of the 20-21 Academic Year. Next year, CEHD CPI will be led by the new CPI Chair Dr. Ben Herman. All CEHD faculty are invited to attend these meetings, and can email asavell@tamu.edu for the information.</p> <p>The CPI members thanked Dr. Gilreath for all her efforts and for an outstanding year as Chair.</p>	