



**RESEARCH AND CREATIVE ACTIVITY AWARDS SUBCOMMITTEE
MINUTES OF THE MEETING OF SEPTEMBER 13, 2017**

Approved: September 20, 2017

CALL TO ORDER:

The Chair called the meeting to order at 11:04 a.m.

ROLL CALL:

Roll was taken.

Voting Members: James Fox, Katherine McReynolds, Joyce Mikal-Flynn, Patricia Morris, Carlos Nevarez (absent), Nancy Sweet

Non-Voting/Ex-Officio Members: David Earwicker, Julian Heather (absent)

GUESTS: Julie McGinty, Research Administration Coordinator; Shannon Rexin, Associate Director of the Office of Research Affairs; Mahyar Zarghami, Assistant Professor of Electrical & Electronic Engineering

APPROVAL OF THE AGENDA: Approved

APPROVAL OF THE MINUTES OF SEPTEMBER 6, 2017: Approved

DISCUSS AND FINALIZE PROCEDURES AND TIMELINE FOR RSCA AWARD FOR SENIOR FACULTY AND RSCA AWARD FOR EARLY-CAREER FACULTY:

Committee approved the following procedural and timeline changes:

- **Nomination Procedure:** Will change from nomination by a peer/chair to self-nomination (application). Beginning this academic year, applicants can remain in a pool for consideration for up to three years, as long as they still meet the eligibility requirements.
- **Procedure for obtaining letters of reference:** Applicants will be required to secure three confidential letters of reference. One reference must be internal to Sacramento State. The application materials will contain letter instructions for applicants to give to their references, which will detail that references should submit letters via email or mail to the Office of Research Affairs. Research Affairs will notify applicant when their letters have arrived. To be included in their application, letters must be received by the application deadline of 12/1.
- **Interview procedure, including contingency plans should a greater number of application be received than in prior years:** After the application deadline, the committee will meet to select up to three finalists per award. Finalist interviews will occur at the 1/31 and 2/7 committee meetings. All committee members must be present to participate in the final voting process to occur at the 2/14 committee meeting.

NEXT MEETING: SEPT 20 TO DISCUSS PARAMETERS FOR THE 17/18 RCA AWARDS PROGRAM

COMMITTEE DISCUSSION OF INVITING PROVOST TO ATTEND A COMMITTEE MEETING



Chair will review calendar and contact Provost to schedule the date.

ADJOURNMENT: The meeting was adjourned at: 11:55 p.m