SPH Research Committee
Fall 2021 Meeting
Friday, November 18th | 1:30pm - 3:00pm
Zoom

Welcome and Introductions (*Facilitator: [name], Purpose: [purpose]*)
- [name] Associate Dean for Research
- New committee members

SPH Research Committee Charge (*Facilitator: [name], Purpose: Discuss and Clarify*)
- Supporting documentation: Research Committee description from SPH bylaws (attached)

Visioning/Prioritizing for this year (*Facilitator: [name], Purpose: Discuss and Plan*)
- Pilot grants program – Prior grants: Catalyst ($25k), Kickstarter ($5k)
  - ACTION ITEM: Kickstarter opportunity still available and should be re-publicized
- Grand rounds/Seminar series
- Website build out of research sections
- CEPH accreditation activities/tasks
- Training & support for researchers
- Finalizing research goals to go to faculty council
- Other topics suggested by committee

Student representative on committee (*Facilitator: [name], Purpose: Discuss and Decide*)
- Develop process for nominating/selecting student representative before next quarterly meeting
  - ACTION ITEM: Chair will contact the Student Leadership Council and ask that they identify a representative for the Research Committee

Meeting frequency (*Facilitator: [name], Purpose: Discuss and Decide*)
ACTION ITEM: Monthly meeting schedule decided. Administrative support will follow up

Solicit interest in ad-hoc subcommittee tasks (*Facilitator: [name], Purpose: Share*)

*Attachments on Sharepoint

Next SPH Research Committee Meeting: TBD
SPH Research Committee
January 2022 Meeting
01/21/2022
AGENDA

Welcome, Introductions, Announcements *(Facilitator: , Purpose: Share)*
- New attendees
- Announcements

Review of minutes from November 2021 meeting *(Facilitator: , Participation: All, Purpose: Approve)*.  *(link to minutes)*

SPH Research Goals *(Facilitator: , Purpose: Initiate Discussion, Provide Feedback)* *(Goals included with agenda)*

Follow-up on Item from Visioning/Prioritizing discussions in 11/2021
- SPH Pilot Grants *(Facilitator: , Purpose: Update, Discuss and Decide)*
  - Timeline, implementation, review processes for this year
- Website buildout of research sections *(Facilitator: , Purpose: Initiate Discussion)*

Student representative on committee *(Facilitator: , Purpose: Update)*

Research Staff representative on committee *(Facilitator: , Purpose: Solicit Opinions)*

Meeting frequency *(Facilitator: , Purpose: Update)*

Wrap up / Review Action Items
Welcome, Introductions, Announcements (Facilitator: [name], Purpose: Share)
- Welcome student representative, [name]
- Announcements

Review of minutes from January 2022 meeting (Facilitator: [name], Purpose: Approve). [link to minutes]

SPH Website – Revamping Research (Facilitator: [name], Purpose: Continue Discussion)
- Research content to include on SPH sites
- Sites shared by Research Committee members
  - What was effective?
  - What do members like/dislike about various sites?

Catalyst Awards Review Process (Facilitator: [name], Purpose: Discuss and Decide)
- Continued from January 2022 meeting.

Research Staff representative on committee (Facilitator: [name], Purpose: Decide)

Wrap up / Review Action Items
Welcome, Announcements (Facilitator: [Name], Purpose: Share)

Review of minutes from February 2022 meeting (Facilitator: [Name], Purpose: Approve). [Link to minutes]

Catalyst Awards Reviews (Facilitator: [Name], Purpose: Discuss and Decide)
- Applications due 5/1/2022
- Decision needed: Reviewer selection process

Defining Research Expertise (Facilitator: [Name], Purpose: Discuss)
- How to define/disseminate areas of expertise for
  - School
  - Faculty
- How to define “research” faculty in SPH?
- Ideas for activities about how to solicit information from the wider SPH faculty/staff?

SPH faculty for Award Nomination Ideas (Facilitator: [Name], Purpose: Discuss)
- Nominating colleagues for internal and external awards
  - See attached document

Additional Topics/Areas for Research Committee to pursue into next AY

Wrap up / Review Action Items

Future Item
Update/continued discussion on SPH Strategic Goals for Research (April meeting)
Welcome, Announcements (Facilitator: , Purpose: Share)
- New Research Committee member needed
- Standing item: Nominating SPH faculty/staff/students for research awards
- Other announcements

Review of minutes from March 2022 meeting (Facilitator: , Purpose: Approve). [link to minutes]

Catalyst Awards (Facilitator: , Purpose: Update)
- Applications due 5/1/2022
- Update on potential applicants
- Review templates, suggest refinements/alternatives

Continued discussion on SPH Strategic Goals for Research (Facilitator: , Purpose: Discuss/Provide Feedback)

Follow-up: Defining Research Expertise (Facilitator: , Purpose: Review/Update)
- Qualtrics to solicit information from the wider SPH faculty/staff
- Review APHA expertise list; suggest additions
- Upcoming process

Additional Topics/Areas for Research Committee to pursue into next AY
- Please forward any items members would like to propose

Wrap up / Review Action Items

Future Items
Review Catalyst Award applications (May)
Planning for next academic year
Welcome, Announcements *(Facilitator: [Name], Purpose: Share)*
- New Research Committee member needed
- Committee Membership for next academic year
- Standing item: Nominating SPH faculty/staff/students for research awards

Review of minutes from April 2022 meeting *(Facilitator: [Name], Purpose: Approve).*(link)

Updates from [Name]
- a. SPH Strategic Planning
- b. Cluster hire

Updates on Catalyst Awards

Potential Research Committee Activities for next year
- a. Research Retreat
- b. Supporting/involving students in research
- c. Faculty development
- d. Others

Wrap up / Review Action Items
- Chair position for next year

Future Items
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