

**Undergraduate Research Curriculum Committee**  
**Tuesday, May 5<sup>th</sup>, 2015**  
**Meeting Minutes**

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**I. Attendees**

Members Present: Lisa Swanstrom, Joy Longo, Allen Smith, Tobin Hindle, and Sheryl Muriente, Michale DeDonno, Sharon Darling

Joining via Videoconverence from Jupiter: Julie Earles

Others Present: Donna Chamely-Wiik and Jennie Soberon

Not in Attendance: Greg MacLeod and Daniel Meeroff

**II. Minutes**

1. Approval of April 7<sup>th</sup>, 2015 meeting minutes—sent electronically prior to meeting
  - a. Julie Earles – motion to approve minutes
  - b. Sheryl Muriente - second

**III. Document Review**

2. Reviewed remaining comments and updated document.
  - a. Membership – added Director of OURI as ex officio member
  - b. Section 2: Defining RI Courses
    - i. Change to “creative discovery”
    - ii. RI courses must have assignments that target atleast 4 SLOs at Intensive Level
  - c. Section 3: Guidelines for Receiving RI Designation
    - i. Use “process”
    - ii. Taught by “fulltime” faculty (no adjuncts/OPS/Temp)
    - iii. Encourage participation in co-curricular URI activities
  - d. Section 4: Guidelines for Faculty Submitting for RI Course Designation
    - i. App package approved by Dept and College level
    - ii. App package consists of RI Proposal Form (to be developed by URCC), Course Syllabus, and appropriate Registrar course form (New of Change)
    - iii. Appd applications move on and not appd apps can be rewritten and resubmitted

**IV. Timeline Review**

3. Spring of 2016 – start reviewing courses for RI designation
4. Document timeline is “recommended” (not required)

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**V. Research Compacts**

5. Definition of RI Compact and what is required
6. Procedure for approval and for completion of compact
7. Set date that RI Compacts are due each term (no later than Friday of 3<sup>rd</sup> week of term)
8. Also notify Dept Chair of approved RI Compact
9. RI Compact form created

**VI. Other Business**

10. URCC to meet with external evaluator on 5/12/15

**VII. Next Meeting**

11. Schedule a summer mtg date (send out Doodle) or meet at Annual Retreat?

**V. Meeting Adjourned**