The Faculty Council on Research met on Monday, November 1, at 9:00 a.m., in 26 Gerberding Hall. Chair Brent Stewart called the meeting to order at 9:05 a.m.

Synopsis:
1. Announcements, minutes, agenda, election of vice-chair.
2. Structure and Function of Faculty Governance
3. FCR focal areas for this academic year
4. Human Subjects Review update

Announcements, minutes, agenda, election of vice-chair
The agenda was approved, the minutes were approved. Brent Stewart announced that, subject to Council approval, Cathryn Booth-LaForce has volunteered to be FCR vice-chair. It was moved, seconded and unanimously passed to elect Booth-LaForce vice-chair.

Brent Stewart reported that Performance Contracts were the prime topic at the October 28 Faculty Senate meeting. The guiding principles of the contract are that it has to work for both the University and the State, the outcomes (which are still being negotiated) should avoid micromanagement of the University, and there must be affordable access for students. In addition, the Regents should have more authority to manage the affairs of the University, financial and otherwise. The Performance Contract will be widely disseminated and discussed at all levels across campus over the coming weeks and months.

Structure and Function of Faculty Governance
Lea Vaughn, Secretary of the Faculty, discussed faculty governance at the UW, and the role of Faculty Councils within that structure. Universities differ from corporations in that corporations only allow employee input if the management is progressive or if the employees form a union. At universities, faculty (who would otherwise be classed as employees) formally share management with the administration and regents.

The faculty are delegated policy areas that include the general welfare of the University, promotion/tenure and appointment policies, and the approval of degree candidates. In the UW organization chart, the Faculty Senate and Faculty Councils are on a dotted line to the President, while the Secretary of the Faculty is on a solid line reporting directly to the President. The Secretary supervises fourteen Faculty Councils and Special Committees, Senate meetings, Senate elections, faculty grievances, and the staff of the Office of University Committees. The Senate Chair and Chair's assistant, Senate Vice-Chair, Secretary of the Faculty and the staff of the Office of University Committees all share the Faculty Senate office.

Faculty Senators are elected to represent all faculty on a 1:15 ratio. As part of the Faculty Senate, they review and pass/veto Class A, Class B, and Class C legislation, most of which is proposed by various Faculty Councils. The Councils, which are assigned specific areas of oversight, are staffed by volunteer faculty and ex officio representatives from every part of the University. Chief among these are the Faculty Council on Academic Standards, which meets weekly and oversees academic standards, and the Faculty Council on Faculty Affairs, which meets bi-weekly and focuses on issues affecting the Faculty Code as the employment contract for UW faculty.

Policy can also be established by Executive Orders issued by the President, which are routed through the Senate Office for a 60-day review and comment period by the Senate Executive Committee and the appropriate Faculty Councils before being added to the University Handbook. Some Executive Orders are widely debated and revised as a result of these reviews, some are not.
The Faculty Council on Research, Vaughn said, is the best functioning model of the way Faculty Councils should work, with good cooperation and regular input from faculty and administrators alike. FCR is important both as a resource and as a policy-making entity, and can play a major role in disseminating information to the UW research community.

Vaughn told the Council that she is resigning in June 2005 after a six-year stint as Secretary of the Faculty, and will spend the next few months on a project to streamline and reorganize the University Handbook and make it word-searchable. She is pleased that she has been able to implement online elections during her term and has made increasing use of the virtual environment. Vaughn credits the increased attendance at Senate meetings and increased participation on Faculty Councils in part to greater online contact with all faculty.

**FCR focal areas for 2004-2005 academic year**

During general discussion, the following possibilities were suggested as focal areas for FCR:

- Review of cloning letter the UW has signed on to.
- Deepen understanding of International Traffic in Arms Regulations (ITAR).
- Pay closer attention to issues raised in Barbara Perry's Federal Report.
- Correct excessive delays encountered by research faculty in human subjects reviews.
- Improve faculty-to-faculty communication across departments.
- Investigate/review F&A rates in off-campus moves and in state contracts.
- Consider partnering with the Seattle Leadership Council to promote regional research as a generator of intellectual capital in I.T., Aerospace, Logistics, and Bio-Science.
- Focus on current issues surrounding the dissemination of research, especially the effect on tenure of the output of monographs.
- Find ways to empower faculty to assert more control over copyright in the publication process – possibly develop boilerplate that could be used by any faculty member.
- Make a statement about stem cell research.
- Invite Brian Baird, of the Committee on Science, to educate FCR on government structure and processes.
- Study and disseminate information on what's appropriate in consulting contracts and what is not.
- Engage in a significant discussion of the financial structure of the UW research community.

Council members should be thinking about the three areas they would most like to focus on, so that the list can be consolidated and/or narrowed down to a manageable agenda. There will be time allotted at the next meeting to add topics for consideration.

**Human Subjects Review update**

Craig Hogan, Vice Provost for Research, announced that a new position has been created, and other improvements have been put in place, to alleviate the turnaround-time delays in Human Subjects reviews.

Karen Moe, a faculty member in Psychiatry, has been hired as Assistant Director of the Human Subjects Division. In addition, Human Subjects is moving into the space formerly occupied by Grant and Contract Services (now known as the Office of Sponsored Programs). A policy board, which includes representatives from across campus, has been formed to study lines of communication. Tracking and analysis of the Human Subjects system will be done electronically, and some reviews will be outsourced to Western IRB. Hogan believes this will significantly improve the turnaround times.

Moe said she has looked into the review process and has devised a plan to improve it. By Thanksgiving, four new staff members will have been hired, including Moe, two administrators and a program coordinator, and
the division will be consolidated under one roof for the first time in its history. It is now spread over five separate locations, which has added to the delays in review time.

Plans include spinning off VA reviews to a new committee within the VA, focusing on getting the Human Subjects minimal risk category caught up by using a one-year temporary position, outsourcing reviews of industry-sponsored clinical trials to a private IRB, conducting a process audit to eliminate the bottleneck created by minimal risk reviews, dividing the risk staff into Biomedical and Behavioral/Social Science specialists, establishing improved metrics, examining policies and procedures, improving hiring strategies, and communicating better with Principal Investigators. Moe said she is working on instilling more of a customer service attitude in the staff, and invited FCR to contact her with ideas for improvement.

Mac Parks commented that the changes have been made as in response to concerns voiced by researchers, by the Research Advisory Board and by FCR. He added that Moe has the full support of the Office of Research in making these improvements and resolving the problems. Parks also told council members he will demo the Human Subjects portion of the new UWISE system at a future FCR meeting.

The meeting was adjourned at 10:30 a.m. Minutes by Linda Fullerton, Recorder.

**Attendance**

**Present:** Professors Benner, Booth-LaForce, Franza, Haeseleer, Kiyak, Kumar, Rasmussen, Stewart, Tolnay  
Ex-Officio Blake, Hogan, Parks, Zuiches, Barker

**Absent:** Professors Heath, Miller, Morrison, Sarikaya, Vogt  
Ex-Officio Stygall, Fredericks, Dworkin, Camber, Kahl, Ashby-Larrabee

**Guests:** Lea Vaughn, Secretary of the Faculty  
Karen Moe, Assistant Director, Human Subjects Division