

9.29.21 MRIC Meeting Minutes

In attendance: Sylvia Twersky, Tracy Kress, Suzanne McCotter, John Leonard, Shannon Conklin, Matthew Mizuhara, Erika Mohebbi, Ting Sun, Salika Lawrence

The meeting started at 1:35pm

1. John Leonard sought nominations and self-nominations for chair of the Council. Sylvia Twersky was nominated and elected as chair for the 2021-2022 academic year. Then nominations were sought for Vice Chair. Salika Lawrence was nominated and elected to serve as Vice-chair for the 2021-2022 academic year.
2. Discussion about the forthcoming MUSE RFP. Feedback from the MRIC council and CAP were incorporated into the RFP. Additional comments should be sent to Tracy Kress.
3. The Council reviewed the governance document and discussed the required composition.
 - a. Representation from each School across the College.
 - b. Current need for faculty representation from HSS and Arts & Comm
 - c. There should be 5 additional faculty reps to supplement the Council
 - d. Clarification needed for the co-director role
4. Brainstormed ways to recruit additional faculty members/volunteers. Tracy Kress and John Leonard will draft a recruitment survey and send it to the Council for review and comments. The survey will be disseminated at the same time as the MUSE RFP.
5. Discussion about the review protocols and procedures previously used as well as necessary updates
 - a. Three meetings (tentatively) will be used to review proposals
 - b. Potential incentives and ways to balance load of faculty who volunteer to assist with reviews
 - c. MUSE RFP
 - d. NJ Manufacturers
6. Discussed ways to support faculty during application process
 - a. Possible workshop in December
 - b. Dissemination of a model proposal
 - c. Encouraging students from underrepresented groups: separate workshop for students, giving presentations to student organizations, creating an FAQ
7. Next meeting will be 10/20 (virtual). For next meeting:
 - a. Brainstorm ideas to identify stakeholders
 - b. Send meeting agenda items to Sylvia Twersky
 - c. Review request for reviewers and provide feedback

Meeting adjourned at 2:35pm

Respectfully submitted by Salika Lawrence