Bond called the meeting to order at 10:03 a.m. He introduced the two faculty members who did not have name placards: James Burton, who was substituting for Charles Gowen; and Steven Howell, who will be attending Graduate Council meetings this year in his role as chair of the Graduate Council Curriculum Committee.

Priority Business

Selection of an Assistant Chair of the Graduate Council: Bond informed members that Wilkins respectfully declined the nomination to serve as assistant chair due to an already overextended schedule. He asked for volunteers and reminded members that this person serves as acting chair when the chair is absent and assists with creating the agenda when called upon. The assistant chair also serves as an ex officio member of the University Council and Faculty Senate. Levin agreed to serve if no one else volunteered. Stoddard indicated that he would be willing to serve in this role since he is already on the Faculty Senate. Graduate Council unanimously approved the appointment of Stoddard as assistant chair.

Committee Reports

Graduate Council Curriculum Committee: Howell presented the October 13, 2014, minutes for approval. He reported that most of the approved changes were standard revisions and carryover items from last year. Howell noted that there were several new courses approved and two new graduate certificate programs: Sport and Exercise Psychology; and Sport Management.

Burton asked for clarification on the graduate certificate program in sport management. He noted that it stated coursework could be applied toward completion of the M.S. program in sport management but that students already enrolled in the M.S. program were ineligible. Howell explained that the certificate program would not benefit students already in the M.S. program and indicated that the certificate program was directed more
toward students-at-large and others with deficiencies who may wish to pursue the M.S. in sport management after completion of the certificate program. Hathaway moved approval of the minutes; Hoffman seconded the motion, which carried unanimously.

**University Fellowship Committee:** Bond reported on the October 22, 2014, meeting. The committee reviewed nominations and selected winners for the thesis and dissertation competitions. The Outstanding Dissertation Award, which comes with a $750 cash prize, went to Kirthi Kutumbaka from the Department of Biological Sciences. The Outstanding Thesis Award, which comes with a $500 cash prize and a nomination to the Midwestern Association of Graduate Schools’ thesis competition, went to Kathleen McCraw from the Department of Psychology. Bond informed members that there would be an announcement in the *NIU Today* and that both students would be recognized at the Outstanding Graduate Student Recognition Reception next semester. Bond acknowledged and thanked members of University Fellowship Committee: Sinclair Bell, Lynn Herrmann, Drew Johnson, Chih-Chen Lee, Pradip Majumdar, Nestor Osorio, Scot Schraufnagel, and Thomas Smith.

**New Business**

**Report on Tuition Waivers:** Bond informed members that his office compiled data on awarded and department-supported applications for McNair, Recruitment, and Under-Represented Minority tuition waivers under the new award processes. He indicated that the data showed some interesting patterns in terms of enrollment that generated more questions and required some deeper digging. Bond stated that his office was now gathering the data on all submitted applications that were not supported by departments in order to give Graduate Council a complete picture of the outcomes. He informed members that he would provide them with a full report containing all of the data for review prior to the next meeting.

Schraufnagel stated that the new award process was not working for his department because it took away the degree of freedom the department once enjoyed. Bond asked that Graduate Council members first review the data then be ready to discuss it at the next meeting.

**Announcements**

**Responsible Conduct of Research (RCR) Workshops:** Goldblum informed members that last spring, David Stone, Associate Vice President for Research, convened a group of faculty to form a committee on the responsible conduct of research. The committee recognized that there was no formal training or development for graduate students with regard to RCR issues and decided to establish a series of workshops each semester to expose graduate students to key elements of RCR. Together with Gary Baker from Chemistry and Biochemistry and Shannon Wapole from the Office of Research Compliance and Integrity, Goldblum developed a series of brown bag seminars. The workshops will begin in the spring semester. All sessions will be one-hour introductions to key topics and will take place on Wednesdays at noon in the Heritage Room of the Holmes Student Center. There will be a total of ten workshops in the calendar year, five each semester. Goldblum suggested that perhaps there would be an orientation in August
with a broad review of all the topics. Goldblum asked members to encourage graduate students to attend. (See attached flier for specifics.)

Bond stated that he already distributed the flier electronically to chairs and graduate directors and received an overwhelming number of supportive and enthusiastic responses about the workshops. He indicated that he would follow-up with a reminder email in January, as well as provide units with hard copies of the flier to post. Bond stated that he would also send a mass email with the flier to graduate students in early January.

Goldblum noted that some universities require students to attend a set number of RCR workshops for graduation and their transcript indicates that they are certified in RCR training. He indicated it may be something NIU wants to consider in the future. Schraunfagel expressed his strong support for the series of workshops and asked if there would be a way to record attendance for departments that may want to require their students to attend a certain number of sessions before they can earn the right to include the training on their vita. Goldblum indicated there would be a sign-in sheet, but suggested that departments could compel students to attend through a possible change in requirements or departmental policy. Bond stated that there would eventually need to be discussions about options that involve transcript and requirement changes for which attendance would need to be tracked more carefully.

Sims asked if the materials would be available on the website. Goldblum stated that most of the materials will be available to NIU faculty and students on the ORCI website, but not to the general public. Goldblum told members they may be asked to serve on one of these panels in the future. Bond told members that he would email the flier to them after the meeting.

Meeting adjourned at 10:26 a.m.
The RCR forum is designed to support high quality research and to promote graduate student professional development. Forum sessions will provide information for students about Responsible Conduct of Research (RCR).

**January 28th**

**Human Subjects Research**

Host: Jeanette Gommel (ORCI); Presenter: TBA

Human subjects research is carefully regulated. This session will cover what researchers need to know about which research is subject to regulation, how to follow the rules for project approval, where to get appropriate training, and accepting continuous responsibility for compliance.

**February 11th**

**Laboratory Safety**

Host: Gary M. Baker (CHEM); Presenter: Andy Small (CHEM, Lab Manager)

Practicing safe research and adopting safe practices in all laboratory settings is of paramount concern. Laboratory safety is more than following policies and procedures or complying with regulations. This presentation will discuss steps taken at NIU to promote a safety culture as a core value among graduate students.

**March 4th**

**Data Management**

Host: Shannon Wapole (ORCI); Presenter: TBA

Data management practices are becoming increasingly complex. They are no longer limited to data ownership, and now include data collection, storage, retention, sharing, protection, analysis, and reporting. This session will touch on all the divisions of data management.

**March 25th**

**Authorship and Publication**

Host: David Goldblum (GEOG); Panelists: Barrie Bodie (BIOS), David Changnon (GEOG), and Anne Hanley (HIST)

Given the importance of publishing research results, it is essential that graduate students are aware of responsible and customary authorship and publication practices. This session will cover issues such as authorship issues, peer-review process, collaboration, and resolving conflicts.

**April 8th**

**Research Misconduct**

Host: Shannon Wapole (ORCI); Panelists: Carol Thompson (Physics) Brad Bond (NIU Graduate School)

Research misconduct policies provide guidance on responsible conduct of research. This session will cover the basics of NIU’s research misconduct policy as well as give insight to the investigation process.