University Research Council  
October 20, 2015 
Minutes

Present: William Baker, Becki Battista, Karen Caldwell, Sarah Carmichael, Susan Doll, Karen Fletcher, James Houser, Christine Leist, Susan McCracken, Gary McCullough, Amy Roberts, Robin Tyndall, Alan Utter

Excused: Allan Duncan, Charna Howson, Alecia Jackson, Cynthia Liutkus-Pierce, John Pine, Gwen Robbins-Schug, Karla Rusch, Chris Yang

Absent: Susan McCracken

Guests: Kate Hoffman, Katie Howard, Jim Webb

Alan Utter calls the meeting to order. The motion to approve minutes from the September 15, 2015 meeting passes.

NEW BUSINESS:

Cyber Security – Jim Webb, Chief Information Security Officer

January is security awareness month. ASU’s IT Security Office is tasked with protecting institutional data in a campus-wide effort. The Security Office is working on developing a set of standards to address risk with the assistance of various campus governance groups. A handout titled “Information Security Policy” (http://security.appstate.edu/resources/policies_and_standards/ISP) is provided to URC members that shows the status of its implementation. Attached to the handout is a classification guide on sharing and storing data (http://security.appstate.edu/resources/policies_and_standards/data_class_guideline).

The challenge is how to classify data and to make the terminology understandable and consistent. Mr. Webb welcomes URC membership feedback to ensure the policy will be easy to understand and that it “feels right.” Online training will be provided for everyone (completion time approximately 10 minutes).

Have additional resources been added, such as additional servers? Jim Webb answers that additional software, such as FileLocker have been added. RedCap, however, is not campus wide yet.

Is this information in compliance with COBIT? Jim states that draft policy uses ISO 27002 as a baseline, but other information security standards are incorporated throughout
depending on location and type of data. Alan reiterates that data management plans are being discussed in URC’s ITS Research Platform Sub-committee.

Is Google Drive not secure enough to house personal health information? Jim states that it is not a question of whether Google Drive is secure; it is a matter of Google Drive makes it too easy to share the data accidentally.

Robin Tyndall notes that IRBs are reviewed for data use.

P-Cards are getting compromised more often. Why does this occur and how does one protect them from being compromised from an outside source? Jim states that the liability is covered. The key is to catch it quickly and deal with it quickly. Amy Roberts adds that Purchasing is cracking down on fraud use. The cardholder is the only one who is to use the card. It should never be given out to anyone.

Open Access Journals – Allan Scherlen and John Abbott – (re-scheduled) credible vs. non-credible publications

Summary of the NPRM and the comment procedures – Robin Tyndall

Notice of Proposed Rule Making has opened to a public comment period for updates to the Federal Register until December 7, 2015. It is unknown if the comment period will be extended. If changes pass, a time period of one to three years will be given for institutions to comply.

The revisions include reassigning levels of review IRB expedited reviews by lowering the threshold, such as, interviews that are recorded for an oral history project. A yet-to-be-created tool will answer where reviews will fall.

It updates regulations to current times (bio-specimen issues over human tissue samples owner rights, use rights, when consent is warranted and what is disclosed). Currently the consent form has a disclaimer asking permission to storage. The regulations are taking it a step forward. Consent form layout will simplifying jargon and add an appendix.

What is the penalty? What is the current penalty? Robin says that is one of the questions raised. Currently it falls on the PI. The current penalty is a letter up to disciplinary action.

UNC wants to send a UNC-wide system response/comment. It might hold more weight if the comment is a system response. The current document is 519 pages; Robin Tyndall is drafting a summary of what processes will be affected.

URC Grant Review Guidelines – Karen Fletcher and Katie Howard
Thirty-four URC applications have been received (7 STEM, 12 Social Sciences, and 15 Humanities). Once initial review is complete the applications will be uploaded as a single document per review panel on ASULearn. The review panels will have about two and a half weeks to finish the review by noon on November 11, 2015. The awards will be decided at the November 17, 2015 URC meeting.

The proposed scoring rubric is documented (in last year's minutes) as not matching the grant objectives therefore the non-matching category has been eliminated in the rubric (handout). It is up to the reviewers to weigh rubric criterion. Scoring is never released.

Funding is $50,000 total ($5,000 max per award). Chairs will plead case for funding. Please remove oneself if there is a conflict of interest.

Alan thanks all of the reviewers for being on the review panels.

**Brief Announcements**

- Grants Resources and Services – Faculty Reassigned Time 10 proposals, 5 awarded, Andrew Carnegie review packet due, ten participants attend URC writing circle.
- Sponsored Programs – Karen for Charno Howson - $9.77 million in awards. September data is posted on website.
- Research Protections – see above per Robin Tyndall
- Amy Roberts – Effort reports are due for summer work.
- Alan – Hannover Grants contract is being extended for 3 years. F&A return letters are being drafted and the money has already been deposited into F&A return funds by Special Funds Accounting. ASU’s Strategic Plan Section 2 includes all research to increase by 3%. An innovation campus working group meeting is tomorrow. Gary McCullough and Alan are attending.
- NEXUS Bio energy open house is at the landfill from 1 pm until 4 pm tomorrow.
- 11th Annual State of North Carolina Undergraduate Research and Creativity Symposium (SNCURCS) on November 14, 2015 in High Point University. ASU has the greatest amount of students accepted (130 students). There is a $35 registration.

**Adjournment – 5:05 pm**