

COUNCIL COMMITTEE ON RESEARCH

MINUTES OF THE MEETING

Monday, June 6, 2022

11:45 a.m. – 2:00 p.m.

In-Person Meeting

PRESENT: S. HIRANI, K. MCNUTT, C. YOST, A. DOUAI, T. GRANDE, A. VEAWEB, E. ALMEHDAWE, N. REID, N. HANSMEIER, B. SCHNEIDER, J. XUE, C. BRADLEY, PETER LEAVITT, JIM FARNEY

REGRETS: L. HOEBER, F. LUGANGA, C. BUTZ, K. FLETCHER, S. GRAY, C. RAMSAY, A. EATON, D. MEBAN, T. SALM

GUESTS: TAIWO AFOLABI, KIM DORSCH, ARA STEININGER, MANSI PANDYA

RESOURCE: S. HANSVALL

1. OPENING REMARKS & WELCOME (S. HIRANI)

- Land Acknowledgement
- Welcome, nice to see everyone in person
- Roundtable of introductions

2. CENTRE FOR SOCIALLY ENGAGED THEATRE (C-SET) FOUNDATION Q&A (T. AFOLABI)

MOTION APPROVED BY CCR

- Excerpts from Appendix 1, full document circulated prior to meeting
- Rationale
 - The research creation and scholarship at the Centre for Socially Engaged Theatre will be the first enterprise of its kind on the Canadian Prairies. The research foci at C-SET are fundamental to Canada's growth and development as a progressive nation through engaging Indigenous Peoples, Black-Canadians, African immigrants and People of Colour (BIPOC) in exploring issues of race relations and belonging, social justice, and human rights. Specifically, it will focus on theatre and policing, theatre and immigration, and theatre that make policy.
 - Moreover, the evidence of the socio-cultural and economic impact of diversity on Canada's economy encourages the opportunity to connect with, learn from, and better understand immigrants' experiences in Canada. Through various rural and urban partnerships, the lived experience of immigrants in Saskatchewan and on the Canadian Prairies will be shared in story-form to gain insight into practical issues important for the successful integration of immigrants into local, provincial and regional labour forces.
- What the Centre for Socially Engaged Theatre Offers
 - To understand how theatre can create performance spaces for intergenerational and intercultural conversations on these issues, the Centre for Socially Engaged Theatre (C-SET) will focus on a range of theatre and performance projects in Saskatchewan that will:
 - 1) Initiate transformational new dialogues concerning issues of race relations and belonging, social justice and human rights;
 - 2) Create innovative artistic programs in socially engaged creative practices; and,
 - 3) Mobilize community ideas that will inform policies to reposition voices from the margins to the center.
- Discussion/Questions
 - How to initiate dialogue and collaboration
 - How to effectively support advancing initiative
 - How can Canadian Foundation for Innovation (CFI) relate
 - Exciting opportunities for Researcher and Faculty

- Why a Faculty Centre is because of the scope of work, currently works intentionally and research should go beyond 1 person as it is about collaborations and interaction.
- Summarize the fiscal status long term, costs for 5 years
- Further explanation of role of faculty/affiliates and the connection
- Refer to Appendix 1 for full proposal.
- Motion to advance to Executive of Council

C.YOST/K.MCNUTT - No Objections/Abstains | APPROVED

MOTION: The Council Committee on Research recommends Centre for Socially Engaged Theatre (C-SET) Foundation.

CARRIED

3. RESEARCH ETHICS BOARD (REB) REVIEW & ANNUAL UPDATE (K. DORSCH AND A. STEININGER)

- Call for Indigenous REB co-chair was well received
 - Deadline for applications is June 9
 - Guidelines that have been developed and approved by the Board
 - Guidelines for Compensation – due to regulations by Financial Services – gets complicated
 - Guidelines for Using Zoom
 - Guidelines for Snowball Sampling
 - Shared stats from last year and year-to-date – will hit the highlights
- 2021:
- Max numbers include those applications that A.Steinger receives and sends back for revision before going through review
 - We didn't include the max numbers for number of days to approval since those are mainly in the control of the researcher
- 2022:
- Pleased to say that the turnaround time on our end (from when the application is received) is getting faster
 - Increase in number of lowest risk category due to the fact that we didn't start this category until later in 2021
 - A challenge we have faced is that the number of expedited files has already equalled 2021 – most requests for expediting are for a good reason, so we try to accommodate as best we can. However, this does mean that other applications are bumped from the cue.
- Very active reviewers
 - Lots of amendments to active files – new amendment form developed, so hopefully this will help A.Steinger with those decisions
 - Now the process is more formalized.
 - Number of renewals is quite high compared to previous years.
 - Converis
 - Great progress in the configuration of the research ethics module of the converis system and are anticipating to go live in October. This will mean that all new REB applications will be submitted online through the converis system.
 - We have created 4 different forms.
 - 1) The standard form replaces both the behavioural and biomedical forms.
 - 2) The secondary use of data form is for the use of data which was previously collected for a purpose outside of the proposed research
 - 3) The course based form which is for undergraduate courses, usually in research methodology where the purpose is purely pedagogical, not a research study (so not an honours class.)
 - 4) The applications with REB approval from another institution
 - Applicants will be able to submit the application as either a student, in which case the application will be routed to the supervisor for approval, or as Faculty of Staff. The forms are basically identical in both cases.
 - Funding Detail
 - If you have a funding application that was submitted through the research office you can link to it under Proposals.
 - Or if you have a successful grant or contract held by the UofR you can link to it from Projects
 - This allows finance to determine whether the necessary approvals are in place before funding instalments are released.
 - Some of the questions have been broken out to account for some of the common comments that were being sent to applicants.
 - There are places throughout the form to upload the documents related to that section, for example consent forms, or recruitment materials
 - Declaration replaces the signature page, so there is no need for signatures
 - The compliance officer is able to make preliminary comments to the applicant upon initial review.

- Reviewers can upload their reviews and applicant is not able to see.
- The Chair will upload the Notice of Ethical Review (NER) under comment.
- Then the applicant will be able to upload their response to the NER along with any revised documents.
- REB Chair is happy with the application they can tick that it is approved by the REB Chair which will auto generate an email to the applicant that the application is approved
- **Flow Chart**
 - Flow chart shows the workflow of the ethics application as it moves through the various states in converis
 - As a draft you save it as in preparation if you want to return at a later time to work on it.
 - Once complete it is saved as compliance review which sends it to the compliance officer who will determine the level of risk and review for completeness.
 - If additional info is required this is saved as “needs info” and is returned to the researcher to make necessary changes and return.
 - Once the application is saved as ethics review this will trigger administration to select the reviewers and create the review sheets, an email message is generated to reviewers that this file is ready for review.
 - Once both reviews are in, an email is generated to notify that the application can be pushed to the chair for review, comments are uploaded in Notice of Ethical which then generates an email to the applicant. The response from the researcher also gets uploaded.
 - At almost every change in state an email is generated by the system to notify the researcher of which stage the application is at.
 - Researchers can also login and look at the status of their application at any time.
- **Comments**
 - Guidelines have been approved by the Board
 - REB has connected with L. Campbell, AVP Indigenous Engagement to promote continuity
 - Applications to be submitted online October 2022
 - Large capacity for amendment uploads/size requirements, some text boxes have limits set
 - Workflow/update to Faculty/students has a great workflow
 - Testing call was sent out with good reception and feedback, moving into testing more broadly (July/Aug) and will send out a call, manuals and further testing to follow
 - Future development will include embedding links
 - Renewal/Amendments will be generated by email notification
 - Current form vs. Converis form – additional questions in Converis to ensure all information is provided, will be up to the Faculty
 - Renewal for previous applications will be available, submitted as “outstanding” and will be visually on Converis in an abbreviated format.
 - Technology glitches are anticipated, so far everything is working well, upgrade to the system will be necessary at some point.
 - Plan to institute an annual REB report that would come before CCR.
 - K.McNutt, Thanks and Congratulations to C.Yost, A.Steiner, K.Dorsh for their exception work on the REB Review, large undertaking.

4. APPROVAL OF AGENDA (S. HIRANI)

No Objections/Abstains | APPROVED by CCR

Moved that the agenda be approved as presented.

CARRIED

5. APPROVAL OF MEETING MINUTES FROM APRIL 6, 2022 (S. HIRANI)

No Objections/Abstains | APPROVED by CCR

Moved that the minutes be approved with the following corrections:

- Correction “Full Bright”
- Page 2 Professional Liability – Officer not EDI

CARRIED

6. BUSINESS ARISING

- Treaty 4 Days – correction “Treaty 4 Gathering”
 - 150 anniversary in 2024
 - CCR to initiate with a call for volunteers, bring back as a future agenda item
 - Science typically takes the lead, Arts and Nursing to get involved
 - Research Office can assist with coordination

- Full Bright Scholarships
 - M. Beitel, Research Office sends out this call
 - K.McNutt/C.Yost to take to Dean's Council
 - Hoping for areas of focus in alignment with strategy plan
 - More advertising, find opportunities for Faculties, good lead time to plan

7. REMARKS FROM CHAIR (S. HIRANI)

- September 2022 meeting to be in-person
- Meetings to be held on Friday mornings, boardroom, hybrid format (K.McNutt)
- CCR meetings dates to align with Executive of Council meeting dates (C.Yost)
- Thank you for attending the lunch and continued support

8. VP RESEARCH REPORT (K. MCNUTT)

- Congratulations to A.Douai, more award winners than in coming years
- VPR to attending Calgary Energy Show
- Number of partnerships in process now
- Show & Tell – bringing people to campus i.e. Red Cross
- Hazardous Review – expecting a fall wrap up
- Congratulations to S.Hirani for receiving the YWCA Nutrient Woman of Distinction Award in the category “Research, the Sciences and Technology
- S. Hirani thanked P.Leavitt and N.Reid for agreeing to participate on CCR for another year
- Work anticipated in the fall on an institutional policy for Research Data & Stewardship (similar to EDI policy) for K.McNutt/C.Yost
- Thank you all for the past 2 years, incredible supportive group and achieved all targets

9. ROUNDTABLE

- C. BRADLEY
 - Bringing forward a new program in the fall
 - Certificate/Digital research skills, non-credit/acknowledgement
 - Range of workshops available, students can put together a portfolio
 - Encourage Students, more information to come
- T.GRANDE
 - Severe claw backs and lots on the chopping block – very concerned
 - Sought advice/suggestions?
 - K.McNutt: Anticipate issues come September, suggest having conversations to get equity across the board
- C.YOST
 - There is SSHRC funding available, as this was under-subscribed

10. OTHER BUSINESS

- No update to report

11. ADJOURNMENT

C.YOST moved that the meeting be adjourned at 1:50 p.m. | MOTION APPROVED

No Objections/Abstains | APPROVED by CCR CHAIR S. HIRANI

Meeting Minutes – S. Hansvall