



APASP Task Force Meeting

Friday, September 22, 2017 | 9:00-10:00 a.m. | UC #330-1

In Attendance

Stephanie Domitrovich
(phone)
Laurie Fisher
Chase Greenfield
Tom DeLuca
Liz Putnam

Steve Schwarze
Erik Johnston
John DeBoer
Dawn Ressel
Hillary Stowell
Jen Zellmer-Cuaresma

Claudine Cellier
Chris Fiore
Andrew Ware
Rozlyn Haley

Voted by Email on Action Items

Braden Fitzgerald
Scott Whittenburg

Meeting Minutes

1. Approval of 9.15.17 Meeting Minutes – 9:00-9:05 a.m. APPROVED
2. Criteria Sub-Committee
 - a. Action Items
 - i. none
 - b. Information Items
 - i. None
 - c. Update: we discovered that there are two metrics in AP that are equivalent (3.8 and 5.1/5.3). Result of decision to separate faculty FTE between UG and grad. Task Force will handle internally.
3. Framework Sub-Committee
 - a. Action Items
 - i. Phase I Review Schedule. General discussion of the schedule; “score as you go”, gradual building of consent agenda. UNANIMOUSLY APPROVED
 - ii. Conflicts of interest: In the September 22 meeting folder on box, there are two spreadsheets for reviewers to self-identify their conflicts of interest. Definition of conflict of interest? UM policy? Federal guidelines – association with an individual/unit in the past 3 years. What about perceived conflict of interest? 5 years? Move to adopt 5 year window in terms of COI – VOTE : UNANIMOUSLY APPROVED
 - Logistics: needed for additional reviewers

- When you've finished inputting your COI, put your name and the date completed in the comments on box.
 - Email from a department chair requesting that reviewer assignments be published for transparency's sake. Entire TF is voting on recommendations, not individual reviewers.
 - Information outside reports should not be considered by reviewers.
- b. Information Items
- Practice Review Sessions – create training module/video training?
Reviewer onboarding
- i. Use 9/29 TF meeting time as reviewer onboarding time. Motion: add language to reviewer guidelines “Reviewers will utilize only the information provided in unit reports. Reviewers must keep their reviews confidential to avoid any perception of lobbying. Reviews and prioritization categories will be made public when the taskforce meets in November.” VOTE : UNANIMOUSLY APPROVED
4. Communications Sub-Committee
- a. Action Items
 - i. Access to apas@umontana.edu messages and triage system.
 - b. Information items
 - i. Update on internal and external communications.
 - ii. Next update on Tuesday 9/26: Deadline midnight Oct 2, contact Susan if technical difficulties, if you submit your report late, what happens.
5. Metrics Sub-Committee
- a. Action Items
 - b. Information Items
 - i. Delaware Data discussion – UM classified as Research High.
6. New Business
- a. Update on the nomination of additional reviewers
 - b. New information on how to include tables in X-CD
 - c. Identify point person for technical X-CD questions when authors go to submit reports 9/29-10/2
7. Adjourn Upon Completion of Business

FALL MEETING SCHEDULE

- Friday, September 29 – 9:00-10:00 a.m. in UC #330-331
- Friday, October 6 – 2:00-3:00 p.m. in UC #225
- Friday, October 13 – 2:00-3:00 p.m. in UC #225
- Friday, October 20 – 2:00-3:00 p.m. in UC #225
- Friday, October 27 – 2:00-3:00 p.m. in UC #225
- Friday, November 3 – 2:00-3:00 p.m. in UC #225
- Friday, November 10 – 2:00-3:00 p.m. in UC #326-327

- Friday, November 17 – 2:00-3:00 p.m. in UC #225