PRESENT: Kevin Charlwood, Pat Munzer, Annie Collins, Sarah Cook, Roy Wohl, Gene Wunder,
STAFF: Linda Spaulding

The following items were discussed:

- The March workshop, spearheaded by Sarah Cook, Donna LaLonde and Virginia Pruitt, will focus on faculty-guided research
  - Kim Morse will give a 10 minute presentation on the process for getting approval to present at Apeiron;
  - Margaret Wood will discuss the Scholarly WTE, with built-in vs individual projects, funding, and what is required for projects to be accepted as WTE (15 minutes);
  - Mike Russel will explain how IRB works, and give samples of expedited, medium, and full committee approval projects, along with timeline guidelines.
    - Round tables for set-up
    - Laptop and data projector
- The April workshop was discussed briefly. It will be presented by the HLC rollout committee, under direction of Laura Stephenson. The time is theirs.
- Several committee members mentioned that the April workshop is a good example of allowing other faculty members to be involved with the presentation of workshop materials.