

LAUC – SD R&PD Committee  
Minutes  
July 16, 2008

Present: V. Chu, H. Eggleston, A. Kozbial (co-chair), S. Ho, K. Lucas (recorder), A. Perez (co-chair), D. Suchy

Absent: K. Spencer

- 1) Program Planning Checklist revision. Several suggestions were made to the revised version.  
Action: Lucas will talk with Spencer to determine responsibility for tasks for Training Unit.  
Action: Lucas will revise document according to suggestions, corrections and amendments. Will post in LAUC – SD R&PD folder on the “P” drive for further review.  
Action: Lucas will talk with K. Heskett about details for posting document on LAUC – SD website regarding leaving off text and directly linking to source documents found in location such as BLINK.  
Action: Kozbial will discuss with Executive Board locating link to document so that other committees may use it for their program planning.
- 2) Transition meeting between outgoing committee members and incoming will be the September meeting.  
Action: Incoming co-chairs should talk with Perez as outgoing co-chair responsible for budget.
- 3) LAUC – SD Research Grant Program funded Poster Open House, 10am – 11am, Monday, August 11, Seuss Room. Prior two years of LAUC- SD R&PD funded grant proposals. No RSVP necessary. Drop-in event.  
Action: Perez will provide Spencer with text for announcement to LAUC –SD Mailing List.  
Action: Perez will gather equipment needs from presenters.  
Action: Perez will have flier available at event for distribution.  
Action: Perez will have grant guidelines projected during event.  
Action: Chu will submit catering order, with assistance from Kozbial.  
Action: Ho will create a sign-up sheet. Suchy and Perez will monitor it during the event.  
Action: Kozbial will conduct welcome remarks at 10:15am during event.
- 4) IRB request special meeting scheduling: deferred.  
Action: Kozbial will send scheduling request via email.