**UCC RSA Committee Meeting Minutes**

**Date/Time: Wednesday 7th April 2015, 5-6 pm**

**Location: North Wing Tower Room**

Attendees: Mark Jessopp, Ehsan Sooudi, Gordon Dalton, and Andrew Allen

Apologies: Cathal O’Mahony, Zeine Sabra, John O’Toole, Andrey Temko, Rosarii Griffin

1. Report from committees
	* Academic Council (Mark)

MJ mentioned that the AC mostly deals with student affairs than the researchers. Teaching issue for the researchers might be something to be discussed in the meetings.

* + Governing Body (Rosarii)

It has been suggested that Rosarii gave a written update in GB meeting. SDEC (Gordon/Andrey)

1. Update on meetings with HR/VP Research/VP Teaching & Learning

MJ met with John O’Halloran, VP Teaching & Learning Office, and went through the presentation UCCRSA did with president. MJ suggested to set up a kind of “Strategic Research Funding” so that the researchers who contribute to teaching could be avail of funding for training courses or attending conferences, etc. Also, a feedback on the content of Teaching and Training course has been given by MJ and it has been decided to work on changing the contents with a committee. The meeting is to be followed by another one in a month.

1. Research Forum on 30th April. UCCRSA will email the forum to RSA list, ccing Mary and AllResearch list as well.
2. AT to follow up the Bank of Ireland seminar.
3. UCCRSA webpage: a menu to meeting to be added with links to AC and GB web links as well as minutes of VP Research informal meetings. Minutes of UCCRSA monthly meeting to be added as well. Another section for General Documents to add UCCRSA’s letters and statements. An event section to be added to include seminars etc.
4. GD suggested to transfer the UCCRSA meetings to the online system (GoogleDocs). An email account for UCCRSA need to be created. Agenda will be shared and the secretary can type the minutes in the meeting using a laptop. Will try for few months and decide how to proceed.
5. Next meeting on Tuesday 5th May 1-2pm. MJ will book the room. Zeine Sabra is in charge of the next meeting. No meeting in July-August.

**Action points**

1. Gordon:
	1. Contact Mary O'Regan re next VP meeting
2. Mark
	1. Advertise forum
3. Andrew
	1. Add 2 new web page fields
		1. Meetings
			1. AC
			2. GB
			3. SDEC
			4. VP meeting informal
			5. Monthly UCCRSA meetings
		2. Seminars
			1. Weekly
			2. Annual forum
4. Rosarii
	1. Provide GB update