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Minutes of the Institutional Research Committee Meeting

Date and Time: April 30, 2018

Meeting began: 3:30pm

Meeting adjourned: 4:45pm

Location: OAA conference room

Presiding: Ernest Ialongo (until a chair was elected)

Present: Diana Macri, Rowland Ramdass, Jason Buchanan, Justin Arzola, Destini Mitchell-Murray, Soheli Chowdhury, Asrat Amnie

Absent: Lizette Colon, Ancy Skaria, Piotr Kocik

Guests: Tram Nguyen

Minutes Prepared By: Rowland Ramdass

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| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order | Ernest Ialongo presided and charged committee with function, reviewed protocols/procedures of meetings and need to elect chair and secretary. | Voted  Chair: Diana Macri  Secretary: Rowland Ramdass |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Meetings | Prof. Ialongo discussed committee operations following Robert’s Rules | Members clarified quorum and frequency of meeting |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Function of IRC | Discussion regarding function of IRC. Members expressed concern regarding specific issues committee can be involved with. | Meeting to be scheduled in Fall 18 to work on goals.  Prof Macri will reach out to former IRC chair for projects that were being reviewed. |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
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