

**Minutes: Executive Committee Meeting, Faculty for Undergraduate Neuroscience (FUN); October 18, 2015, 7 pm; Chicago**

Submitted by FUN secretary Katherine Mickley Steinmetz, Wofford College

Present: Katherine Mickley Steinmetz, Hewlet G. Mc Farlane, Bob Calin-Jageman, Tracie Paine, Jade Zee, Leah Chase, Gary L. Dunbar, Julio Ramirez, Elane Reynolds, Bruce Johnson, Eric Wiertelak, David Jewett, Kurt Illig, Carlita Farero, Veronica Acosta, Lisa Gabel, Charles Weaver, Amy Jo Stavnezer, Dorothy Kozlowski

**Open Session (See agenda)**

Report of the President and introduction of incoming FUN President (Lisa Gabel)

**Old Business and Committee Reports**

1. Election Results, Acknowledgment of outgoing officers, and Recognition of incoming officers (Amy Jo Stavnezer) See related report.

Election results:

Leah Chase - President-Elect

Amy Jo Stavnezer – President

Lisa Gabel - Past-President

Kurt Illig - Treasurer

Dave Jewett -Treasurer-Elect

Katherine Mickely Steinmetz will continue on for 2 more years as Secretary  
Concilers - Tracie Paine, Hewlett McFarlane and Veronica Acosta will continue for one more year and Jade Zee, Charles Weaver and Carlita Favero begin the first of their 2 year term as Councilor.

We had 4 people nominated for President, one accepted the nomination

We had 1 person nominated for Secretary, one accepted the nomination

We had 11 people nominated for Councilor, 9 accepted the nomination (for 3 positions).

We had 232 votes cast

Same amount of participation in voting as last year. In future years looking for more people to stand for the elections.

Next year we will try to increase nominations as well as people's willingness to stand for positions. Next year we are electing a new Treasurer Elect.

**Officer/Committee Reports**

2. Travel Award (Amy Jo Stavnezer) See related report. There were 62 applications, 42 institutions submitted proposals. We lost a few sponsors, so we plan to work to increase sponsorship. (For example, promoting sponsors on website.) For next year we plan to put the application online. Google drive does not support this, so we are looking for a long term solution that can be past from one president elect to another (see Lime Survey in Website report). A challenge is the submission of the faculty letter of support, which often comes separately from the application from the student.
3. Brain Awareness Travel Award Committee (Lisa Gabel) See related report. There have been low application rates in past year. This year we used a Qualtrics online

- survey. We had an increased amount of people starting applications, and 10 full applications. The applications that were submitted were stellar.
4. JUNE (Eric Wiertelak & Bruce Johnson) See related report.
    - a. The fall issue is available. The initiative to rebuild the website has been accomplished and is online. The images are different and there are buttons for the current issue vs. previous issues.
    - b. Eric is transitioning from Editor-in-chief to Senior Editor. Gary Dunbar is moving from Senior Editor to a member of the Editorial Board. Raddy Ramos is the new Associate Editor. Ian Herrington is moving to the editorial board. Bruce Johnson is the new Editor in Chief.
    - c. JUNE is exploring the idea of an advertising banner on the website, which could be used for supplemental activities (ex. Funding for the editor to travel to meeting). JUNE would be careful to approach potential sponsors and make sure that it doesn't take away from travel award support.
    - d. JUNE is considering exciting new features such as case studies in neuroscience and reviewing new gadgets. They may include a short article on how we teach. This would necessitate working closely with the newsletter to avoid overlap.
    - e. Is it worth still offering JUNE paper awards? This may be good for pre-tenure faculty. It was suggested that it is possible to award the most downloaded papers.
    - f. FUN Expectative Committee: voted to approve Raddy Ramos as the new Associate Editor and Ian Herrington to the editorial board.
  5. Education committee (Eric Wiertelak) See related report. Planning for July 2017 Workshop at Dominican
    - a. Does FUN want to be more involved in the craw-fly workshops (AD instruments)? Would we want to have some kind of support mechanism to get our name out there?
  6. Program and Department Consultations Service (PDCS) report (Eric Wiertelak) See related report. People across the nation are coming to PDCS for external reviewers. Eric is working to look for appropriate reviewers. There has been a spike in interest this year. If you are tapped, Eric will send you a message to let you know that the institution may contact you. It is a lot of work, but you can negotiate your own stipend and travel costs, and you can learn about other institutions.
  7. cNDP Report (Gary Dunbar) cNDP plus another education committee is being amalgamated into the Neuroscience Training Committee (NTC). Concern: it is critical to have a liaison. Institutional membership has gone down at cNDP. There was a good response at the graduate fair. There is some uncertainty about how the NTC will change our relationship and make sure that FUN is still represented and has a voice in the group. We have a liaison, but it was suggested that we may need more than one with this larger group. Open for discussion:
    - a. FUN has represented the individual support of faculty members at different organizations, remaining separate from SfN. We have to work to be continually viewed as the voice for undergraduate neuroscience. It was suggested that there should be contact between the presidents of FUN and SfN president.
    - b. A question of how SfN will support us was raised in the context of our difficulties in organizing the FUN social with SfN.
  8. Public Policy committee (Julio Ramirez) See related report. Continuing resolution

December 11. There is a new addition to the committee – Charles Weaver. CUR worked with us to teach about how to do our business. Over the past year we have had over two dozen FUN faculty and students visit representatives. We could consider the possibility of having the lobbyist who works for CUR come and teach us at a private meeting.

9. Website Committee (Bob Calin-Jageman) See related report. We need more involvement in content updates. We were planning on updating to Drupal 8, but it still has not been released. It may be released by holiday break. It should be a big improvement. We got Google business services for FUN since we are a non-profit. This allows us to set up a FUN faculty email and that we have shared space on Google Drive. Bob can help if we are doing FUN business that needs collaboration with others. Lime Survey is a survey tool that we host. It is easy to use and can support file uploads. It would be easy to pass on to individuals in the group because it is in house and easily transportable. Talk to Bob if you would like to use this. We will also try to get https capability to make sure that we have secure connections being as Google top ranks sites that are secure.
  - a. We need more people to organize content besides the two officers. You don't need to know how to program websites. Bob's grandpa could do it.
  - b. We need to continue with the newsletter. (See new business.) It was suggested that you could put out a call to members to ask for help.
  - c. We should interact with IMPULSE (undergraduate neuroscience journal)
10. Social Committee/Poster Session (Lisa Gabel on behalf of Jeff Smith) See related report. There has been discussion over the year about how to improve the social. Lisa will continue to survey and see how people feel about our changes (ex. Not all travel award winners called up individually, slides for each travel award winners that will be playing, FUN award winner tags, etc.) and see if we want to consider being off site. It was suggested that FUN award winners could be mailed the tags before the conference.
  - a. It was suggested that we could do the poster session during lunch on the main floor, but SfN has not approved that. Others suggested that we may want to keep the social in the evening since people recognize us as having it at this time.
11. Awards Committee (Lisa Gabel on behalf of Jeff Smith) See related report. Come to the social for the big reveal!
12. FUN Equipment Loan program (Lisa Gabel on behalf of Jeff Smith) See related report. It generates much interest and is a very popular program. Mention this to any vendors that you have a relationship with. The current submissions are under review. Decisions will be made by the end of this year.
13. FUN Booth & Treasury Report (David Jewett & Kurt Illig) See related report. Almost \$4000 sold to date, we are spot on with where we were last year. 2014 end of year numbers were a decrease from 2013 due to more expensive meeting in DC, and 2013 being a good year for investments. Proposed budget in 2015 includes a deficit, but the booth will hopefully make up for budget deficit. The deficit was because of our conservative estimates. We have a \$6000 budget deficit for next year.

#### **New Business**

14. Newsletter Committee - The newsletter will be continued by Carlita and Charles, committee members

10:32pm Adjourned.

Respectfully submitted by Katherine Mickley Steinmetz.