

# KETTERING COLLEGE COMMITTEE CHARTER

## Research

<b>Purpose:</b>	The Research Committee supports faculty and student research efforts with the intent that these research projects will enhance understanding in the area of inquiry and contribute to the general pool of knowledge which stems from academic research and scholarship. The research will be made public through conference presentations/poster presentations or journal publications.	
<b>Status:</b>	Permanent	
<b>Membership:</b>	<p>The committee will be composed of the following individuals who hold an interest in research activities at the college.</p> <ul style="list-style-type: none"> <li>• Chair -who will serve a 3-year-term</li> <li>• At least 4 other faculty members, representing both graduate and undergraduate programs.</li> <li>• Kettering College (KC) Administrative Representative</li> <li>• Director of the Kettering Health (KH) Research Institute or their designee. This member may send a representative in their stead when they are unable to attend meetings to keep informed, but any temporary representative will not have voting privileges.</li> <li>• Library Representative</li> </ul>	
<b>Appointment:</b>	Membership nomination administered by the Collegiate Life Committee.	
<b>Chair:</b>	The committee will select a chair from the membership in the fall semester of the current Chair's 3 <sup>rd</sup> year in their leadership position. The Chair-elect will work with and learn from the current Chair during the winter semester of their Chair-elect term in an effort to support successful transition of leadership, prior to taking over the Chair position on the committee the following fall term.	
<b>Meeting Frequency:</b>	The Research Committee will meet on a monthly basis or at the call of the chair.	
<b>Minutes:</b>	Distributed to the membership by the chair. The committee member responsible for taking minutes will share the minutes on teams in a PDF format	
<b>Input From:</b>	KH Research Institute, Faculty and KC Administration	
<b>Reports To:</b>	Dean's Council, Graduate Council, and/or Executive Council on actions relating to research and/or scholarship that need institutional approval.	
<b>Committee Objectives:</b>	<b>To Act:</b>	<b>Report to:</b>
	<ol style="list-style-type: none"> <li>1. Support faculty and/or faculty-student research with the outcome of having a publication or conference presentation result from the research project.</li> <li>2. Provide professional development activities relating to research and scholarship.</li> <li>3. Develop the infrastructure to support faculty seeking external grants, or institutional budget allowances i.e. seed grants.</li> </ol>	

	<p>4. Develop a collaborative relationship with the KH Research Institute to increase the efficiency of the review process.</p> <p>5. Track and facilitate the dissemination of faculty and student research.</p>	
	<b>To Recommend:</b>	<b>Recommend to:</b>
	<p>1. Review and make recommendations on applications to Kettering College’s internal grant program administered by the academic dean.</p>	Academic Deans
<b>Committee Procedures:</b>	<ol style="list-style-type: none"> <li>1. Communicate all new proposals to College Council.</li> <li>2. Provide periodic updates on ongoing projects to College Council.</li> <li>3. Coordinate with individuals or groups that the College Council identifies as stakeholders in a given proposal, and with other individuals who indicate an interest in working on the proposal.</li> <li>4. Provide advice, either as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.</li> <li>5. Strive to reach consensus among its members and all stakeholders involved in a given proposal before making a final decision.</li> <li>6. Notify the College Council of decisions made by the committee so that they may be communicated to the rest of the College.</li> <li>7. Incorporate feedback received as a result of the College Council’s college-wide communications into proposals and continue to work toward consensus until a satisfactory result is achieved.</li> <li>8. Review charter annually or as needed. Give a periodic update of its goals and accomplishments to Dean’s Council and annually in the Institutional Assessment Report.</li> </ol>	
<b>Date of Origin:</b>	<b>March 28, 2017</b>	
<b>Last Reviewed:</b>	<b>September 10, 2024</b>	
<b>Last Revised:</b>	<b>September 10, 2024</b>	
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<b>Approved By:</b>	<b>College Council</b>	
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