

The role of BCIT in the next decade extends far beyond traditional teaching and knowledge dissemination to encompass new expectations for innovations that will have broader social and economic benefits. As is stated in BCIT's strategic plan, for BCIT to be integral to the prosperity of the province, BCIT needs to focus on four strategic areas: Education and Research, our Learners, our Employees and Stewardship and Resource Development.

Unlike research-intensive universities, BCIT's role in research is characterized by our direct interaction with industry as providers of innovation and solutions for current and emerging industry problems and our deep commitment to developing learners that can supply the needs of industry. Our strategic research objective is to continue along that path while increasing and enhancing student participation in research and enhancing the role of the research groups within BCIT's educational programs. This two-fold approach can only be accomplished by growing on the existing success of both research and education at BCIT, by combining the strengths of both areas and by fostering an environment that is beneficial to researchers, faculty, students, staff and industry.

The BCIT Research Task Group has been given a mandate to be responsible for developing policies, practices and procedures to help increase research at BCIT. In order to implement these policies and procedures a number of school and institute level research committees will be created.

The role of these committees will be to function as the channel for communications among research participants, to provide transparent access to research funding and resources that require decisions at the School or Institute level and to provide feedback and direction for research initiatives and policies at BCIT.

The School Research Committees will be the decision making body for research projects or initiatives that require resources to be allocated by the respective school. The Institute Research Committee will be the decision making body for research projects or initiatives that require resources to be allocated at the Institute Level (VP Education Seed Fund, Discovery Parks Fund) or for projects or initiatives that involve key external funding agencies or organizations where there is an Institute to Organization level relationship required (Western Economic Development, Canada Research Chairs, etc). In order to access school or institute level funds the creation of a School Research Committee is required. To provide access to employees that are not affiliated with one of the schools to institute level funding, an additional Support and Service Research Committee will be created to facilitate applications to the Institute Level Committee. The Support and Service Research Committee will not be involved the ongoing operations of the Technology Centre but will allow faculty and staff within the Technology Centre to access Institute Level funding opportunities on the same basis as other BCIT faculty staff. It is the intention of these committees to facilitate rather than restrict access to funding.

Mandate

The overall mandate of the School, Support and Service and Institute Research Committees is to support the advancement of applied research and development consistent with BCIT's mission and mandate statements.

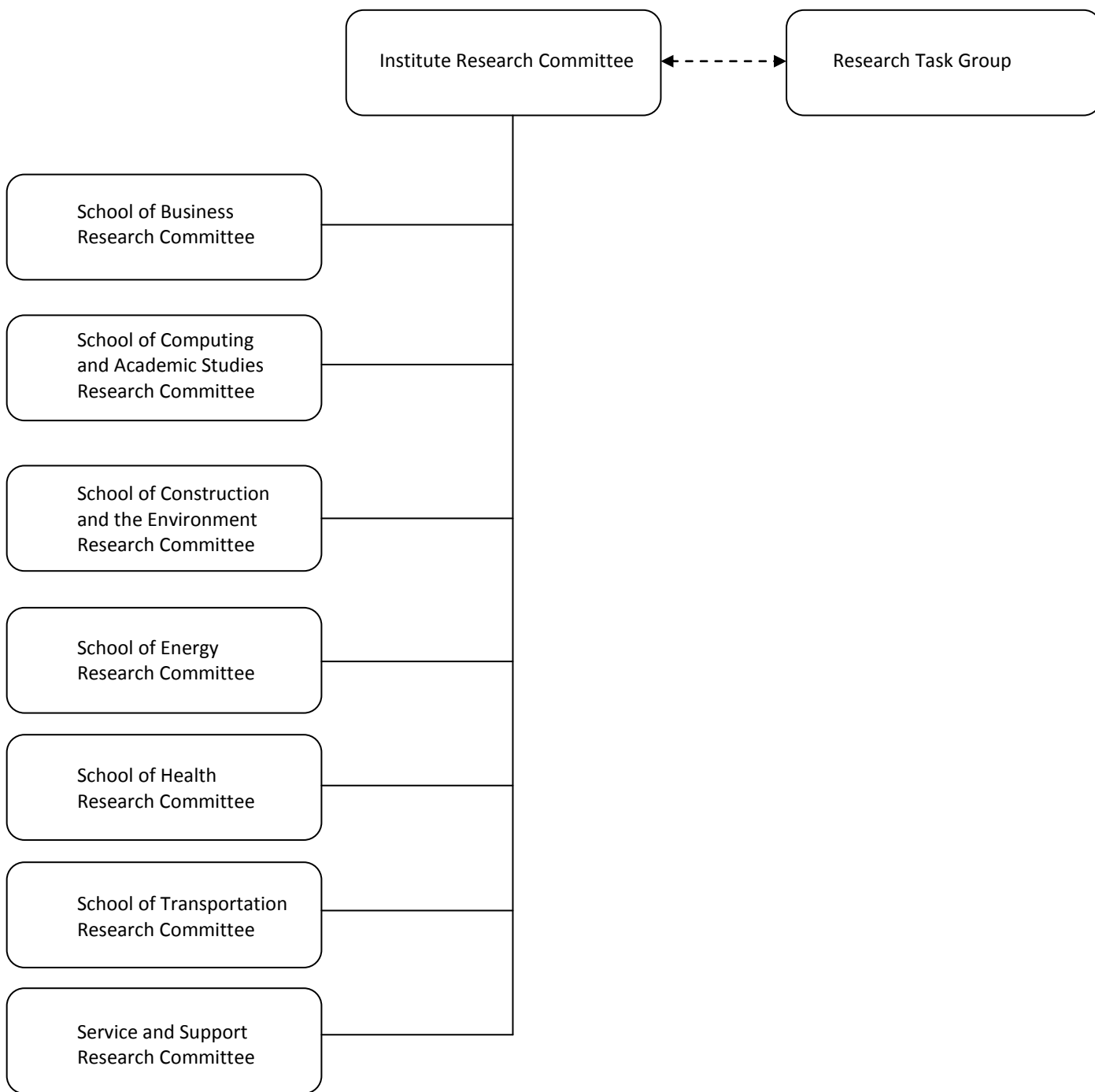
Research Committees

School Level

- School of Business
- School of Computing and Academic Studies
- School of Construction and the Environment
- School of Energy
- School of Health
- School of Transportation
- Service and Support

Institute Level

- Institute Committee



RTG, School, Service and Support and Institute Level Research Committee Organization

Terms of Reference Guidelines – School Committees

The School Research Committee's primary responsibilities will be to:

1. Promote research awareness and activities within their School.
2. Support Centres of Excellence within each school
3. Liaise with other School, Technology Centre and Institute Research Committees in order to facilitate co-operative research efforts among Schools, the Technology Centre and other Institute departments.
4. Maintain linkage with the Applied Research Liaison Office / Technology Centre for logistics and support.
5. Establish and maintain links with external institutions and stakeholders as appropriate.
6. Evaluate and prioritize school research themes, projects and school funding opportunities.
7. Evaluate, prioritize and forward research projects and applications to the Institute Research Committee for Institute Level funded opportunities.
8. Support undergraduate and graduate level programs and their development with respect to research.
9. Regularly review quarterly reports on progress of applied research activities.
10. Advocate for faculty's interest in Applied Research.
11. Provide support for and encourage skills development of interested teaching staff to engage in Applied Research activities
12. Support other activities as needed including: Technology transfer, Intellectual Property protection, Development and review of research policies and practices.
13. Be responsive to applicant and school needs

Organizational Structure and Representation

The committee membership is comprised at a minimum of:

- School Dean
- Associate Deans of departments wishing to participate
- Minimum of one faculty representative from each program area/department wishing to participate
- Director, ARLO or designate (ex-officio)
- Other members as required/desired by School committee

Committee Elections

- The committee will elect a Chair and Vice Chair from amongst the representatives. Chair/Vice-chair will be granted equivalent of one hour per week release (funded by each school) from duties to conduct research committee business.
- The committee will elect one member to act as the representative to the Institute Research Committee.
- Non-management members will be appointed or elected as desired by each department.
- Each School Research Committee will maintain a published set of rules on how members are appointed or elected.
- Election/Appointment rules will be reviewed, amended as required and approved at least once per year by each department.

Committee Rules and Process

Committee Operations

- The Chair will preside over meetings but will vote only in the event of a tie.
- A quorum for voting purposes is defined as >50% membership.
- Consensus is preferred but a >50% majority vote is sufficient to carry a motion.
- Ex-officio members are non-voting.
- Committee will report out to their respective school on a regular basis and to the Institute Research Committee biannually or as request by the Institute Research Committee.

(Roberts Rules of Order will be used as a guideline for all Committee business matters)

- Duties of the Chair
 - Set the agenda for meetings
 - Preside at committee meetings
 - Collect feedback from members outside of meetings
 - Responsible for committee reports
 - Represents the committee to BCIT management, industry, and research/academic institutions.
 - Serve as liaison to other committees

- Duties of the Vice-Chair
 - Support the Chair in various functions including serving as a liaison to other committees
 - Maintains the minutes at committee meetings and ensures circulation of meeting minutes
 - Presides at committee meetings in the absence of the Chair

- Responsibilities of Committee members
 - Attend all committee meetings.
 - Maintain ethical standards in their role as committee members as determined by BCIT policy.
 - Liaise with their department on Research Committee issues.
 - Review all material circulated or distributed prior to each meeting.
 - Contribute to discussions and provide constructive feedback.
 - Serve on task groups and support the activities of the Committee.
 - Solicit others to be part of task groups.

- Formation of Task Groups
 - Task groups are short term sub-committees that are tasked with a specific assignment.
 - Task groups are appointed by the committee and a Task Group Chair is confirmed at the time the Task Group is struck.
 - The Task Group will be given a mandate and duration by the committee.
 - Task Groups report to the committee as a whole.

- Committee Meetings
 - Committees will meet a *minimum* of 3 times per year (last week of September, January, April) to prepare for submissions to Institute Committee, additional meetings can be scheduled at the call of the Chair or Dean to meet departmental or external grant requirements. Meetings may also be called at the request of the Institute Research Committee to deal with specific issues as they arise.

- Conflict of Interest
 - Any conflict of interest for a Committee member must be declared at the beginning of the meeting or at such time during the meeting when discussion makes it apparent that a conflict of interest may exist. If the Committee, upon further discussion, finds that a conflict of interest exists, the member may be allowed to be part of the discussion but will be excluded from any decision-making process related to the area under consideration.

Terms of Reference Guidelines – Service and Support Committee

The Support and Service Research Committee's primary responsibilities will be to:

1. Promote research awareness and activities within the Technology Centre and other Institute departments.
2. Liaise with other School Research Committees and the Institute Research Committee in order to facilitate co-operative research efforts among Schools, the Support and Service and other Institute departments.
3. Establish and maintain links with external institutions and stakeholders as appropriate.
4. Evaluate, prioritize and forward research projects and applications from departments not represented by a School Research Committee to the Institute Research Committee for Institute funded opportunities.
5. Support undergraduate and graduate level programs and their development with respect to research.
6. Regularly review quarterly reports on progress of applied research activities that have been brought by departments not covered by a School Research Committee.
7. Encourage skills development and readiness of staff to engage in Applied Research activities
8. Support other activities as needed including: Technology transfer, Intellectual Property protection, Development and review of research policies and practices.
9. Be responsive to applicant and institute needs

Organizational Structure and Representation

The committee membership is comprised at a minimum of:

- Dean of Applied Research
- All Research Directors wishing to participate
- One non-management member from each of ARLO, GAIT, NRG, PART & TPEG
- One representative from each area/department wishing to participate in research initiatives
- Other members as required/desired by committee

Committee Elections

- The committee will elect a Chair and Vice Chair from amongst the representatives. Chair/Vice-chair will be granted equivalent of one hour per week release from duties to conduct research committee business.
- The committee will elect one member to act as representative to the Institute Research Committee
- Non-management members will be appointed or elected as desired by the Tech Center Research committee.
- The Support and Service Research Committee will maintain a published set of rules on how members are appointed or elected.
- Election/Appointment rules will be reviewed, amended as required and approved at least once per year.

Committee Rules and Process

Committee Operations

- The Chair will preside over meetings but will vote only in the event of a tie.
- A quorum for voting purposes is defined as >50% membership.
- Consensus is preferred but a >50% majority vote is sufficient to carry a motion.
- Ex-officio members are non-voting.
- Committee will report out to the representative departments/areas on a regular basis and to the Institute Research Committee biannually or as request by the Institute Research Committee.

(Roberts Rules of Order will be used as a guideline for all Committee business matters)

- Duties of the Chair
 - Set the agenda for meetings
 - Preside at committee meetings
 - Collect feedback from members outside of meetings
 - Responsible for committee reports
 - Represents the committee to BCIT management, industry, and research/academic institutions.
 - Serve as liaison to other committees

- Duties of the Vice-Chair
 - Support the Chair in various functions including serving as a liaison to other committees
 - Maintains the minutes at committee meetings and ensures circulation of meeting minutes
 - Presides at committee meetings in the absence of the Chair

- Responsibilities of Committee members
 - Attend all committee meetings.
 - Maintain ethical standards in their role as committee members as determined by BCIT policy.
 - Liaise with their department on Research Committee issues.
 - Review all material circulated or distributed prior to each meeting.
 - Contribute to discussions and provide constructive feedback.
 - Serve on task groups and support the activities of the Committee.
 - Solicit others to be part of task groups.

- Formation of Task Groups
 - Task groups are short term sub-committees that are tasked with a specific assignment.
 - Task groups are appointed by the committee and a Task Group Chair is confirmed at the time the Task Group is struck.
 - The Task Group will be given a mandate and duration by the committee.
 - Task Groups report to the committee as a whole.

- Committee Meetings
 - Committees will meet a *minimum* of 3 times per year (last week of September, January, April) to prepare for submissions to Institute Committee, additional meetings can be scheduled at the call of the Chair or Dean of Applied Research to meet departmental or external grant requirements. Meetings may also be called at the request of the Institute Research Committee to deal with specific issues as they arise.

- Conflict of Interest
 - Any conflict of interest for a Committee member must be declared at the beginning of the meeting or at such time during the meeting when discussion makes it apparent that a conflict of interest may exist. If the Committee, upon further discussion, finds that a conflict of interest exists, the member may be allowed to be part of the discussion but will be excluded from any decision-making process related to the area under consideration (e.g. research project).

Terms of Reference Guidelines – Institute Committee

The Institute Research Committee's primary responsibilities will be to:

1. Promote research awareness and activities within Institute.
2. Liaise with other School and Technology Centre Research Committees in order to facilitate co-operative research efforts among Schools, the Technology Centre and other Institute departments.
3. Maintain linkage with the Applied Research Liaison Office / Technology Centre for logistics and support.
4. Establish and maintain links with external institutions and stakeholders as appropriate.
5. Evaluate and prioritize all research projects and applications forwarded to the Institute Research Committee and to decide those that should receive institute funding
6. Support undergraduate and graduate level programs and their development with respect to research.
7. Regularly review quarterly reports on progress of applied research activities funded by Institute Research Committee.
8. Advocate for Applied Research at BCIT.
9. Encourage skills development and readiness of staff to engage in Applied Research activities
10. Support other activities as needed including: Technology transfer, Intellectual Property protection, Development and review of research policies and practices.

Organizational Structure and Representation

The committee membership is comprised at a minimum of:

- All Academic Deans
- Director, ARLO
- One additional representative (with alternate) from each Research Committee
- VP Education, Research and International (ex-officio)
- Other members as required/desired by Institute Committee

Committee Elections

- The committee will elect a Chair and Vice Chair from amongst the representatives
- Representative members will be elected by each School Research committee and the Support and Service Committee.
- The Institute Research Committee will maintain a published set of rules on how members are appointed or elected.
- Election/Appointment rules will be reviewed, amended as required and approved at least once per year.

Committee Rules and Process

Committee Operations

- The Chair will preside over meetings but will vote only in the event of a tie.
- A quorum for voting purposes is defined as >50% membership.
- Consensus is preferred but a >50% majority vote is sufficient to carry a motion.
- Ex-officio members are non-voting.
- Committee will report biannually or as request to the Research Task Group/ VP Education, Research and International.

(Roberts Rules of Order will be used as a guideline for all Committee business matters)

- Duties of the Chair
 - Set the agenda for meetings
 - Preside at committee meetings
 - Collect feedback from members outside of meetings
 - Responsible for committee reports
 - Represents the committee to BCIT management, industry, and research/academic institutions.

- Serve as liaison to other committees
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 - Task groups are appointed by the committee and a Task Group Chair is confirmed at the time the Task Group is struck.
 - The Task Group will be given a mandate and duration by the committee.
 - Task Groups report to the committee as a whole.
- Committee Meetings
 - Committees will meet a *minimum* of 3 times per year (last week of October, February, May to allow adequate time for departments to adjust loading and scheduling) to vet submissions to Institute Committee, additional meetings can be scheduled at the call of the Chair or Dean of Applied Research if required to meet internal or external grant or funding requirements.
- Conflict of Interest
 - Any conflict of interest for a Committee member must be declared at the beginning of the meeting or at such time during the meeting when discussion makes it apparent that a conflict of interest may exist. If the Committee, upon further discussion, finds that a conflict of interest exists, the member may be allowed to be part of the discussion but will be excluded from any decision-making process related to the area under consideration.