

January 28, 2016

2:00pm – 3:00

Teaching Lab Building Lab Room 8-118

Participants:

Lisa Poirier, Asst Prof Ecosystem Sci & Mgmt (Chair)
Ken Otter, Prof ESM
Colin Chisholm, Asst Forest Mgr, Aleza Lake Research Forest
Laura Ryser, Research Mgr, Rural & Small Town Studies
Heath de la Giroday, Risk & Safety Coordinator
Jennifer Skaar, Recording Secretary

Absent:

Chris Jackson, Sr Lab Instructor GEOG
Kai Peetoom, Grad Rep
Arctica Cunningham, NUGSS Rep
Sarah Elliott, Asst Director, Risk & Safety (Alternate)

A. AGENDA

1. Meeting to order at 2:00pm
2. Addition to the agenda – update from Heath’s meeting with Geoff.

B. APPROVAL OF MINUTES OF December 8, 2015

- i. Heath noted correction on the last page bolded section – should show VP Research not the Provost. Motion to approve by Colin & Ken, all in favour.

C. BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. Review of Committee’s mandate, composition, and role within UNBC

-Lisa was hoping that a representative from the VP of Research Office could attend for the discussion about the committee’s role but no one was available to attend. Ken suggested that the agenda item be tabled until a representative can attend.

- Colin asked if anyone came forward on joining the committee. Lisa noted that no one has come forward. Ken stated he is willing to continue on the committee but he has no interest in taking on the organization. Laura suggested NMP and First Nations reps could be approached and further suggested that CASHS be approached to provide a rep. Heath agreed and suggested that Blanca from CASHS be contacted to see if a CASHS representative can be appointed. Ken identified that directive needs to come from the Office of Research to clarify if the committee should be representing anyone going off campus? If this is the case then the current structure of the committee is not well balanced. At the last ESM Meeting Lisa stated that the committee did not wish to see it become an administration committee that it is important that faculty be involved.

- Lisa noted she would seek out a copy of the Terms of Reference to review. Ken and Heath will see if they have a copy and forward to Lisa. Heath can bring a copy of a template for the Terms of Reference to use as a guideline as well.

2. Field safety orientation and community-based research information for 2016

- a. Ken has not yet looked at dates but would prefer a Friday perhaps April 29th. Laura and Colin confirmed they would be available. Ken asked Laura if the Community Based session should be off set to allow people to take both if interested? Laura can put on a 3 hour workshop for April 28th. Ken has the risk assessment portion that could form part of the workshop. Ken further suggested that faculty may be willing to be involved in the making of videos that could be set up as a self-study portion for the Community Based Research. Laura noted will look at getting Glen to do his segment on dealing with difficult people as a great place to start as it would be useful for lots of people. HR may have some martial that Laura may use for the course as well – she will contact them.

- b. Laura commented that she found the Risk Assessment form not easy to complete for all community based research trips –perhaps a customized copy could be drafted that would be more relevant for the community based research group. Ken indicated that it would be easy to

use the template and adjust to better suit Laura's group. He will send the workable document to Laura.

- c. Colin noted that Ken was the best person to form the course outline for the field day portion of this year's course. Ken does have the outline from last year as well as the information that is still up on Blackboard along with the map so he can easily adjust for this year's course.

3. Sharing of committee training sessions with outside sources

- a. Lisa advised that an email was received by Ken and Colin from the University of Winnipeg asking if they would be willing to run the course via webinar. What they were actually looking for was access to the video course portion. Ken did not want to share the material until the committee looked into liability concerns etc. Ken personally feels the material should stay internal unless it was vetted in such a way that liability exposure and worksafe exposures were addressed. Heath asked if this was collaboration or sharing of information? Lisa read the email that had been received and Heath agreed with Ken that it was not a good option as it is a contracted relationship they are looking to enter into.
- b. Colin asked if there would be a possibility to share the information as a template only with no copyright approval and in turn they may share material with us? Lisa suggested that Ken could possibly share the course outline with a reference to the video but no ability to access the video? Ken would feel more comfortable with having this transferred to Heath to share with other institutions as open sharing of material would be beneficial to everyone but for one Ken does not have time and secondly it is not part of his job or area of expertise. Heath will look into liabilities involved with the sharing of information to see if a disclaimer 'for internal purposes only and not for copyright' or 'for informational purposes' only would be sufficient for the videos. Lisa will forward Heath Ken's reply to the email for his reference.
- c. Laura mentioned that she has done avalanche training and some time ago there was an email that was sent out to the Ramblers Hiking Club to see if anyone was willing to help out a visiting UNBC student to guide them up to a field site. Several members of the club volunteered to take the student up and the Laura knows that they did not have any avalanche training. Laura asked if there is a liability exposure if a staff or faculty member suggests a club such as the Ramblers to a student without confirming there is proper training in place? Heath acknowledged this is a difficult subject. There is some legislation that states a certain level of certification must be in place and others that state there must be training in existence.

4. Possible funding for student assistant

- a. Lisa spoke to Kathy regarding the request for a student to assist with Blackboard clean-up, video clean-up and other components. Kathy asked Lisa to write her a one page letter which can be submitted as a one-time funding request. These funds come out of CSAM. Ken added that the videos could potentially be redone as scripted videos to look and sound more professional. Lisa will go forward and write up a letter for Kathy to get the funding and will send it out to the committee for review next week. Lisa asked Laura if she would have anything from Community Based Research that a student could assist with. Laura does but there is some work that will need to be caught up prior to getting a student involved. Filming vignettes and video editing would be useful now. Ken indicated that Tony & Matt from EMS were willing to help out with the videos as well.
- b. Ken will look into Blackboard set up for restricting advancement within the course module until the video has been watched etc.
- c. Heath mentioned last time that there was a folder under the G drive –Safety Committees for Field Safety and wondered if people had access to it – Lisa and Ken verified they did and Ken will start to move some stuff over to that folder for access. Heath also noted that the safety committees will be getting set up on Share Point on the intranet in the near future. This will allow committee members to access and share internal information that would be not available to

the general public. Ken was interested to see if it would work to set up a registration process that would auto-populate Blackboard for the field safety course? Heath indicated that he has something set up similar for the ergonomics program that could work. Heath will talk to Grant to see what format he requires to populate Blackboard. Colin reminded Heath about the creation of guest accounts. Lisa asked if the chargeback could be included as well? Heath does not think it will work entirely but will see what can be done.

5. Meeting with Geoff, VP Research update

- a. Heath met with Geoff and he was very open to having the Office of Research participating in the meeting. Ken suggested that a great candidate for a rep would be Isobel Hartley. Lisa will discuss with Geoff further and mention Isobel.

D. NEXT MEETING - TBA

MEETING ADJOURNED AT by Lisa at 3:35pm

_____ **Date:** _____
Approved by Chair

ACTION ITEMS

Item #	Description	Who	Action
1	Review of Committee's Role & Terms of Reference	All	
2	Field Safety Orientation/ Community Based Research Course 2016	Ken & Laura	
3	Sharing of information with outside resources	Heath	

NEXT MEETING TBA
WATCH FOR DOODLE FROM LISA