**Western Region AAAE Research Committee Report**

**September 18, 2019**

**Hotel Captain Cook, Anchorage, AK**

Voting Members Present:

Kasee Smith- Chair, term ends 2019

Steve Rocca- term ends 2019

John Rayfield- term ends 2020

Dusty Perry- Vice Chair, term ends 2020

Becki Lawver- term ends 2021

Tyson Sorensen- term ends 2021

Others Present:

Debra Spielmaker, Kathryn Teixeira, Haley Traini, Kimura Yamamoto, Erin Garter, Ann DeLay, Will Doss, Erica Irlbeck

1. The meeting was called to order and role was taken
2. AAAE Conference Research Submission Oversight Committee
	1. Information was shared related to the formation of the AAAE research submission oversight committee
	2. The group discussed the use of FastTrack and FastTrack alternatives. Dr. Rayfield mentioned that concerns were shared to FastTrack and they said they have the options
	3. Dr. Traini mentioned good experiences with Scholastica
3. Western Region Research Review & Awards Protocol
	1. Discussion was held related to the transfer of information to new conference chairs and the consistency of the protocol from year to year.
		1. Dr. Irlbeck shared the process which took place this year. Some deviation from the protocol was noted and discussed.
		2. Discussion extended to examine the possibility of conducting a meeting during the research committee meetings at Western Region meeting to include the current and next research conference chairmen along with the
			1. Current and next research conference chair
			2. Research Committee
		3. Dr. Sorenson moved that “The upcoming and current research conference chairs shall meet with the research committee at the WR-AAAE meeting to discuss the protocol and discuss process.” Dr. Perry seconded the motion. The motion passed and was added to the draft protocol.
		4. Wording in the protocol was noted to be out of date with regard to scoring. Members recommended changing to the five point scale which is currently used. Changes to the protocol were made to reflect accurate scoring.
	2. Review panel selection guidelines & timeline
		1. Discussion was held to determine the proper format and timeline for selecting reviewers.
			1. Questions were raised about the possibility of Dr. Thoron generating a list of potential reviewers?
			2. Dr. Rayfield mentioned there is not an available list through fastrack
		2. The group discussed the inconsistency between the continuing reviewer (one reviewer who serves on consecutive years to provide institutional knowledge) and the misalignment with the protocol.
		3. Dr. Lawver moved to change the protocol to include wording related to the continuing reviewer and the role of that individual in the process. Dr. Rocca seconded the motion. Motion passed and was added to the draft protocol.
		4. Additional discussion was held related to the need to select panelists earlier, Dr. Perry moved for the research committee to make preliminary panelist recommendations during annual committee meetings at WR-AAAE meeting. Dr. Lawver seconded, motion passed and was added to the draft protocol.
	3. Changes/Clarification to the call for abstracts
		1. Discussion was held related to the need to clarify the call for abstracts to allow for transparency in the process.
		2. A motion was made to allow authors to submit in either Word or pdf format, the motion failed
		3. Some clarifying motions were made to assist the research conference chair and submission manager in clarifying the call for abstracts
			1. Dr. Lawver moved to remove the requirement for abstract as a section of the submission. Dr. Rayfield seconded. Motion passed and was added to the draft protocol
			2. Dr. Lawver moved to provide a sample abstract with the call, Dr. Rocca seconded. Motion passed and was added to the draft protocol. Dr. Smith offered to coordinate the development of the sample abstract
			3. Dr. Irlbeck shared some of the common disqualifications to abstracts which included, having no abstract, page limits, etc. After some discussion, Dr. Perry made the motion to include a list of common disqualifications with the call for abstracts. Dr. Lawver seconded. Motion passed and was added to the draft protocol
	4. The group discussed the need to clarify the policy about out of region submissions. Discussion included comments that there is not anything in the bylaws or current call, but the intent of the region historically has been to require one member to be from the Western Region.
		1. Dr. Rayfield moved to add the words “At least one author should be a dues paying member of the Western Region” to the call for abstracts. Dr. Perry seconded the motion. Motion passed and was added to the draft protocol.
4. Ethical considerations
	1. Questions were raised about how ethical considerations are handled in the Western Region review process. Several previous conference chairs mentioned difficultly in managing ethical considerations.
	2. Dr. Rayfield moved that the WR research committee serve as the ethical review panel should ethical concerns (i.e. fabrication, falsification, plagiarism, etc.) arise through the review process. The ethical review panel will not entertain concerns based merely on differences of opinion Dr. Sorenson seconded the motion. Motion passed
5. Additional Items
	1. Members for term ending 2022:
		1. Kasee Smith nominated by John Rayfield
		2. Haley Traini nominated by Tyson Sorenson
		3. Both members elected by majority vote
	2. Becki Lawver elected Vice Chair
6. Research panel recommendations
	1. Committee members discussed the potential panelists for the 2020 review cycle. A list of 11 potential panelists was created and passed on to the next research conference chair
7. Dr. Sorenson moved to adjourn, Dr. Perry seconded the motion. Meeting was adjourned at 5:56pm

Action Items

* Vote on changes to the protocol which include:
	+ Updating the scoring to reflect process
	+ One review panelist to remain on the panel for two consecutive years
	+ Clarify the in region requirement for authors
	+ Preliminary panel selection for upcoming conference to be conducted at the WR meeting
	+ Inviting the current and upcoming conference chair to the research committee meeting at WR meeting to clarify process
	+ Call for abstracts to include:
		- NO 200 word abstract
		- List of common disqualifications
		- Sample properly formatted abstract
* Vote on the research committee serving as the ethical review panel should ethical concerns (i.e. fabrication, falsification, plagiarism, etc.) arise through the review process. The ethical review panel will not entertain concerns based merely on differences of opinion