AGENDA

1. **Guest Presentation:** Dan Riechers, *Senior Research Development Officer*
   - (15 minutes), 10 presentation with 5 QA

2. **Guest Presentation:** Elizabeth Longoria, *Card Services Coordinator*
   - (15 minutes), 10 presentation with 5 QA

3. **Approve agenda** 1 minute

4. **Review and approval of October 2018 meeting minutes** 1 minute

5. **CPIRA Recommendation Committee Updates** 40 minutes
   
   1. Research Administration Development, Training (Philippe) *5 minutes*
      - Update
      - Forum
   
   2. Roles & Responsibilities (Gina) *10 minutes*
      - ACTION: Approve revised matrix
   
   3. Facilities (Gail) *5 minute*
      - Update
      - Facility List
   
   4. Operations & Communication for Sponsored Program (Michelle) *5 minutes*
      - ACTION: Approve survey
   
   5. Bylaws, Elections, and Procedures (Brien) *10 minutes*
      - Update
      - ACTION: Approve IDC Procedure comments
   
   6. Graduate Recruitment and Retention (Phyllis) *5 minutes*
      - Update

6. **DOI Stamp** (Carmen) *5 minutes*

7. **RA Position for Liberal Arts, Nursing and Education (Phyllis)** *5 minutes*

8. **Other Business** (Phyllis) 8 minutes

9. **Adjourn**