

Other Committees

Center for Literary Arts

Committee members include the Director of the Center for Literary Arts, the R. P. Dana Emerging Writer Fellow, four faculty members and a representative of the Student Literary Advisory Board (SLAB).

Committee tasks include planning and promoting literary arts events, such as readings in the Visiting Writers series, the Homecoming Open House, or the "Poetry for ..." series; planning and running the search for the two Distinguished Visiting Writers; and generally promoting the literary arts as integral to liberal arts education. We are also the stewards of the Van Etten-Lacey House, charged with keeping it as a vibrant, welcoming home for writers across campus.

The Committee is chaired by Katy Stavreva, Director of the Center for the Literary Arts. The committee usually meets once a block during the 3:30-5 p.m. slot, on a day that works with the members' schedules.

Civic Engagement Committee

Functions: The function of this advisory committee is two-fold. The primary function is to advise, assess, promote and develop the curricular component to civic engagement, i.e. the Civic Engagement minor. The second is to support and advise the Assistant Director of Civic Engagement in the structuring and implementation of programming.

Membership: Three Faculty, three to four students (chosen by the Assistant Director of Civic Engagement), the Assistant Director of Civic Engagement, Assistant Dean of Students/Director of Residence Life.

Meeting Frequency: Once a block in person with some on-line collaboration.

Work: Outside of meetings, faculty generally gather information from colleagues and should be prepared to discuss findings in meetings. Though there are no "seasons" in this committee, it is important to note that as the minor is still relatively new, work is needed to continuously hone the curriculum.

Dimensions

The Operations Committee for Dimensions supervises the distribution of funds and activities for the Program. In keeping with the mission of Dimensions as a campus-wide resource focused on issues related to healthcare and students pursuing careers in the health sciences, we desire wide representation on the Operations Committee. Participation on the committee is for a one-year renewable term.

Representatives from the natural and social sciences, humanities, and other disciplines represented at the College assure that the program has a strong interdisciplinary base. The

Operations Committee meets on an as-needed basis, usually 3-4 times per year and reviews funding applications throughout the year by email. Listed below are the specific responsibilities of the Operations Committee.

1. The Committee regularly reviews and provides advice to the Administration on overall program design.
 - a. The Committee provides advice on and assists in the development of program components, workshops, internships and student-faculty research.
 - b. The Committee assists in identifying links between the College and leading individuals and institutions in health care, including the identification of opportunities for internships and student research and the identification of speakers and other distinguished visitors to the campus.
2. The Committee helps to identify students who would benefit from participation in the Program's activities and resources.
3. The Committee reviews applications from each of the following areas and informs the Senior Director of the Berry Career Institute of decisions for funding. The Senior Director reviews the awards and Senior Director or the Associate Director of Dimensions sends out the awards.
 - a. Internships (including health profession related Cornell Fellows positions), Research experiences, and Independent Projects. Students may apply for financial support for experiences receiving academic credit including 380, 390 and 399 projects.
 - b. Visitors and Seminars. Faculty may request funding to bring visitors to campus to give seminars or participate in courses related to the mission of Dimensions. These requests may be made throughout the academic year.

International Opportunities. Students apply to participate in international opportunities such as Operation Walk on a yearly basis.

Institutional Review Board (IRB)

An Institutional Review Board (IRB) is a federally-mandated, locally constituted review body designed to protect the rights and well-being of human subjects who participate research. Cornell faculty, staff, and students who collect or analyze research data collected from human subjects are legally and ethically obligated to respect and protect their project participants. The Cornell College IRB assists researchers in carrying out these obligations.

Doing research that involves human subjects is a privilege, not a right. Any member of the Cornell community (faculty, staff, and students) planning to conduct research using human participants must have that research reviewed and approved by the Cornell IRB. This holds for all research involving human subjects, whether the research is funded or not. Furthermore, research projects must be approved prior to subject recruitment and data collection.

How do I get IRB approval?

First, determine whether your project involves research, and if so, whether the research involves human subjects.

The federal government defines research as a "systematic investigation . . . designed to develop or contribute to generalizable knowledge." The general test of whether a project constitutes research is based on whether the findings will (or possibly might) be presented outside of the classroom.

Human subject refers to a living individual about whom the researcher obtains data from (a) intervention or interaction with the individual or (b) identifiable private information.

Second, if your project is research and involves human subjects, read the Cornell IRB Handbook. We also strongly encourage you complete the training program on protecting human subjects that is offered by the National Institute of Health. The NIH estimates three hours to complete this training. However, this is a one-time training with NIH certification upon completion.

Third, complete an IRB Application and supporting materials (including Informed Consent forms) prior to initiating your project. The IRB cannot approve any research retroactively. If you collect data without prior IRB approval, you will not be able to present your findings in a public forum, including Student Symposium.

The IRB will work with applicants on meeting the federal requirements. Remember, however, that the primary responsibility of the IRB is to protect human subjects. Treating this as an opportunity for ethical reflection, rather than an irksome requirement, will foster greater social responsibility among the Cornell community.