

## Minutes

Southern Advisory Committee [SAC]-4  
Food Science Administrators

A committee within the Southern Association of Agricultural Experiment Station Directors [SAAESD]  
July 29, 2022 Meeting  
10:00-11:15 am Eastern time  
Virtual meeting by Zoom

Minutes prepared by Dr. Susan Duncan, SAC-4 Administrative Advisor; Associate Director, Virginia Agricultural Experiment Station, Virginia Tech; [duncans@vt.edu](mailto:duncans@vt.edu); 540-231-3766.

### Documents provided in advance of meeting

- Invitation email and agenda [Appendix 1].....p. 3
- List of SAC-4 Food Science Administrator representatives [Appendix 2].....p. 5
- Multistate Research Projects of relevance to food science [and nutrition] [Appendix 3].....p. 6
- Principles for Care and Feeding of a Unit Advisory Council [Appendix 4].....p. 9
- SAC FAQs [Appendix 5].....p.11

### Documents described or shared during the meeting

- SACS 101 for food science administrators [Appendix 6].....p.12
- Multistate Project slide deck [Appendix 7].....p.14

In attendance: Susan Duncan, SAC-4 Administrative Advisor [Virginia Tech]; Gary Thompson, SAAESD Executive Director; Cindy Morley, Program Coordinator, SAAESD; Renee Boyer, Virginia Tech; Jeyam Subbiah, University of Arkansas; Joan King, Louisiana State University; Renee Goodrich (for Susan Percival), University of Florida; Deanna Hildebrand, Oklahoma State University; Rob Williams, University of Tennessee-Knoxville; Wes Schilling (for Ashli Brown), Mississippi State University [See Appendix 2]

Meeting was convened by Susan Duncan [SAC-4 AA]. The last meeting of SAC-4 was in 2018 and held in person at the Institute of Food Technologists meeting at IFT. None of the participants in this meeting were in the leadership role or a designated alternative at the 2018 meeting. The agenda was reviewed; no additional topics were identified.

Introductions were provided, with a brief description of the department scope provided by each department. A follow-up discussion characterized the agricultural experiment station structure/engagement with the university by several of the participants. In general, there are two basic structures:

- Independent structure with unique administration structure from the University
- Structure embedded within the university/college[s]

Gary Thompson provided a brief description of SAAESD, its role in support of the agricultural experiment stations across the southern region [Virginia/Kentucky to Oklahoma/Texas]. He described the relationship with APLU [Association of Public and Land-Grant Universities], with a brief summary of the importance of APLU in lobbying and creating visibility of the land-grant mission to federal legislators.

Susan Duncan provided a brief summary of the description of the role and responsibilities of SAC-4 as part of the SAAESD [See Appendix 5, Appendix 6].

Cindy Morley provided a brief description of the types of Multistate Projects, with focus of the discussion on Regional Multistate Research Projects. Agricultural experiment stations must spend 25% of the capacity budget on Multistate projects. Multistate projects offer multidisciplinary and multi-institutional collaborative research [supported with Extension and education] strengths to address regional/national power of multiple universities.

Cindy provided a link to the [SAAESD website](https://saaesd.org) [https://saaesd.org] for resources related to Multistate Research Projects and other activities of the SAAESD. Cindy promised to share a powerpoint slide deck about multistate projects [Appendix 7], outlining what these projects are and the value of participation. SAC-4 participants are encouraged to use the slide deck to share this information with their faculty and unit leader colleagues. An important reminder is that faculty involved in multistate projects need to officially sign up through their agricultural experiment station office so they can receive notifications about the project and be considered for funding, as managing by the agricultural experiment station at their institution.

Susan Duncan shared the list of active Multistate Research Projects of relevance to food science disciplines [Appendix 3]. There are only a couple projects that are directly focused on food science but many projects in which food science discipline contributes/supports the objectives and are valuable for food science/nutrition faculty participation.

Throughout the discussions, questions were asked and answers shared, as summarized above. The group had dynamic and obvious engagement with each other and in support of the focal topics.

Jeyam Sabbiah, University of Arkansas, was nominated for Chair of the SAC-4. Jeyam accepted the role. Joan King, Louisiana State University, was nominated for Secretary. Joan identified that she is an interim representative from LSU but was willing to serve in the secretary role until LSU decided on a unit leader. Cindy Morley shared that it is not a requirement to be a unit leader/department head or chair to serve as the representative [or leadership role] on the SAC-4. SAC-4 members are asked to be willing to serve as a representative and conduit of information to the committee and SAAESD and back to their unit [faculty; peer unit leaders] and to the agricultural experiment station Director/Associate Director at their institution.

Jeyam will work with Sue, Cindy, and Gary to organize the next meeting. Gary recommended that meeting agendas can include time to discuss issues and questions of relevance to unit management and other shared experiences as well as topics of relevance to food science.

The following agenda items were not specifically discussed at this meeting.

- Brief discussion of how this committee wishes to function and for what collective value to each of your programs and for the southern region of food science professionals.
- Suggested questions for discussion:
  - Are there regional influences on food science that make these programs unique?
  - Are there multi-institutional, multidisciplinary topics that would benefit from a Multistate Research Project relating to food science?

## Appendix 1. Invitation email and draft agenda

**From:** Duncan, Susan <[duncans@vt.edu](mailto:duncans@vt.edu)>

**Date:** Monday, July 18, 2022 at 5:02 PM

**To:** [santerr@clemsun.edu](mailto:santerr@clemsun.edu) <[santerr@clemsun.edu](mailto:santerr@clemsun.edu)>, [pelzer@agcenter.lsu.edu](mailto:pelzer@agcenter.lsu.edu) <[pelzer@agcenter.lsu.edu](mailto:pelzer@agcenter.lsu.edu)>, [abrown@mscl.msstate.edu](mailto:abrown@mscl.msstate.edu) <[abrown@mscl.msstate.edu](mailto:abrown@mscl.msstate.edu)>, [kp\\_sandeep@ncsu.edu](mailto:kp_sandeep@ncsu.edu) <[kp\\_sandeep@ncsu.edu](mailto:kp_sandeep@ncsu.edu)>, [stephen.clarke@okstate.edu](mailto:stephen.clarke@okstate.edu) <[stephen.clarke@okstate.edu](mailto:stephen.clarke@okstate.edu)>, [awika@tamu.edu](mailto:awika@tamu.edu) <[awika@tamu.edu](mailto:awika@tamu.edu)>, Jeyam Subbiah <[jsubbiah@uark.edu](mailto:jsubbiah@uark.edu)>, [percival@ufl.edu](mailto:percival@ufl.edu) <[percival@ufl.edu](mailto:percival@ufl.edu)>, [manpreet@uga.edu](mailto:manpreet@uga.edu) <[Manpreet@uga.edu](mailto:Manpreet@uga.edu)>, [rcoffey@uky.edu](mailto:rcoffey@uky.edu) <[rcoffey@uky.edu](mailto:rcoffey@uky.edu)>, [rcw@utk.edu](mailto:rcw@utk.edu) <[rcw@utk.edu](mailto:rcw@utk.edu)>, Boyer, Renee <[rraidn@vt.edu](mailto:rraidn@vt.edu)>

**Subject:** Invitation: Food Science and Technology Department Heads - Southern Advisory Committee for Food Science

Hi, By virtue of your position as food science department head or chair at a southern land grant (1862) university, you are a member of the Southern Advisory Committee for Food Science and Technology (SAC-4). This committee falls within the oversight of the Southern Association of Agricultural Experiment Station Directors (SAAESD); your Dean and/or Associate Dean of Research are members of the SAAESD. I serve as the Administrative Advisor to the SAC-4 Committee, which has not met since 2018. Many of you have taken on the role as department head/chair since that last meeting. A primary benefit of this committee is to create awareness of, regional strengths in, and supportive community among you as the food science unit leaders and the resulting influence on food science research, academic programs, and Extension/outreach.

It's time to renew this committee and develop a stronger food science network across the southern region. A draft agenda and several informational documents are attached. Please take a few minutes as you read this email to complete the doodle poll, with times for the week of July 25. Please complete the doodle poll by July 20 at the latest so we can identify a date/time for a 1 hr zoom meeting for you all to get to know each other.

<https://doodle.com/meeting/participate/id/bDRD6pBe>

Tentative agenda: Can be modified based on interest of the group.

- Introductions – many of you are relatively new unit leaders or are interim in the position. We want to know who you are and about the priorities of your food science programs.
- Brief summary of the Southern Association of Agricultural Experiment Station Directors and the role of the Southern Advisory Committee for Food Science and Technology (SAC-4). See information below.
- Election of chair for the committee and secretary
- Brief discussion of how this committee wishes to function and for what collective value to each of your programs and for the southern region of food science professionals.
  - Suggested questions for discussion:
    - Are there regional influences on food science that make these programs unique?
    - Are there multi-institutional, multidisciplinary topics that would benefit from a Multistate Research Project relating to food science?

In summary, this advisory committee has several important functions related to planning, implementation and review of research activities in the Southern Region. These include:

- **Identify new research needs and opportunities.** Do you know of any regionally relevant food science research needs that should be brought to the attention of the SAAESD? These ideas may be valuable for developing into multistate research projects or other priority recommendations. [see attached list of Active MS projects of relevance to food science]
- **Provide critical review of multistate research project proposals in which your faculty are involved.**

- **Meet with other department heads/chairs from across the region.** [see list of southern food science administrators – attached]
- **Interact with Administrative Advisor for the SC** (that's me)
- **Evaluate the total Southern Multistate Research Portfolio.** [we can discuss as appropriate]
- **Review requests for new and continuing activities.**
- **Perform mid-term reviews of multistate research projects,** as requested; typically these will relate, at least in part, to food science.

The level of commitment to the committee is not intensive. Advisory Committees usually meet once per year – more often as needed. We can certainly do this by zoom. The Committee leadership is provided by its Chair. This advisory committee should elect a chair and a secretary from the membership to serve two years. For continuity, it is suggested that the Secretary become the Chair. Officers may be re-elected. Would any of you like to volunteer/self-nominate for service as Chair or Secretary?

Please let me know if you have any questions, concerns, and/or suggestions. I look forward to hearing from you.

Susan E. Duncan, Ph.D., R.D.  
Associate Director, Virginia Agricultural Experiment Station  
Director, Center for Advanced Innovation in Agriculture  
Professor, Food Science and Technology  
Virginia Tech, Blacksburg  
540-231-3766  
[duncans@vt.edu](mailto:duncans@vt.edu)

Appendix 2. List of SAC-4 Food Science Administrator representatives

**Food Science & Technology Administrators  
Southern Advisory Committee [SAC-4]**

<https://saaesd.org/projects/projects-and-activities/>

SAC-4 Administrative Advisor: Susan Duncan, Virginia Agricultural Experiment Station, Virginia Tech;  
duncans@vt.edu

| University                        | Name <sup>1</sup>                              | Position                | Department   | email  | Department website  |
|-----------------------------------|--|-------------------------|--|--|---|
| Clemson University                | Charles Santerre                               | Department Chair        | Food, Nutrition, and Packaging Sciences                    | <a href="mailto:santerr@clermson.edu">santerr@clermson.edu</a>   | <a href="https://www.clemson.edu/cafls/food-nutrition-packaging-sciences/index.html">https://www.clemson.edu/cafls/food-nutrition-packaging-sciences/index.html</a> |
| Louisiana State University        | Philip Elzer<br>[delegate: Joan King]          | Interim Director        | School of Nutrition and Food Sciences                      | <a href="mailto:pelzer@agcenter.lsu.edu">pelzer@agcenter.lsu.edu</a> ;<br><a href="mailto:JKing@agcenter.lsu.edu">JKing@agcenter.lsu.edu</a>                       | <a href="https://nfs.lsu.edu/">https://nfs.lsu.edu/</a>   |
| Mississippi State University      | Ashli Brown<br>[delegate: Wes Schilling]       | Interim Head            | Department of Food Science, Nutrition and Health Promotion | <a href="mailto:abrown@mscl.msstate.edu">abrown@mscl.msstate.edu</a> ;<br><a href="mailto:Schilling@foodscience.msstate.edu">Schilling@foodscience.msstate.edu</a> | <a href="https://www.fsnhp.msstate.edu/">https://www.fsnhp.msstate.edu/</a>   |
| North Carolina State University   | K.P. Sandeep                                   | Department Head         | Food, Bioprocessing and Nutrition Sciences                 | <a href="mailto:kp_sandeep@ncsu.edu">kp_sandeep@ncsu.edu</a>   | <a href="https://cals.ncsu.edu/food-bioprocessing-and-nutrition-sciences/">https://cals.ncsu.edu/food-bioprocessing-and-nutrition-sciences/</a>                     |
| Oklahoma State University         | <del>Stephen Clarke</del><br>Deanna Hildebrand | Interim Department Head | Nutritional Sciences                                       | <a href="mailto:deana.hildebrand@okstate.edu">deana.hildebrand@okstate.edu</a>   | <a href="https://agriculture.okstate.edu/departments-programs/food-science/">https://agriculture.okstate.edu/departments-programs/food-science/</a>                 |
| Texas A&M                         | Joseph Awika                                   | Department Head         | Food Science & Technology                                  | <a href="mailto:awika@tamu.edu">awika@tamu.edu</a>   | <a href="https://foodscience.tamu.edu/">https://foodscience.tamu.edu/</a>   |
| University of Arkansas            | Jeyanm Subbiah                                 | Department Head         | Food Science   | <a href="mailto:jsubbiah@uark.edu">jsubbiah@uark.edu</a>   | <a href="https://food-science.uark.edu/">https://food-science.uark.edu/</a>   |
| University of Florida             | Susan Percival                                 | Department Chair        | Food Science and Human Nutrition                           | <a href="mailto:percival@ufl.edu">percival@ufl.edu</a>   | <a href="https://fshn.ifas.ufl.edu/">https://fshn.ifas.ufl.edu/</a>   |
| University of Georgia             | Manpreet Singh                                 | Department Head         | Food Science & Technology                                  | <a href="mailto:manpreet@uga.edu">manpreet@uga.edu</a>   | <a href="https://foodscience.caes.uga.edu/">https://foodscience.caes.uga.edu/</a>   |
| University of Kentucky            | Richard Coffey                                 | Department Chair        | Animal and Food Sciences                                   | <a href="mailto:rcoffey@uky.edu">rcoffey@uky.edu</a>   | <a href="https://afs.ca.uky.edu/home">https://afs.ca.uky.edu/home</a>   |
| University of Tennessee-Knoxville | Rob Williams                                   | Department Head         | Food Science   | <a href="mailto:rcw@utk.edu">rcw@utk.edu</a>   | <a href="https://foodscience.tennessee.edu/">https://foodscience.tennessee.edu/</a>   |
| Virginia Tech                     | Renee Raiden                                   | Department Head         | Food Science and Technology                                | <a href="mailto:rraiden@vt.edu">rraiden@vt.edu</a>   | <a href="https://www.fst.vt.edu/">https://www.fst.vt.edu/</a>   |
| <b>Auburn Univ</b>                |  |                         |  |  |   |

<sup>1</sup> indicated availability for initial virtual meeting on July 29, 10:00 eastern

Appendix 3. Multistate Research Projects of relevance to food science [and nutrition]

| Active Multistate Projects with Relevance to Food Science [as of July 2022] |   |  |  |   |                         |
|---|---|--|--|---|-------------------------|
| Project Number  | Project Title   | Objectives   | Land Grant Participating States/Institutions [current list]    | Other Organizations   | Active Dates            |
| NC1187  | Particulate Reactivity and Cycling in a Changing Environment: Implications for Agriculture and Human Health | <ol style="list-style-type: none"> <li>1. Help multi-state members and scientific community members access and use advanced molecular and microscopic tools.</li> <li>2. Educate about and help prepare sample preparation methods used in pure systems for advanced molecular and microscopic analysis of soil-plant-water and air systems so that fundamental information on these complex systems can be discovered.</li> <li>3. Characterize the physical, chemical, biological and morphological properties of particulate matter and their agricultural, environmental, human health and economic impacts over a wide range of spatial and temporal scales, including their potential effects on ecological sustainability, food and energy production, climate change, air and water quality, soil health, and human health.</li> </ol> | AL, CA, DE, ID, IL, KS, MI, MO, NE, NJ, TX, VA, WI             |   | 10/01/2020 – 09/30/2025 |
| NE1836  | Improving Quality and Reducing Losses in Specialty Fruit Crops through Storage Technologies                 | <ol style="list-style-type: none"> <li>1. Adapt or develop harvest, handling and storage technologies to improve fruit quality, increase consumption and reduce food waste.<br/>Comments:</li> <li>2. Improve our understanding of the biology of fruit quality to further our development of harvest and storage technology and development of new plant materials.</li> </ol>  | CA, FL, GA, HI, KS, MA, MD, ME, MI, MN, NC, NJ, NY, OR, VA, WA | Agriculture and Agri-Food Canada, Ontario - ON Ministry of Agriculture, Food and Rural Affairs, USDA-ARS/Washington | 10/01/2018-09/30/2023   |

| Active Multistate Projects with Relevance to Food Science [as of July 2022] |  |  |  |                     |                       |
|---|--|--|--|---------------------|-----------------------|
| Project Number  | Project Title  | Objectives   | Land Grant Participating States/Institutions [current list]  | Other Organizations | Active Dates          |
| S1075   | The Science and Engineering for a Biobased Industry and Economy  | <ol style="list-style-type: none"> <li>1. Develop deployable biomass feedstock and supply knowledge, processes and logistics systems that economically deliver timely and sufficient quantities of biomass with predictable specifications to meet efficient handling, storage and conversion process requirements</li> <li>2. Research and develop technically feasible, economically viable and environmentally sustainable technologies to convert biomass resources into chemicals, energy, materials in a biorefinery methodology including developing co-products to enable greater commercialization potential.</li> <li>3. Perform system analysis to support and inform development of sustainable multiple product streams (chemicals, energy, and materials) and use the insights from the systems analysis to guide research and policy decisions</li> </ol> | AL, AZ, CA, HI, IA, IL, IN, KS, KY, LA, MA, MI, MN, MO, MS, MT, NC, ND, NE, NJ, NY, OH, OK, OR, PA, SC, SD, TN, TX, VA, WA, WI, WV |                     | 10/01/2018-09/30/2023 |
| S1087   | Sustainable Practices, Economic Contributions, Consumer Behavior, and Labor Management in the U.S. Environmental Horticulture Industry | <ol style="list-style-type: none"> <li>1. Investigate environmental, social, and economically sustainable practices in ornamental crop production and landscape systems</li> <li>2. Evaluate structural economic characteristics and economic contributions of the U.S. green industry to the national and state economies of the United States.</li> <li>3. Evaluate consumer preferences for environmental plants and related horticultural products, and their contribution to health and well-being.</li> <li>4. Investigate labor management practices and automation/mechanization in the nursery and greenhouse industry</li> </ol>   | DE, FL, GA, IA, IN, KS, KY, LA, ME, MI, MN, MS, NC, NJ, OH, SC, TN, TX   |                     | 10/01/2020-09/30/2025 |

| Active Multistate Projects with Relevance to Food Science [as of July 2022] |  |   |  |                     |                               |
|---|--|---|--|---------------------|-------------------------------|
| Project Number  | Project Title  | Objectives  | Land Grant Participating States/Institutions [current list]                | Other Organizations | Active Dates                  |
| S1074:  | Future Challenges in Animal Production Systems: Seeking Solutions through Focused Facilitation | <ol style="list-style-type: none"> <li>1. Create issue-focused adaptive networks that transcend discipline and stakeholder boundaries, now and into the future</li> <li>2. Synthesize data, analytical tools and communication mechanisms to evaluate and discuss animal protein supply chain sustainability metrics on various spatial and temporal scales</li> <li>3. Propose solutions, research and Extension directions to significantly contribute to sustainable animal protein systems and food security with forecasting of future trends</li> </ol> | AR, CA, GA, IA, ID, IL, KS, MI, MN, MO, NC, NE, NY, OH, OK, TX, VA, WI, WV | NIFA                | 10/01/2018<br>–<br>09/30/2023 |



## Appendix 4. Principles for Care and Feeding of a Unit Advisory Council

### Principles for Care and Feeding of a Unit Advisory Council

Mark R. McLellan –

Based on experiences and feedback:

[1] AC is advisory to the unit leaders & college dean

- Role: Advisory - unit leader – dean
- Goal in Life: Contribute guidance to help you make your unit at least a **Nationally recognized as a lead program in your field**

[2] Council meets at least twice a year (never once per year)

[3] AC is **always** chaired by an external stakeholder

[4] AC should be populated by:

1. About 2/3 external stakeholders:
  - Stake holders local to your community
  - Include economic development groups
  - Stake holders local to your state
  - Stake holders leaders in the US (Corp. Vice President & Director level)
  - Include “extended” impact commercial members such as: head hunters
  - Up-chain & down-chain suppliers – those that might hire your students & contract with your faculty
2. About 1/3 internal stakeholders:
  - Fellow administrators of units at a similar level to yours (inside & outside your College)
  - These are folks that can add “internal university understanding” to the discussions of the advisory council.
3. Reserve few special seats for Government Folks: (These could be permanent to the person for as long as they are in the position)
  - State Level leaders - include state regulators **but not politicians**
  - National Program Leaders – USDA, FDA, NSF, NIH, etc.

[5] Advisory Council Operations

- The AC should always turn over – typically 1/3 off every summer and 1/3 new every summer.
- The unit leader should send invitations to nominees every summer.
- The AC should meet every spring and elect a Vice-Chair (Chair-Elect) to take the position starting in the fall.
- The initial startup of the AC should be set staggered so that you start rotations immediately.
- Place “strong members” on the short startup (1 year term) so they can be selected for a second full term.
- The elected leadership consisting of Chair-Elect, Chair and Past-Chair plus the unit leader should consist of the Advisory Council’s ***Executive Committee***. This team should be met with just prior to every meeting for a few hours to discuss “skeletons in the closet”. ***This team should also know all your business details.***
- The business of the council is to review research operations of the unit for the past six months and plans for the next six months. The council should always be briefed in general terms of the grantsmanship and health of the unit but not in the intimate details expected in the executive team.

- The AC meeting is called to order by the chair and the chair sets the flow of the meeting.
- The unit leader is the key orchestrator of the day and the presentations to the AC. The unit leader sends out the invitations (reminders) of the meeting and summary notes of the meetings.
- All new incoming members of the council should arrive early at their first AC meeting in order to attend an orientation conducted by another member of the unit administration/leadership (assoc director). This meeting generally happens when the Executive team is meeting separately with the unit leader.

[6] General Issues:

- Expect to spend \$10K per year “feeding” the council and making their visits effective and inviting.
- Upon letter of invitation - instruct them to pay for their own travel and hotel costs but not food
- Never turn them into victims of development -- counsel development officers to meet and greet but to not pressure this group. They are giving in other ways and some may choose to donate on their own.
- ALWAYS have them meet students and if possible at every function invite students to introduce themselves and seat themselves with council members.
- Have Council meetings always scheduled out for at least a year in advance.
- Council meetings should be open to your faculty and staff to attend as desired.
- Dinners if possible should be open to faculty attendance and invited student attendance
- Expect to ***always end their meeting with a briefing to the responsible dean(s)***, always – thus setting meeting dates well ahead – absolute minimum 6 months is critical.
- Give the AC members an hour down time before dinner for callbacks and R&R.
- ***Never*** appoint competing leaders from other universities.
- AC members must feel like they make a difference --- hence 6-month progress check

## Appendix 5. SAC FAQs

### What is the SAAESD<sup>1</sup> and how do you as a Department Head/Chair fit into the organization?

The Southern Association of Agricultural Experiment Station Directors (SAAESD) is one of the five regional associations responsible for promoting regional and national research cooperation, in part through the **Multistate Research Fund (MRF)**. The Multistate Research Fund is a federal appropriation authorized by the **Hatch Act** requiring that 25% of the Hatch federal allocation support multistate research. The multistate research plan outlined in the **SAAESD strategic roadmap**<sup>2</sup> focuses on developing regional research priorities that are jointly identified and developed by the State Agricultural Experiment Station (SAES) Directors, **Departmental Heads/Chairs** and participating scientists.

### What is a Southern Advisory Committee?<sup>3</sup>

A Southern Advisory Committee (SAC) is composed of department heads/chairs from our 15 SAAESD member institutions. SACs are discipline-specific and serve a variety of key functions within the SAAESD. SACs provide the opportunity for Department Heads/Chairs in the Southern region to meet and share best practices and issues that affect their departments. A few of the key functions of a SAC are to:

- **Identify new research needs and opportunities** – SACs identify and provide critical perspective to the SAAESD on emerging issues and opportunities that have implications for research in the region.
- **Provide critical reviews of Multistate Research Projects in which your faculty are involved** – Each Multistate Research Project in the Southern Region portfolio is assigned one or more SACs to evaluate the project prior to initiation and to monitor its progress.
- **Meet with other department heads/chairs from across the region** – SACs usually meet once a year, often in conjunction with a professional society meeting. Some SACs meet jointly with their counterparts from the North Central Region.

### What value do I get by participating in a SAC?

Advisory committees are unique to the Southern and North Central regions and provide a valuable resource to the regional associations.

- You can participate in **higher-level decisions** that affect regional research.
- You can become **more engaged with NIFA** through grant updates from the NIFA representative.
- You will learn about new and ongoing research of interest to your faculty that can **strengthen collaborations and create funding opportunities**.
- You will enhance your regional and national **network of administrative peers** to share solutions to common challenges.

### What is the role of the Administrative Advisor (AA) for a SAC?

The administrative advisor (AA) for a SAC is one of the direct links to the SAAESD. The AA is a member of SAAESD who shares your disciplinary background, providing leadership and insight about projects of interest to the SAC. A key feature of SACs is the advisory function, especially in identifying new regional research opportunities. The AA ensures that ideas emerging from the SACs are presented to the Experiment Station directors.

<sup>1</sup>For more information about SAAESD and the other regional associations see: <https://saaesd.org/about-saaesd/>

<sup>2</sup>The SAAESD Strategic Roadmap can be found at: <https://saaesd.org/saaesd-roadmap-2021/>

<sup>3</sup>For a list of SACs and their membership see: <https://saaesd.org/directory/southern-advisory-committee-listing/>

### **Southern Advisory Committees (SACs)**

#### **[SAC-4 Food Science Administrators]**

Advisory Committees are dedicated to single discipline or subject matter areas. Membership consists of Department Heads/Chairs or similar administrators who are appointed by their respective Directors, usually one member per southern SAES. Advisory Committees may be established as standing committees by the Association or by petition through an administrator interested in a specific topic. Advisory Committees may be abolished by action of the Association. Advisory Committees have several important functions related to planning, implementation and review of research activities in the Southern Region. These include:

- **Identify new research needs and opportunities** – Advisory Committees provide the Association a perspective of emerging issues and opportunities that have implications for future research in the region. They are asked to develop specific proposals for new activities, which may be submitted by the Administrative Advisor for consideration and recommendation to the Association.
- **Review requests for new and continuing activities** – Advisory Committees are asked to review and make recommendations for disposition of proposals for new and continuing activities of the Association. This review should include an analysis of the disciplinary mix needed in the activity. Advisory Committee recommendations are considered by the Executive Committee and are presented for consideration and action by the Association.
- **Evaluate the total Southern Multistate Research Portfolio** – Advisory Committees are asked to maintain an ongoing evaluation of the portfolio of the SAAESD activities and to review and evaluate summaries of the total research project portfolio as drawn from the NIMSS database.
- **Peer Review Multistate Research Project Proposals** – During the review process for approval of a Development Committee, the Administrative Advisor solicits one or two members who would be willing to perform a peer review at such time the full proposal is developed.
- **Perform Mid-Term Reviews of Multistate Research Projects** – Each Multistate Research Project in the Southern Region portfolio is assigned one or more Advisory Committees to monitor the progress of the activity. The designated MRF project should be reviewed at least in its third year, but could be reviewed more often if desired. (See Criteria for Advisory Committees to Consider in Midterm Review of Multistate Research Projects.)
- **Chairs meet annually with association** – The Chairs of Advisory Committees, with their Administrative Advisors are invited to participate in the annual spring meeting of the Association.

**Appointment of Administrative Advisor** – An Administrative Advisor is appointed for each Advisory Committee by the Chair of the Association. He/she is one of the Southern Agricultural Experiment Station Directors and provides the linkage between the Advisory Committee and the Association.

SAC-4 AA: Susan Duncan, Virginia Agricultural Experiment Station, Virginia Tech; [duncans@vt.edu](mailto:duncans@vt.edu); 540-231-3766

**Committee Leadership** – Leadership for the Advisory Committee is provided by its Chair. Advisory Committees elect a Chair and Secretary from their membership to serve for two years. For continuity, it is suggested that the Secretary become the Chair. Officers may be re-elected.

[Elect a Chair and Secretary for SAC-4](#)

**Meetings** – Advisory Committees usually meet once per year, often in conjunction with other meetings attended by most of the group. The Administrative Advisor approves dates and location of meetings of the Advisory Committees and notifies all Southern Directors via the National Information Management Support System (NIMSS) at least 6-8 weeks prior to a meeting.

Discuss frequency and virtual or in-person.

**Reports/Minutes** – Annual reports and/or minutes from the Advisory Committee to the Association are made through the Administrative Advisor, who posts them in the NIMSS database, which then distributes a notice to Southern Directors and to the Executive Director’s office. Additional reports may be made at any time the Advisory Committee finds a need to communicate with the Association.

Chair and Secretary draft them and Duncan will post them to the NIMSS website.

### Criteria for Advisory Committees to Consider in Midterm Review of Multistate Research Projects

#### 1. Progress

- Review results as reported in annual reports since the project was approved.
- How do accomplishments compare with objectives as described in the project outline?
- If project is not on track relative to objectives, are reasons given in annual reports?
- Rate the project on degree of accomplishment of stated objectives. (excellent, good, poor, unacceptable)

#### 2. Multistate Collaboration

- Have project activities demonstrated a truly collaborative effort between the various PIs and institutions involved? Are they using common protocols, shared equipment, uniform trials or analyses, etc.?
- Are there any linkages with external stakeholder groups or other entities outside the project members’ institutions?
- Have any joint efforts for outside funding resulted from the technical committee or a subset of the committee? Have any resources or assistance been obtained from federal or state agencies or the private sector to support the project?
- Rate this project on its level of collaboration within and outside the project technical committee. (excellent, good, poor, unacceptable)

#### 3. Information and Technology Transfer

- What information and/or technology transfer has occurred from this project?
- Rate this project on plans and/or accomplishments for delivering the results to users, which include other researchers (journal articles, technical reports, etc.), Cooperative Extension, industry, producers, students, etc. (excellent, good, poor, unacceptable)

List any other comments relative to this project’s progress and suggestions for improvements or enhancements.

### APPENDIX I

#### Midterm Review of Multistate Research Projects

(To Be Completed During the Third Year of Project)

Activity Number:

Title:

Administrative Advisor:

Proposed Termination Date:

1. Progress Report: Describe results since the project was last approved; compare actual accomplishments with the objectives in the project; reasons should be given if project objectives were not met. Rate this project on accomplishment of stated objectives.

Excellent

Comments:

Good

Fair

Unacceptable

2. Linkages: Provide evidence that collaboration occurs among project participants and with other projects/agencies. How well is the technical committee working together? Document any linkages. Rate this project on linkages.

- Excellent
  - Good
  - Fair
  - Unacceptable
- Comments:

3. Funding: Has outside funding been obtained from other federal and state agencies or the private sector by the technical committee to support project activities? Rate this project on its accomplishments in leveraging outside funding to help solve the problem being investigated.

- Excellent
  - Good
  - Fair
  - Unacceptable
- Comments:

4. Information and Technology Transfer: Document information and technology transfer, which is required for every project supported by Multistate Research Funds. Rate this project on plans or accomplishments for delivering the results to users which include other researchers (journal articles, technical reports, etc.), Cooperative Extension Service, industry, producers, students, etc.

- Excellent
  - Good
  - Fair
  - Unacceptable
- Comments:

Recommendation:

\_\_\_\_\_ Approve/continue with normal revision.

\_\_\_\_\_ Approve/continue with revision (provide specific recommendations).

\_\_\_\_\_ Disapprove/terminate at termination time (provide specific reasons).

Signature:

Date

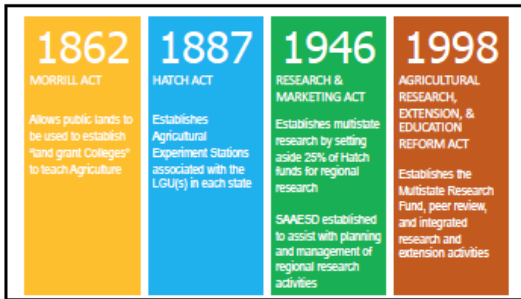
| <b>ACTIVITY #</b> | <b>PROJECT TITLE</b>                       | <b>ADMINISTRATIVE ADVISOR</b> |
|-------------------|--|-------------------------------|
| SAC-1             | Crops & Soils                              | Lesley Oliver, KY             |
| SAC-2             | Animal Sciences                            | Hongwei Xin, TN               |
| SAC-3             | Human Sciences Research Administration     | Inactive                      |
| SAC-4             | Food Science & Technology                  | Susan Duncan, VT              |
| SAC-6             | Horticulture                               | David Monks, NC               |
| SAC-7             | Agricultural Economics and Rural Sociology | Michael Salassi, LA           |
| SAC-11            | Plant Pathology                            | Steve Lommel, NC              |
| SAC-12            | Entomology                                 | Henry Fadamiro, TX            |
| SAC-13            | Forestry                                   | John Davis, FL                |
| SAC-16            | Agricultural Engineering                   | Saied Mostaghimi, VT          |
| Joint NCAC-16     |  | Richard Straub, WI            |



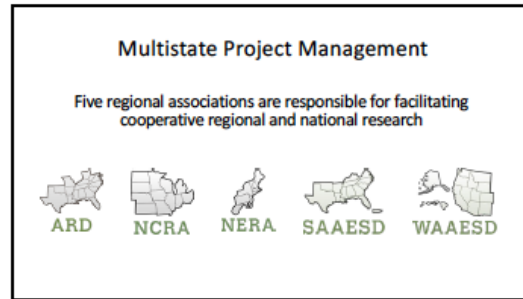
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6

### Long-term Multistate Projects – 5 years

- Southern Multistate Research Project (S-xxx)**
  - Integrated, potentially interdisciplinary, and multistate activities
  - Expected outcomes: original research results & convey knowledge
  - peer reviewed
- Southern Coordinating Committee (SCC-xxx)**
  - Address critical regional issues...multistate coordination or information exchange
  - Expected outcomes: convey knowledge
  - peer reviewed
- Southern Extension and Research Activity (SERA-xxx)**
  - Integrate education (academic and/or extension) and research on a topic
  - Multistate coordination or information exchange
  - Expected outcomes: convey knowledge
  - peer reviewed



7

### Southern Advisory Committees (SACs)



- Disciplinary department heads/chairs**
  - Identify new research needs and opportunities
  - Evaluate the Southern Multistate Research Portfolio
  - Review requests for new and continuing activities
  - Peer Review Multistate Project Proposals
  - Perform Mid-Term Reviews of Multistate Research Projects

8

### National Research Support Projects



NRSPs focus on:

- Developing enabling and critical technologies: databases, cyberinfrastructure, on-line tools/its, reagents
- Support activities: collect, assemble, store, and distribute materials, data, resources, or information
- Facility sharing: analytical equipment, lab, field) for high priority research

NRSPs are designed to:

- Conduct activities that enable important research efforts
- Dedicated to a national issue
- Relevant to and of use by most, if not all, regions

9


### Multistate Leadership Roles



- SAAESD ED Office** - manages the multistate portfolio
- Multistate Research Committee (MRC)** - reviews & approves projects
- Southern Advisory Committees (SAC)** - recommends & reviews projects
- Administrative Advisor** - provides guidance for the multistate activity
- Technical committee officers** - provide leadership for the multistate activity
- NIFA representative** - provides direct linkage to relevant NIFA programs

10

### Administrative Advisor Role




*The principal role of the Administrative Advisor is to **facilitate the multistate activity** to make it possible for the technical committee to function easily and to assure that their **administrative needs and responsibilities** are met*

Provide **administrative leadership**...participants provide **scientific leadership**


Tools: National Information Management & Support System (NIMSS)

- NIMSS User Manual: <https://www.saaesd.org/nimss-manual>
- Guidelines for Multistate Research Activities: <https://saaesd.org/>



11

### Participant Benefits



- Identify and engage collaborators and mentors
- Unique and timely topics for collaboration
- Leverage facilities, equipment, expertise, databases
- Project members likely grant panel members, journal editors, successful faculty members, reviewers for retention or promotion
- Recruitment of graduate students, post-docs

12




### Participant Benefits



- Engage with other stakeholders
- Connect with NIFA and other leaders
- Develop and document leadership experiences beneficial for P&T
- Develop leadership and communication skills applicable to leading future large AFRI or other grants
- While requirements are modest – the opportunities to innovate and create a unique project are immense and this will grow your program
- Direct financial support (varies by institution)
  - Travel, salary and fringe, graduate students, technicians, operations

13


### Joining a Multistate Project



- Search NIMSS database of multistate projects for project objectives that align with your professional interests/capacities
- ALL may join a multistate project, yet financial access is only available to AES scientists
- The AES director receives a faculty request to join a multistate project and makes the appointment
- Enters an Appendix E form in NIMSS
- Contact your SAES administration for state-specific guidelines

14


### Project Leadership Responsibilities



- Plan and Conduct annual meetings in accordance with project objectives
- Encourage broad participation with LGUs, non-LGUs, USDA ARS, other federal-state agencies, public and private sector
- Create annual report (SAES-422/termination reports)
- Begin discussion of project renewal during mid-term review (year 3)

15


### SAES-422 Annual Report



- Annual report from the multistate committee
  - Exception: Development Committee report is a copy of a grant proposal submitted
- Due 60 days following annual meeting to NIMSS
- Submitted by committee participant per its rules (AA can *lightly* assist) as APPENDIX D
- Facilitates state Plan of Work accomplishments
- Content Highlights – Minutes as notes tied to the Agenda, not detailed, attendees; Report focuses on 1-3 impacts and the project Objectives; Synergistic and collaborative activities; Publications (current year) and, if possible, grant applications/grant receipts
- REReport is the individual state station (AES) report, not an individual PI/faculty member

16


### New and Renewal Project Reviews



- New projects and renewals reviewed by AA
- Scientific disciplinary review
  - SAC (Southern Advisory Committee) – or - 2-3 expert peer reviewers
- MRC (Multistate Research Committee)
  - Consider reviews and notify SAAESD Directors
- Project rewrites or revisions leading to a final approval or termination recommendation
- Specific forms and metrics for different project types
- Active projects have midterm reviews by AA and SACs

17

### Key Project Deadlines and Timelines



Calendar year prior to project initiation

- September 30 – Request to write a proposal with AA identified
- October 30 – Upload Objectives
- March 15 – Final project due in NIMSS and sent for peer review
- July – MRC Reviews Project
- August – All reviews and responses to reviews done
- October 1 – new project begins

Other timelines

- October- MRC reviews "request to write"
- March/April – Project sent for Peer Review
- July– MRC reviews project and response to Peer Reviews
- September– SAAESD reviews all revisions and makes any remaining project decisions

18

## SAAESD Regional NIMSS System Administrator

Cindy Morley [cmorley@uark.edu](mailto:cmorley@uark.edu)

- Oversees the SAAESD Multistate portfolio
- Works with AAs to ensure projects meet annually and submit complete, on-time reports to NIMSS
- Assists AAs, committee members, and SAES staff with NIMSS
- Shares information from SAAESD directors with AAs and committees



### Additional Resources

- National Guidelines: <http://escop.info/resources/>
- SAAESD Webpage: <https://saaesd.org/>

19

## Multistate Project Summary



Multistate Projects are one of the most unique and gratifying elements of the research enterprise at Land-grant Universities

Through broad and mostly flexible criteria scientists and educators have a recognized forum to collaborate and innovate with colleagues and others globally

Experiment Station Section Award for Excellence in Multistate Research

20