



California State University SAN MARCOS

Committee for Undergraduate Research (CUGR)

MINUTES

September 18, 2025 · 12:00–1:00 PM · Administration Building 2302 · <https://csusm.zoom.us/j/82869404191>

Attendees:

Alison Kreisler, Carmen Mitchell, Charles De Leone, Darcy Taniguchi, Elinne Becket, Erika Diaz, Ezequiel Vidal, Jane Kim, Jimmy Kezos, Kang Du, Kaitlyn Woltz, Kimmie Vanderbilt, Matt Schubert, Osmar Pinto Neto, Sheila Van Metre, Robert lafe

1. Call to order

Chair Jane Kim called the meeting to order at 12:10 pm

Dr. Kim welcomed members of the committee to the first CUGR meeting of the Academic Year and announced she will be acting as interim CUGR Faculty Fellow until Dr. Deanna Schmidt returns from sabbatical in the spring.

2. Approval of the Agenda

Kim invited members to propose changes to the agenda. With no revision suggestions, the agenda was accepted as presented.

3. Approval of the Minutes

Kim asked members for any changes to the May 10, 2025, CUGR minutes. With no amendments proposed, the Minutes were approved as distributed.

4. Announcements & Events

Kim shared the following events and deadlines:

- [Research Seminar Series 2025-26](#), Innovative Approaches to Global & Environmental Health
- [Student Poster Showcase](#), Thursday, December 4, 2025
 - Abstracts due Monday, November 3, 11:59pm
- [Southern California Conference for Undergraduate Research \(SCCUR\)](#) at CSU Channel Islands on Saturday, November 22nd, 2025
 - October 12, 2025: Abstract Submission Deadline
- [National Conference on Undergraduate Research \(NCUR\)](#) in Richmond, VA from April 13-15, 2026
 - December 5, 2025: Abstract Submission Deadline

5. Faculty / Student Research Agreements, Data Management, and Sharing

- Mitchell emphasized the importance of establishing formal lab or research agreements for any faculty-student collaborations. Sample agreements are available in the CUGR Teams folders. She also shared [data management guide](#) for grant-funded research and offered ongoing support on copyright, publication contracts, and scholarly communication. Mitchell offered to look at publication contracts for CSUSM community members.
- De Leone reminded the committee of the university's [intellectual property policies](#), the role of the Intellectual Property committee, and [disclosure form](#).

CUGR 2025–2026 Meeting Schedule:

Time: 12:00pm–1:00pm	2025: 9/18, 10/16, 11/20
Location: ADM 2302, Zoom	2026: 1/29, 2/19, 3/19, 4/16, 5/7

6. Awards

Kerri Mowen Excellence in Faculty Mentoring Award

- Nominations are open; deadline: October 20, 2025
- Final submission deadline: November 3, 2025
- Selection Committee Members: Jane Kim, Nahid Majd, Dennis Kolosov, Elinne Becket, Kaitlyn Woltz
- Past awardees automatically serve on the selection committee

CUGR Student Excellence Award

Kim reported a minor update to the application form based on last year's committee recommendations. The application includes a 500-word personal statement due by Monday, November 3 at 11:59 pm.

- Five applicants (to be called Finalists) are selected based on their essays.
- The committee discussed the possibility of removing the faculty mentor survey
- Award Details: Two awards for \$500 each
- Funding Source: Endowment fund (supports up to \$1000 annually)
- Proposed categories:
 - Fewer than 12 months of research experience
 - Open Category (no experience)
- Subcommittee members: Jimmy Kezos, Kang Du, Kaitlyn Woltz, Osmar Pinto Neto, Brandon Moore, Liz Ridder

Discussion followed regarding potential revisions to award categories, review process, and funding structure.

7. Award / Prize Distribution

Kim shared the [decision tree](#) outlining student award payments procedures. Kim recommended that mentors discuss potential impacts to financial aid when assisting students who are applying to scholarships and awards.

- The Student Excellence Award will not impact financial aid but will be reported income for tax purposes.
- A list of student award opportunities is available in the CUGR Teams folder.

8. Sigma Xi Chapter Development

Iafe provided an update on officer training, onboarding, and initial setup of the Sigma Xi chapter. The chapter includes both faculty and student membership, with students designated as associate members. The chapter is currently working on financial set-up and oversight. Plans are underway for an inauguration banquet to be held in the fall. Funds will be managed through the ASI student account (accepting donations, paying for dues and events).

The committee discussed options for supporting student membership fees through CUGR or at the department level. Student membership costs include a \$50 annual fee and a one-time \$20 initiation fee for new members.

9. Planning Committee for 2027 Statewide Student Research Competition

CSUSM will host the CSU Research Competition in April 2027 – a first for the campus!

Initial planning will begin this fall.

Subcommittee Members: Deanna Schmidt, Jimmy Kezos, Elinne Becket, Robert Iafe, Kaitlyn Woltz

10. Adjournment

The meeting adjourned by acclamation at 12:55 pm

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