

**UNIVERSITY OF NORTH DAKOTA**  
**Intellectual Property Committee**  
**Minutes of Meeting**  
**November 5, 2002**

Present: Wilbur Stolt, David Pierce, Richard Schultz, Kathy Smart, Brad Myers

1. The meeting was called to order. The minutes of Oct 8 and 22<sup>nd</sup> were approved. No changes were noted.
2. The Committee reviewed the print-out from the faculty handbook on the web. Discussion of the process of updating the faculty handbook pursued, and Kathy Smart will check on it and report back at the next meeting. Wilbur Stolt recommended Lolly Gassoway as a good source for copyright in academics (North Carolina).
3. Time lines for the committee work were addressed and consensus reached that before the Christmas holiday break, weekly meetings would be devoted to writing as a group, the first priority being the copyright policy. The spring semester would be an appropriate time to begin further discussions with Dr. Alfonso.
4. The committee discussed the locations that house information about IP. It was decided all sources in which the policies are published or reside (faculty handbook, etc.) need to be identified for the committee.
5. The committee discussed priorities and agreed on the following:
  - Number 1: Review UND copy right policy and prepare a draft of recommendations, ensuring it is in line with NDUS and SBHE policies and that is in the interest of the faculty.
    - Determine who the record holder of the faculty handbook is and determine the process for submitting the committee recommendations.
    - Work to increase on-campus communication and stress education regarding copyright issues and the use of copyrighted material.
  - Number 2: Initiate discussions with Dr. Alfonso and review patent and technology transfer, etc.
5. In preparation for the next meeting, members were asked to review:
  - Existing NDUS, SBHE and UND policies
4. The next IP meeting will be held Tuesday, Nov 12, at 3:00 p.m. in Robertson 108.
5. Meeting adjourned at 3:55 p.m.

Minutes summarized by  
Kathy Smart