
The following members were present: Dr. Tom Inzana, Ms. Kay Heidbreder, Dr. Steve Sheetz, Mr. Ken Miller, Dr. Robert Broadwater, Ms. Cindy Wilkinson, Dr. R.J. Harvey, Dr. Stephen Boyle, and invited guests, Ms. Carol Roberson, Mr. Mark Coburn, Ms. Denisa Olteanu, Mr. Steve Capaldo. Shelly Key recorded the minutes.

Those members not in attendance were: Dr. Robert Walters, Dr. Jack Lesko, Dr. Barbara Lockee, Dr. Elizabeth Grabau, Ms. Christa Thomas.

Call to Order

Dr. Inzana called the IP Committee meeting to order at 12:05 p.m.

Dr. Inzana called for a motion to approve the minutes from the last meeting on October 17, 2007. The motion was made by Ms. Heidbreder, seconded by Dr. Stephen Boyle and the motion was unanimously passed.

Introductions were done. Dr. Inzana stated that one member has been missing and that is Jack Lesko who asked to step down earlier this year. Dr. Inzana stated he would check on the status of finding a replacement for Dr. Lesko

Dr. Inzana opened the meeting stating that there have been some minor changes made to Policy 13000. A major procedure change that actually is not reflected in the policy is that instead of disclosures coming to the Research office first and then being transferred to VTIP, Mark Coburn had requested that they go to VTIP first for approval in order to speed up the process. Mr. Coburn provided history stating that approximately 20 years ago, invention disclosures actually did go directly to VTIP. At that time, there was the thought that VTIP had lost its entire professional staff and resources weren’t there to process these disclosures correctly and this review task was turned over to the Research division. This past January, the final two licensing associates of a five licensing associate hire were hired. A new IP coordinator was hired and is up to speed. This review process is now handled by VTIP and a PDF copy of the disclosure is sent to the Research division. It has improved customer service and invention disclosures have doubled in the first three months since this change on January 1, 2008. There have been 48 invention disclosures in the first three months of this year.
Minor changes proposed to Policy 13000 include:

1) Date to be revised.
2) Starting on page 2 and throughout, Dr. Inzana’s title as Associate Vice President for Research Programs updated. Under Section 2.1 Organization, Associate General Counsel should be changed to General Counsel; Executive Vice President of Virginia Tech Intellectual Properties should be changed to President.
3) Under Section 2.2, B (2), the term “Confirmation” to be changed to “Confirm the determination.”
4) Under Section 2.2, B (4), “as needed” to be added to statement regarding coordination of evaluation and recommendation to Virginia Tech Intellectual Properties, Inc. (VTIP) of technical merit, economic potential and protection/marketing priority.
5) Under Section 3. Procedures and Section 4. Definitions, the word “reserved” to be added indicating these areas are intentionally left blank.
6) References to “See Committee Practices” throughout the Policy should be deleted.

After changes are made, a copy will be put on the OVPR website. Ken Miller pointed out that it needs to be put on the University website as well where all the official policies are along with the date of revisions and approval. These policy changes will go through the Provost’s office. Mark Coburn reported that the policy is accessible through the VTIP website, as well as announcements about the change in invention disclosures and information about technology transfer, as well as the staff’s pictures and contact information.

Carol Roberson stated that things are going well working together with VTIP. In the near future, the plan is to develop an Intellectual Property site on the University website. The research office is in the process of hiring a person to do web design, so hopefully this person will be able to assist in developing this site.

Based on the changes discussed for Policy 13000, Dr. Inzana asked for a motion to approve the document. A motion was made by Dr. Stephen Boyle, seconded by Dr. Steve Sheetz and unanimously passed.

Adjournment

Following the updates and discussions on negotiating intellectual property terms in research agreements, Dr. Inzana asked for any other business. There being no other business, a motion was made and unanimously passed to adjourn. The meeting adjourned at 12:55 p.m.