

**Meeting Minutes**  
**University Enrichment Committee**  
**Wednesday, September 5, 2018**

**Attendees:** Roger Allen, Luc Boisvert, Lisa Johnson, Isha Rajbhandari, Renee Simms, Linda Williams, Cole Tomkins, Olivia Wilhite, Renee Houston (ex-officio), Andrew Gardner (Senate Liaison).

**Secretary of the day:** Luc Boisvert

Senate Liaison Andrew Gardner convened the meeting at 8:05 am. Appended to these minutes are our standing charges from the Senate, which are our charges for the year (see open-ended charge number 5).

**Election of committee chair and secretary duties**

The first order of business was to elect a chair. Roger Allen was elected and graciously agreed to assume the post.

It was also determined that secretary duties for committee meetings would be rotated according to alphabetical order.

**Proposed charges from the 2017-18 UEC**

Senate Liaison Andrew Gardner brought up for discussion the three charges that last year's UEC proposed in the 2017-18 end-of-year report for the 2018-19 committee:

1. Evaluate the process for professional school student research award submissions including consideration of holding information sessions for all interested students to clarify the evaluation process.
2. Review committee documents to ensure consistency between evaluation rubrics and submission guidelines.
3. Consider establishing a fall information session for faculty openly reviewing the professional development opportunities available and the procedures and expectations for application.

As explained mostly by UEC returning members Houston and Boisvert, and also by Chair Allen, proposed charge 2 was crafted in response to difficulties encountered by last year's committee, and previous committees, in evaluating student and faculty applications. Some of these difficulties arose from some inconsistent or unclear guidelines in UEC documents, and from the difficulty to uniformly apply UEC evaluation guidelines to a broad range of departments and disciplines. During the discussion, it was concluded that this revision of documents (charge 2) would probably be the best way for now to address the issues that led last year's committee to propose charges 1 and 3. Therefore, it was suggested to drop charge 3 and to focus on proposed charge 2 this year. As part of this review of documents, the committee will also try to address issues related to proposed charge 1.

## **Travel award policy pilot study**

Last year, the Faculty Senate provided the UEC with the following charge:

Revising the faculty award allocation process to enhance the flexibility of award allocation and simplicity of reporting faculty.

As reported in the 2017-18 UEC end-of-year report, the UEC had endorsed a proposed pilot study for 2018-19 that was developed by a committee that included ex officio member Associate Dean Houston, the Office of Finance, and Associate Dean Sunil Kukreja.

During this meeting, Associate Dean Houston reported that this new travel award policy is currently being piloted.

## **Personal presentations and next meetings**

After brief personal presentations of the attendees, the committee discussed future meeting dates. It was decided that future meetings for the fall semester would be scheduled on Wednesdays at 8 am. Because meetings will be scheduled between the dates when a given funding proposal is due and when the award is scheduled to be announced, at least three more meetings will be required this semester. Fall semester meetings were set for the following dates and times:

September 26, Wed 8:00 AM  
October 17, Wed 8:00 AM  
November 14, Wed 8:00 AM  
December 5, Wed 8:00 AM

Renee Houston will check into the availability of Battin Lounge for future meetings this semester.

There is a Student Research Award earlybird proposal due September 14, with the awards to be announced at the end of the month. The next UEC meeting was scheduled for 8:00 am on Wednesday, September 26.

Some other important dates were mentioned:

Student research awards application deadlines:

Fall - September 14, November 2

Spring - April 5

Faculty research awards application deadlines:

Fall - December 1

Spring - March 1

## **Other discussion**

Brief mention was made about carryover funds. Ex officio Assistant Dean Houston said that she would look into it. It was also mentioned that student members of the UEC will not be involved in

the evaluation of Faculty Research Awards. There was also a brief discussion about the Phibbs award for faculty research but no decision was taken.

### **Adjournment**

The meeting was adjourned at 8:58 am

Respectfully submitted,  
Luc Boisvert

### Appendix

The Faculty Bylaws establish the duties of the University Enrichment Committee as the following:

1. To promote the professional growth of the Faculty by seeking and receiving funds for research and travel, to budget and allocate such funds, and to receive and approve research and travel reports.
2. To seek and allocate funds for student research.
3. To seek nominations and select the Register lecturer.
4. To support Faculty leaves such as sabbaticals, grant-assisted leaves, and exchanges.
5. Such other duties as may be assigned to it.