

Meeting Minutes
University Enrichment Committee
Monday, September 16, 2019

Attendees: Luc Boisvert, Lisa Johnson, Isha Rajbhandari, Andy Rex, Linda Williams, Renee Watling, Bianca Wolf, Jairo Hoyos, Renee Houston (ex-officio)

Secretary of the day: Lisa Johnson

Senator Jairo Hoyos convened the meeting at 9:00 am. The standing charges were observed and the Senate Charges were read:

Standing Charges

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.

Senate Charges

1. To collaborate with the Provost's Office with respect to the development of a Program for Faculty Development. As part of this work, the UEC might also propose a revision to its standing charges to include a link to a Program for Faculty Development.
2. To bring a motion to the faculty meeting to amend the Faculty by-laws so UEC has a standing charge to pick the recipients of Dirk Andrew Phibbs Memorial Research Award according to its Memorandum of Understanding.
3. To develop a policy regarding eligibility of proposals for funding consideration that are missing required elements, e.g, IRB approval. This policy should then be posted on the website describing submission guidelines and requirements.
4. To propose an on-line submission system for student proposals that has fillable fields for each required proposal component and a separate submission portal for the faculty advisor's letter.

5. To review the language of the application form to ensure inclusive funding for faculty research, scholarship, and creative work, including what expenses can be covered and how to cap reimbursements.

Discussion ensued concerning the charges.

Luc Boisvert accepted the role of Chair of the UEC for 2019-2020.

The committee decided that secretaries will be assigned alphabetically by last name to record minutes during each subsequent meeting.

Meetings for fall 2019 were scheduled for 9 a.m. on the following dates:

September 30, October 14, November 18, December 9

The meeting was adjourned at 9:50 am

Respectfully submitted,

Lisa Johnson