

**University Enrichment Committee
End of Year Report 2019-2020**

MEMBERSHIP:

Faculty: Luc Boisvert (Chair), Roger Allen (spring only), Lisa Johnson, Isha Rajbhandari, Andrew Rex, Tanya Stambuk, Renee Watling, Linda Williams, Bianca Wolf

Student: Moose Abdirahman

Ex Officio: Renee Houston (Associate Dean)

Senate Liaison: Jairo Hoyos

MEETING DATES:

Fall 2019: September 16, September 30, October 14, November 18, and December 9

Spring 2020: February 10, March 9 (via email), April 20 (virtual), and May 4 (virtual)

GENERAL UEC ACTIVITY:

The UEC will have completed by the end of the spring 2020 semester all of the regular yearly duties assigned:

- In the fall: evaluating and awarding student research proposals in the fall (September and November), hosting the Regester Lecture (November), evaluating and awarding faculty research proposals (December)

- In the spring: evaluating and awarding faculty release time awards (February), evaluating and awarding faculty research proposals (March), evaluating and awarding student research proposals in the spring (April), determining the recipient of the Dirk Andrew Phibbs Award (April), and the evaluation of nominations for the purpose of selecting the 2020 Regester Lecturer (May).

SENATE CHARGES:

The UEC has the following **standing charges** set forth in The Faculty Bylaws:

The duties of the Committee shall be:

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 Regester lecturer.
4. To support Faculty leaves such as sabbaticals, grant-assisted leaves, and exchanges.
5. Such other duties as may be assigned to it.

The Senate's **additional charges** to the 2019-2020 UEC, as provided by Senate liaison Jairo Hoyos were:

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.

UEC ACTIONS IN RESPONSE TO STANDING CHARGES:

This year, much work was done by Associate Dean Renee Houston and Academic Support Specialist Lisa Hutchinson, as well as some by Chair Boisvert, to transition the UEC's filing and managing system to the G-Suite environment. This has led to a much improved work flow for the UEC.

A total of eight faculty research funding proposals were reviewed (four in December, four in March) and seven were funded.

Four student research proposals were reviewed in the fall (one earlybird in September, three in November) and three were funded. A total of 38 student research proposals were reviewed in April, of which 32 were funded and one was referred to apply for a travel award instead of a research award.

Both student and faculty conference travel requests were handled by Associate Dean Renee Houston's office and were not subject to review and recommendation by the full committee.

Expenditures for the above items, for this academic year were as follows:

| | |
|------------------|---------------------|
| Student Travel | \$23,875.80 |
| Student Research | \$18,559.00 |
| Faculty Travel | \$54,842.50 |
| Faculty Research | \$12,564.50 |
| TOTAL | \$109,841.80 |

The UEC hosted the 2019 Register Lecture and reception in the Tahoma Room of Thomas hall on November 7, 2019. The lecture, “*Plasticity: Responding to the Environment*” was delivered by Alyce DeMarais, Professor of Biology. The lecturer was introduced by the chair of the UEC.

From among the nominations from faculty for the 2021 Register Lecture, two nominees consented to be considered and supplied supporting materials for the UEC to review. During the last meeting of the spring semester on May 4, the committee met for deliberation and selected one of the two nominees to be invited to deliver the 2021 Register Lecture. The official announcement of the 2021 lecturer will be made by the Associate Dean’s Office in October 2020.

Six faculty release time applications were reviewed in February and five were funded (maximum number).

During the last meeting of the spring semester on May 4, the recipient of the Dirk Andrew Phibbs Memorial Research Award was selected from among faculty research proposals submitted during the academic year (including 13 submissions for either research funds or release time). This year’s recipient is Professor of Art History Linda Williams, for her project, “*Maya Christian Murals of Yucatán: Indigenous Catholicism in Early Modern New Spain.*”

UEC ACTIONS IN RESPONSE TO ADDITIONAL 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.

Three members of the UEC (Luc Boisvert (Chair), Isha Rajbhandari and Renee Watling) participated in the development of a Program for Faculty Development. A preliminary report on the work of this working group is included as Annex 1 of this report.

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.

This charge was not acted upon in 2019-2020 due to lack of time stemming from the COVID-19 situation and the transition to online learning. The committee recommends including this charge again for next year's UEC.

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.

The committee continued the review of forms and documents started in previous years. As was noted in last year's UEC final report, these charges were

"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."

As a complement to the review of documents and rubrics that was completed last year, this year's UEC committee focused on the Student Research Awards.

In the past, the review by the UEC of Student Research Awards applications (usually in April) has been troublesome. This difficulty arose mainly because the great majority of these applications are from students who have been awarded Science Summer Research Awards, which provide a stipend to support their summer research and which are not administered by the UEC. These natural science students typically write a proposal for summer research that is evaluated by science faculty members, not by the UEC. Up to this year, the guidelines for these Science Summer Research proposals were not the same as the guidelines used for UEC Student Research Awards. However, in order to minimize the burden on students, in the past the UEC allowed students to directly submit their Science Summer Research proposal to apply for UEC Student Research Awards, which students typically use to buy material and equipment for their summer research. Since the guidelines for both awards were different, in the past it has been very troublesome for UEC members to evaluate the Science Summer Research proposals using the guidelines for UEC Student Research Awards.

During the 2019 summer, Academic Support Specialist Lisa Hutchinson, Associate Dean Renee Houston and Prof. Luc Boisvert (who at the time was both on the UEC and in charge of the Science Summer Research program) worked on the following:

- Updating the online application form for UEC Student Research Grants
- Moving the Science Summer Research Awards to a new and similar online application system
- Modifying and updating the application guidelines for the two awards to make them more similar

Separate online application forms were thus created for both the UEC Student Research Awards and the Science Summer Research Awards. In addition, the guidelines for both types of awards were thoroughly reviewed and updated in order to use the same language and make the requirements as identical as possible.

In the fall semester, the documents generated in the summer regarding the UEC Student Research Awards were brought up for review by the UEC. In parallel, Chair Boisvert worked with Prof. Dan Burgard, who by then was in charge of the Science Summer Research program, on the review of the documents regarding the Science Summer Research Awards. Finally, the updated forms and documents were made available in February so that they could be used by students this spring semester who were applying for UEC Research Awards and students who

were writing proposals for Science Summer Research. As part of this work, the online language was also updated in direct response to Senate Charge #3. The evaluation of the first wave of applications prepared using these new documents will be conducted during the week of April 20.

The revised guidelines and application forms are available at the following locations:

UEC Student Research Awards: <https://www.pugetsound.edu/academics/academic-resources/student-research-travel-award/student-research-awards/>

Science Summer Research Awards: <https://www.pugetsound.edu/academics/academic-resources/student-research-travel-award/summer-research-grants-in-scie/>

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.

During their September 30 meeting, the committee decided to work together on the senate charge concerning the review of the faculty funds for research, scholarship, and create work to ensure that the language is inclusive of all disciplines and child care could be added as an allowable expense. The committee decided to work with Human Resources on this charge.

However, the review of the documents and online application forms described under charges 3 and 4 took most of the time of the UEC members in the fall and at the beginning of the spring semester. Charge 5 was thus not acted upon in 2019-2020 due to lack of time stemming from the COVID-19 situation and the transition to online learning. The committee recommends including this charge again for next year's UEC.

SUGGESTED SENATE CHARGES FOR NEXT YEAR'S COMMITTEE:

The UEC suggests that the following senate charges that were not acted upon in 2019-2020 be added to the charges of next year's committee:

- 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.
- 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.

Also, the UEC suggests that next year's UEC should continue the important collaboration with the Provost's Office with respect to the development of a Program for Faculty Development. This year's charge, which reads as follows, might need to be updated in view of the continuing work of the Faculty Development work group:

- 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.

During the April 20 UEC meeting, Associate Dean Renee Houston discussed a new task for this year's UEC. The prompt for this new task read as follows in an email from Associate Dean Houston to the UEC Chair:

The Provost would like to ask the UEC to reconsider the guidelines for the Burlington Northern curriculum grants. In particular, she is interested in learning how we can best continue supporting course development that:

- Encourages Interdisciplinary learning opportunities
- Spurs growth in an innovative core curriculum
- Considers limiting the funding allocated to single course development

The main idea behind this task is that the UEC would conduct a review of the guidelines for this grant (such as limits on grants, individual vs. group grants, and deadlines for applications), and would potentially take up the responsibility of reviewing applications for and awarding the grants, which is currently conducted by the Dean's and Provost's offices. Members of the UEC worked with Associate Dean Houston to conduct preliminary work on this new task by reviewing similar programs in over 20 peer institutions and other institutions in the area. These findings were presented to the full committee during the last meeting of the semester on May 4. Members of the UEC agreed that more work was necessary on this task, and expressed a unanimous interest in the Burlington Grant eventually falling under the UEC's purview. The UEC suggests to add the continuation of this work as a task for next year's committee, which could be at least in part done in consultation with the Faculty Development work group mentioned above. The minutes from the May 4 meeting should constitute a good background for next year's committee, and the Excel spreadsheet generated through the preliminary work will be made available by the Associate Dean.

Finally, this year the UEC had almost zero input from their two student members. One student couldn't participate in UEC meetings due to scheduling difficulties in the fall, and then at the beginning of the Spring semester communicated that they did not want to be involved with the UEC for the rest of the year. The other student representative attended one meeting in the fall, and subsequently did not respond to group or individual emails by the UEC chair. Discussion of these difficulties with ASUPS, who nominated the two student representatives, did not lead to a solution because it seemed like they would not be able to nominate other students for these positions. The lack of student input throughout the year is not good for the UEC process.

Part of the issue with this low student participation seems to have been a lack of interest in the work involved, and part of it could also have been the difficulty in reviewing some rather complex application materials. The UEC suggests that in the future, the process of selecting student representatives for the UEC could be reviewed. The student members of the UEC could potentially be selected directly from the two groups of returning summer research students (roughly 70 students). One could be picked from the natural sciences/math pool of students, and one from the arts/humanities/social science pool. Students selected this way would have an appreciation of the importance of the job and an understanding of the format for a proper application for funding.

CONCLUSION:

The work of the University Enrichment Committee was collegial, focused, efficient, and productive. In addition to handling the regular duties assigned, the committee completed work on several Senate charges for this year. Importantly, the committee completed the development of online application forms and the review of the guidelines for Student Research Awards in conjunction with Science Summer Research Awards. The committee looks forward to continued work with the Provost's office on the Faculty Development initiative. Unfortunately, the difficulties created by the COVID-19 crisis and the transition to online teaching have meant that the committee did not have time to work on some of the Senate charges, and the committee suggests that these charges be repeated for next year's committee.

It was both an honor and a pleasure to serve with this group of faculty colleagues and students in supporting faculty and student scholarship, creativity, and innovation.

Respectfully submitted,

Luc Boisvert, UEC Chair 2019-2020
Associate Professor of Chemistry

Annex 1

Preliminary report from the Faculty Development work group

Senate charge 1 for this year's UEC reads as follows:

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.

In the fall of 2019, a working group headed by Julie Christoph (ex officio from the Provost's Office) and Jairo Hoyos Galvis (Senate liaison to the UEC) was assembled. The members of the working group include:

Greta Austin, Professor, Religious Studies, Director, Gender and Queer Studies
Kristine Bartanen, Professor, Communication Studies and Center for Speech and Effective Advocacy
Terry Beck, Professor, Education
Luc Boisvert, Associate Professor, Chemistry and University Enrichment Committee chair
Peggy Burge, Associate Director for Public Services, Library
Margot Casson, Educational Technology
Julie Christoph, Professor, English and Associate Academic Dean
Sara Freeman, Associate Professor and Chair, Theatre Arts and Faculty Senate Chair
Renee Houston, Professor, Communications Studies and Associate Dean for Experiential Learning and Civic Scholarship
Jairo Hoyos Galvis, Assistant Professor, Hispanic Studies
Kevin Kirner, Educational Technologist
Susan Owen, Professor Emerita, Communication Studies and Center for Speech and Effective Advocacy
Isha Rajbhandari, Assistant Professor, Economics and member of the UEC
Benjamin Tromly, Professor, History
Ariela Tubert, Professor, Philosophy and Interim Chief Diversity Officer
Renee Watling, Clinical Assistant Professor, Occupational Therapy and member of the UEC
Carolyn Weisz, Professor, Psychology

This working group includes representation from a range of areas of expertise: the Center for Speech and Effective Advocacy, the Center for Writing Learning and Teaching, Collins Library, Educational Technology, Experiential Learning, Institutional Research, the Office of Diversity and Inclusion, the Race and Pedagogy Institute, the Student Accessibility and Accommodations Faculty Advisory Board, and the University Enrichment Committee.

Members of the group met twice in December, attended a three-hour "retreat" on January 14, and met twice in February before the COVID-19 situation forced the transition to online teaching and postponed some of the group's outreach plans. Work continued virtually in early April.

Throughout the fall and spring semesters, the working group discussed how the creation of a faculty development center would represent a step in the implementation of the University's strategic plan Goal 3 by "Further develop[ing] a faculty and staff total compensation and professional development program." Current faculty development initiatives at Puget Sound and at other institutions were reviewed and discussed.

As of April 20, the working group is putting the finishing touches to a message to faculty, to a short introductory video and to a survey that will soon be sent to the whole faculty. This work was done in collaboration with Associate Provost for Institutional Research, Planning and Student Success Ellen Peters. The survey will help in identifying the faculty development opportunities that are most valued and those that are missing here at Puget Sound, recognizing impediments to participation in existing faculty development opportunities, enabling coordination across faculty development programming to reach a broader audience and creating sustained, longer-term conversations; and supporting our institutional commitments to excellence in teaching, scholarship, institutional governance and community service, diversity, inclusion, and student retention. Results of this survey will be shared with members of the Faculty Senate before being included in a proposal to be presented to the University Trustees at their virtual meeting in May.