

***Minutes of University Enrichment Committee Meeting
Wednesday, September 07, 2011***

Present: David Akers, David Andresen, Sunil Kikreja (for Sarah Moore Fall 2011), Brendan Lanctot, Danny McMillan, Heidi Orloff, Dawn Padula, Carl Toews, Benjamin Tromly, Stacey Weiss, Wayne Rickoll;
Student Members: Allison Schoening, Rachael Mallon

The Faculty Senate liaison, Alisa Kessel, convened the meeting at 8am.

The Senate liaison initiated election of the committee chair. Heidi Orloff was the only nomination and subsequently unanimously elected Chair of the committee.

The responsibility of taking minutes will change each meeting proceeding alphabetically through the committee members, starting with David Andresen at the current meeting.

The senate liaison reported no new committee charges from the Senate.

The possibility of changing the meeting time was discussed. However, 8 am on Wednesdays is the only option for full committee meetings.

Student and Faculty Research sub-committees were formed:

- Student Research Sub-Committee Members
 - David Akers
 - David Andresen
 - Rachael Mallon (student member)
 - Wayne Rickoll
 - Benjamin Tromly
 - Jennifer Utrata

- Faculty Research Sub-Committee Members
 - Brendan Lanctot
 - Danny McMillan
 - Dawn Padula
 - Allison Schoening (student member)
 - Carl Toews
 - Stacey Weiss

A motion to allocate UEC funds into appropriate accounts was unanimously approved. A discussion followed addressing potential changes to future allocation of funds. A summary of points is as follows:

- Historical data could be obtained from Sarah Moore to determine if the current allocation is meeting needs
- If travel always has a surplus of funds, perhaps more could be allocated to research
 - Potentially limit 2nd conference trips

Deadlines for research awards were outlined:

- Fall 2011
 - Student Research applications due Nov 10
 - Faculty Research applications due Dec 1
- Spring 2012
 - Student Research applications due April 9
 - Faculty Research applications due Mar 1

Given these deadlines, sub-committees need to meet well before breaks:

- Faculty Research committee needs to meet before the full committee meeting, which is likely to be scheduled for Wed, December 7. Award letters need to be mailed out before Winter break after the full meeting.
- Student Research committee needs to meet before Thanksgiving break so that letters can be mailed out before break.

Faculty Research funds are typically split 50/50 between fall and spring semesters. How Student Research funds are split was then discussed, with some reporting more students apply in the fall (e.g., OT/PT students) and others reporting more may apply in spring given funding needed for summer projects.

Future full committee meeting dates will be emailed to members at a later time.

The Chair voiced that the committee should decide whether or not to address the recurring issue of how to make conference reimbursement fairer given the restrictions within categories of reimbursement.

Some points made during this discussion were:

- Current category restrictions make international travel unaffordable
- Travel costs could be tracked with respect to reimbursement requests in order to better assess needs, but this would underestimate the actual cost as faculty only request up to the maximum that can be reimbursed
 - Reimbursements could be made with respect to the actual cost to the faculty member, or with an estimate of the actual cost above that reimbursed for analysis purposes

The committee agreed to approve extensions for Faculty Research reports via email.

The issue of Faculty Research grants being awarded for publication costs was discussed, with the following points made:

- Research money has been awarded to cover publication costs in the past
- Research grant money to cover the actual publication costs of putting a book together, for example, would be an appropriate use of funds

- A generic fee imposed for publication may not be appropriate use of funds
- Evidence that research has been completed under prior funding that has subsequently expired may help in formulating a case for using Research grant funds to defer publication costs

The meeting was adjourned at 8:38 am.