

**Minutes of University Enrichment Committee Meeting**  
**Wednesday, September 21, 2011**

Present: David Akers, David Andresen, Sunil Kukreja (for Sarah Moore Fall 2011), Danny McMillan, Heidi Orloff, Carl Toews, Stacey Weiss, Wayne Rickoll and Jennifer Utrata; Student Members: Allison Schoening, Rachael Mallon

The meeting was called to order at 8 a.m. Minutes from September 7<sup>th</sup> were approved.

New Business

1. Reallocation of Student Research and Travel
  - a. The cap on student reimbursement for research and travel has been \$500 each. Sunil will report back with actual award data at the next meeting, but stated the average award for research has been about \$250-300, while travel grants are more likely to meet the \$500 cap. The students who are traveling have usually been accepted by a national organization to present, thus the quality is often higher and full funding is more likely.
  - b. The committee discussed the pros and cons of reallocating or combining the two categories of awards. (For example, creating the flexibility to increase travel reimbursement to the extent that research costs were below \$500.) After discussion, the consensus was that no clear alternative was better than the status quo.
  - c. The committee agreed that in cases of less-than-full reimbursement, the UEC will provide the Dean's office with an explanation of the decision.
  
2. Developing More Specific Guiding Criteria for Phipps Memorial Award
  - a. The Phipps Memorial Award is for faculty research and travel. Members with experience on the UEC described annual difficulty in defining the intent of the award and criteria for selection.
  - b. The UEC normally selects the awardee from faculty research applicants. Although no money goes directly to the faculty member, it does go into the research fund. Discussion led to the suggestion that the UEC's Faculty Research subcommittee rank order their award recipients in order to facilitate the Phipps Award selection. The committee as a whole would then go down the subcommittee's rank-ordered list, ensuring each potential recipient of the award meets the Phipps criteria. These criteria will be distributed and read at the next UEC meeting.
  
3. Standardization of Transcription Reimbursement
  - a. Occupational therapy students were mentioned as the primary requestors, with costs varying greatly. The questions discussed were: Should we standardize? What is a reasonable, per-student reimbursement? Could reimbursement for this service be combined with mailing costs? (The assumption being that the need for transcription was associated with mailed surveys.)

- b. Danny McMillian will discuss the issues with the OT director, George Tomlin, and report back at the next meeting.

The meeting was adjourned at 8:45 a.m. The next meeting is scheduled for October 19<sup>th</sup> and 8 a.m.