

## **Minutes of University Enrichment Committee meeting**

Wednesday, March 11, 2009

Present: Bill Barry, Jane Brazell, Renee Houston, Michael Johnson, Sarah Moore, Tamiko Nimura, Amy Spivey, Paula Wilson, Matt Warning, and Rand Worland

Amy Spivey, Chair convened the meeting at 3:35 p.m.

- I. Amy Spivey announced she received several Register nominations.
- II. Sarah Moore raised the issue of the early bird (April 10, 2009) deadline for student research for use over the summer and into the fall.
  - This year the UEC received two student applications compared to 14 last year. Matt Warning suggested UEC combine the two deadlines (March and April). We will discuss this further next meeting.
  - Sarah Moore clarified that student UEC research grants of \$500 are for supplies or travel and are not a stipend. The summer research money is a stipend.
- III. The minutes from the February 18, 2009 meeting were M/S/P.
- IV. UEC Chair Amy Spivey will delegate scheduling of student research and graduate student research subcommittee meetings. See information from Amy Spivey.
- V. Announcement that the Faculty Research Committee recommends Matt Warning for this year's Phibbs Award.
- VI. Matt Warning raised questions about UEC proposal submissions. He recommended pushing for electronic submissions of documents for all UEC funding requests.
  - Dropping the phrase 'type written'
  - Change submission requirement from '8 copies' to one paper copy
  - Recommend cover sheets be scanned.Sarah Moore said UEC needs one hard copy with signatures. She also indicated it would be easier for the Dean's office to get one entire paper proposal with signatures. The Dean's office could scan the documents with its fast scanner and submit applications to UEC committee members electronically.
- VII. Matt Warning proposed writing a letter to George Tomlin of OT to thank him for the improved quality of the graduate student research applications in F08. Amy Spivey as Chair of the UEC will use the first paragraph of Matt's letter and submit to George Tomlin to thank him for his efforts in working with students to improve their research proposals. She will add a note that this is a follow-up to a prior letter written to George Tomlin by Mark Reinitz, UEC Chair. Sarah Moore offered to give feedback directly to George Tomlin on ways for graduate students to continue to improve the quality of their research proposals. Specifically, to encourage students to state the research problem and to articulate how the problem will be analyzed.

VIII. UEC discussed the Release Time Form revision. The UEC will award five each year. The committee agreed to Sarah Moore's suggestion to add the last sentence in the Eligibility section. 'In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding.'

The committee also agreed to add an abstract to requirements.

The meeting was adjourned at 4:32p.m.

Respectfully submitted,

Paula Wilson

The next meeting of the UEC will take place on Wednesday, April 1, 2009 at 3:30 p.m. in the Trimble conference room.

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