

DATE: 5/5/2003

TO: Faculty Senate

FROM: Joel Elliott, Chair, UEC Committee

SUBJECT: University Enrichment Committee Annual Report (2002-2003).

Committee members: Moriah Blake (student member), Michael Casey, Bill Dasher, John Dickson, Joel Elliott, John Finney, Jennifer Hastings, Sunil Kukreja, Kate Levin (student member), Jeffrey Matthews, John McCuiston, Janet Pollack, Amy Ryken, Jeff Tepper, Carolyn Weisz, Roberta Wilson.

The Faculty Senate charged the UEC Committee in the fall of 2002 to:

1. Consider establishing and supporting a Student Research Day.
2. Continue the regular duties of dispersing funds.
3. Consider ways of making the reporting process less burdensome for faculty (reporting on conference-participation, summer research, etc.)
4. Review and discuss policies for procuring airline tickets (etc.) for professional travel.

The actions of the UEC committee to the charges were:

1. The UEC committee discussed student research on campus and the best ways to recognize and support students in this endeavor. It was recognized that there are already many different venues for students to present their research on campus and a variety of different "awards" events. The committee decided that instead of organizing a Student Research Day, we should put more effort into publicizing the events that are already taking place.
2. The committee reviewed proposals for travel and research grants and dispersed funds according to the UEC guidelines.
3. The committee examined various options for making the reporting process less burdensome for faculty, and voted to approve several modifications made by Jeffrey Matthews regarding faculty reports on conference participation found in the Reporting section, page 4 of the document "University Resources for Faculty professional Development". These modifications streamline those reports by omitting some of the report requirement details. This will also allow faculty to report in a fashion appropriate for their particular discipline.
4. The committee reviewed the present policies for procuring airline tickets and after consulting with the Office of Finance we decided to modify the recommendations for procuring airline tickets in award letters so that tickets can be arranged through Carlson (with direct bill to the university) or through on-line avenues (using personal credit cards and subsequent reimbursement from the university). Any further changes await decisions from a university review of travel arrangements.

Other actions of the UEC committee:

5. Streamlining committee processes. As a result of discussions during the fall faculty conversation, at the start of the academic year we examined a variety of options to make the committee process less burdensome for faculty. The committee voted to accept an offer from Associate Dean John Finney to take over the initial responsibility for reviewing travel grant applications to ensure the criteria were met. This reduced the number of applications reviewed by the committee, and John Finney agreed to bring any cases that did not meet the criteria of the faculty travel grants to the full committee. After one academic year this process is considered to be working effectively.
6. Creation of subcommittees. The committee decided to divide up the review of grant applications by creating three subcommittees: Faculty, Graduate, and Undergraduate research. This worked well in the fall when there were similar numbers of graduate and undergraduate

research applications. However, a large number of undergraduate applications in the spring resulted in the Graduate subcommittee also reviewing undergraduate proposals. We suggest that in future different subcommittees be formed in the fall and spring to reflect the expected number of proposals.

7. Released Time Units. The committee reviewed and ranked the released time proposals and forwarded their recommendations to Dean Cooney.

8. Discussion of Dean Cooney's proposal to decouple the Lantz Fellowship from regular sabbaticals. The committee agreed that allowing more flexibility in awarding the Lantz Fellowships had merit, but we felt that the present system of awarding fellowships was working effectively and did not need to be modified. The committee decided that we could revisit this issue if further arguments favoring revisions of the awarding procedures were brought to the committee's attention.

9. Guidelines for student research proposals. After discussing the research proposal review process, it was decided that the guidelines for student research proposals could be made more explicit so that they would be submitted in a standardized format. This would allow committee members to review the proposals more effectively. A subcommittee consisting of Joel Elliott, Amy Ryken, and Carolyn Weisz revised the guidelines so that they were more explicit about application requirements. The subcommittee was then asked to create a second set of guidelines for student travel reimbursements for presentations at professional conferences. The intent of separating travel and research proposals (as for faculty proposals) was to have student travel funds available as needed (rather than by a specific deadline, as currently required). The committee recommends that the UEC review these changes next year to determine if they are successful.

10. The Dirk Andrew Phibbs Memorial Award. The committee is still in the process of deciding the award for 2002-2003.

11. Register Lecture. The 2002 Register Lecture was presented by Ili Nagy of the Art Department on Wednesday, November 6th in the Norton Clapp Theater. Rob Beezer of the Math Department is the faculty speaker for the 2003 Register Lecture. This year the UEC committee selected Doug Edwards of the Religion Department to be the 2004 Register Lecturer.

Respectfully submitted,

Joel Elliott
Chair, UEC Committee