

UNIVERSITY ENRICHMENT COMMITTEE

Minutes
March 7, 2011

PRESENT: Jennifer Utrata (chair), James Evans, Peter Greenfield, Danny McMillan, Dawn Padula, Brandon Lanctot, Ben Tromly (secretary)

- 1. CALL TO ORDER:** Utrata called the meeting to order at 1:04PM.
- 2. APPROVAL OF MINUTES:** M /S/P to approve the minutes of the Feb 14, 2011 meeting as distributed.
- 3. ANNOUNCEMENTS:** Utrata asked committee members to facilitate nominations for Register lecture in order to widen the pool of available lecturers. To date, there are only two nominations as a few nominated faculty members have declined. Greenfield commented that the pool was much larger last year and suggested retrieving the list of nominated faculty members from last year and to consider re-nominating some individuals this year. Utrata was to follow up on this question.
- 4. MEETING OF FACULTY RESEARCH SUBCOMMITTEE:** The subcommittee planned a meeting before Spring break in order to meet an upcoming deadline of March 21 to send out letters for faculty research grants.
- 5. CONSIDERATION OF IDEAS FOR ADDRESSING DIFFICULTY OF OT/PT STUDENTS IN PROCURING IRB APPROVAL BY FALL DEADLINE** (refer to Minutes from February 14th).

McMillan reported on his discussion with George Tomlin regarding committee's discussion of OT/PT students' difficulties in meeting deadline for IRB approval: moving back the deadline by some weeks would not alleviate the issue, at least for students required to seek full IRB approval. Discussants also commented that moving the deadline close to winter break would strain the work of UEC. Evans suggested that a solution would be to require students to provide a copy of the completed IRB application but not final approval by the November 15 deadline. Padula suggested that students could be responsible for providing their approval letters from IRB to the Associate Dean's Office before funds would be dispersed, noting that students already had to provide receipts in order to receive monies. The committee supported this solution but tabled the motion pending further discussion and input from Associate Dean Moore. A subcommittee of Evans, McMillan and Lanctot was formed to consider modifications in the language in relevant documentation for student research grants.

- 6. DISCUSSION OF SENATE CHARGES #1 AND #2 REGARDING CATEGORY CAPS IN CONFERENCE TRAVEL REIMBURSEMENT:** Utrata reported on discussion with Moore that the university's transition to "P Card" reimbursement system would affect the system of category caps in conference travel reimbursement. Discussion focused on need to understand this system in order to better define the UEC's future role

in conference travel. Utrata is to procure input from Moore and if possible from technical support staff on the new reimbursement system at next UEC meeting.

Committee discussed matter of collecting data to support a planned request to Budget Task Force for increased support for conference travel. Lancot suggested that applications for conference travel could invite faculty members to give information about total travel expenditures rather than only amounts within limits of university funding. Such a mechanism would give sense of real costs for conference travel. Discussion yielded consensus of need to explore feasibility of changing application materials with this goal in mind.

7. NEXT MEETING: Confirm next meeting date: Monday, April 11, 2011, 1-2pm, Misner Room.

8. ADJOURNMENT: Utrata adjourned the meeting at 1:57PM.

Respectfully submitted,

Benjamin Tromly