COMMITTEE: 2016/2017 Research/Creative Activities Committee  
MEETING DATE: Tuesday, September 27, 2016, at 10:00 a.m., Rawl 142  
PERSON PRESIDING: Richard McCabe, Chair of the Committee  
REGULAR MEMBERS IN ATTENDANCE: Melinda Kane, Richard McCabe, Burrell Montz, Anne Ticknor, John Willson  
EX-OFFICIO MEMBERS IN ATTENDANCE: Chal Benson, Mary Farwell, Ernie Marshburn, Jacques Robidoux, Paul Toriello  
OTHERS IN ATTENDANCE: Lori Lee

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ACTIONS OF MEETING

Agenda Item: Approval of minutes from meeting on August 30, 2016  
Actions taken: Minutes were read and approved

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Agenda Item: Report on recommendations for revision of the evaluation criteria

Actions taken: The subcommittee assigned to evaluate the criteria for awarding grants for research and creative activity (consisting of Mary Farwell, Ernie Marshburn, Burrell Montz, and Anne Tichnor) made the following recommendations to the full committee:

1. The evaluation criteria
   a. The existing criteria are appropriate and should not be revised.
   b. Subcommittees must adhere to the criteria and must not add additional criteria.
   c. A score sheet should be used to evaluate proposals.

2. Changes to the Guidelines
   a. Under Evaluation Criteria, add the following statement at the end of the criteria: "Feedback will be provided to applicants who are not funded."
   b. Under Application Process: Change the last statement to: "Applicants should also consult funded proposals from the last three years, found at http://www.ecu.edu/cs-acad/fsonline/rg/research.cfm ."
   c. Under Completing Application Cover Pages, add the following statement at the end of the subsection Items 1 through 5: "The RCA Committee reserves the right to change the category of the proposals, as appropriate."

Discussion: After discussion of the recommendations of the subcommittee, the proposed changes were accepted by the RCA committee.
Additional Actions Taken: The proposed changes will be put before the Faculty Council to request approval.

Agenda Item: Setting deadline for 2016/2017 proposals

Actions taken: After discussion, the RCA committee set January 11, 2017, as the deadline for proposals for the academic year 2016/2017, pending funding. A motion setting this deadline was seconded and approved by the voting members of the committee.

Agenda Item: Construction of evaluation subcommittees and selection of subcommittee chairs

Additional duties assigned to: The chair of the RCA committee consented to draw up a list of subcommittee members and to call for volunteers to chair each of the committees.

NEXT MEETING: Tuesday, October 25, 2016, at 10:00 a.m., Rawl 142*

*Note to minutes: This meeting date was subsequently cancelled, with the next meeting probably not until February, 2017, according to a communication to the committee from the chair, Richard McCabe.