Research/Creative Activities Grants Committee
ANNUAL REPORT
1997-1998 Academic Year

1. Membership (include ex-officio members).
   Liner Griffin           Michael Felts
   M.S. Ravi              Melvin Stanforth
   Mark Taggart (VC) Josie Bowman
   Brenda Killingsworth (S)  Larry Means
   Resa Crane             Ed Stellwag
   Randy Joyner           William McPherson
   Catherine Rigaby (C)   Dawn Clark
   Marge Inman            David Dennard
   Randall Parker         Bonnie Mani
   Michael Ehibeck        Leland Wallin
   Mary Ellen Franklin    Alan Schreier

2. Meeting Dates (include members absent).
   There were five full committee meetings and 3
   subcommittee meetings during the year: Full committee
   meetings (attendance records are not available):
     August 29, 1997
     September 11, 1997
     October 16, 1997
     November 13, 1997
     January 29, 1997
     March 3, 1997

3. Subcommittees established during the year (include
   progress and/or completion of work).

   Subcommittees 1 and 2: Established for rounds one and
   two of proposal reviews. Each subcommittee met twice
   (during the first two weeks of October). Work completed.

   Proposal "Feedback" Subcommittee: this proposal was
   established to design a feedback instrument to be sent to all
   applicants. The instrument was designed, approved by the
   full committee, and will be used by the committee for all
   future proposal evaluations. A sample is included in the
   new grant application packet.

   On-line Grant Subcommittee: This committee was
   established to investigate the possibility of putting the grant
   application on-line. After an initial information-gathering
   effort by the chair, it was decided that this idea should be
   postponed until next year. It should be noted that the
   Teaching Grants committee has made good progress with
   their on-line application mock-up and has invited a
   representative from the Research/Creative Activity Grants
   committee to attend their subcommittee meetings in next
   Fall.

4. Accomplishments during the year, especially as
   addressed through committee goals. Include
   recommendations made to agencies other than the Faculty
   Senate as well as the Faculty Senate.

   The committee recommended 21 proposal for funding: 7
   stipend proposals, 2 project expense proposals, and 12
   dual stipend/project expense proposals. The total project
   expense funding recommendation was $93,405.00; total
   recommended stipend funding is not available, but the
   maximum recommendation was $114,000.
The committee reevaluated the salary cap that was approved and put into place in a previous year. A vote on whether or not to remove the $6000.00 salary cap resulted in a tie (7 votes for removing the cap and 7 votes for keeping the cap in place) and the decision was made to revisit the issue next year. This is a very emotional issue for many of the faculty. It should be reviewed with (at least) the following in mind: the charge of the committee, the Vice Chancellor's intentions for the appropriate use of the moneys granted through this committee, and the fact that receiving salary from a R/CA Grant has not effect on an individual's ability to receive a teaching salary in the same summer.

The committee used a new evaluation procedure this year. The procedure was approved last year and involved a 3-round review process (including subcommittees) that insures a fair and thorough reading and evaluation of all proposals. The new procedure worked very well and should be followed in the future as well. An important part of the new procedure was the distribution of the proposal rankings (by proposal number and reviewer number) to all committee members after each round of review. The only shortcoming of the process was the lack of substantial feedback to the applicants.

To address the feedback issue, a new review instrument, "Summary of Committee Evaluation Comments," was created. This instrument was approved by committee vote and will be part of the official notification returned to all applicants with proposal award or rejection letters.

5. Reports to the Faculty Senate (include dates and resolution numbers).
   n/a

6. Business carried over to next year (list in priority order).
   1. Establishing a meeting time that will allow maximum attendance.
   2. Development of an on-line grant form and procedure.
   3. Reevaluation of the $6000 salary cap.

7. Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).
   A. Charge: n/a

   B. Personnel: all committee members must be willing to attend meetings and willing to spend the time necessary to fully evaluate the proposals. Lack of attendance was a great hindrance to the committee this year.

   C. Attendance: attendance is an ongoing problem. Although almost all members are diligent about returning evaluations, less than 1/2 are diligent about attendance. A standing meeting day and time might be the answer. When the committee was polled for such a time, however, less than 1/2 of the members responded!

   D. Responsibilities: n/a
E. Activities: n/a

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.
A subcommittee should be maintained (and should work with the Teaching Grants Committee) to develop an on-line grant form and procedure.