COMMITTEE: Research/Creative Activity Grants

MEETING DATE: 8/29/97

PERSON PRESIDING: Catherine Rigsby

ACTIONS OF MEETING
Description of action:
Don Sexauer, Faculty Chair, opened the meeting by providing an overview of his model for placing research/creative activity grants proposal forms on the web. He then turned the floor over to Tom Feldbush, Vice Chancellor for Research. Dr. Feldbush provided an overview of last year’s funding levels, this year’s expectations of $250,000, and procedures followed by his office in allocating funds once recommendations are finalized by the Committee. He noted that adjustments are not made to the proposed budgets sent forward by the Committee.

Description of action:
The committee elected officers for the 1997-1998 academic year. The committee officers elected are:
Chair: Catherine Rigsby
Vice Chair: Mark Taggart
Secretary: Brenda Killingsworth

Description of action:
Mark Taggart requested a thumbnail sketch of new procedures. Catherine Rigsby asked Mel Stanforth for a synopsis. A discussion ensured regarding current procedures used to set salary limits. Vice Chancellor Feldbush stated that it was in the purview of the Committee to set stipend research/creative activity limits.

Completion date/Follow-up action required:
The discussion on salary limits was postponed to Spring, when the committee usually reevaluates procedures to guide the next year's submissions and evaluations.

Description of action:
Materials describing the evaluation procedures used by the committee will be distributed prior to the next meeting.

Assigned additional duties to:
Melvin Stanford will provide the above materials to Lori Lee for distribution to the committee members.

Completion date/Follow-up action required:
Catherine Rigsby requested the committee members review those materials before attending the next meeting.

NEXT MEETING: September 11, 1997 at 5:00 p.m. in Rawl Annex 142.

ITEMS TO BE DISCUSSED:
1. Adopt a schedule for review and ranking of proposals.
2. Determine the membership of the two subcommittees that are to be formed to review and rank half of the proposals submitted as a function of the first round of review of proposals.
3. Determine how each proposal will be assigned for review by the subcommittees.
4. Determine the process by which facilitators will be selected and assigned proposals.