COMMITTEE: Research and Creative Activity Grants

MEETING DATE: September 16, 1998

PERSON PRESIDING: Catherine Rigsby

ACTIONS OF MEETING

Description of action:
Approval of minutes from August 28, 1998: Minutes approved.

Report by Chair: Catherine Rigsby: Brief review of the agenda, the review process and Fall 1998 calendar for Evaluation of Proposals. The review process will include a summary of the proposal's (copy with application) strengths and areas of concern. Review of the proposals should be in a constructive manner. Proposals will be divided among subcommittees members.

Subcommittee assignment sheets were distributed along with a list of proposals submitted. The amount of funds available for dispersion from last year was $250,000, the amount for this year is not currently available. In the past there was a problem with receiving quality proposals. The calendar for evaluation of proposals contains specific dates and tasks that should be accomplished.

Description of Action:
Subcommittee membership: Members were assigned to a subcommittee by C. Rigsby. The sheet was reviewed by the committee member. A correction in the table entitled by name, Ehlebeck was corrected to be on subcommittee I and not subcommittee II. The rooster of assignment was approved by the committee.

Description of action:
Review of evaluation procedures: The reviewers should be prepared to discuss the proposals. A five point evaluation scale is included in the proposal application packet. Reminder that the total review process is confidential. If a committee member's proposal is up for review, that member should excuse themselves from the room.

Description of action:
The role of the recorders for subcommittee proposals was discussed.

Assigned additional duties to:
C. Rigsby will assign proposals for review to the committee members.

Description of action:
Salary cap of $6000. C. Rigsby presented the history of the changes made related to the cap. In March 1995, the cap number was removed from the application. In March 1997, the committee proposed renaming the title of proposal, made the proposal available for 1st and 2nd summer session and 15.2% of salary up to $6000. The changes were approved by the Research and Creative Activity Committee, but did not go to the Faculty Senate. General discussion occurred related to the cap and reasons for keeping or removing the cap.

A motion was made to remove the $6000 salary cap and make research and teaching equal in amount of salary. This motion
received a unanimous vote.

A motion was made to adhere to what was advertised related to salary this year. The motion was supported by all present, except 2 members.

Follow-up Action:

C. Rigsby announced that the feedback letter which will be sent to applicants and the procedures followed by the committee should go to Faculty Senate for approval.

The current plan includes: The committee will review proposals and give ranking. The recommendations from the committee will be sent to Dr. Peidbush, who will make the decision about funding.