

Meeting Minutes
University Enrichment Committee
Wednesday, September 26, 2018

Attendees: Roger Allen, Luc Boisvert, Lisa Johnson, Isha Rajbhandari, Renee Simms, Tanya Stambuck, Cole Tomkins, Linda Williams.

Secretary of the day: Lisa Johnson

Chair Roger Allen convened the meeting at 8:02 am.

I. Announcements

Allen thanked the committee for preparing for today's meeting.

II. Approval of Sept 5 minutes

Minutes from September 5, 2018 were unanimously approved.

III. Consideration of student early-bird research proposals

Discussion ensued regarding whether IRB approval must be given before approval of funding request. Allen explained that IRB approval must be given prior to funds being released, but IRB approval is not necessary before the UEC recommends approval of funding request. This is because there would be a timing problem, given that the IRB only meets once per month.

Discussion ensued regarding whether a study that has already been funding should be funded again. A suggestion was made that the answer to that question might be a policy that could be implemented, but such a policy is not currently in the document.

The committee reviewed three early bird student proposals and recommended approval of some proposals that were reviewed.

IV. Charges from the 2017-18 UEC

Senate Charges for 2018/2019:

- Implement a plan for conveying to Puget Sound's professional school students the expectations and evaluation criteria for those seeking UEC-managed research awards.
- Revise and coordinate the submission guidelines and the evaluation rubrics for UEC-managed awards.
- Review and recommend updates to how professional development opportunities, procedures, and application expectations are broadcasted to faculty.
- Maintain oversight of the Associate Deans office's pilot study of potential alternatives for faculty travel award allocations and assess that plan's viability for potential adoption.

Discussion ensued regarding whether sub-committees were necessary to consider the Senate charges, as well as one additional matter concerning having online fillable applications.

Allen asked all committee members to prepare for the meeting on October 17 by looking at submission guidelines and evaluation rubrics for UEC-managed awards, which will assist the committee in addressing the second Senate Charge.

Other discussion

Discussion ensued about matters of UEC application policies (or lack thereof) concerning matters related to role and purpose of faculty reference or advisor letter vis-à-vis student applications.

Adjournment

The meeting was adjourned at 8:50 am

Respectfully submitted,
Lisa Johnson