

Meeting Minutes
University Enrichment Committee
Wednesday, October 17, 2018

Attendees: Roger Allen, Matt McBurnett (Administrative Assistant - Associate Dean's Office), Luc Boisvert, Renee Houston (ex-officio), Isha Rajbhandari, Renee Simms, Tanya Stambuk, Olivia Wilhite, and Bianca Wolf

Secretary of the day: Isha Rajbhandari

Chair Roger Allen convened the meeting at 8:04am.

I. Announcements:

Allen thanked the committee for preparing for today's meeting. He also reminded everyone about the upcoming application submission deadline, for fall student research award proposals, on November 2, 2018. Our next meeting will be held on November 14, 2018 at 8:00 AM to review these new submissions.

II. Approval of September 26 minutes

Minutes from September 26, 2018 were approved with 3 abstentions from Renee Houston, Olivia Wilhite, and Bianca Wolf.

III. Review committee documents to ensure consistency between evaluation rubrics and submission guidelines

The committee began working on senate charge #2 to revise and coordinate the submission guidelines and the evaluation rubrics for UEC-managed awards. Discussion ensued on potential changes that could be made to the evaluation rubrics and submission guidelines to ensure consistency and transparency of the awards. The committee plans to use the revised evaluation rubrics for the next application cycle (November 2). The following changes to the evaluation rubric sheet were suggested:

- a. Add a total score on the top so that applicants know how much they are being evaluated out of.
- b. Add a comment section under each category used to evaluate the proposals.
- c. Add a new category for the Advisor's letter of support
- d. Add a list of checkboxes at the end to confirm whether the application has met all the requirements. The list includes:
 - i. Abstract/overview
 - ii. Bibliography
 - iii. Advisor letter of support
 - iv. IRB application if human subjects are involved
 - v. IACUC application if non-human vertebrate subjects are involved
 - vi. Student foreign travel waiver if application
- e. Send scanned evaluation rubrics along with the letter to the advisor and students to give them some feedback about their application. The committee plans to start the process with November 2 applications. However, Lisa Hutchinson in the Associate Dean's office needs to be consulted to see if it is feasible.
- f. Add the *Application Guidelines* at the end of the Evaluation Rubric to ensure that the committee has access to detailed information about the application requirements.

The committee suggested the following changes to the *Application Guidelines*

- a. Change the page title to *Student Research Award- Application Requirements* to ensure that applicants understand the requirements for the application process.
- b. The new guidelines will only be applied to the Spring application cycle.

The committee will address full revision of the *Application Guidelines* at a later meeting, with the intention to have them in place in time to guide students submitting proposals for the spring application cycle.

The committee discussed whether or not to require students to submit an *abstract* as a part of their proposal. The general consensus was that the students should submit a short overview of their proposal using non-technical terms that could be used to publicize their work, as well as help people outside the field to understand it. It was decided that this requirement will not be applied for the November 2 applications.

The committee discussed about including questions in the online application about whether or not the applicants had received prior funding from the University Enrichment Committee for the same, extended, or different projects. The general consensus was to add a checkbox in the online application inquiring about prior funding from the University Enrichment Committee. Lisa Hutchinson from the Associate Dean's office may have a spreadsheet with information on prior funding.

Adjournment

The meeting was adjourned at 8:53am.

Respectfully submitted,
Isha Rajbhandari