

Meeting Minutes
University Enrichment Committee
22 April 2019

Attendees: Roger Allen, Renee Houston (ex-officio), Olivia Wilhite, Lisa Johnson, Isha Rajbhandari, Linda Williams, Bianca Wolf, Tanya Stambuk,

Secretary of the day: Bianca Wolf

Chair Roger Allen convened the meeting at 1:00 p.m.

I. Announcements

1. Register Lecture nomination, materials deadline was April 5th. Material from nominees for review by the committee are due on April 30th.
 - a. Three candidates now in system. There will be materials from each candidate for review on SoundNet and hard copies of additional materials (e.g. published books) available for review in the Associate Deans' office (Jones 212). UEC members to review materials and start discussion of final recommendation via email. UEC will meet, if needed, in early May for further discussion depending on unanimity of recommendations.
2. Roger submitted a preliminary annual report to the Faculty Senate for UEC (current academic year), excluding consideration of final student research proposals and selection of Register lecturer; both to be added to final report later.
 - a. Discussion of missing application materials ensued during the review of student proposals and prompted one addition for the final annual report. Roger will include a self-charge for next year that UEC discuss and decide if missing materials from proposals necessitate denial of proposals. Renee informed UEC members that proposals may likely move to a fillable form, online format within the year which would preclude missing materials in the future.

II. Approval of February 9, 2019 minutes

Minutes from March 13, 2019 were approved (5 approvals; 2 abstentions)

III. Discussion of Spring Semester Student Research Proposals

1. 27 (out of 32) submissions were discussed and approved; albeit some pending final review for missing or misplaced (online) materials.
 - a. For several proposals, letters from advisors were not accessible upon initial review by assigned UEC members. Roger reported all but one proposal had since been updated in the system by Lisa Hutchinson. UEC members agreed to offer tentative approval of those proposals, followed by one final review by assigned UEC members of the advisor letters and then email Roger to confirm approval by Wednesday, April 24th.
 - b. Discussion of proposals with low/disparate scores were discussed in detail. UEC members came to final decisions to approve via discussion/review of their respective judgements.

- c. Some discussion ensued regarding students having already received summer research approvals in the natural sciences. Renee confirmed any students who already received such approval indicating that advisor letters were already received and reviewed as favorable in line with those funding criteria.
- d. Roger will email five students for clarification on and/or missing “communication of findings” to be included in their proposals. UEC members agreed that approval of those proposals was still warranted.
- e. Two proposals were held aside for further review by assigned UEC; further review of letters from advisors and other materials needed, those members will email Roger with final assessments.
- f. One student proposal was denied for lack of completion/missing materials.
- g. Two student proposals still need review. They may have experienced problems posting to SoundNet and/or materials were missing at the time. The UEC members assigned to review those proposals will review them and email Roger with final assessments.

Adjournment. The meeting was adjourned right before 2:00 p.m.

Next Meeting Secretary: Roger Allen

Respectfully submitted,
Bianca Wolf